



VOCATIONAL STUDENT ENTRY PROCEDURE

Version:	Approved by:	Approval Date:	Effective Date:	Next Review:		
7	RTO Manager	06 November 2023	06 November 2023	06 November 2026		
Policy Custodian:	RTO Manager	Document No:	UOWC-VP-PRO-02			
Purpose:	<p>This Procedure outlines the requirements and matters relating to UOW College courses that lead to the Vocational qualifications at the:</p> <ol style="list-style-type: none">1. Certificate III level;2. Certificate IV level;3. Diploma level; and4. Advanced Diploma level. <p>This procedure stipulates:</p> <ol style="list-style-type: none">1. An applicant's suitability and capacity for a specific course and specific level of study;2. The requirements of a student to complete specific language, literacy and numeracy testing to determine this suitability and any additional support services that will be required for the student to successfully complete the qualification.					
Scope:	UOWGE	UOWCA	<input checked="" type="checkbox"/>	UOWD	UOWCHK	UOWMKDU
	This procedure applies to all prospective UOW College Vocational qualification students to provide them with an understanding of the admission process.					
Related Documents:	Admissions Policy Entry Requirements Table (staff intranet access only)					
References & Legislation:	Higher Education Support Act 2003 (Cth) National Vocational Education and Training Regulator Act 2011 VET Student Loans Act 2016 (Cth) VET Student Loan Rules 2016 (Cth) ANMAC Enrolled Nurse Accreditation Standards 2017					



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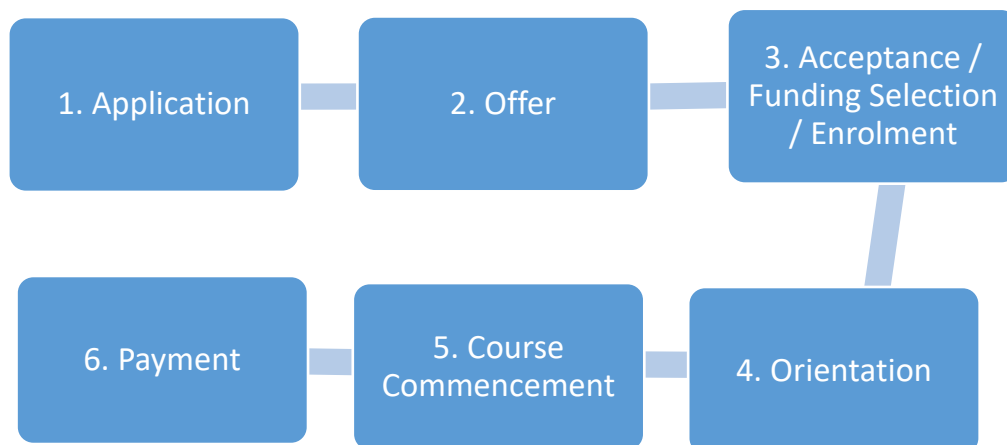
1. Definitions

Word/Term	Definition
Census Date	The date at which financial liability for subjects/units of competency is set and tuition fees are due for students in academic and VET courses.
Course	Any program of study offered at UOW College consisting of a combination of subjects and other requirements, that may lead to a Higher Education or VET award or not.
Head of Program	Refers to Academic Program Manager, English Language Centre Manager, English Language Coordinator, Academic Support Coordinator, and RTO Manager.
Program Manager	Refers to the Vocational Staff member with responsibility for the management of individual qualifications.
Session	A period in which subjects/units of competency may be offered in the Academic, Vocational, and English Language Programs.
Smart and Skilled	Smart and Skilled is a reform of the NSW Vocational Education and Training system. It provides eligible students with an entitlement to government-subsidised training up to, and including, Certificate III qualifications. It also provides government funding for higher-level courses (Certificate IV and above) in targeted priority areas.
Student	Any person who is enrolled in any course or program offered at, or in conjunction with, UOW College.
Subject	A self-contained unit of study/unit of competency in any course or program offered at, or in conjunction with, UOW College.
Unique Student Identifier (USI)	A USI is a reference number made up of 10 numbers and letters that creates a secure online record of an individual's recognised training and qualifications gained in Australia. A USI is required for all new or continuing domestic and international students undertaking nationally recognised Vocational Education and Training in Australia. Students are required to have a USI in order to receive a qualification or statement of attainment. International students who are not studying in Australia do not need a USI.
Unit of Competency	A unit of competency is the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance

	expected in the workplace. A unit of competency is the smallest unit that can be assessed and recognised.
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2. Vocational Course Entry Process

- 2.1. The below flowchart highlights the key steps of the UOW College Entry Process. Additional details of these entry steps (steps 1, 2, 3, 4, 5, and 6) are provided below.



3. Application and Offer Instructions

Application

- 3.1. Prospective UOW College students are required to complete an application form. Students are able to complete a hard copy application form available from UOW College Reception or from the UOW College website, or an electronic application form via the online application portal.
1. Where an application is submitted via the online portal, the information submitted is auto populated to the UOW Admissions Database;
 2. Where a hard copy application form is submitted, the information is manually uploaded by UOW College staff to the UOW Admissions Database.
- 3.2. The assessment of an application commences with a determination as to the completeness of the application submitted. An application is assessed as complete where the following is provided:
1. All required supporting personal documentation;
 2. All required documentary evidence of academic achievement and experience (e.g. copy of Higher School Certificate, and subject marks); and

3. Complete responses to all application questions.
- 3.3. If the application is deemed incomplete, UOW College Administration will contact the applicant within a reasonable timeframe requesting any outstanding information and documentation.
- 3.4. There may be additional documentary requirements for students who seek to access Smart and Skilled funding or a VET Student Loan. UOW College Administration will contact students with further information and advice regarding these requirements.
- 3.5. Where a complete application has been submitted, UOW College will assess the application against the entry requirements to the course as outlined in the UOW College Entry Requirements Table. The specific entry requirements for each UOW College course are also available on the individual course pages of the UOW College website and also on UOW Course Finder.

4. Course Offer

- 4.1. Where an applicant has provided all required documentation and UOW College has assessed and determined that the applicant has met the entry requirements to their selected course, they will be issued with an Offer of Admission. Where an enrolment quota exists for a particular course and an applicant has submitted a complete application and has met the entry requirements to their selected course, the issuance of an Offer of Admission will be based on merit.
- 4.2. The Offer of Admission will include, but is not limited to, the following information:
 1. Course name and details;
 2. Course dates;
 3. Course fee and fee structure;
 4. Study location/campus;
 5. Conditions of admission (if applicable);
 6. Relevant UOW College policies and procedures; and
 7. Instructions on selecting payment options and accepting the Offer of Admission.
- 4.3. Offer acceptance occurs at the Enrolment stage of the entry process via the online enrolment portal. Where a student is under the age of 18 years, the Offer acceptance is to be co-signed by a parent or legal guardian.
- 4.4. Where a student has applied, and is eligible, for Smart and Skilled funding, the Offer of Admission will outline the subsidy awarded and the proportion of the fee payable by the student. UOW College will provide all required information and documentation to the eligible student prior to the Offer of Admission being issued in accordance with the Smart and Skilled Operating Guidelines and Contract terms.



- 4.5. Where a student accepts the Offer of Admission to study at UOW College, they are not yet enrolled in their course. Students are required to complete a Language Literacy and Numeracy (LLN) test as applicable, and in accordance with, course entry requirements, and achieve the requisite result for the enrolment to be finalised by UOW College.

5. Language Literacy and Numeracy (LLN) Testing

- 5.1. The LLN test will assess requisite language, literacy and numeracy proficiency for specific course levels assisting in the determination of academic suitability and additional support needs for given students.
- 5.2. Students enrolling in the Diploma of Nursing are required to successfully complete an approved, supervised online LLN test in accordance with the requirements outlined in the VET Student Loans Rules 2016 and satisfying the ANMAC Enrolled Nurse Accreditation Standards 2017. Students enrolling in other Diploma-level courses are required to successfully complete a supervised online LLN test in accordance with the VET Student Loans Rules 2016 if they have not already achieved a Higher School Certificate or a qualification at Level 4 or above in the Australian Qualifications Framework (AQF). Students enrolling in Certificate-level qualifications are required to complete an online Australian Core Skills Framework (ACSF) Level 4 LLN test and achieve a minimum result of exit Level 2 in both Literacy and Numeracy.
- 5.3. Diploma-level and above students will be provided with the results of their LLN test as soon as practicable after assessment. Certificate-level students will be advised of the results of their LLN test if support needs are identified or the student is assessed as not meeting capability requirements and is required to be referred to a more academically appropriate course.
- 5.4. In accordance with Section 81 of the VSL Rules, the LLN results of assessments of student competence in reading and numeracy will be reported to the Secretary in the form, manner and by the time requested by the Secretary.
- 5.5. UOW College will retain the results of LLN tests for a minimum of five years.
- 5.6. UOW College ensures that the LLN test and associated processes are carried out by UOW College staff honestly and with integrity.

6. Prospective Domestic Student Screening – Nursing Students

- 6.1. If a student is seeking admission to the UOW College Diploma of Nursing, the following steps must be completed prior to a student to being offered a place in the course:
1. UOW College will send the applicant the following course information:
 - a. Any Inherent Course Requirements. Refer to UOWCA Website for more information;
 - b. Information relating to applicable non-tuition fees, including costs likely to be incurred by the student as a result of enrolment (e.g. Criminal Record Check or Immunisation);

- c. Course duration and work placement requirements; and
 - d. Any other information necessary to enable the student to make an informed decision about their study.
2. Student is to be invited to an information session;
 3. The student will attend an Evaluation Session which includes a course overview, a supervised LLN test and an interview for students who successfully achieve the required LLN level.

7. Enrolment

- 7.1. Once students have been deemed suitable for their elected course of study, they are required to accept their Offer, select their payment option and enrol in their selected course via the UOW College Enrolment system. This will be undertaken prior to course commencement.
- 7.2. The Enrolment process is completed by a UOW College staff member once a student has completed the student online enrolment portal component and satisfied any LLN requirements as per Part 5.2, or other requirements or conditions of admission as stipulated on the Offer.

8. Reenrollment after withdrawal

- 8.1. Where a student withdraws from a course of study and later seeks to re-enrol in that course, the student is required to reapply for readmission as per the Admissions Policy and the Vocational Student Entry Procedure.
- 8.2. Any credit transfer for previous subjects will be assessed in accordance with the Credit Transfer Policy and Recognition of Prior Learning Policy.

9. Orientation

- 9.1. UOW College aims to conduct the Vocational Program orientation process the week prior to course commencement.
- 9.2. Details of the orientation program including an agenda and what students should bring to orientation are provided to students following the issuance of the Offer of Admission.
- 9.3. At orientation, students will receive:
 1. Orientation presentations from a variety of speakers including the RTO Manager, UOW College Student Services and the relevant UOW College Program Manager;
 2. Further information regarding funding options including VET Student Loans and UOW scholarship opportunities and payment details;
 3. A Campus Tour; and



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4. Other course-specific information including, but not limited to, census dates, course withdrawal procedures, academic integrity and student conduct expectations and student support services.
- 9.4. Students who have yet to provide their USI to UOW College for verification are able to apply for their USI and have their USI verified during the orientation process.
- 9.5. Where students are unable to attend the scheduled orientation and have notified UOW College prior, students will be invited to attend a late orientation presentation prior to their course commencement.

10. Payment and Funding Options

- 10.1. Payment and funding options for Vocational students include:
 1. Deferment of fees using VET Student Loans – for selected courses at the Diploma and Advanced Diploma level.
 2. NSW Government Smart and Skilled Funding subsidy – for eligible students in selected UOW College Vocational qualifications.
 3. Upfront payment by instalment – consisting of three equal payments per session. The first instalment must be paid prior to commencement of the course, with subsequent payments automatically deducted from the provided credit card at weeks 5 and 10 of the session (or otherwise approved).
 4. Upfront full fee payment – where students elect to pay their fees upfront prior to the commencement of the course by Visa, MasterCard, or Electronic Funds Transfer. The date by which payment is required will be stated in the Offer of Admission.
- 10.2. Students are encouraged to consider their fee and payment options early and make an informed decision about their fee status. This includes reading relevant government material on the Study Assist website and NSW Government Smart and Skilled website, where applicable.
- 10.3. Information regarding fee requirements and the withdrawal and refund processes are provided to students at orientation and are available on the UOW College Policies and Procedures webpage in the Fees and Refunds Policy and the Course Variation Request Procedure.

11. VET Student Loans

- 11.1. VET Student Loans is an Australian Government income contingent loan scheme that is part of the Higher Education Loan Program (HELP) and replaces the VET FEE-HELP scheme.
- 11.2. UOW College is an approved VET Student Loans provider and has VET Student Loans capabilities for selected courses.
- 11.3. Students are eligible for a VET Student Loan if they:
 1. are an Australian citizen; or
 2. hold a permanent humanitarian visa and usually reside in Australia; or
 3. are a qualifying New Zealand citizen; and



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4. have a tax file number; and
 5. a FEE-HELP balance (the amount of their FEE-HELP limit they have left) greater than \$0; and
 6. are academically suitable to undertake the eligible course; and
 7. have a Unique Student Identifier (USI); and
 8. are enrolled in an eligible course.
- 11.4. To apply for a VET Student Loan, a student must:
1. Signal their intention to apply for a VET Student Loan at Enrolment; and
 2. Complete and lodge an eCAF online before the census date but no earlier than two (2) days after enrolment in the course.
- 11.5. In accordance with Section 85 of the VSL Rules, if a student is under 18 years when applying for VSL, the following evidence is also required:
1. The signature of a responsible parent or legal guardian of the student; OR
 2. Evidence that the student has received youth allowance (within the meaning of Social Security Act 1991) on the basis that the student is independent (within the meaning of Part 2.11 of that Act).
- This will be collected at the Enrolment stage of the process where students can select their preferred payment option, including VET Student Loans.
- 11.6. UOW College will provide the Government with student enrolment information, including the relevant census day, to trigger the eCAF process. Students will be contacted by the Government via email and provided with relevant details on how to access and complete the eCAF. Students will also be notified electronically when the eCAF has been successfully lodged.
- 11.7. Where a student intends to access a VET Student Loan but fails to submit their eCAF on or by the census date as required, and the census date has passed, the student's enrolment in the course will be cancelled in accordance with the Deferment, Suspension and Cancellation Policy.
- 11.8. Where a student originally indicates that they wish to access a VET Student Loan but decides that they no longer wish to pay the tuition fees for a part of the course using a VET Student Loan, the student must advise UOW College on or before the census date pertaining to that part of the course (as per s.107 of the VSL Rules).
- 11.9. Access to a VET Student Loan cannot be retrospective. Where a student has not originally elected to pay their tuition fees via VET Student Loan, they will not be able to access a VET Student Loan for that session and will be liable to pay the entire cost of tuition for that session upfront immediately. Students can apply for a VET Student Loan for subsequent sessions but must do so before the census date of that session.
- 11.10. VET Student Loan repayment is via the Australian taxation system once the student's income is at or above the compulsory repayment threshold.



12. Smart and Skilled Funding

- 12.1. UOW College is an approved NSW Government Smart and Skilled funding training provider. To determine individual eligibility for Smart and Skilled funding and for more information, students are directed to the Smart and Skilled website.
- 12.2. Access to Smart and Skilled funding is subject to UOW College's allocated funding cap which may be exhausted at the time of application, resulting in Smart and Skilled funding not being available.
- 12.3. Smart and Skilled is a reform of the NSW Vocational Education and Training system. It provides eligible students with an entitlement to government-subsidised training up to and including Certificate III qualifications and provides government funding for higher-level courses (Certificate IV and above) in targeted priority areas.
- 12.4. To be eligible for a Smart and Skilled government-subsidised course with UOW College a student will need to meet all of the following criteria:
 1. 15 years old or over,
 2. No longer at school,
 3. Living or working in NSW, and
 4. An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen.
- 12.5. Smart and Skilled funding will cover a minimum of 70 percent of the course fee. If a student is eligible for Smart and Skilled funding, they may also be eligible for a fee-free scholarship as a component of Smart and Skilled, which means the student will not have to pay any portion of the fee if they satisfy certain concession criteria.
- 12.6. Fee-Free Scholarships are intended to help people (aged 15-30 years) who are concession eligible to undertake training under Smart and Skilled. All Certificate III and Certificate IV level qualifications that UOW College are approved to deliver under Smart and Skilled are covered, including Traineeships, where student eligibility requirements are met.
- 12.7. Under the NSW Government fee-free traineeship initiative, NSW trainees that commence their training on or after 1 January 2020 may be eligible for fee free training. For more information, go to Skills NSW. For eligible trainees, there will be no requirement to pay the fee.

13. Scholarships

- 13.1. UOW College offers various scholarships to eligible domestic students. Scholarships available to domestic students enrolling in VET courses at UOW College include:
 1. Diploma of Nursing Scholarship;
 2. UOW College Indigenous Scholarships

- 13.2. Information about student domestic scholarship eligibility and terms and conditions is available on the UOW College Domestic Student Fees webpage.
- 13.3. International student scholarships and bursaries are also available. Students are directed to the UOW College International Student Fees webpage for further information.

14. Records Management

- 14.1. Records relating to Student Entry are maintained in accordance with UOW Enterprises' Records Management Policy.
- 14.2. Where documentation and/or information is created by UOW College in relation to student entry that would not be considered a record for the purposes of the Records Management Policy, it must be retained for a minimum of seven years.

15. Version Control Table

Version	Approved By	Date Effective	Amendment
1	Regulatory Compliance Coordinator	01/01/2016	New Procedure – as required for amendments to the VET FEE-HELP Student Loan system.
2	Compliance Officer	21/07/2016	Minor change only – College branding and document formatting updated.
3	Manager Regulatory Affairs and Policy	11/04/2017	Updated in line with changes to the VET Student Loans legislative framework.
4	Manager Regulatory Affairs and Governance	20/01/2022	. Revised in line with operational changes to the student entry process and to include VSL compliance requirements.
5	Manager Regulatory Affairs and Governance	10/03/2022	Revised in line with operational changes to the student entry process and to include VSL compliance requirements.
6	Manager Regulatory Affairs and Governance	10/08/2022	Revised to include VSL compliance requirements consisting of an addition of clause 8 to provide a procedure for when



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			a student seeks to reenroll after withdrawing.
7	RTO Manager	6/11/2023	Minor change to Clause 6.1.1 and 6.1.1.a and all hyperlinks removed. Review Date kept the same as only very minor administration change.