



VET Student Loans Marketing Policy

Overview

The VET Student Loans Act 2016 requires a Registered Training Organisation (RTO) that is approved to offer VET Student Loan assistance to its eligible students (a VET Provider) to market its VET Student Loan enabled courses (VET courses of study) in such a way that prospective students who are, or would be entitled to VET Student Loan assistance under Section 9 of the VET Student Loans Act 2016 (the Act) are fully informed about a VET course of study before they enrol and are not offered any prohibited inducements to enrol in a VET course of study.

Furthermore, VET provider must not use third party contact lists unless express consent was given or engage in cold calling .This policy is designed to ensure that HCR Constructs Pty Ltd (t/a Step Into Training Services) understands and meets these requirements.

Procedures

Marketing VET Student Loans with integrity

Step Into Training Services (SITS) will market its VET Courses of Study in compliance with VET Student Loans Act 2016 and maintain its integrity by using ethical means.

Step Into Training services will ensure that any information provided about the VET Student Loans to a prospective student is accurate and up-to-date. Any marketing will mention:

- Provider name as being HCR Constructions Pty Ltd t/a “Step Into Training Services (SITS)”
- Use SITS registration code being 91533
- Maximum tuition fees for the course of study
- Mentions that “VET student loans will not be approved for students who do not meet eligibility requirement”

SITS will ensure that once the census date for an approved course, or a part of an approved course is published, it must not change unless that in accordance with VET Student Loans Rules 2016 which requires that if census date for an approved course, or a part of an approved course, is changed, it is published on the website as soon as practicable and is easily available without the provision of login information.

Pre-enrolment information

Prior to enrolment SITS will ensure that prospective student is provided the following information relating to their course of study:

- Information on the VET Student Loan scheme
- Payment options for tuition fees including
 - Up-front payment; or



VET Student Loans Marketing Policy

- Government loan through VET Student Loan scheme (provided eligibility criteria is met); or
- Combination of these options
- The tuition fees covered by VET Student Loan including loan fee and any other fees
- Provide reference to SITS published:
 - tuition fees, schedule and census date
 - withdrawal policy

SITS will document, maintain and retain accurate records of enrolments and applications for VET courses of study for at least 5 years as required under the VET Student Loans Act 2016.

Marketing through Social Media

SITS will ensure that any marketing its approved courses through social media does not mention the possible availability of a VET student loan for students undertaking a course.

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.