

Student Entry Procedure



Institute of Health and
Nursing Australia

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Description and Scope

1. This procedure ensures that students are academically suited to undertake an Approved Course/VET course of study. It outlines the entry criteria, and the steps undertaken by IHNA to determine a student's academic suitability for an Approved Course/VET course of study.
2. This procedure applies to all students and applicants at IHNA that are, or would be, entitled to a VET Student Loan. The procedure responds specifically to the Student entry requirements outlined in the VET Student Loans Rules 2016 and the Higher Education Support (VET) Guideline 2015.

Responsibility

3. The IHNA Executive Management Committee has responsibility for this procedure. Other responsibilities are mentioned within the procedure.

Definitions

- a) **Applicant:** Refers to prospective students seeking information about a VET unit of study or course that meets the course requirements under the Act and who may be eligible to apply for a VET Student Loan.
- b) **Approved Course:** a qualification or course of study that has been approved by the Department of Education as eligible for VET Student Loans.
- c) **Students:** refers to all persons enrolled in a unit of study who are or might be entitled to a VET Student Loan under the Act.
- d) **VET Course of Study:** a VET course of study is an eligible VET course where each of the VET units satisfies the course requirements under the Act.
- e) **Australian Core Skills Framework:** The Australian Core Skills Framework (ACSF) contains the endorsed language, literacy, and numeracy (LLN) standards that are to be reflected in all Training Packages.
- f) **Census date:** the last day a student may withdraw from a VET unit of study or course in which they are enrolled without incurring financial liability for tuition fees, a VET Student Loan debt.
- g) **Senior Secondary Certificate of Education:** Refers to a certificate of education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12.
- h) **The Act:** Refers to the VET Student Loans Act 2016 and the Higher Education Supports Act 2003.
- i) **VET Student Loans:** VET Student Loans is a loan program that assists eligible students enrolled in higherlevel vocational education and training courses at approved course providers to pay their tuition fees.
- j) **VET unit of study:** a published unit of study that forms part of an Approved course or VET Course of Study.

Procedure for student to apply for VET Student Loans

4. Student should provide the following:
 - a) Must provide a proof of identity
 - b) Must provide proof of age.
 - c) For students under the age of 18, the application is also signed by a responsible parent/nominated guardian of the student
 - d) Tax File Number; where the student has applied for, but not been issued with a Tax File Number (TFN), a certificate from the Australian Tax Office showing that the student has applied for a TFN.

Determining and assessing academic suitability for an Approved course

5. Prospective students seeking to enrol in an Approved course or VET Course of study with IHNA will be academically suited to undertake an Approved course or VET Course of study if they satisfy the following requirements:
 - a) The applicant or student provides, or IHNA obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the applicant or student's completion of year 12; or
 - b) The applicant or student is assessed as displaying competence at or above Exit Level three (3) in the Australian Core Skills Framework in both Reading and Numeracy using an assessment tool approved under Section 82 of the VET Student Loans Rules 2016 or one specified under the Higher Education Support (VET) Guideline 2015; and IHNA reasonably believes that the student displays that competence; or
 - c) The applicant or student provides, or IHNA obtains a copy of a certificate to confirm that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and the course for the qualification was delivered in English.

Procedure for assessing whether a student is academically suited for an Approved course

6. To assess an applicant or student's competence in Language, Literacy and Numeracy against the Australian Core Skills Framework, IHNA will use an assessment tool approved under Section 82 of the VET Student Loans Rules 2016 or one approved under the Higher Education Support (VET) Guidelines 2015.
 - a) IHNA utilises the BKSb test.
 - b) Prospective students will be required to undertake the relevant assessment in such a way as to preserve the honesty, integrity, and reliability of the process. Prospective students will be required to undertake the assessment of their competence in Language, Literacy and Numeracy as part of the pre-enrolment process.
7. The pre-enrolment process may also require prospective students and applicants to undertake a pre-training review, as a further means of determining the suitability of the applicant for the course.

8. The results of the assessment will be communicated to prospective students as soon as practicable after the assessment is administered.
9. IHNA will be required to produce this assessment to the Secretary in the form, manner at the time requested by the Secretary.
10. IHNA will retain the results of individual student assessment for a period of five (5) years.

Re-sitting the assessment

11. It is possible for students to re-sit the assessment.
12. IHNA reserves the right to permit students to re-sit the assessment, where this is based on IHNA's assessment of the student's readiness.
13. IHNA acknowledges prior recommendations of a three-month period between re-sits but reserves the right to decide based on individual needs and targeted LLN support.

Procedure to re-enrol student who has previously withdrawn from a part of the course undertaken with IHNA

14. Student must complete the course enrolment process.
15. Student will be required to attend a pre-training review and LLN test.
16. Any additional fees and charges will be calculated at time of enrolment. Students may apply for credit transfer/ RPL for previously completed units of study.

Publication

17. This Student Entry Procedure will be made available to students or applicants intending to enrol with IHNA through publication on the website.

Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • HCI Business Code of Conduct and Ethics • Admission and Enrolment Policy • Admission and Enrolment Procedure
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 (NVR Act 2011) • Standards for Registered Training Organisations 2015 • VET Student Loans Act 2016 • VET Student Loans Rules 2016 • Relevant State and Territory funding contracts
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Change History

Version Control		Version 3.0
Change Summary	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
	04/03/2021	Separated Procedure document from Policy, revised and updated with pertinent sections
	10/12/2021	<ul style="list-style-type: none"> • Procedure for students to apply for VET Student loans added. • Inclusion of notification to the secretary when required to do so. • Procedure for re enrolling the students who have previously withdrawn from the courses.