

# STUDENT ENTRY PROCEDURE

## Student Entry Procedure

In accordance with the Higher Education Support (VET FEE-HELP Reform) Bill 2015 and the associated VET Guidelines 2015, a student seeking a Commonwealth VET FEE-HELP student loan for their Diploma qualification must demonstrate their eligibility to access VET FEE-HELP.

In 2016, in addition to the existing entry requirements for each individual program, a student will need to provide a copy of their Senior Secondary Certificate of Education (Year 12 certificate)\*

If they cannot do this, they will need to be assessed as displaying a required level of competence in reading and numeracy.

To assess whether a student has the required level of competence in reading and numeracy, Business Mamas will administer a Core Skills assessment online. This assessment will be done using the reading and numeracy components of the Australian Council of Educational Research (ACER)'s Core Skills Profile for Adults (CSPA) tool.

Business Mamas staff will need to be reasonably satisfied that the test was conducted authentically and that the student is displaying competency ACSF Exit Level 3 or above in both reading and numeracy.

### As a guide:

- An ACSF Exit Level 3 at reading requires a student to read familiar texts fluently
- An ACSF Exit Level 3 at numeracy requires a student to interpret and understand everyday mathematical information

Once complete, students will be notified of their results and a member of our team will contact them to discuss their ability to access VET FEE-HELP. A copy of the results will be stored for five years and may be provided to the Commonwealth if requested.

Where a student meets the entry requirements for the program but is unable to display competency at ACSF Exit Level 3 or above in both reading and numeracy:

- a. They may continue in the program without applying for a VET FEE-HELP loan; or
- b. They may seek another program in order to prepare for entry another time; or
- c. They may be retested in no sooner than three (3) months to re-assess their ability to access VET FEE-HELP