Admissions Procedure

Procedure Number:	E10-P31	**Original Issue:**	02/06/2009
Responsible Officer:	Director, Student Attraction and Engagement	**Current Version:**	27/10/2022
Authorised Officer:	Executive Director, Attraction and Engagement	**Due for review:**	Biennial, 27/10/2024

Disclaimer: Printed hard copies of this document are uncontrolled. For the current version, please refer to Policy Central.

Purpose

This Procedure describes the steps for guiding students through the admissions process, from initial enquiry through to enrolment in the most appropriate course available to the student.

Relevant Policy/Policies

This Procedure is underpinned by

1. GOTAFE Admissions Policy and its principles of equity, transparency, efficiency, and positive student experience, in line with the Australian Democratic Principles
2. National Standards for RTOs: *Clauses 5.1 – 5.3 – Informing and protecting students; Clause 7.3 – Protecting pre-paid fees by students; Clause 3.5 – Providing credit for prior studies*
3. Department of Education and Training (DET) VET Funding Contract
4. VET Student Loan Rules 2016.

Roles and Responsibilities

This Procedure is to be followed by all staff who play a role in advising, selecting, admitting, and enrolling students into courses at GOTAFE.

Definitions

Accredited courses are courses and qualifications accredited under a National Training Package or State accredited authority, are listed on training.gov.au, and delivery is regulated under the Standards for Registered Training Organisations 2015.

Apprenticeship and Traineeship courses are courses delivered to Apprentices or Trainees under a formal Australian Apprenticeship Contract

BKSB (Basic Key Skills Builder) is a software program for evaluating the Australian Core Skills Framework (ACSF) literacy and numeracy levels of a student.

Credit Transfers is recognition of prior successful completion of an equivalent Unit of Competency.

Fee for service (FFS) describes courses that are fully funded by the student with no Victorian Skills First Funding

Foundations courses are a prescribed set of courses delivering literacy, numeracy and employability skills.

Ineligible for funding means the student does not meet eligibility criteria to access Victorian government Skills First funding.

LN Evaluation is an evaluation of a student's literacy and numeracy skills and abilities.

Non-accredited courses are programs that are not nationally or state accredited, and are

Onboarding is the process for welcoming a student to GOTAFE and admitting them into a course.

Pre-training review (PTR) is a process for ensuring a student's course choice matches their abilities and aspirations.

Profile Skills First Funding describes Victorian government funding provided to non-apprentice/trainee students

RPL (Recognition of Prior Learning) is a formal assessment process recognising competency developed through prior experiences and learning, without the requirement for formal training in a qualification.

SBAT (School Based Apprentice Trainees) are Apprentices or Trainees who are secondary school students under a formal Australian Apprenticeship Contract for SBATs.

Skills First funded courses / 'funding' describes courses where the Victorian Government provides funding for course delivery under the Skills First initiative.

Statement of Fees Estimate is an estimated of the total fees a student is likely to pay to undertake a full course at GOTAFE

Subcontracted / Auspiced delivery courses are courses where part or all of the training and or assessment is conducted by an organisation or individual who is not directly employed by GOTAFE.

Training and Assessment Strategy (TAS) describes the approach and method of delivering training and assessment to students for each course.

VET Student Loan (VSL) courses are a prescribed set of courses at Diploma or above level where Commonwealth loans are available under the VET Student Loan scheme.

VETDSS courses are VET courses delivered to secondary school students

VRQA Epsilon is the Victorian regulations and Qualifications Authority's database for managing apprentice and trainee contracts

Procedure

There are 6 stages to the admissions process. Within the stages are variations depending upon the category of student and the type of course. The broad stages are defined below, and detailed descriptions of the variations for different course types is in the next section. At each stage, the applicant/student experiences a high level of engagement through targeted communication, ensuring they are kept informed of their progress through the process.

All stages must be completed prior to the Course Commencement Date.

All documentation associated with each student's enrolment must be retained on SMS Student File for a period of 7 years, and is subject to regular internal auditing.

Admissions Stages

1. Enquire and Explore

Potential applicants source information for course options from the GOTAFE website. The source of the Information about courses in the website is derived from the Course Training and Assessment Strategy (TAS).

Applicants enquire about course options via a web enquiry, email, telephone, or reception visit at a GOTAFE campus. GOTAFE makes contact within one business day to discuss course options with the applicant. The applicant's details are entered in GOTAFE's Customer Relationship Manager software (Salesforce).

2. Initiate Onboarding

Once a course decision has been made, the student is advised of fees, funding options, and required documentation.

3. LN Evaluation

An evaluation of the applicant's literacy and numeracy (LN) skills is undertaken to determine if supports are required in order for the applicant to undertake the course successfully. The type of evaluation depends upon the course type.

BKSB (Basic Key Skills Builder) is GOTAFE's chosen software program for evaluating student literacy and numeracy levels against the Australian Core Skills Framework (ACSF). The BKSB tool is approved by the Secretary of the Department of Employment and Workplace Relations (DEWR), as published on the Department's website; and requires testing to be conducted with honesty and integrity. A student's BKSB results must be reported to the Secretary when requested.

4. Pre-training review interview and selection

The applicant undertakes a Pre-training review (PTR) interview to determine
   a) if the course selected is appropriate and the most appropriate course for the student;
   b) if the applicant is a candidate for RPL or Credits; and
   c) if any supports are required in order for the applicant to access and undertake the course successfully.

Selection of students is based upon course entry requirements and selection criteria. The type of PTR depends upon the course type.

5. Application and Admission

The student is offered a place in the course and directed to complete an Enrolment Application and associated documents. Student data is collected according to the Vic VET Student Statistical Collection Guidelines.

If the student is not selected for their preferred course, a senior Coordinator will refer the student to support services to be counselled to select an appropriate alternate course. The student may appeal this decision through the Client Feedback process.

6. Enrolment

The Enrolment documentation is processed by entering the provided student enrolment information into the Student Management System (SMS). The student is issued a Student Identity Number and is provided with a Study Plan detailing the course and units to be studied, the study schedule, method of delivery and assessment, and trainer's details. The student is issued with an invoice associated with the calendar year's enrolled course and units' fees and charges. The student is considered to be 'Enrolled' when an invoice has been raised.

Detailed admissions processes for course types
1. Standard qualifications – funded
2. Fee for service courses, including FFS Contract and VETDSS Contracts
3. Apprenticeships and Traineeships
4. Foundations courses
5. VET Student Loan (VSL) courses
6. Subcontracted / Auspiced delivery courses
7. Short courses – accredited and funded; accredited and fee for service; and non-accredited.

1. Standard qualifications – funded

This applies to Qualifications and Accredited VET Courses which are funded through Profile Skills First funding. It also applies to students who are undertaking these courses but do not meet the eligibility criteria for Skills First funding.

Step	Responsibility	Required documentation
Course Set up		
Training and Assessment Strategy (TAS) containing all information about the course, entry requirements, selection criteria are written. Knowledge banks with frequently asked questions and answers and inherent course requirements are written. Availabilities and Fees are created for each year. Timetables and Study Plans are created for the duration of the course. All information is loaded into CRM. Marketing information, fees and availabilities are displayed on public GOTAFE course webpages.	Education Directors or Delegate	TAS Knowledge bank Availabilities request Course pricing master Class Timetable Study Plan
Enquire and Explore		
Potential student explores course options through GOTAFE website, and may be guided or advised by GOTAFE staff. Course Information is downloaded from webpages and provided to the potential student	Potential student Student Attraction and Engagement staff	Course information from webpage

Step	Responsibility	Required documentation
	Careers advisor	
Applicants enquire about specific course via web enquiry, email, telephone, or direct contact to GOTAFE staff. The applicant's details are entered into GOTAFE's Customer Relationship Manager software (Salesforce).	Student Attraction and Engagement staff	CRM
Initiate On-boarding		
The GOTAFE Student Attraction and Engagement staff makes contact within one business day to discuss the course with the applicant and initiate the application process. Provide the applicant with the Course Information webpage download and Fees and Charges Brochure, and any Materials Lists	Student Attraction and Engagement staff	CRM Course Information webpage Fees and Charges Brochure [ODSA-19] Course Materials List
Eligibility for a Skills First funded place is determined by completing the Eligibility for Funding Decision Tool.	Student Attraction and Engagement staff trained in determining eligibility for Skills First funding.	Eligibility for Funding Decision Tool [FSA-120]
If the applicant is found to be ineligible, an application for eligibility exemption may be granted, determined by the Registrar, following the Eligibility Exemption Procedure [PRSA-181]	Student Attraction and Engagement staff Registrar.	Eligibility Exemption Application form [FSA-125]
Statement of Fees Estimate is generated in CRM and provided to the applicant.	Student Attraction and Engagement staff.	Statement of Fees Estimate (CRM)
All copies of documents are uploaded to CRM	Student Attraction and Engagement staff.	CRM
LN Evaluation		
Student account is created in BKSB system. Link to BKSB is supplied to Student advising to complete within 3 days. Student undertakes BKSB screening English and Maths quizzes. Results are auto-emailed to Student. Results are loaded to CRM. GOTAFE Officer contacts Student to discuss results and book PTR interview.	Student Attraction and Engagement staff Student	BKSB information email template BKSB reports CRM

Step	Responsibility	Required documentation
If results are low, GOTAFE Officer to discuss options and refer to appropriate support services for assistance and counselling if an alternate course is more appropriate. Student is advised to set up their Unique Student Identifier Number (USI). Student is advised to collect documentation for PTR – identity and citizenship, concession cards, any existing qualification testamurs.		
Pre-training review interview (PTR)		
PTR interview between trained GOTAFE Officer and Student is conducted via phone, videoconference, or face to face; PTR Record is completed. Student is selected based upon PTR determination and offered a place in the course. Any required Support Services are identified and the student is referred if required, and an individualised support plan or Reasonable Adjustment Plan is created If the student is a candidate for RPL or Credits, the student is referred to the Trainer for Advanced Standing application. In the case where a Portfolio of work is part of the selection criteria, the student is referred to the Trainer for selection (Certificate IV in Design, Diploma of Graphic Design).	Engagement and Attraction Officer Student success or Learning support Trainer Arts & Design Trainer	PTR Record [FLS-07] Individualised Support Plan Reasonable Adjustment Plan Advanced Standing Application [FSA-100]
Certified copies of identity, citizenship, proof of age, concession and any previous studies Qualification Testamurs are collected.	Engagement and Attraction Officer	Certified copies of identity, citizenship, proof of age, concession, and any previous studies Qualification Testamurs
The implications for accessing funding for future courses is explained	Engagement and Attraction Officer	
The Study Plan for standard class intakes is sourced from CRM and completed, then uploaded to CRM; or an individualised Study Plan for rolling intakes or elective options is sourced from the Trainer and uploaded to CRM.	Engagement and Attraction Officer Trainer	Study Plan
If the student is under 17 years of age, they are advised to obtain a School Release Form from the school or DET, and referred to the Youth Engagement Team	Youth Engagement Officer	
If the student is not selected or offered a place in the course, they are referred to the Coordinator	Coordinator	

Step	Responsibility	Required documentation
and to Support Services for counselling into a more appropriate course.	Support services	
All copies of documents are uploaded to CRM	Engagement and Attraction Officer	CRM
Application and Admission		
Enrolment Form and Application for Funding & Eligibility Declaration Form is provided to Student either as paper format or Adobe eSign link.	Engagement and Attraction Officer Student	Enrolment Form [FSA-20] Qualification Application for Funding and Student Eligibility Declaration form [FSA-151]
All copies of documents are uploaded to CRM	Engagement and Attraction Officer	CRM
Enrolment		
Documents sourced from CRM and quality assured for accuracy, completeness, and compliance	Enrolment and Admission Officer	1. Eligibility Decision Tool 2. Statement of Fees Estimate 3. Enrolment form 4. Qualification Application for Funding and Student Eligibility Declaration form 5. Eligibility evidence (Identity documents) 6. Concession evidence (if applicable) 7. Pre-training review and LN evaluation report 8. Study Plan 9. Other required documentation
Enrolment form is processed and student details entered into SMS. Study plan information is processed and entered into SMS.	Enrolment and Admission Officer	Enrolment Form [FSA-20] Study Plan
RTO Eligibility for Skills First Funding Declaration is completed.	Eligibility-Trained Enrolment and Admission Officer	RTO Eligibility for Skills First Funding Declaration Form [FSA-120B]
Invoice generated from SMS and payment options are emailed to student	Enrolment and Admission Officer	Payment Plan [FFI-62]
Copy of SMS Study Plan is emailed to Student	Enrolment and Admission Officer	SMS Study Plan
All documentation including that housed in CRM is uploaded to Student Documents in SMS	Enrolment and Admission Officer	All documents

Step	Responsibility	Required documentation
Welcome to GOTAFE, links to pre-training activities, orientation information, and Student Handbook is emailed to Student	Enrolment and Admission Officer	Welcome email Student Handbook
Copy of Study Plan, PTR Record and Enrolment Summary [EN-25] is emailed to Trainer	Enrolment and Admission Officer	Study Plan PTR Record [FLS-07] Enrolment Summary [EN-25]
Trainer to contact Student within one business day to provide Timetable and initial information about what to bring, where to come etc for first day.	Trainer	Timetable

2. Fee for service courses

Fee for service (FFS) courses are Qualifications, Accredited Courses and Non-Accredited Courses offered without Skills First Funding. They do not require Eligibility for Funding determination, and the LN Evaluation and PTR can be customised, in accordance with the PTR Procedure. They may be offered under a FFS Contractual arrangement, for example VETDSS courses.

Step	Responsibility	Required documentation
Course Set up		
Training and Assessment Strategy (TAS) containing all information about the course, entry requirements, selection criteria are written. Knowledge banks with frequently asked questions and answers and inherent course requirements are written. Availabilities and Fees are created for each year. Timetables and Study Plans are created for the duration of the course. All information is loaded into CRM. Marketing information, fees and availabilities are displayed on public GOTAFE course webpages.	Education Directors or Delegate	TAS Knowledge bank Availabilities request Course pricing master Class Timetable Group Study Plan
Enquire and Explore		
Potential student explores course options through GOTAFE website and may be guided or advised by GOTAFE staff. Course Information is downloaded from webpages and provided to the potential student	Potential student Student Attraction and Engagement staff Careers advisor	Course information from webpage
Alternatively, an organisation may explore options with the GOTAFE Industry Liaison Coordinator or VETDSS Coordinator with the intention to enter into a FFS Contract arrangement for delivery to a number of students.	Organisation Customer GOTAFE Industry Liaison Coordinator	

Step	Responsibility	Required documentation
	GOTAFE VETDSS Coordinator	
Applicant or Organisation enquires about specific course via web enquiry, email, telephone or direct contact to GOTAFE staff. The applicant's details are entered into GOTAFE's Customer Relationship Manager software (Salesforce).	Student Attraction and Engagement staff	CRM
Initiate On-boarding		
For individual Applicants: The GOTAFE Student Attraction and Engagement staff makes contact within one business day to discuss the course with the applicant and initiate the application process. Provide the applicant with the Course Information webpage download and Fees and Charges Brochure, and any Materials Lists	Student Attraction and Engagement staff	CRM Course Information webpage Fees and Charges Brochure [ODSA-19] Course Materials List
Statement of Fees Estimate is generated in CRM and provided to the applicant.	Student Attraction and Engagement staff	Statement of Fees Estimate (CRM)
All copies of documents are uploaded to CRM	Student Attraction and Engagement staff	CRM
For FFS Contracts: Organisation Customer negotiates Contract with relevant GOTAFE Director, for example VETDSS Contracts, Industry Training Contracts	Organisation Customer GOTAFE Director	Contract
LN Evaluation		

The method for LN Evaluation can be:
  1) BKSB Screening Quizzes; or
  2) An alternate system, described in the PTR Procedure, for example:
    a) Self assessment questions
    b) Consideration of prior studies
 	
For 1) BKSB Screening Quizzes, the steps are:
Student account is created in BKSB system.
Link to BKSB is supplied to Student advising to complete within 3 days.
Student undertakes BKSB screening English and Maths quizzes.
Results are auto-emailed to Student.
Results are loaded to CRM.
	Student Attraction and Engagement staff Registrar	BKSB information email template
		BKSB reports
		CRM

Step	Responsibility	Required documentation
For 2) Alternate systems, follow the guidelines within the Pre-Training Review Procedure [PRLS-162]		
GOTAFE Officer contacts Student to discuss results and book PTR interview or alternate PTR process (see PTR step)	Student Attraction and Engagement staff	
If results are low, GOTAFE Officer to discuss options and refer to appropriate Support services for assistance and counselling if an alternate course is more appropriate.	Student Attraction and Engagement staff Student	
Student is advised to set up their Unique Student Identifier Number (USI). Student is advised to collect documentation for PTR – identity, any existing qualification testamurs.	Student Attraction and Engagement staff Student	
Pre-training review (PTR)		
PTR can be either: 1) Standard PTR interview; or 2) Alternate system, following the guidelines with the Pre-Training Review Procedure [PRLS-162]. **For 1) Standard PTR interviews**, an interview between trained GOTAFE Officer and Student is conducted via phone, videoconference, or face to face; PTR Record is completed. **For 2) Alternate system,** follow the guidelines within the Pre-Training Review Procedure [PRLS-162]. Student is selected based upon PTR determination and offered a place in the course. Any required Support Services are identified and the student is referred if required, and an individualised support plan or Reasonable Adjustment Plan is created. If the student is a candidate for RPL or Credits, the student is referred to the Trainer for Advanced Standing application.	Student Attraction and Engagement staff Student Student success or Learning support Trainer	PTR Record [FLS-07] Individualised Support Plan Reasonable Adjustment Plan Advanced Standing Application [FSA-100]
The Study Plan for standard class intakes is sourced from CRM and completed, then uploaded to CRM; or an individualised Study Plan for rolling intakes or elective options is sourced from the Trainer and uploaded to CRM.	Engagement Officer Trainer	Study Plan

Step	Responsibility	Required documentation
If the student is under 17 years of age, they are advised to obtain a School Release Form from the school or DET, and referred to the Youth Engagement Team	Youth Engagement Officer	
If the student is not selected or offered a place in the course, they are referred to the Coordinator and to Support Services for counselling into a more appropriate course.	Coordinator Support services	
All copies of documents are uploaded to CRM.	Student Attraction and Engagement staff	CRM
Enrolment Application		
Enrolment Form is provided to Student either as Paper format or Adobe eSign link.	Student Attraction and Engagement staff Student	Enrolment Form [FSA-20]
All copies of documents are uploaded to CRM	Student Attraction and Engagement staff	CRM
Enrolment		
Documents sourced from CRM and quality assured for accuracy, completeness, and compliance	Enrolment and Admission Officer	1. Statement of Fees Estimate 2. Enrolment form 3. Concession evidence (if applicable) 4. Pre-training review and LN evaluation report 5. Study Plan 6. Other required documentation
Enrolment form is processed and student details entered into SMS. Study plan information is processed and entered into SMS.	Enrolment and Admission Officer	Enrolment Form [FSA-20] Study Plan
RTO Eligibility for Skills First Funding Declaration is completed and indicates ineligibility.	Eligibility-Trained Enrolment and Admission Officer	RTO Eligibility for Skills First Funding Declaration Form [FSA-120B]
Invoice generated from SMS and payment options are emailed to student; or	Enrolment and Admission Officer	Payment Plan [FFI-62]]
Sponsor Authority to Invoice is supplied to the Organisation: or	Enrolment and Admission Officer	Sponsor Invoice Authorisation [FFI-18]
Debtors Invoice is raised and supplied to the Organisation (dependant on Contract payment details)	Education Director	Request to raise debtor invoice [FFI-14]

Step	Responsibility	Required documentation
	responsible for Contract	
Copy of SMS Study Plan is emailed to Student	Enrolment and Admission Officer	SMS Study Plan
All documentation including that housed in CRM is uploaded to Student Documents in SMS	Enrolment and Admission Officer	All documents
Welcome to GOTAFE, links to pre-training activities, orientation information, and Student Handbook is emailed to Student	Enrolment and Admission Officer	Welcome email Student Handbook
Copy of Study Plan, PTR Record (where applicable) and Enrolment Summary [EN-25] is emailed to Trainer	Enrolment and Admission Officer	Study Plan PTR Record [FLS-07] Enrolment Summary [EN-25]
Trainer to contact Student and or Organisation within one business day to provide Timetable and initial information about what to bring, where to come etc for first day.	Trainer	Timetable

3. Apprenticeships and Traineeships

These courses are offered to Apprentices, Trainees and School-based Apprentice-Trainees (SBATs) who have entered into an Australian Apprenticeship Contract with their Employer and the Australian Apprenticeship Support Network Provider (AASN). On-boarding processes must comply with the DET Guidelines about Apprenticeship/Traineeship Training Delivery.

The enquire and explore, and offering of a place steps are not relevant; instead notification of a new Apprentice/Trainee occurs through the VRQA's Epsilon database. All Victorian Apprentices are eligible for Skills First funding, however Trainees (and SBAT Trainees) are subject to eligibility for funding criteria.

Step	Responsibility	Required documentation
Course Set up		
Training and Assessment Strategy (TAS) containing all information about the course, entry requirements, selection criteria are written. Knowledge banks with frequently asked questions and answers and inherent course requirements are written. Availabilities and Fees are created for each year. Timetables and Training Plans are created for the duration of the course. All information is loaded into CRM. Marketing information, fees and availabilities are displayed on public GOTAFE course webpages.	Education Directors or Delegate	TAS Knowledge bank Availabilities request Course pricing master Block Release Timetable Training Plan
Enquire and Explore		

Step	Responsibility	Required documentation
Potential student or Employer or School explores course options through GOTAFE website, and may be guided or advised by GOTAFE staff. Course Information is downloaded from webpages and provided to the potential client. Client is advised to contact AASN.	Potential client Student Attraction and Engagement staff	Course information from webpage
NOTIFICATION and Acceptance		
New Apprentice/Trainer/SBAT details are obtained from VRQA Epsilon database	Apprentice admin	Epsilon
Education Coordinator is requested to accept new Apprentice/Trainee SBAT	Education Coordinator Apprentice admin	Email
Once accepted, the student's details are entered into GOTAFE's Customer Relationship Manager software (Salesforce).	Apprentice admin	CRM
The Training Plan is generated from SMS and supplied to the Trainer.		Training Plan
Student receives Welcome email, information about the course and fees, link to BKSB and Enrolment Form	Student Attraction and Engagement staff	Apprentice/Trainee welcome email BKSB link Enrolment Adobe eForm link Statement of Fees Estimate
Employer receives Welcome email and Fees information	Student Attraction and Engagement staff	Employer welcome email Sponsor Invoice Authorisation [FFI-18] Application for Creditor Account [FFI-15]
Trainer arranges Induction Visit with Student, Employer, School (if SBAT), Parent (if under 18).	Trainer	
LN Evaluation		
Student account is created in BKSB system. GOTAFE Officer emails Student link to BKSB and Enrolment Form, advising them to complete both within 3 days.	Student Attraction and Engagement staff	Apprentice/Trainee LN evaluation email template BKSB link Enrolment Adobe eForm link or Enrolment Form [FSA-20]
Student is advised to set up their Unique Student Identifier Number (USI). Student is advised to collect documentation for Induction visit – identity and citizenship, concession cards, any existing qualification testamurs		
Student undertakes BKSB screening English and Maths quizzes; Results are auto-emailed to Student. Results are loaded to CRM. Trainers access BKSB results in CRM Report		BKSB reports CRM CRM BKSB Report

Step	Responsibility	Required documentation
INDUCTION VISIT - PTR		
If student has not completed BKSB, Trainer to assist student to log onto BKSB system and student is to complete the LN Evaluation. If there is no internet connectivity, the Trainer may supply the student with GOTAFE LLN Screening Tool to be completed instead of BKSB.	Trainer and Student	BKSB link GOTAFE LLN Screening Tool [FLS-08]
Trainer discusses LN results. If results are low, Trainer to discuss referral for Support services.	Trainer	BKSB results or LLN Screening Tool results
Trainer to conduct PTR interview with Student. Any required Support Services are identified and the student is referred if required, and an individualised support plan or Reasonable Adjustment Plan is created. If the student is a candidate for RPL or Credits, Trainer completes Advanced Standing application.	Trainer and Student Support services Trainer	PTR Record (FLS-07) Individual support plan Reasonable adjustment plan DAAWS application Advanced Standing Application [FSA-100]
The implications for accessing funding for future courses is explained	Trainer	PTR Record [FLS-07]
Trainer to collect Certified copies of identity, citizenship, proof of age, concession and any previous studies Qualification Testamurs	Trainer and Student	Certified copies of identity, citizenship, proof of age, concession and any previous studies Qualification Testamurs
Eligibility for a Skills First funded place is determined by completing the Eligibility for Funding Decision Tool (Trainees and SBAT-Trainees only; this is not required for Apprentices)	Trainer is trained in determining eligibility for Skills First funding.	Eligibility for Funding Decision Tool [FSA-120]
If the Trainee or SBAT-Trainee is found to be ineligible, an application for eligibility exemption may be granted, determined by the Registrar, following the Eligibility Exemption Procedure [PRSA-181]	Enquiries Officer Registrar	Eligibility Exemption Application form [FSA-125]
INDUCTION VISIT – TRAINING PLAN AND ENROLMENT APPLICATION		
If student has not completed the Enrolment and Eligibility Declaration Adobe eForms, the Trainer is to assist the student to complete them immediately. If there is no internet connectivity, the Student may complete a paper Enrolment Form and Student Declaration Form	Student and Trainer	Enrolment Form [FSA-20]. Qualification Application for Funding and Student Eligibility Declaration form [FSA-151]
Training Plan is negotiated with Employer and Student, and School (if SBAT). All parties' signatures are collected if possible.	Student, Trainer, Employer, School (if SBAT), Parent (if under 18)	Training Plan Adobe eSign Training Plan addendum

Step	Responsibility	Required documentation
If signatures are missing, Engagement Officer to send Adobe eSign Training Plan addendum signature page		
If the student is under 17 years of age, they are advised to obtain a School Release Form from the school or DET, and referred to the Youth Engagement Team	Youth Engagement Officer	
All copies of documents are uploaded via Application ePortal which loads to CRM	Trainer	Application ePortal PTR Record [FSA-07] Training Plan Eligibility Decision Tool [FSA-120] (Trainees only) Other relevant documents
Enrolment		
Documents sourced from CRM and quality assured for accuracy, completeness and compliance	Enrolment and Admission Officer	1. Eligibility Decision Tool 2. Statement of Fees Estimate 3. Enrolment form 4. Qualification Application for Funding and Student Eligibility Declaration form [FSA-151] 5. Eligibility evidence (Identity documents) 6. Concession evidence (if applicable) 7. Pre-training review and LN evaluation report 8. Training Plan 9. Other required documentation
Enrolment form is processed and student details entered into SMS. Training plan information is processed and entered into SMS.	Enrolment and Admission Officer	Enrolment Form [FSA-20] Training Plan
RTO Eligibility for Skills First Funding Declaration is completed.	Eligibility-Trained Enrolment and Admission Officer	RTO Eligibility for Skills First Funding Declaration Form [FSA-120B]
Invoice generated from SMS and payment options are emailed to student; or Sponsor Authority to Invoice and invoice emailed to Employer	Enrolment and Admission Officer	Payment Plan [FFI-18] Sponsor Invoice Authorisation [FFI-18]
Copy of signed Training Plan is emailed to Student, Employer, Parent (if applicable) School (if SBAT), AASN (if SBAT)	Enrolment and Admission Officer	Training Plan
All documentation including that housed in CRM is uploaded to Student Documents in SMS	Enrolment and Admission Officer	All documents

Step	Responsibility	Required documentation
Welcome to GOTAFE, links to pre-training activities, orientation information, and Student Handbook is emailed to Student	Enrolment and Admission Officer	Welcome email Student Handbook
Copy of Training Plan, PTR Record and Enrolment Summary [EN-25] is emailed to Trainer	Enrolment and Admission Officer	Training Plan PTR Record [FLS-07] Enrolment Summary [EN-25]
Trainer to contact Student within one business day to commence Training, provide Block Release Timetable and initial information about what to bring, where to come etc for first day.	Trainer	Block Release Timetable

4. Foundations courses

Foundations courses include courses listed on the Skills First Foundations Courses List, such as Literacy and Numeracy Courses (for example Certificates in General Adult Education), English as a second language (ESL) courses (for example Certificates in Spoken and Written English), and VCAL courses.

These courses follow the same process steps as for 1) Standard funded courses or 2) Fee for Service courses, however the variations to the steps are:

- The Youth Engagement Team supply supports to students under 18 years of age at the Explore and Enquiry stage.
- The LN Evaluation and Pre-Training Review Interviews are conducted by trained qualified Trainers who conduct formal assessments to assess the LN levels of the student and determine which level course the student will be accepted into, for example Certificate I to IV in General Adult Education, Certificates pre-1 to III in Spoken and Written English, VCAL – Foundation, Intermediate or Senior.
- Students are required to complete a hard copy VCAA Enrolment Form, to be submitted to the Registrar.
- The Trainers support the student to complete the GOTAFE Enrolment form.
- As such, the applicant is case managed by the Trainers who arrange for the student details to be entered into CRM through a dedicated Administration Officer, and all completed documentation is uploaded by Trainers to the Application ePortal and into CRM.
- The processing of Enrolments is conducted in the usual manner.

5. VET Student Loan (VSL) courses (Enrolment Process)
Entry requirements

There are set eligibility criteria that students must meet to access a VET student loan (VSL). VSL will not be approved for students who do not meet eligibility requirements A student may be eligible for a VET Student Loan if they:

1. Hold Citizenship requirements
   - an Australian citizen or
   - a qualifying New Zealand citizen, or
   - a holder of a Permanent Humanitarian Visa holder who, usually resides in Australia

Detailed information on Australian citizenship requirements is available at the Department of Foreign Affairs and Trade https://www.passports.gov.au/getting-passport-how-

works/documents-you-need/citizenship, provides detailed information on Australian citizenship requirements.

2. Are assessed as academically suited to commence study in the course, by providing evidence of:

- Australian Year 12 certificate, or
- International Baccalaureate Diploma Program (IB) diploma, or
- An AQF4 qualification or above in Australian Qualifications Framework, or
- Overseas qualification assessed by federal, state or territory governments (or their agencies) as equivalent to AQF4 or above, or
- Competence in exit level 3 in the Australian Core Skills Framework in both reading and numeracy. GOTAFE will conduct this assessment using the online Basic Key Skills Builder (BKSB) assessment tool during onboarding, and
- **The results of the BKSB will be shared with the student on completion and will be discussed with the applicant during the Pre-Training Review interview[1].**
- All applicants must be assessed as academically suited to the course through a Pre-Training Review, a process which seeks to understand whether the course is best suited to the applicant's aspirations and skills.

3. Meet the enrolment and loan application requirements, of having:

- A Tax File Number (TFN). If a student does not hold a TFN, they may apply to the Australian Taxation Office. https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn
- A Unique Student Identifier (USI)
- Enrolled into the approved course
- Submitted an eCAF (refer to explanation, below) application for the loan after a 2 day 'cooling off' period from the enrolment date and before the first Census Day of the course. The 'cooling off' period allows students to assess the financial implications of taking out the loan; consider the impact upon take home income once re-payments commence and to seek independent financial advice regarding incurring this personal debt.
- Hold a FEE-HELP balance greater than zero. Students, who have already studied under a HELP loan, will have used some or their entire lifetime loan limit. The HELP balance is the remaining amount of the lifetime HELP limit available to a student.

When a student is under 18 years of age, have the loan agreement signed by a guardian or parent VET Student Loans Parental Consent Form - Department of Education, Skills and Employment, Australian Government (dese.gov.au)

Process for enrolling VSL students

---

[1] A student's BSKB results (assessment of competence in reading and numeracy) must be reported to the Secretary of Department of Employment and Workplace Relations (DEWR) in the form and at a time requested by the Secretary.

The process for applying for a place in a VSL approved course is like that for all students at GOTAFE, https://www.gotafe.vic.edu.au/courses/how-to-apply, with the following variations:

Onboarding

During the GOTAFE onboarding process, applicants to a VSL approved course will be given guidance about the process and the documentation required for a VSL. Applicants will receive a GOTAFE VSL Request letter, which, to apply for a VSL, they complete and lodge once they have been enrolled.

Enrolment

If all other entry requirements are met, an applicant will receive feedback from the assessment of their academic suitability for the course and options available to the student will be discussed. There are several outcomes:

1. The student meets all VSL eligibility criteria, they will be offered a place in the course, and may proceed to enrol. Here is a brief description of the steps involved in securing a VSL.
   - Once enrolled, the applicant may apply for a VSL by completing and lodging the GOTAFE Request letter and evidence of citizenship. GOTAFE will notify the Commonwealth government and provide the student's details.
   - The student will then receive an email from the Commonwealth Assistance system with instructions as to how to sign and complete the application for a VSL, through the eCAF (Electronic Commonwealth Assistance Form https://ecaf.education.gov.au/home).
   - The student cannot submit a completed eCAF until 2 days after the date of enrolment, allowing for a 'cooling off' period.
   - The completed eCAF must be submitted on or before the first Census Day (see information about Census Days and fee periods, below). If the student does not submit the form by the first Census Day, they will be liable for the fees and miss out on the loan for the first fee period. If the student wishes to access a VSL they will have to wait until the next Census Day.

2. If, the student does not hold a Year 12 certificate or an AQF4 certificate and has not achieved an exit level 3 in the Australian Core Skills Framework for both reading and numeracy, they will be counselled as to their options for building these skills. An applicant must wait 3 months before undertaking another BKSB. If they are then successful in achieving the required levels and meet all other eligibility criteria, they may enrol and access a VSL. The date of commencement will usually be that of the next student intake.

3. If a student meets the eligibility criteria for the course but is not eligible for VSL (e.g., $0 HELP balance, no proof of citizenship requirements), they may enrol into the course and be liable for the total fees.

Course Fees for VSL approved courses

Completion of an enrolment form marks an agreement between GOTAFE and the student, where the student is liable for the fees and GOTAFE provides the training. The VSL only

covers the Tuition Fees. The student is responsible for all other fees. The Materials Fees and Student Services Fees are payable on or before course commencement of the course.

Loan Cap

The Australian government sets a cap for fees it will loan for each course. If GOTAFE sets a fee higher than the Fee Cap, the student will be liable for the difference between the Fee Cap and the GOTAFE Tuition Fee.

Loan Fee

Applicants who are not eligible for government subsidised places, such as Victorian Skills First Program and consequently pay a full fee-for-service Tuition Fee, will incur a 20% loan fee. The Loan Fee is calculated on the total Tuition Fee for the course. This amount may be included in the total loan amount. However, the loan fee is not included in a person's HELP balance. Students, who choose to add a loan fee to their VSL, may reach a total debt of 120% of the capped fee for the course.

Variation of Fees

GOTAFE sets all fees annually. If the course continues into the next calendar year, the fees may vary from the previous year's fees. Students will be advised of fees for the next year, in a timely manner.

6. Subcontracted / Auspiced delivery courses

Subcontracted delivery can occur if an approved Subcontracting or Auspicing arrangement is in place where a non-GOTAFE employee delivers part or all of the Training and/or Assessment for a course.

These courses follow the same process steps as for 1) Standard funded courses or 2) Fee for Service courses, with the additional requirement that the Subcontracting arrangement is identified on the Study Plan / Training Plan so students are informed.

Students must be aware they are enrolling with GOTAFE and not the Subcontractor or Auspiced delivery organisation.

All admissions processes including Pre-Training Reviews and Enrolments must be conducted by GOTAFE staff and not the Subcontractor.

7. Short courses and Skill Sets

Step	Accredited and Funded Short Courses & Skill Sets	Accredited Fee for Service Short Courses & Skill Sets	Non-accredited Short Courses
Course Set up			
Accredited Short Courses Details of the short course are described in the Learning Cohort section of the Parent qualification	✓	✓	✓

Training and Assessment Strategy (TAS); availabilities are requested			
Skill Sets			
Details of Skill Sets are described in the Skill Set's Training and Assessment Strategy (TAS); availabilities are requested			
Non-accredited Short Course			✓
Details of the short course are described in the Short Course (Non-accredited) Form [FSA-129]			
Availabilities and Fees are created for each year. Marketing information, fees and availabilities are displayed on public GOTAFE course webpages.	✓	✓	✓
Enquire and Explore			
Potential student explores course options through GOTAFE website, and may be guided or advised by GOTAFE staff. Applicants enquire about specific course via web enquiry, email, telephone, or direct contact to GOTAFE staff.	✓	✓	✓
Apply			
Student applies for course through eApplication. Data collected includes:	✓	✓	✓
1. Student data described in the Vic VET Student Statistical Collection Guidelines	✓	✓	✓
2. Self-assessment LN evaluation questions	✓	✓	
3. Pre-Training review self-assessment questions	✓	✓	
4. Eligibility declaration questions	✓		
5. Student agrees to Enrolment and privacy terms and conditions	✓	✓	✓
6. Student answers Eligibility declaration questions If Funded Skill Set, Student completes and signs Skill Set Application for Funding and Student Eligibility Declaration Form [FSA-151A]	✓		
7. Student supplies Evidence of eligibility identity documents	✓		
8. Student can opt to pay through secure payment gateway			✓
LN Evaluation			
Answers to Student's Self-assessment LN evaluation questions are considered as part of the PTR process	✓	✓	
Pre-training review interview (PTR)			
PTR interview between trained GOTAFE Officer and Student is conducted via phone, videoconference, or face to face; PTR Short Course Form [FLS-07A] is completed. Any required Support Services are identified and the student is referred if required, and an individualised support plan or Reasonable Adjustment Plan is created.	✓	✓	

If the student is a candidate for RPL or Credits, the student is referred to the Trainer for Advanced Standing application.			
The implications for accessing funding for future courses is explained	✓		
RTO Eligibility Declaration is completed by GOTAFE Officer	✓		
The Study Plan is completed	✓	✓	
Enrolment			
eApplication Report and completed documents are collated and quality assured for accuracy, completeness, and compliance	✓	✓	
Enrolment and Study plan information is processed and entered into SMS.	✓	✓	
Invoice generated from SMS and payment options are supplied to student	✓	✓	
Online payment through Payment Gateway			✓
All documentation is uploaded to Student Documents in SMS	✓	✓	
Student is advised how to begin the course.	✓	✓	✓

Enrolment variations

Recognition of Prior Learning (RPL) and Credit Transfers

As part of the Pre-Training Review, if a student presents with existing knowledge and skills relating to the course, they can apply for Recognition of Prior Learning. If they hold equivalent Units of Competency from previous studies, they can have Credit transfers applied. The Trainer evaluates their candidature for RPL, completes an Application for Advanced Standing [FSA-100] to be processed at Enrolment. Note: Credit Transfers must not be processed until the student commences their course or their RPL assessment process.

Additional Units

Where a student chooses to enrol in additional units of competency at any time subsequent to their initial enrolment, incremental fees will be applied, where applicable. The Trainer completes an Application for Additional Units [FSA-81]. Note a new
Study plan will need updated and provided to the student. For Apprentices and Trainees, a new Training plan will need to be updated and signed by the student and employer.

Additional Courses

Where a student chooses to enrol into an additional course, the Admissions process will be followed with the following amendments:
1. The Enrolment Form is checked for any changes to the student's details, and the additional course is added to the form.
2. The student's continued eligibility for funding (if applicable) is checked using the Eligibility Decision Tool
3. If the student continues to be eligible, the Application for Funding and Student Declaration Form is amended to add the additional course to the form, with documented evidence of the student's consent.

4. A new RTO Eligibility Declaration form is completed. The original evidence supplied is reviewed for currency.

Continuing/Roll-over Enrolments

Where a student is continuing their studies into the following calendar year, the process is:

1. The Trainer indicates the student will be continuing, and checks and updates the units and expected dates on the Study Plan/Training Plan
2. Apprenticeship/Traineeship contract end dates are checked for currency.
3. The Student confirms they will be continuing (this step is not required for Apprentices and Traineeships under a contract)
4. The original evidence for eligibility for funding (if applicable) is reviewed for currency
5. The original evidence for concession (if applicable) is reviewed for currency
6. The subsequent year's units are enrolled on SMS and the student is issued with their yearly invoice.

Withdrawals

A student can be withdrawn from their course and/or units of competency. Follow the Withdrawal, Deferral and Refunds Procedure [PRSA-196] with completion of the Enrolment Withdrawal Application Form [FSA-80]

Deferrals

Students who have been offered a place in a course can choose to defer their studies until the following year. Students apply through the Course Deferral Application Form [FSA-153], following the Withdrawal, Deferral and Refunds procedure [PRSA-196]

Waiting Lists

Where a course has been filled, applicants can be placed on a waiting list and may be offered a place should one become available, prior to course commencement.

Late Applications

Where applications for a course have closed, late applications may be considered, subject to available places and the Trainer's agreement to support the student to 'catch up' any missed training sessions.

Changes to student details

Any changes to student details are processed through the Student Personal Details Amendment Form [FSA-35]. A change of name requires legal documentary evidence (e.g. marriage certificate, statutory declaration, deed poll certificate). Changes must match details registered in the student's Unique Student Identity (USI).

Apprentices or Trainees must notify Apprentice Administration of changes to employer or personal details.

International Students

All international Students must have their visa and permission for training status checked through Visa Entitlement Verification Online system (VEVO).

Persons in Australia on International Visas, except for Student Visas, may undertake Fee-for-service courses providing the program does not exceed 3 months duration.

Persons in Australia on International Student Visas may only enrol in GOTAFE CRICOS-approved courses and meet strict guidelines.

Persons located internationally can access online fee for service courses but can only attend training on Australian soil for a maximum of 3 months duration.

Interstate Students
Interstate students are permitted to enrol into Fee-for-service courses and non-accredited courses. To access funded courses, the interstate student must attend 100% of the training physically in Victoria, in courses that are delivered 100% physically within Victoria.

Documentation and regulation
This Procedure is governed by:
GOTAFE Admissions Policy
DET VET Funding Contract
DET Guidelines about Fees
DET Guidelines about determining student eligibility and supporting evidence
DET Guidelines about Apprenticeship/Traineeship training delivery
Victorian VET Student Statistical Collection Guidelines
ASQA National Standards for RTOs 2015
VET Student Loan Rules 2016
Student Access Equity and Diversity Policy [POSS-03]
Pre-Training Review and Student Support Policy [POLS-02] and Procedure [PRLS-162]
Eligibility for Funding and Exemptions Procedure [PRSA-181]
Withdrawal Deferral and Refunds Procedure [PRSA-196]
Fees and Charges Procedure [PRSA-158]
VET Student Loans Student Entry Fact Sheet
On-boarding email templates
Study Plan / Training Plan
Training Plan signature page addendum eForm
Enrolment Form [FSA-20]
Qualification Application for Funding and Student Eligibility Declaration form [FSA-151]
Skill Set Application for Funding and Student Eligibility Declaration form [FSA-151A]
Pre-Training Review Record [FLS-07]
Pre-Training Review (Short Course) Form [FLS-07A]
Fees and Charges Brochure [ODSA-19]
Statement of Fees Estimate (CRM generated)
Payment Plan Application Form [FFI-62]
Sponsor Invoice Authorisation Form [FFI-18]
Application for Creditor Account Form [FFI-15]
Request for Debtor Invoice Form [FFI-14]

Eligibility for Funding Decision Tool [FSA-120]
Eligibility Exemption Application Form [FSA-125]
RTO Evidence of Eligibility Declaration Form [FSA-120B]
Advanced Standing Application Form [FSA-100]
BKSB Reports
Individual Support Plan
Reasonable Adjustment Plan
Release from School Form (supplied by School or DET)