



VET Student Loans

Student Enrolment Policy

Outline

In addition to meeting eligibility requirements set out by the government for a VET Student Loan, you will also need to meet any academic pre-requisites for the course you wish to enrol in and follow the Step Into Training Services Enrolment Procedure.

This is required to ensure that:

- You are assessed academically suited to undertake the approved course on the basis of either:
 - providing your Australian Year 12 Certificate; OR
 - providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English); OR
 - displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test.
- In addition, SITS must reasonably believe you show competence (ability) in completing the course. You may be required to undertake the test if SITS believes you do not have required LLN skills for the proposed course.

Application and Enrolment into one or more of our courses must be completed prior to the commencement date of the course. (See Fee Schedules and Census Dates tab below). If you meet our Student Entry Requirements and your application is accepted, you will receive formal communication from Step Into Training Services.

Enrolment Procedure

In order to apply for a VET Student Loan approved course you will need to:

- Complete the electronic application Intention to Apply form, AND provide evidence that you have completed year 12 or a Certificate IV or above qualification in English.
- You will be contact by SITS representative to discuss your intention to enrol for the proposed course under the VET Student loans program. This will include providing information on Course Schedule, Fees, Census days, CT and RPL options. The discussion will be conducted either on phone or in-person with a SITS representative.
- If you have not completed year 12 and / or a Certificate IV or above qualification in English, you will be required to undertake an assessment of your English Language,



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Literacy and Numeracy to ensure that you will be able to successfully complete the course.

- If you are required to undertake and LLN assessment, you will be sent an online link to our test platform LLN Robot. You must pass the test for successful enrolment into the proposed course. If you do not pass the required exit level, you may make another attempt to complete the assessments.
For our approved courses, competence at exit level 3 in both English and maths is required. If the results are not at the required level after the second attempt, a SITS representative will contact you to discuss alternative options.
- Once you achieve the required exit level, you will be required to complete the electronic Enrolment Form. This should be completed on or before the commencement date for your course.
- Once you are enrolled into a course, you will be provided with a statement as to whether or not your enrolment is accepted on the basis that some or all of the tuition fees for the course will be covered by a VET Student Loan
- SITS will create a **electronic Commonwealth Assistance Form (eCAF)** that should be completed by you before the census date. SITS will send you a VET Student **Loans Fee Notice** before the census day so that you have all the information you need to make your study and payment decisions.
- The first day of your course includes an introductory session providing you with further information on training and competency requirements for the enrolled course. You will have until the census day to decide whether you wish to continue or withdraw from the course
- SITS will send you **Commonwealth Assistance Notice (CAN)** that contains information about your enrolment and use of Commonwealth assistance. It will be sent to you within 28 days of the census date.



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RPL & Credit Transfer (CT)

Students are encouraged to apply for CT and/or RPL if they have completed the same unit or units previously, have completed equivalent study or have experience in a relevant field. CT/RPL is discussed with and offered to all students as a part of the pre-enrolment process enabling Training staff to assist students on an individual level with their specific needs and inquiries.

Credit Transfer

Credit Transfer (CT) is a process that enables a student to receive credit for previous formal training where that training is considered equivalent. Credit Transfer eligibility is identified on a unit by unit basis where a student has completed the same unit or the unit they have completed is equivalent within Training Package guidelines. This unit or units can be completed at any RTO.

Credit Transfer may be awarded to students enrolling in the qualifications and will be discussed with students as part of the pre-enrolment process once an application for admission has been received. Students are required to apply for Credit Transfer no later than their formal enrolment in the qualification. Students will be required to nominate the units they wish to seek credit for, complete an RPL/CT Application Form and submit formal AQF documentation relevant to the application.

Once your Credit Transfer application has been received and assessed, you will be advised of the outcome in writing. Your fees will then be adjusted to reflect an award of CT for individual units, with these units charged to you at no cost.

Credit Transfer is not relevant to students enrolling in individual units.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) may be awarded to students who have proved through appropriate documentary evidence, written statements or other evidence that they have met the required assessment criteria for units through previous study and/or experience in a relevant field.

Students intending to apply for RPL for any unit of competency, either as an individual unit or qualification delivery, or who have questions regarding the RPL process, should contact SITS prior to the commencement of their training. There are specific deadlines for submitting evidence for RPL assessment, and collecting relevant and sufficient evidence takes time. The RPL of a unit or units will not be approved if sufficient evidence is not



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submitted prior to the commencement of training in that relevant unit/s. The extent of recognition sought may be up to 100% of a qualification, several units within a qualification, or a single unit.

SITS may award RPL for a unit of competency where:

- The student can provide authentic documentary evidence of their prior learning and experience;
- The evidence is of a comparable standard to the assessment criteria presented within the course;
- The evidence is sufficient and current.

RPL is discussed during the pre-enrolment consultation. **Students are encouraged to apply for RPL no later than their formal enrolment in the qualification or individual unit.**

The RPL process will include the following stages:

- Inquiry at the time of Application for enrolment and/or pre-enrolment consultation
- Completion and submission of the RPL Application Form
- Completion and submission of a self-assessment using Initial Assessment documentation
- Provision of supporting documentation relevant to application
- Assessment, including a Competency Conversation
- Provision of additional evidence as requested by the RPL Assessor and/or gap training if required
- Support (if required) from Administration/RPL Staff in collating the information at all stages in the process
- Once your RPL application has been received and assessed in accordance with this process, you will be advised of the outcome in writing and adjustments of fees (where relevant) will be processed at that time.



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Tuition Fee

Eligible student who wish to access VET Student Loan assistance to pay for all or part of the tuition fees should understand that

- VET Student Loan assistance is a loan from the Commonwealth;
- a VET Student Loan will remain as a personal debt obligation until it is repaid to the Commonwealth;
- a VET Student Loan may reduce the person's take-home (after-tax) wage or salary until the debt is repaid and may affect the borrowing capacity of the person until the debt is repaid to the Commonwealth;
- a Request for Commonwealth Assistance form signed by the student applies to a loan for the entire VET Course of Study, charged on a unit by unit basis, unless the student pays some of the Tuition Fees up-front;
- Census Date(s) will apply to each of the VET Units of Study in which the person enrolls, with the student taking out a loan for any Tuition Fees that remain unpaid at the end of each Census Date;
- a student may cancel their enrolment by withdrawing from each VET Unit of Study on or before the Census Date in accordance with SITS Withdrawal;
- withdrawal will result in the student not incurring a VET Student Loan debt; and/or receiving a refund for any up-front Tuition Fee payments made on or before the Census Date
- a student may wish to seek independent financial advice prior to applying for a VET Student Loan.

Determination of Tuition Fees

Step Into Training Services will ensure that, in determining tuition fees, no regards is given to the matters set out in the VET Student Rules 2016, section 118

Variation of tuition fees

Step Into training Services will ensure that any variations to the tuition fees for an approved course, or a part of an approved course, are published on our website and easily accessible without provision of login information in compliance with the VET Student Rules, section 127.

If you have any questions, please do not hesitate to contact us on: 1300-GO-SITS (1300-467-487) or email: info@sits.edu.au