

TECH SKILLS AUSTRALIA VET LOAN ENTRY PROCEDURE

(PRE-ENROLMENT REVIEW)

This procedure is used to ensure that students are assessed as being “academically suitable” prior to providing VET Student Loan (VSL).

Entry Requirement

1) Academic Suitability

A student shall meet all the following pre-requisites to be recognized as being “academically suitable” to undertake UEE50211 – Diploma of Electrical and Instrumentation:

- Hold current unrestricted electrical license (Grade A)
- Meet LLN requirements

Note: To be eligible to achieve full qualification, a student is required to have minimum 48 weeks or 2000 hours instrumentation working experience.

2) Language Literacy and Numeracy (LLN) Requirements

A student shall meet at least one of the following options to be eligible to apply for VSL to study UEE50211 – Diploma of Electrical and Instrumentation.

- a) the provider 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 student’s completion of year 12; **or**
- b) both:
 1. the student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool approved under section 82; and
 2. the provider reasonably believes that the student displays that competence; **or**
- c) both:
 1. the provider obtains a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student; and
 2. the course for the qualification was delivered in English.

A student must meet the above two requirements to be deemed as “academically suitable”.

LLN Tools used by Tech Skills Australia for Section 2) b) in this document

Tech Skills Australia implements Core Skills Profile for Adults (CSPA), a Government-approved testing tool for these purposes (VSL Rules Clause 82 (1)(b)).

Instructions for Students that explain how to access and use the CSPA test process are available on upon request. Access to the CSPA test will be facilitated by an TSA employee.

All CSPA test results are sent to relevant teaching team administration officers. These administrators will then provide the results directly to the responsible staff. The results of the testing will then be reported to the student as soon as practicable after the assessment (VSL Rules clause 81).

- Where the results from the CSPA Reading and Numeracy test confirm that the learner **has** achieved competence at Exit Level 3 ACSF, the responsible staff “reasonably believes that the

student displays that competence” then TSA can deem the learner academically suited and proceed with the request for VSL. Enrolment will proceed as per the Enrolment and Fee Payment Procedure.

- Where the results from the CSPA Reading and Numeracy test confirm that the learner **has not** achieved competence at Exit Level 3 ACSF then VSL cannot be offered to the learner until such competence is achieved. In such circumstances the learner will be referred the Student Services Team who will provide them with access to further detailed LLN testing as well as support services to address the identified gap,

TSA shall keep all record of test results for at least 5 years and must be provided to the Secretary of the Commonwealth Department of Education and Training upon request.