

VSL STUDENT ENTRY PROCEDURE

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Approved by: Laura Mabikafola

General Manager

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Purpose

The purpose of this procedure is to define how Skills Lab will handle the VET Student Loan's student entry procedure.

In accordance with the VET Student Loans Act 2016 and the VET Student Loans Rules 2016, all students wishing to apply for a Commonwealth VET Student Loan must meet the citizenship and residency requirements and must be assessed for academic suitability to undertake a high level VET qualification.

Eligibility for a VET Student Loan

To be eligible for a VET Student Loan you must provide evidence that you are:

- An Australian citizen; or
- The holder of a permanent humanitarian visa who is usually resident in Australia; or
- A New Zealand Special Category Visa (SCV) holder who meets the long term residency requirements.

Skills Lab will require you to provide proof of citizenship prior to your application for a VET Student Loan as per the VET Student Loans Manual for Providers <https://docs.education.gov.au/node/43921>

The evidence required to demonstrate proof of Australian citizenship may differ depending on whether you were:

- born overseas
- born in Australia before 20 August 1986
- born in Australia on or after 20 August 1986

This is because different rules applied at different times.

Born overseas

If you were born overseas and acquired Australian citizenship by application you will need to provide one of the following documents as evidence of your Australian citizenship:

- an Australian Passport OR
- an Australian citizenship certificate OR
- a Citizenship by Descent extract

If you do not have one of the above citizenship documents you will need to apply for evidence of citizenship by lodging Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with the Department of Home Affairs (Home Affairs).

Born in Australia before 20 August 1986

If you were born in Australia before 20 August 1986 you will need to provide one of the following documents as evidence of your Australian citizenship:

- an Australian Passport OR
- full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM)

An exception to this is if your parents were in Australia as diplomats or consular officers at the time of your birth. In these circumstances, you will need to provide a citizenship certificate as evidence that you are an Australian citizen.

If you do not have a citizenship certificate, you will need to lodge [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with the Department of Home Affairs (Home Affairs).

Born in Australia on or after 20 August 1986

If you were born in Australia on or after 20 August 1986 and one (or both) of your parents were an Australian citizen at the time of your birth you will need to provide either:

- an Australian Passport OR
- full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM)

If your birth certificate shows that at least one your parents was born in Australia, and that parent was born before 20 August 1986, this is sufficient evidence to prove your Australian citizenship.

If your parent was born in Australia on or after 20 August 1986, your parent's full birth certificate issued by an Australian RBDM is still required.

If you cannot provide this you must apply for you own evidence of Australian citizenship by lodging [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with Home Affairs.

If you were born in Australia on or after 20 August 1986 and one of your parents was a permanent resident of Australia at the time of your birth, you will need to provide:

- an Australian Passport

If you do not have a current Australian Passport you must provide your Australian citizenship certificate.

You can apply for evidence of Australian citizenship by lodging [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with Home Affairs.

The following documents are not acceptable as proof of a parent's permanent residency for VET Student Loan applications:

- parent's foreign passport with a visa label
- Visa Entitlement Verification Online (VEVO) printout

- Visa grant notification letter
- Certificate of Evidence of Resident Status (CERS)
- Certificate of Status for New Zealand Citizens in Australia (CSNZCA)
- ImmiCard
- Freedom of Information (FOI) letter from the Department of Home Affairs

These documents only provide proof of a person's visa status on the day they are issued/printed and are not sufficient proof of a parent's resident status at the time the applicant was born.

Applicants born in Australia on or after 20 August 1986 who spent the first 10 years of their life in Australia and neither parent was an Australian citizen or an Australian permanent resident at the time of your birth.

Applicants in these circumstances without a current Australian Passport must provide their Australian citizenship certificate.

You can apply for evidence of Australian citizenship by lodging [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with Home Affairs.

Aboriginal and Torres Strait Islander applicants not registered at birth by the relevant State/Territory authority

Applicants in these circumstances without a current Australian Passport may submit a Statutory Declaration as provided on the department's Information for VET Student Loans Approved Providers page under 'Forms'.

Please note: the Statutory Declaration has been pre-populated, and must only be used by applicants to whom these circumstances apply. The Statutory Declaration must be witnessed by a person included in the List of Occupations or the List of Persons provided in the template on the department's website mentioned above.

Statutory declarations are not acceptable forms of proof of Australian citizenship for any applicants other than Aboriginal and/or Torres Strait Islanders whose birth was not registered by the relevant State/Territory authority.

If you or a parent were born in Papua New Guinea prior to 16 September 1975

If you or your parent were born in Papua New Guinea prior to 16 September 1975 your citizenship status may need to be checked and verified with Home Affairs. You may need to obtain evidence of Australian Citizenship by lodging Form 119 Application for evidence of Australian citizenship if:

- evidence of citizenship was issued before 1 January 2009 and you were born in PNG prior to 16 Sep 1975; OR
- Citizenship was acquired by descent before 1 January 2009 where your parent(s) was born in PNG before 16 September 1975.

A citizenship certificate can be accepted as evidence that you are an Australian citizen if the evidence of citizenship was issued on or after 1 January 2009 regardless of your date of birth or date citizenship was acquired.

You will need to take the Department of Home Affairs' citizenship application processing time in to account before applying for a VET Student Loan. Processing times are published on the Department of Home Affairs website.

See <https://immi.homeaffairs.gov.au/citizenship/citizenship-processing-times>

Permanent Humanitarian Visa Holders

If you are an eligible permanent humanitarian visa holder your visa will need to be provided.

Qualifying New Zealand citizens

New Zealand Special Category Visa (SCV) holders will need to provide evidence that you:

- have usually been resident in Australia for at least 10 years; and
- first entered Australia as a minor under 18 years of age; and
- have lived in Australia for at least 8 of the last 10 years; and
- have lived in Australia for at least 18 months in the last two years.

Providing eligibility documentation

If you are studying externally (online, distance) you will need to have copies of your evidence verified by a Justice of the Peace or alternately by a person of a prescribed position as listed at <https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy> before sending it to Skills Lab. Please note this person must be an Australian Citizen and cannot be related to you.

The certifier must also write or stamp on the copy:

- their signature
- their full name
- their occupation
- organisation/employer
- their phone number
- the date

Ways to assess your academic suitability

In addition to Skills Lab believing on reasonable grounds that a student is academically suited to undertake the qualification for which a VET Student loan is sought, in order to apply for a VET Student loan to assist with payment of your course fees, you must meet one of the following requirements:

- provide a copy of your senior secondary certificate of education, that has been awarded by an Australian authority or agency of a State or Territory of your completion of year 12 when you apply to enrol. Skills Lab is required to store a copy of this for five years after you enrol; OR
- undertake a reading and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF). Skills Lab will advise you how you may undertake this assessment. Skills Lab must be confident that you complete this test independently and have the required skills. If you undertake a reading and numeracy assessment, Skills Lab will inform you of your results as soon as practicable after the assessment. A copy of your results will be stored for five years after you enrol and may be provided to the Commonwealth if requested; OR
- provide a copy of a qualification at Certificate IV level or above in the Australian Qualifications Framework, that has been delivered in English.

This certificate must be a document issued by a body registered to award the qualification in the AQF in Australia, or

A letter or certificate issued by a Federal, State or Territory government agency which assesses overseas qualification (or an organisation contracted by such an agency to undertake such assessments), that evidences that your qualification has been assessed by that agency (or contracted organisation) and determined to be equivalent or comparable to a qualification in the Australian Qualification Framework at level 4 or above, and the course for the qualification to meet this requirement was delivered in English.

If you are not able to meet any of these requirements, you will not be eligible to apply for a Commonwealth VET Student loan.

Australian Core Skills Framework - Language, Literacy and Numeracy Assessment

Skills Lab uses LLN Robot, to validly and reliably assess a student's competence in reading and numeracy against the Australian Core Skills Framework.

You may be asked to undertake the LLN assessment prior to commencing your studies with Skills Lab. This is one of the tools we use to determine any support we may be required to put in place to ensure you have the best chance of completing your diploma.

This is an online assessment. You must ensure you undertake the LLN assessment honestly and with integrity. Skills Lab will email student results as soon as practicable after the assessments have been completed.

Skills Lab may use these results to suggest additional supports to help you succeed in completing your chosen qualification, or may suggest a more suitable pathway to help you achieve your desired employment outcome.

Skills Lab may be asked to provide these results to the Australian Government Department of Education and Training and the South Australian Department of State Development. Skills Lab may be asked to provide these results to the Australian Government Department of Education and Training and the South Australian Department of State Development.