



# VOCATIONAL STUDENT ENTRY PROCEDURE

<b>Approved by:</b>	Manager Regulatory Affairs and Policy	<b>Date:</b>	19 May 2017
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<b>Custodian:</b>	Manager Regulatory Affairs and Policy		
<b>Supporting Documents, Procedures &amp; Forms:</b>	<a href="#">Admission Guidelines (staff)</a> <a href="#">Admissions Policy</a>		
<b>References &amp; Legislation:</b>	<a href="#">Higher Education Support Act 2003 (Cth)</a> <a href="#">VET Guidelines 2015</a> <a href="#">VET Student Loan Rules 2016 (Cth)</a>		



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## 1 Purpose of Procedure

1.1 This Procedure outlines the requirements and matters relating to UOW College courses that lead to the Vocational qualifications at the:

- a. Certificate III level;
- b. Certificate IV level; and
- c. Diploma level.

1.2 This Procedure stipulates:

- a. An applicant's suitability and capacity for a specific course and specific level of study; and
- b. The requirements of a student to complete specific language literacy and numeracy testing to determine this suitability and any additional support services that will be required for the student to successfully complete the qualification.

## 2 Scope of Procedure

2.1 This procedure applies to all prospective UOW College Vocational qualification students to provide them with an understanding of the admission process.

2.2 UOW College is an approved NSW Government Smart and Skilled funding training provider. To determine eligibility for Smart and Skilled funding, students are directed to the [Smart and Skilled website](#). Students are also encouraged to contact UOW College directly to ask about UOW College courses that are eligible for Smart and Skilled funding. It is important to note that Smart and Skilled funding is only available for selected Vocational qualifications. UOW College is also subject to a Smart and Skilled annual funding cap which may be exhausted at the time of application, resulting in Smart and Skilled funding not being available.

## 3 Definitions

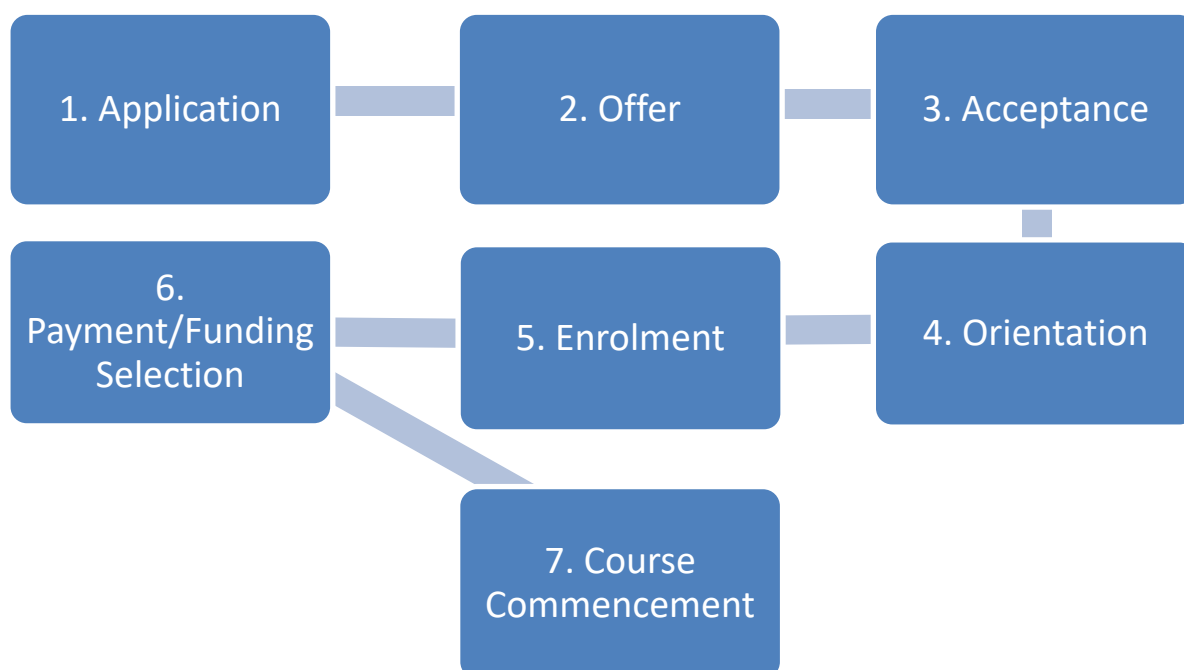
Word/Term	Definition
Census Date	The date at which financial liability for subjects/units of competency is set and tuition fees are due for students in academic programs and VET accredited courses.



Course	A program of study that includes those courses leading to higher education, vocational, award and non-award courses.
Head of Program	Refers to Academic Program Manager, English Language Centre Manager, English Language Coordinator, Academic Support Coordinator, and Manager Vocational Programs.
Program Coordinator	Refers to the Vocational Staff member with responsibility for the management of individual qualifications.
Session	A period in which subjects/units of competency may be offered in the Academic, Vocational, and English Language Programs.
Smart and Skilled	Smart and Skilled is a reform of the NSW Vocational Education and Training system. It provides eligible students with an entitlement to government-subsidised training up to and including Certificate III qualifications. It also provides government funding for higher level courses (Certificate IV and above) in targeted priority areas.
Student	Any person who is enrolled in any course or program offered at, or in conjunction with, UOW College.
Subject	A self-contained unit of study/unit of competency in any course or program offered at, or in conjunction with, UOW College.
Unique Student Identifier (USI)	A USI is a reference number made up of 10 numbers and letters that creates a secure online record of an individual's recognised training and qualifications gained in Australia. A USI is required for all new or continuing domestic and international students undertaking nationally recognised Vocational education and training in Australia. Students are required to have a USI in order to receive a qualification or statement of attainment. International students who are not studying in Australia do not need a USI.
Unit of Competency	A unit of competency is the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace. A unit of competency is the smallest unit that can be assessed and recognised.

## 4 Vocational Course Entry Process

4.1 The below flowchart highlights the key steps of the UOW College Entry Process. Further details of these entry steps (steps 1, 2, 3, 4, 5, and 6) are outlined for students in the below sections.



## 5 Application and Offer Instructions

### Application

- 5.1 Prospective UOW College students are required to complete an application form. Students are able to complete a hard copy application form available from UOW College Reception or from the UOW College website or complete an electronic application form via the online application portal.
- 5.2 This application form is then forwarded to:
- The University of Wollongong (UOW) Admissions Database for actioning if the application is submitted via the online portal; or
  - The UOW College Administration team for initial assessment.
- 5.3 Assessment of an application commences with a determination as to the completeness of the application submitted. Completeness of application includes:
- Submission of all required supporting personal documentation;
  - Submission of approved evidence of level of academic experience (e.g. copy of Higher School Certificate, and subject marks); and



- c. Complete response to all application questions.
- 5.4 If the application has not been satisfactorily completed by the applicant, UOW College Administration will contact the applicant within a reasonable timeframe requesting any outstanding information and documentation requirements.
- 5.5 There are additional documentary requirements for students who seek to apply to access Smart and Skilled funding. UOW College Administration will contact students with further information and advice regarding these requirements.
- 5.6 Where a complete application has been submitted, UOW College will assess the application against the entry requirements to the course as outlined in the UOW College Admissions Guidelines. The specific entry requirements to each UOW College course are also publicly available on the individual UOW CourseFinder pages accessible from the UOW College website.

### **Prospective Domestic Student Screening – Diploma of Nursing**

- 5.7 If a student is seeking admission to the UOW College Diploma of Nursing, the following steps must be successfully completed prior to a student being offered a place in the course:
  - a. Following the submission of a complete application, UOW College will send the following information to the applicant:
    - i. An invitation to attend a course information session;
    - ii. Any inherent course requirements;
    - iii. Information relating to fees, including any additional costs not included in the course fee likely to be incurred by the student as a result of enrolment (e.g. Criminal Record Check, Immunisation etc);
    - iv. Course Duration, including Work Placements; and
    - v. Any other information necessary to enable the student to make an informed decision about their study.
  - b. Student is to attend the scheduled information session;
  - c. Student is to complete the Australian Core Skills Framework Reading and Numeracy tests;



- d. Student is to attend an interview with a UOW College delegate and provide a cover letter outlining their motivation for studying the course.

## Course Offer and Acceptance

- 5.8 Where an applicant has provided all required documentation and UOW College has determined that the applicant has met the entry requirements to their selected course, they will be issued with an Offer of Admission. Where an enrolment quota exists for a particular course and an applicant has submitted a complete application and has met the entry requirements to their selected course, the issuance of an Offer of Admission will be based on merit.
- 5.9 The Offer of Admission will include, but is not limited to, the following information,:
  - b. Course name and details;
  - c. Course dates;
  - d. Course fee and fee structure;
  - e. Study location/campus;
  - f. Conditions of admission (if applicable);
  - g. Relevant UOW College policies and procedures; and
  - h. Instructions on selecting payment options and accepting the Offer of Admission.
- 5.10 Where an applicant has applied and is eligible for Smart and Skilled funding, the Offer of Admission will outline the subsidy awarded and the proportion of the fee payable by the student. UOW College will provide all required information and documentation to the eligible student prior to the Offer of Admission being issued in accordance with the Smart and Skilled Operating Guidelines and Contract terms.
- 5.11 The Offer of Admission will include the following accompanying documents:
  - a. Privacy Notice and Student Declaration Form; and,
  - b. Student Data Form.

These forms are required for UOW College to collect and submit mandatory VET activity, funding and outcome data in accordance with the Australian VET Management Information Statistical Standard (AVETMISS) to the National Centre for Vocational Education Research (NCVER).



- 5.12 If an applicant wishes to accept the Offer of Admission, they are required to complete the Acceptance Agreement in full and return to UOW College in accordance with the instructions on the form. The accompanying forms outlined in Part 5.11 must also be completed and returned to UOW College with the Acceptance Agreement.
- 5.13 Where a student accepts the Offer of Admission to study at UOW College they are not yet enrolled in their course. Prior to enrolment, students are required to complete the Orientation program which will occur the week prior to course commencement.

## **6 Orientation**

- 6.1 UOW College aims to conduct the Vocational Program orientation process the week prior to course commencement.
- 6.2 Details of the orientation program including an agenda and what students should bring to orientation are provided to students following acceptance of the Offer of Admission.
- 6.3 At orientation students receive:
- a. A Student Orientation Pack on USB for ease of access and retention;
  - b. Orientation presentations from a variety of speakers including the Manager Vocational Programs, UOW College Student Services and the relevant UOW College Course Coordinator;
  - c. Further information regarding funding options including VET Student Loans and UOW scholarship opportunities and payment details;
  - d. A Campus Tour; and
  - e. Other course specific information including, but not limited to, census dates, course withdrawal procedures, academic integrity and student conduct expectations, student support services, Australian Taxation Office information etc.
- 6.4 The Orientation Program includes provision for students to complete an approved Language Literacy and Numeracy (LLN) test if they have not already done so. Students enrolling in a Diploma-level qualification are required to complete an online LLN test in accordance with the VET Student Loans Rules 2016. Students enrolling in a Certificate-level qualification are required to complete a UOW College devised LLN test.
- 6.5 Students who have yet to provide their USI to UOW College for verification are able to apply for their USI and have their USI verified during the orientation process.





- 6.6 Where students are unable to attend the scheduled orientation and have notified UOW College prior, late orientation presentations and details will be provided to students prior to their course commencement.

## **Language Literacy and Numeracy (LLN) Testing**

- 6.7 An LLN test is required to be completed by students prior to enrolling in their course. The LLN test will assess requisite language, literacy and numeracy proficiency for specific course levels assisting in the determination of academic suitability and additional support needs for given students.
- 6.8 Students who have accepted an Offer of Admission for Diploma-level courses are required to undertake the Australian Core Skills Framework LLN testing tool, as outlined by the VET Student Loans Rules 2016, and achieve competence at or above Exit Level 3 to meet academic suitability requirements. Students who do not achieve competence at or above Exit Level 3 must have a Senior Secondary Certificate of Education as completion of Year 12 or a qualification at Level 4 or above in the Australian Qualifications Framework to meet academic suitability requirements for Diploma-level study.
- 6.9 Diploma-level students will be provided with the results of their Australian Core Skills Framework LLN test as soon as practicable after assessment. Certificate-level students will be advised of the results of their LLN test if support needs are identified or the student is assessed as not meeting capability requirements and is required to be referred to a more academically appropriate course.
- 6.10 UOW College will retain the results of LLN tests for a minimum of five years.
- 6.11 UOW College ensures that the LLN test and associated processes are carried out by UOW College staff honestly and with integrity.

## **7 Enrolment**

- 7.1 Once students have completed the orientation process as outlined above and are deemed suitable for their elected course of study, they are required to enrol in their selected course via UOW College systems. This will be carried out during the orientation period and prior to course commencement.
- 7.2 It is important for students to understand what units of competency they are enrolling in for a particular session. This course specific information will be provided to students



during the enrolment point of their orientation program by UOW College Administration staff.

- 7.3 At Enrolment students are further advised of their payment and/or potential funding options available to them, including eligibility criteria.

## 8 Payment and Funding Options

- 8.1 Students are encouraged to consider their fee and payment option early, and make an informed decision about their fee status. This includes reading relevant government material on the [Study Assist website](#).

- 8.2 Payment options for Vocational students include:

- a. Deferment of fees using VET Student Loans – for selected courses
- b. Payment by instalment – consisting of three equal payments per session. The first instalment must be paid prior to commencement of the course, with subsequent payments automatically deducted from the provided credit card at weeks 5 and 10 of the session (or otherwise approved).
- c. Upfront payments – where students elect to pay their fees upfront prior to the commencement of the course by Visa, MasterCard or Electronic Funds Transfer. The date by which payment is required will be stated in the Offer of Admission.

- 8.3 Details of Fees and Refunds are provided to students at orientation and are available publicly on the UOW College website's [Policies and Procedures page](#) in the Fees and Refunds Policy.

### **VET Student Loans**

- 8.4 VET Student Loans is an Australian Government income contingent loan scheme that is part of the Higher Education Loan Program (HELP) and replaces the VET FEE-HELP scheme.

- 8.5 UOW College has VET Student Loans capabilities for selected courses.

- 8.6 Students are eligible for a VET Student Loan if they:

- a. are an Australian citizen; or
- b. hold a permanent humanitarian visa and usually reside in Australia; or
- c. are a qualifying New Zealand citizen;
- d. have a tax file number;
- e. a FEE-HELP balance (the amount of their FEE-HELP limit they have left) greater than \$0;
- f. are academically suitable to undertake the eligible course;



- g. have a Unique Student Identifier (USI); and
  - h. are enrolled in an eligible course.
- 8.7 To apply for a VET Student Loan a student must:
  - a. Signal their intention to apply for a VET Student Loan at Enrolment;
  - b. UOW College will then provide the Government with enrolment information, including the relevant census day;
  - c. The student must then fully complete and lodge an [eCAF online](#) before the census date
  - d. Students will be notified electronically when they can:
    - a. Access the online system to complete the [eCAF](#); and
    - b. When the [eCAF](#) has been successfully lodged.
- 8.8 In line with the VET Student Loan Rules, students will only be able to make an application two days after enrolling in their course.
- 8.9 Access to VET Student Loans cannot be retrospective and where a student fails to complete an eCAF on or before the census date, they will be personally liable for the entire cost of tuition for that session.
- 8.10 VET Student Loan repayment is via the Australian taxation system once the student's income is at or above the compulsory repayment threshold.

### **Other Funding Options**

- 8.11 Scholarship funding is also available for many of UOW College's vocational courses. These include:
  - a. Smart and Skilled Government Funding;
  - b. UOW Diversity and Equity Scholarships –cover the cost of Certificate IV courses up to \$1,500.00; eligibility criteria and post course requirements are applicable.
- 8.12 Smart and Skilled is a reform of the NSW Vocational Education and Training system. It provides eligible students with an entitlement to government-subsidised training up and including Certificate III qualifications. It also provides government funding for higher level courses (Certificate IV and above) in targeted priority areas.
  - a. To be eligible for a Smart and Skilled government-subsidised course with UOW College a student will need to meet all of the following criteria:
    - i. 15 years old or over,
    - ii. No longer at school,
    - iii. Living or working in NSW,



- iv. An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen.
- b. The funding will cover a minimum of 70 percent of the course fee. If a student is eligible for Smart and Skilled funding, they may also be eligible for a fee free scholarship as a component of Smart and Skilled, which means the student will not have to pay any portion of the fee, if they satisfy certain concession criteria.
- c. Fee-Free Scholarships are intended to help people (15-30 years old) who are concession eligible to undertake training under Smart and Skilled. All Certificate III and Certificate IV level qualifications that UOW College are approved to deliver under Smart and Skilled are covered, including Traineeships.
- d. From 2016 when a student meets the personal eligibility criteria for Smart and Skilled they will have access to training entitlements regardless of the level of any previous qualifications held.
- e. The NSW Government has capped the Smart and Skilled traineeship fee at \$1,000.00. All qualifications that UOW College are approved to deliver under Smart and Skilled are eligible for traineeships.
- f. For more information on Smart and Skilled funding and to check eligibility, please go to [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

## **9 Records Management**

- 9.1 Records relating to Student Entry must be kept in accordance with UOW Enterprises' Records Management Policy.
- 9.2 Where documentation and/or information is created by UOW College in relation to student entry that would not be considered a record for the purposes of the Records Management Policy, it must be retained for a minimum of seven years.

## **10 Version Control Table**

<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment</b>
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1	01/01/2016	Regulatory Compliance Coordinator	New Procedure – as required for amendments to the VET FEE-HELP Student Loan system.
2	21/07/2016	Compliance Officer	Minor change only – College branding and document formatting updated.
3	11/04/2017	Manager Regulatory Affairs and Policy	Updated in line with changes to the VET Student Loans.
4	19/05/2017	Manager Regulatory Affairs and Policy	Inclusion of Diploma of Nursing screening provisions.