



VET Student Loan Academic Suitability and Student Entry Policy

Purpose

In accordance with the VET Student Loans Act 2016 and the associated VET guidelines, all students wishing to apply for a Commonwealth VET Student Loan must be assessed for academic suitability to undertake a high level VET qualification. (*Subdivision B—Student entry, Section 80 Academic suitability, VET Student Loan Rules 2016*)

Qualifications that are eligible for a VET Student Loan can be found on the Approved Course List on the Department of Education and Training website here:
<http://www.education.gov.au/vet-student-loans>

This academic assessment is in addition to any entry requirements that may be required for the specific course you are undertaking. In high demand courses where there are more applicants than there are available places, there may also be additional selection criteria.

Definition of the “College”

Malekhu Investments Pty Ltd trades as Queensford College / Q Learning. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.

Policy

Assessment requirements to assess academic suitability

To apply for a VET Student Loan to cover your course fees or part of your fees, all students must meet one of the criteria below and provide evidence, if applicable. The Student must complete the requirements in full of one of the three options listed below.

Option 1: Evidence of senior secondary certificate being attained

- Evidence provided that confirms the student has completed their senior secondary certificate of education, awarded by an Australian authority or agency.
- A copy of the document is to be provided at the time of enrolment.
- Queensford College is required to retain this for five years after the enrolment date.
- A list of State Education Departments has been provided as Appendix 1 to this document to assist the student obtaining this document if required.

Option 2: Evidence of Certificate IV Qualification (or higher) having been attained in the past by the student

- If the student has completed an Australian Qualifications Framework qualification at Certificate IV level or above previously with Queensford College or another provider, then evidence is to be retained on the student file.
- At the time of enrolment, the student is to provide a certified copy of their qualification. If the qualification was issued by Queensford College, no copy is required by the student as the records would be securely retained in the College's Student Management System.

Option 3: If the student has not met the requirements of options 1 or 3, then the Student is required to complete a reading and numeracy assessment as provided by the College.

- The Student will be provided with access to an online reading and numeracy assessment which has been reviewed and approved by the Secretary published on the Department's website, which will assess their competence providing a report that shows if they have the ability to Exit Level 3 (or above) in the Australian Core Skills Framework (ACSF).
- The College Courses Advisor will provide the student with access to the approved assessment and will explain the system and process to them, ensuring that they have the knowledge required to undertake this assessment at no cost to the student.
- Once the results are received back, they will be reported back to the student as soon as practicable after the assessment.
- Results also retained by the Queensford College Data Officer to ensure that they can be provided to the Secretary in the form, manner and by the time requested by the Secretary.
- To ensure that the assessment is conducted with honesty and integrity, and to ensure validly and reliably, the preference is that the assessment is conducted within a computer lab located at each Queensford College Campus. Declarations of authenticity are also utilised through the terms and conditions embedded into the assessment which provide a second layer of assurance.
- Where a face to face assessment is not possible, the Courses Advisor will ask the student a range questions regarding the assessment tool to confirm that they are the one who in fact completed, and where there is doubt, additional assessments may be provided at the discretion of the Courses Advisor.

If one of the above options cannot be successfully completed, then the student enrolment is unable to be completed and perhaps an alternative option should be considered, i.e. a pathway qualification.

Appendix 1 – State Education Department details

ACT Senior Secondary Certificate	<p>Contact the ACT Board of Senior Secondary Studies to retrieve Year 12 Certificates, Tertiary Entrance Statements and Vocational Qualifications if you completed high school in the ACT after 1976. If your qualifications pre-date 1976, telephone the NSW Board of Studies, Administration Branch on (02) 9367 8111. Contact by email is available at bsss.enquiries@act.gov.au</p>
Northern Territory Certificate of Education (NTCE)	<p>Northern Territory Certificate of Education (NTCE) Contact the Northern Territory Board of Studies to apply for your high school documentation if acquired since 1996. Email ntbos@nt.gov.au for further assistance.</p>
Higher School Certificate (HSC)	<p>For a replacement copy of your HSC if completed in New South Wales from 1967 onwards, go to the Board of Studies NSW webpage to download an application form. Email replacement@bostes.nsw.edu.au or telephone (02) 9367 8111 with related enquiries.</p>
Queensland Certificate of Education (QCE)	<p>To have your QCE reissued if obtained since 1973, see the contact details on the Queensland Curriculum and Assessment Authority webpage. Details for retrieving academic records prior to 1973 are also provided on the above link. Alternatively, you can email reissue@qcaa.qld.edu.au for assistance.</p>
South Australian Certificate of Education (SACE)	<p>To receive a replacement statement or certificate for secondary high school qualifications obtained since 1970 in South Australia, download an application form from the Senior Secondary Assessment Board of South Australia or email sace.info@sa.gov.au to have your enquiry directed.</p>
Tasmanian Certificate of Education (TCE)	<p>Replacement or duplicate certificates for the TCE or its prior equivalent (to 2009) may be ordered from the Tasmanian Qualifications Authority by downloading an application form. Enquiries may be emailed to enquiries@tasc.tas.gov.au</p>
Victorian Certificate of Education (VCE)	<p>Contact the Victorian Curriculum and Assessment Authority for a replacement copy of your VCE (or its equivalent, if issued prior to 1987), or email vcaa@edumail.vic.gov.au</p>
Western Australian Certificate of Education (WACE)	<p>If you completed the WACE, or its equivalent, download the form 'Application for a copy of results with BPAY_BPOINT' from the School Curriculum and Standards Authority, to have your graduation documents reissued. Available records date back to 1976. Direct email enquiries to cso@scsa.wa.edu.au.</p>