STUDENT ENTRY PROCEDURE for VET FEE-HELP APPROVED COURSES
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Purpose

This procedure describes the entry process for students enrolling into VET FEE-HELP approved courses.

Scope

This procedure applies to all students, eligible to receive VET FEE-HELP assistance, into approved courses offered by Aurora Training Institute.

Entry Procedure

Prior to enrolment prospective students must be assessed to determine their capability to undertake a Diploma level course.

Students must meet the academic entry requirements for Diploma level of study including:

a. Aurora staff must reasonably believe that the student is academically suited; and
b. The student must satisfy any entry requirements for the course; and
   c. The student must have completed the equivalent of Australian Year 12
      o Aurora must obtain a copy of the applicants Senior Secondary Certificate of Education

Or both:

a. Successfully completing an approved Language, Literacy and Numeracy (LLN) testing tool and be assessed as displaying competence at or above Exit Level 3 in both reading and numeracy, and
b. Aurora must believe that the student displays competence in their ability to participate at the required level for their course. This will be demonstrated through an interview at time of student induction either in person or by phone, where the student will be asked a series of questions to determine overall capacity to participate in the chosen course.

The students LLN and interview results are evaluated and a decision made if the student can commence the course.

Students are notified of their results by email as soon as practicable after the completion of the test.

a. If the results are Unsatisfactory: the student may be recommended for other learning pathways.
   b. If the results are Satisfactory: the student may commence their desired VET course of study.

VET FEE-HELP loan request forms

Commonwealth Assistance loan request forms may only be completed by the applicant when:

a. At least two business days has passed since the student enrols in the course; and
b. A satisfactory result has been achieved and the student is deemed academically capable of participating in the course.