



Aurora
TRAINING INSTITUTE

**STUDENT ENTRY PROCEDURE
for VET STUDENT LOAN APPROVED
COURSES**

STUDENT ENTRY PROCEDURE for VET STUDENT LOAN COURSES

Purpose

This procedure describes the entry process for students enrolling into VET Student Loan approved courses.

Scope

This procedure applies to all students, eligible to receive VET Student Loan 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 are assessed as being academically suited to undertake a Diploma level course if:

1. The student meets one of the following requirements:
 - a. The student has completed the equivalent of Australian Year 12
 - Aurora must obtain a copy of the students Year 12 Certificate (i.e. Australian Senior Secondary Certificate of Education); or
 - b. The student successfully completes the Core Skills Profile for Adults (CSPA) Language, Literacy and Numeracy (LLN) testing tool and is assessed as displaying competence at or above Exit Level 3 in both reading and numeracy; or
 - c. The student has completed a certificate of a Level 4 or above qualification in the Australian Qualifications Framework (AQF) which was delivered in English
 - Aurora must obtain a copy of the Certificate, such as a Certificate IV or higher qualification
2. The student satisfies any entry requirements for the course; and
3. Aurora believes on reasonable grounds that the student is academically suited to undertake the 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; and

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

Students are notified of their LLN test results in reading and numeracy 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 pathway.
- b. If the results are **Satisfactory**: the student may commence their desired VET course of study.

VET Student 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 enrolls in the course; and
- b. A satisfactory result has been achieved and the student is deemed academically capable of participating in the course.