VET FEE-HELP Student Entry Procedure

All students wishing to apply for a Commonwealth VET FEE-HELP student loan must be assessed for academic suitability to undertake a high level VET qualification.

Qualifications that are eligible for a VET FEE-HELP loan include
- VET Diploma
- VET Advanced Diploma
- VET Graduate Diploma
- Graduate Diploma

This academic assessment is in addition to any entry requirements that may be required for the specific course students are wishing to undertake. Ways to assess academic suitability In order to apply for a VET FEE-HELP student loan, applicants must meet one of the following requirements:

- provide a copy of their senior secondary certificate of education*, that has been awarded by an Australian authority or agency. THA is required to store a copy of this for five years after enrolment.

OR BOTH

- undertake a literacy and numeracy assessment using an approved assessment tool**and display competence at or above Exit Level 3 in the Australian Cores Skills Framework (ACSF) in both reading and numeracy

AND

- THA believes that the student displays that competence.

The results of the testing will be reported to the student as soon as practicable after the assessment and to the Minister on request. THA must retain the results for at least 5 years.

Procedure

If you wish to apply for VET FEE-HELP:

We will ask you to provide us a copy of your year 12 Australian Senior Secondary Certificate of Education.

If you are able to supply your year 12 Australian Senior Secondary Certificate of Education.

1. Upon application students are asked to sit THA’s internal assessment, you will receive the results from our Academic and Student Support Officer, and will only be able to continue with your enrolment if you meet the requirements of this assessment.

2. You will then be enrolled into the course and receive a welcome letter
If you are unable to supply your year 12 Australian Senior Secondary Certificate of Education, but want to apply for VET FEE-HELP

1. We will register you with a government endorsed online Australian Cores Skills Framework (ACSF) assessment. You will need to complete this assessment and obtain an exit level 3 for both reading and numeracy.

2. You will receive the results of that assessment from our Academic and Student Support Officer.

3. If you do reach the required level in the online Australian Cores Skills Framework (ACSF) assessment.
   - You will then be enrolled into the course and receive a welcome letter.
   - 48 hours after enrolment you will receive your VET FEE HELP form to complete and return.

4. If you do not reach the required level in the online Australian Cores Skills Framework (ACSF) assessment.
   - You will be contacted by our Academic and Student Support Officer to talk through the gaps that you have, and we will look at strategies to assist you to re-sit the assessment.
   - Please note that you will not be able to apply for the VET FEE HELP loan if you are not able to reach the required level in this assessment

Application for Commonwealth assistance can only occur 2 business days after the student enrolls into a unit.

Any student who enrolls in a unit less than 2 business days before the census date for the unit will not be able to receive VET FEE-HELP assistance for the unit

* VIC - The VCAA offers a service where students may obtain a Replacement Certificate, Statement of Results, or VET Statement of Results. For further information visit http://www.vcaa.vic.edu.au/pages/vce/results/replace.aspx

* NSW - The Board of Studies offers a service where students may obtain a Replacement Certificate. For further information visit http://www.boardofstudies.nsw.edu.au/hsc-results/replacement-exam-results.html

**The approved test is an online activity called Core Skills Profile for Adults (CSPA). This test has been selected by the Government to assess whether applicants for VET FEE HELP display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy. The test process will be conducted with honesty and integrity.