

Entry Requirements & Enrolment Procedure – domestic students

Policy scope

This policy applies to all prospective learners applying for entry to AQF qualifications at MVJ Enterprises Pty Ltd t/a Perth College of Beauty Therapy (PCBT), YES College. Learner selection and enrolment is conducted in an ethical manner, ensuring all enrolling students are provided with timely and accurate information regarding course entry requirements.

Third party recruitment

PCBT does not use any student recruitment service or agents for the recruitment of domestic students.

Learner acceptance

This policy covers domestic students entering into AQF qualifications (or units out of AQF qualifications) with Perth College of Beauty Therapy.

PCBT management and staff are committed to adhering to access and equity principals in the implementation of the student's application, selection and enrolment procedures.

Students are selected for enrolment on the basis of the following PCBT eligibility criteria:

Diploma qualifications:

- Minimum 17 years of age,

And

- All learners are required to provide a copy of a **senior secondary certificate of education** which has been awarded to the learner by an agency or authority for the student's completion of year 12

Or

- Evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher (where the language of instruction is English)

Or

- The learner is assessed as displaying competence at or above **exit level 3** in the Australian Core Skills Framework (ACSF) in both reading and numeracy;

And

- The VET provider (PCBT) reasonably believes that the learner displays that competence.

Certificate III & IV qualifications:

- Minimum 16 years of age,

And

- All learners are required to provide a copy of a **senior secondary certificate of education** which has been awarded to the learner by an agency or authority for the student's completion of year 12

Or

- Complete the Perth College of Beauty Therapy LLN Pre-Enrolment assessment

Enrolment of Learners under 18 years of age

If a prospective learner is under 18 at the time of enrolment a parent or guardian is required to attend the enrolment meeting and co-sign the **Enrolment Agreement**.

Enrolment process

All prospective learners are required to attend an interview at the college with a Marketing and Admissions staff member.

Diploma Courses

If the learner does not have the year 12 completion certificate (original or certified copy) or an AQF Certificate IV or higher qualification, they are required to undertake the Australian Council for Educational Research (ACER) VSL approved online test to demonstrate the applicable Australian Core Skills Framework (ACSF) entry level for the qualification.

This assessment is to determine if the prospective student has the appropriate level of language, literacy and numeracy (LL&N) required for the diploma course **Exit level 3**.

To ensure validity and reliability, the online assessment is taken during the enrolment meeting under strict supervised conditions and is supervised by PCBT's Marketing and Admissions staff member in the enrolment meeting room. The supervision by PCBT's Marketing and Admissions staff ensures that the process is conducted with honesty and integrity.

The outcomes of the assessment will be provided to the prospective learner immediately. The results will also be reported to the Secretary in the form, manner, and by the time requested by the Secretary.

Should the prospective learner not meet the appropriate LL&N level as specified above, they will be given advice on LL&N support which may be accessed (independently of PCBT) to reach the required entry level and are able to re-apply for entry into the qualification after 3 months. It is possible for students to re-sit earlier than 3 months at PCBT's discretion, however a resit within 3 months will be a risk indicator.

PCBT will retain all LL&N assessments and results for at least 5 years and will provide them to the Secretary or delegate if requested.

Certificate Courses

If the learner does not have the year 12 completion certificate (original or certified copy) they are required to undertake the Perth College of Beauty Therapy LLN Pre-Enrolment Assessment to demonstrate the applicable Australian Core Skills Framework (ACSF) entry level for the qualification.

This assessment is to determine if the prospective student has the appropriate level of language, literacy and numeracy (LL&N) required for the course they are interested in.

Should the prospective learner not meet the appropriate LL&N level as specified above, they will be given advice on LL&N support which may be given by Perth College of Beauty Therapy. This may be in the form of:

- Extra tuition
- Course support and interventions
- Reasonable adjustment
- Advice on additional training required.

If the appropriate LL&N level is demonstrated (diploma) or support negotiated to allow the student to enrol (certificates), then the Marketing and Admissions staff member will continue with the interview meeting giving the prospective learner additional information including (but not limited to)

- Course fees, additional fees and payment methods
- Refund policy and procedures
- Course duration and attendance requirements
- VET STUDENT LOANS information (see below)
- College policies and procedures
- Course work and assessment information
- RPL and Credit transfer information (if applicable)

VET STUDENT LOANS

VET STUDENT LOANS is available for diploma qualifications and all applicable information is provided. Prospective learners should also read VET STUDENT LOANS information accessed on <http://studyassist.gov.au> and read the VSL Information Booklet for Students available from this website or via Perth College of Beauty Therapy.

VET STUDENT LOANS is a loan scheme that helps eligible VET students pay their tuition fees for diploma qualifications. To access a VET STUDENT LOANS loan learners must be either:

An Australian citizen, qualifying New Zealand citizen OR a permanent humanitarian visa holder who is resident in Australia for the duration of the course.

Other eligibility criteria is available on the above website.

Applying for a VET Student Loan

To apply for a VET Student Loan the student must complete the Request for a VET Student Loan electronic Commonwealth Assistance Form (eCAF) by the census day.

The student must first enrol with PCBT and indicate that he/she wishes to access a VET Student Loan. PCBT will then give the department the students enrolment information, including the nearest applicable census day, through the eCAF system.

The student will then receive an email from the department allowing him/her to sign into the eCAF system. Once the student signs-in, he/she will need to verify the pre-populated information and

complete the mandatory fields. The student must then wait at least two full business days after he/she has enrolled in his/her studies before submitting the eCAF.

The student must submit the eCAF on or before the first census day for which he/she would like the loan to apply.

Once the student submits the eCAF, he/she will receive an email confirming the loan approval and providing him/her with a copy of the completed form. Students should keep this form for their records.

If the student does not complete the eCAF, or other permitted form, by the required date for the course, the student will have to wait until the next part of the course /unit, next semester or trimester to request a VET Student Loan for future study. Retrospective access to VET Student Loans is not allowed under any circumstances.

Students under the age of 18

If a student is under 18 years of age, a parent or guardian must complete and sign a parental consent form. The completed parental consent form must be given to PCBT before the student can be issued with an eCAF application form. The parental consent form is not necessary if the student has been assessed by Centrelink as meeting the requirements for receiving the independent rate of Youth Allowance under part 2.11 of the Social Security Act 1991. The student will need to provide evidence of this assessment in the form of his/her Centrelink Income Statement, which he/she can request by logging into myGov and selecting the Centrelink online account.

For more information on VET Student Loans requirements, refer to the VSL Information Booklet for Students.