

Application and Enrolment Policy and Procedure

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1. Purpose and Scope

This policy and procedure outlines the assessment and administration applications and enrolments for admission into accredited AIE courses.

This policy and procedure applies to the Marketing Department (including the Admissions team), the Administration Department, and trainers and executive staff who have direct oversight of the learner application and enrolment process. It applies to domestic learners at the Certificate, Diploma, Advanced Diploma, and Graduate Diploma levels.

2. The Policy

AIE is committed to the principles of access and equity to ensure that diversity is not a barrier to eligible learners accessing AIE accredited courses.

AIE implements a consistent, reliable and structured approach to the learner application and enrolment process to protect the rights and interests of learners.

AIE ensures that its application and enrolment processes meet the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*.

3. Implementation

The Board of Directors is responsible for the approval of this policy after it has been drafted or reviewed by the Compliance Officer.

The policy is to be implemented through induction and training of staff and distributed via the AIE intranet and other publications as required.

This policy is distributed to prospective learners and other external stakeholders via the AIE website.

4. Procedure/s

4.1. Application Process

AIE accepts direct course applications for Diploma, Advanced Diploma and Graduate Diploma qualifications made online via the AIE website applications page.

AIE accepts applications for Diploma and Advanced Diploma courses for Year 12 school leavers in Victoria via the Victorian Tertiary Admissions Centre (VTAC).

AIE accepts applications for Diploma, Advanced Diploma and Graduate Diploma qualifications until course commencement. Late applications may be accepted at the discretion of the relevant Head of School (HOS) in line with this policy.

AIE accepts a Certificate course direct enrolment form for learners who are enrolling into a Certificate course that is not part of a State-based Vocational Education and Training in Schools (VETiS) or VET Delivered to Secondary Students (VETDSS) program.

If a Certificate course forms part of a State-based VETiS/VETDSS program, AIE accepts applications via the relevant State-based application process, if an application process is required.

If no application process is required by the State, learners can enrol directly into the Certificate course via the AIE website and indicate on their enrolment form that they intend to complete the qualification as part of a VETiS/VETDSS program.

If a learner is enrolling into a Certificate qualification, AIE accepts enrolment forms up to the course commencement date. Late enrolments after course commencement may be accepted at the discretion of the relevant HOS/DHOS.

4.1.1. Entry Requirements

The entry requirements for Diploma, Advanced Diploma and Graduate Diploma qualifications are:

- a. Interview with an AIE trainer/assessor to determine applicant interest, enthusiasm, suitability and potential to complete the course
- b. Presentation of a portfolio of creative and related work at the interview to demonstrate creative ability, interest, and aptitude in the specific stream choice
- c. Evidence of academic suitability as demonstrated by prior or anticipated educational achievement (by course commencement).

AIE does not set any specific entry requirements for Certificate qualifications. However, learners enrolling under a State funding initiative may be forwarded a language, literacy, and numeracy (LLN) activity as part of the funding application process to meet State funding requirements.

4.1.2. Applicant Interview

Applicants for Diploma, Advanced Diploma and Graduate Diploma qualifications book their interview when applying via the website or via communication with the Admissions team.

AIE conducts interviews face to face on campus, but may utilise video conferencing software if an applicant is regionally based, applying to the Online Campus, or in special circumstances.

Events/Admissions staff allocate appropriate trainers to interviews, including sending interview calendar invitations with interview details.

Applicants may forward their portfolio in advance or bring it with them on the day of the interview.

Interviewers use AIE's web-based interview form to ensure consistency of interview questions, selection and course suitability criteria, including consideration of LLN and learning support requirements. Trainers access these interview forms via MyAIE's Resource Hub.

Interviewers explore the potential for recognition of prior learning (RPL) or credit transfer (CT), if relevant. Applicants are directed to the RPL process in the AIE *Learner Handbook* or the *Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedure*.

Interviewers ask applicants if they may require learning support for their selected course. If so, the interviewer will request additional details about the applicant's learning needs and how this may impact their intended study. **Applicants are under no obligation to disclose this information.** However, failure to disclose information may impact AIE's ability to support any additional learning needs.

Applicants who are under 18 years of age at the time of the interview are asked to have a parent or guardian in attendance wherever possible. A HOS/DHOS is also required to be in attendance.

After the interview, the interviewer determines the suitability of the applicant for the course they have applied for and records one of the following outcomes on the interview form:

- a. Highly Recommended
- b. Recommended
- c. Recommended with Reservations (interviewers must note the reasons for their reservations and discuss with the HOS/delegate who may also speak with the applicant directly)
- d. Not Yet Recommended.

An Administration Officer meets with applicants post-interview to advise of the interview outcome and provide verbal advice on tuition fees, payment options, State-specific processes (such as VTAC), VET Student Loan (VSL) eligibility requirements, and the enrolment process.

When the interview form is submitted by the interviewer, a copy is automatically sent to relevant campus Administration staff and Admissions staff via email. Administration staff must upload this interview form to the student management system (SMS) for all enrolled learners.

4.1.3. Not Yet Recommended Applicants

The HOS reviews the completed interview form and application documents to ensure Not Yet Recommended applicants are truly not suitable to enrol in the applied course. Where appropriate, the HOS may decide on a secondary interview by an experienced trainer that is not directly related to the trainer who provided the original determination and revise the determination.

The HOS/delegate contacts applicants who are Not Yet Recommended to discuss their interview outcome and appropriate next steps, which may include, but are not limited to:

- a. Advice on portfolio requirements (if not provided before or during interview), suggested portfolio improvements, or other development required prior to re-interviewing
- b. Provision of self-directed tutorials or website links to develop skills before re-interviewing
- c. Learning pathways via Certificate course or non-accredited Beginner course options.

Admissions staff follow up Not Yet Recommended applicants to rebook a second interview or direct the learner towards Certificate or Beginner course enrolment options.

4.1.4. Recommended Applicants

AIE advises all recommended applicants of their interview outcome. Generally, this written advice is via a *Letter of Offer* emailed through the SMS. In the case of an early acceptance, AIE provides an interim *Letter of Acceptance* emailed through the SMS, noting when the *Letter of Offer* will be sent.

AIE provides VTAC recommended applicants a VTAC Advisory Letter. VTAC provides formal course offers to recommended learners as per the VTAC calendar. AIE provides recommended learners who have met the VTAC application requirements with a *Letter of Offer* emailed through the SMS.

The *Letter of Offer* confirms that AIE is holding a place in the intake noted in the *Letter of Offer* on behalf of the applicant. The *Letter of Offer* is not a course enrolment.

The *Letter of Offer* provides or links to the following information:

- a. Confirmation of successful course application
- b. Qualification/s code and title
- c. Course start date
- d. Tuition fees details
- e. Tuition fee payment options
- f. VET Student Loans (VSL) overview and requirements
- g. Enrolment requirements such as personal identification, Unique Student Identifier (USI), etc.
- h. State-specific funding advice
- i. Link to complete the web-based enrolment form
- j. Link to the AIE *Learner Handbook*
- k. Link to AIE policies and procedures available on the AIE website

4.2. Enrolment Process

AIE accepts learner enrolments for Certificate, Diploma, Advanced Diploma, or Graduate Diploma qualifications via the web-based enrolment forms, linked from the AIE website. AIE will not accept or process any enrolment that is not completed via the enrolment form.

AIE accepts enrolment forms for Diploma/Advanced Diploma and Graduate Diploma qualifications until the course commencement. Late enrolments may be accepted at the discretion of the relevant HOS in line with the requirements of this policy. Please note that loss of access to funding may result from a late enrolment.

AIE accepts enrolment forms for Certificate qualifications up to 2 business days before course commencement. Late enrolments for Certificate qualifications may be accepted at the discretion of the relevant HOS.

The enrolment form captures Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data to meet current VET reporting requirements.

All entry procedures must be conducted with honesty and integrity.

4.2.1. Unique Student Identifier (USI)

Learners enrolling in any nationally recognised qualification are required to supply their USI to AIE.

AIE will not process a learner's enrolment unless their USI has been provided and verified, except where the learner has a USI exemption, as outlined in the *Student Identifiers Act 2014*.

4.2.1.1. USI Exemptions

Table 1: USI exemption reasons and codes.

Exemption Reason	Exemption Code
International students undertaking their entire VET course outside of Australia (also known as offshore training).	INTOFF
Student is enrolled to complete a short course taking place over a single day or less.	SHORT
Students who have applied for and obtained an individual exemption in writing from the Student Identifiers Registrar because they have a genuine personal objection to being assigned a USI.	INDIV
Students who have completed their VET training prior to 1 January 2015 but have not yet been issued with a qualification or statement of attainment for that training.	No code required

Learners who have a USI exemption are informed prior to their commencement via the *Learner Handbook* that their training outcomes will not be recorded on their USI account and will not appear on any authenticated VET transcripts prepared by the Student Identifiers Registrar.

4.2.2. Learner Identification

Learners enrolling in any nationally recognised qualification are required to supply their USI to AIE as a means of identification. Victorian learners are required to provide their Victorian Student Number.

4.2.3. Academic Suitability – Language, Literacy and Numeracy (LLN)

Learners enrolling a Diploma, Advanced Diploma or Graduate Diploma must provide evidence of academic suitability, or the LLN skills necessary to successfully complete the qualification.

AIE will accept scans, high resolution photos or verified copies of one of the following as evidence of academic suitability, provided by the first day of the course:
Diploma
<ul style="list-style-type: none"> • Year 12 Certificate (State Government-issued, not school-issued graduation certificate) • VET qualifications at AQF4 or higher (including higher education qualifications) • Exit Level 3 score within the Australian Core Skills Framework (ACSF) achieved in both reading and numeracy through an approved LLN assessment provided by bksbLIVE <ul style="list-style-type: none"> ○ Assessment results are available to the learner through the bksbLIVE portal immediately following completion of the assessment ○ Results must be uploaded to the learner profile in the SMS to be reported to the Secretary in the form, manner and by the time requested by the Secretary. • International Baccalaureate Diploma Programme (IB) diploma.
Advanced Diploma
<ul style="list-style-type: none"> • VET qualifications at AQF5 or higher (including higher education qualifications) • Exit Level 3.2–4.1 score within the Australian Core Skills Framework achieved in both reading and numeracy through an approved LLN assessment provided by bksbLIVE <ul style="list-style-type: none"> ○ Assessment results are available to the learner through the bksbLIVE portal immediately following completion of the assessment ○ Results must be uploaded to the learner profile in the SMS to be reported to the Secretary in the form, manner and by the time requested by the Secretary.
Graduate Diploma
<ul style="list-style-type: none"> • VET qualifications at AQF6 or higher (including higher education qualifications).

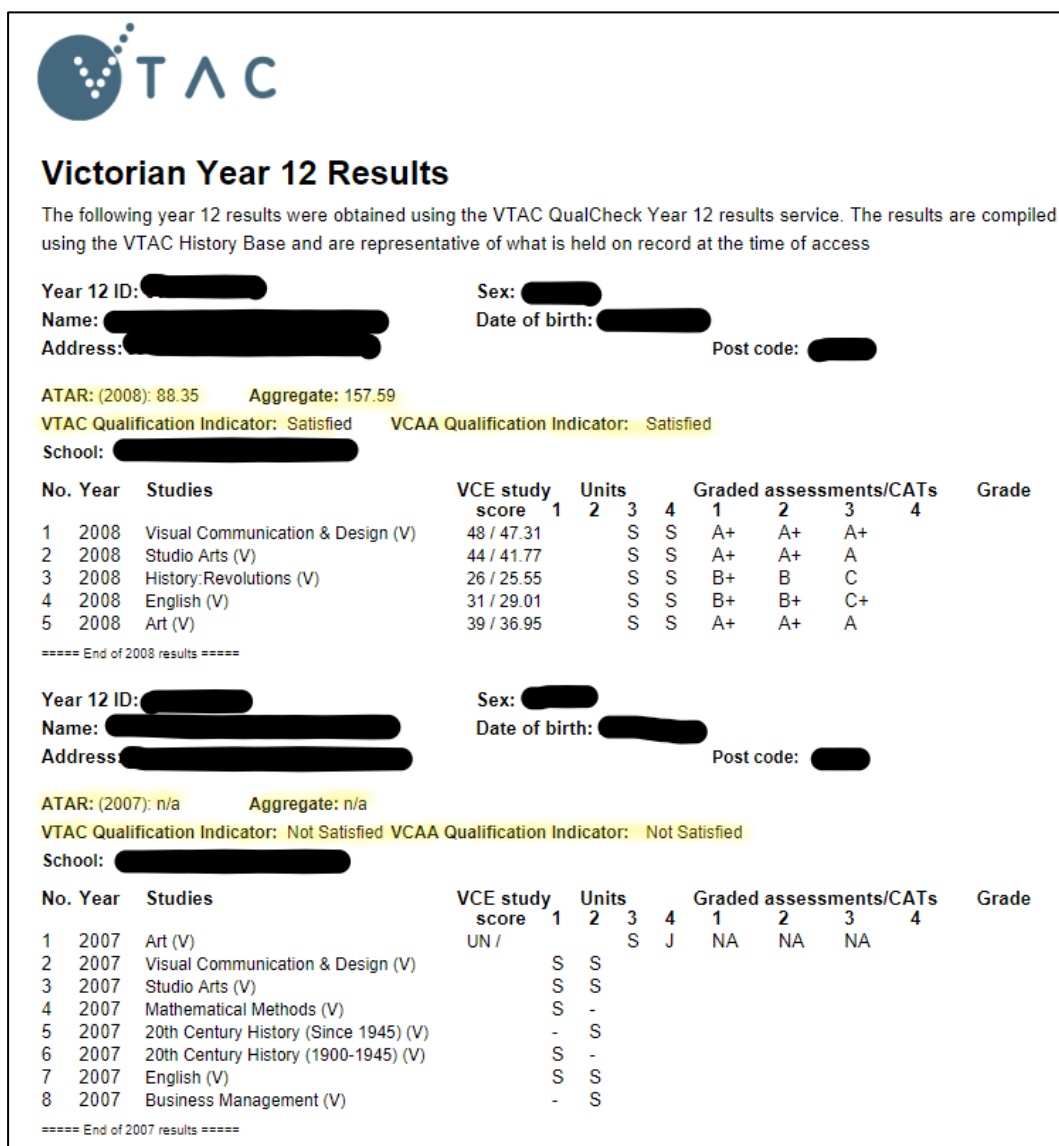
4.2.3.1. Melbourne-Specific Processes for Academic Suitability

VTAC work closely with the Victorian Curriculum and Assessment Authority (VCAA) to calculate and issue the Australian Tertiary Admissions Rank (ATAR) for Victorian Certificate of Education (VCE) students. For more information, see *VSL Provider Manual* and the *VTAC Year 12 Results User Guide for Qualcheck*.

The Melbourne Administration Officer and Student Liaison acting in the role of VTAC Liaison for Melbourne Campus checks student suitability via the [VTAC portal](#). If the student is determined to be suitable, the Administration officer generates a PDF report and uploads the PDF to the VSL checklist with the student's academic suitability documents.

4.2.3.1.1. Satisfied Versus Not Satisfied

The following image is an example of a student who is not satisfied in one year, but then satisfied in the next year, once further studies were completed.



VTAC

Victorian Year 12 Results

The following year 12 results were obtained using the VTAC QualCheck Year 12 results service. The results are compiled using the VTAC History Base and are representative of what is held on record at the time of access

Year 12 ID: [REDACTED] Sex: [REDACTED]
 Name: [REDACTED] Date of birth: [REDACTED]
 Address: [REDACTED] Post code: [REDACTED]

ATAR: (2008): 88.35 Aggregate: 157.59
 VTAC Qualification Indicator: Satisfied VCAA Qualification Indicator: Satisfied
 School: [REDACTED]

No.	Year	Studies	VCE study score	Units				Graded assessments/CATs				Grade
				1	2	3	4	1	2	3	4	
1	2008	Visual Communication & Design (V)	48 / 47.31	S	S			A+	A+	A+		
2	2008	Studio Arts (V)	44 / 41.77	S	S			A+	A+	A		
3	2008	History:Revolutions (V)	26 / 25.55	S	S			B+	B	C		
4	2008	English (V)	31 / 29.01	S	S			B+	B+	C+		
5	2008	Art (V)	39 / 36.95	S	S			A+	A+	A		

==== End of 2008 results =====

Year 12 ID: [REDACTED] Sex: [REDACTED]
 Name: [REDACTED] Date of birth: [REDACTED]
 Address: [REDACTED] Post code: [REDACTED]

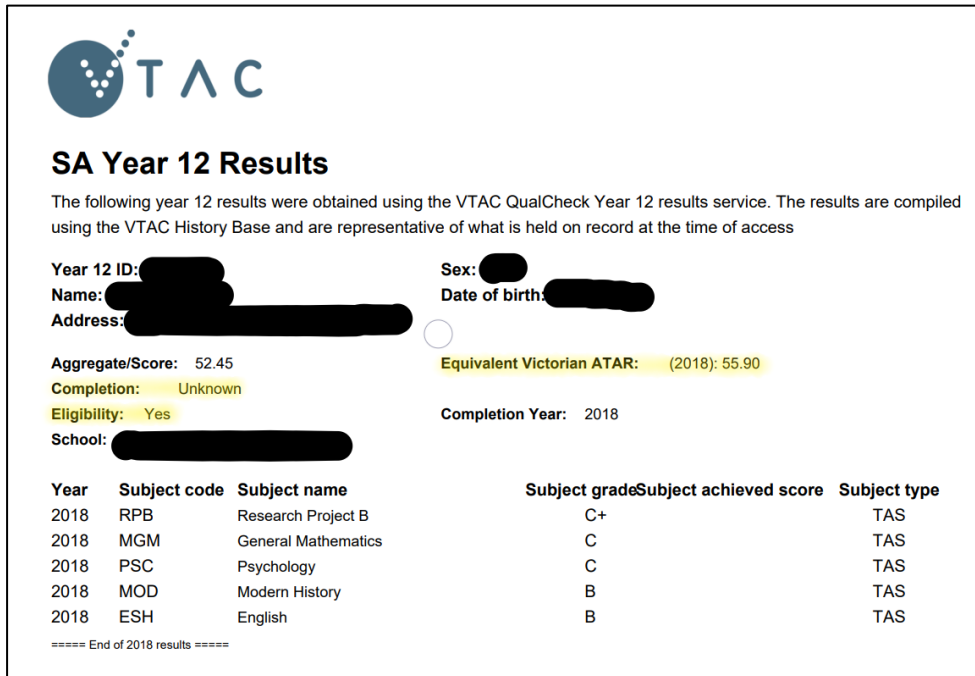
ATAR: (2007): n/a Aggregate: n/a
 VTAC Qualification Indicator: Not Satisfied VCAA Qualification Indicator: Not Satisfied
 School: [REDACTED]

No.	Year	Studies	VCE study score	Units				Graded assessments/CATs				Grade
				1	2	3	4	1	2	3	4	
1	2007	Art (V)	UN /			S	J	NA	NA	NA		
2	2007	Visual Communication & Design (V)		S	S							
3	2007	Studio Arts (V)		S	S							
4	2007	Mathematical Methods (V)		S	-							
5	2007	20th Century History (Since 1945) (V)		-	S							
6	2007	20th Century History (1900-1945) (V)		S	-							
7	2007	English (V)		S	S							
8	2007	Business Management (V)		-	S							

==== End of 2007 results =====

4.2.3.1.1. If Completion Unknown

If completion is **Unknown** (see image below), the eligibility must say **Yes** and there must be an ATAR value for a student to be considered suitable.



VTAC

SA Year 12 Results

The following year 12 results were obtained using the VTAC QualCheck Year 12 results service. The results are compiled using the VTAC History Base and are representative of what is held on record at the time of access

Year 12 ID: [REDACTED] Sex: [REDACTED]
 Name: [REDACTED] Date of birth: [REDACTED]
 Address: [REDACTED]

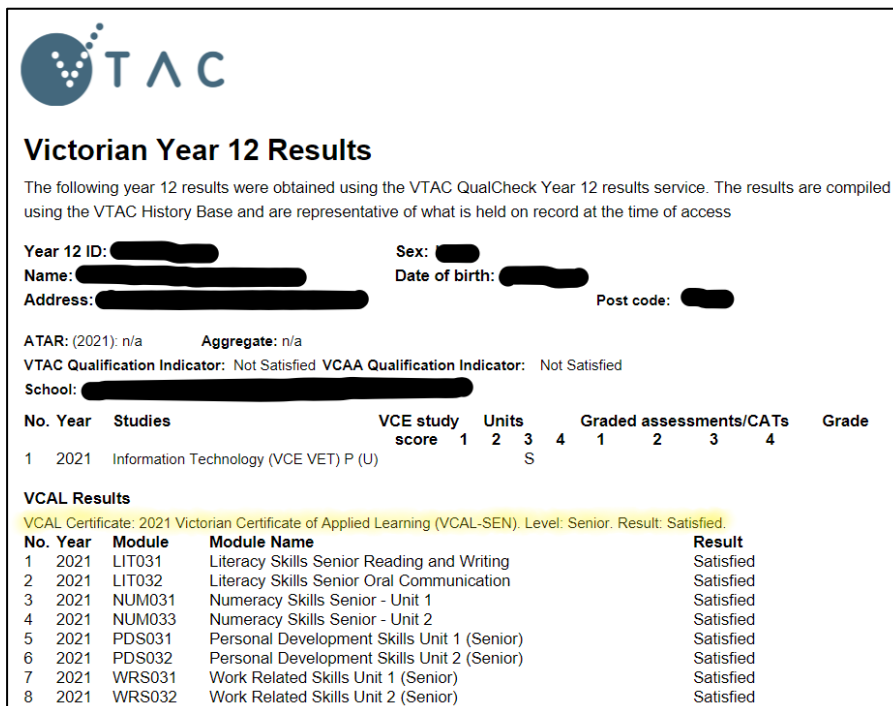
Aggregate/Score: 52.45 Equivalent Victorian ATAR: (2018): 55.90
 Completion: Unknown
 Eligibility: Yes Completion Year: 2018
 School: [REDACTED]

Year	Subject code	Subject name	Subject grade	Subject achieved score	Subject type
2018	RPB	Research Project B	C+		TAS
2018	MGM	General Mathematics	C		TAS
2018	PSC	Psychology	C		TAS
2018	MOD	Modern History	B		TAS
2018	ESH	English	B		TAS

==== End of 2018 results =====

4.2.3.1.2. VCAL Level Acceptance Limits

For students that have attained a Victorian Certificate of Applied Learning (VCAL), only the **VCAL Senior** and **VCAL Intermediate** levels meet this requirement.



VTAC

Victorian Year 12 Results

The following year 12 results were obtained using the VTAC QualCheck Year 12 results service. The results are compiled using the VTAC History Base and are representative of what is held on record at the time of access

Year 12 ID: [REDACTED] Sex: [REDACTED]
 Name: [REDACTED] Date of birth: [REDACTED] Post code: [REDACTED]
 Address: [REDACTED]

ATAR: (2021): n/a Aggregate: n/a
 VTAC Qualification Indicator: Not Satisfied VCAA Qualification Indicator: Not Satisfied
 School: [REDACTED]

No.	Year	Studies	VCE study score				Units				Graded assessments/CATs				Grade	
			1	2	3	4	1	2	3	4	1	2	3	4		
1	2021	Information Technology (VCE VET) P (U)														S

VCAL Results

VCAL Certificate: 2021 Victorian Certificate of Applied Learning (VCAL-SEN). Level: Senior. Result: Satisfied.

No.	Year	Module	Module Name	Result
1	2021	LIT031	Literacy Skills Senior Reading and Writing	Satisfied
2	2021	LIT032	Literacy Skills Senior Oral Communication	Satisfied
3	2021	NUM031	Numeracy Skills Senior - Unit 1	Satisfied
4	2021	NUM033	Numeracy Skills Senior - Unit 2	Satisfied
5	2021	PDS031	Personal Development Skills Unit 1 (Senior)	Satisfied
6	2021	PDS032	Personal Development Skills Unit 2 (Senior)	Satisfied
7	2021	WRS031	Work Related Skills Unit 1 (Senior)	Satisfied
8	2021	WRS032	Work Related Skills Unit 2 (Senior)	Satisfied

4.2.4. Learners Requiring Support

AIE contacts learners who disclose via the interview process or enrolment form that they have a disability, long-term condition, learning difficulty, LLN concerns, or other situation that means they may require additional support to effectively participate in their course.

AIE determines if it is reasonable and within its means to support and assist the learner as requested by the learner. See *Learner Access, Equity and Equality Policy and Procedure* for more information. If the required support is impracticable, the learner may be referred to external support services.

AIE documents the learning plan and/or referral outcome on the learner's file in the SMS.

4.2.5. Learner Declarations

Learners are required to complete the enrolment declarations that verify that they have:

- a. Provided information that is true and correct
- b. Read and agree to be bound by the Terms and Conditions of Enrolment
- c. Read and agree to be bound by the Terms and Conditions of Intellectual Property
- d. The financial capacity to meet all course tuition fees when due (where relevant)
- e. Read and agree to the conditions, code of conduct, policies, and learner information in the *Learner Handbook*
- f. Read and agree with the *Tuition Fee Refund Policy and Procedure*
- g. Read and understood *VET Student Loans Information for Students* (if relevant)
- h. Consented to AIE contacting any persons, institutions, companies or entities mentioned in the enrolment and/or application form in order to verify claims they have made
- i. Understood that their enrolment cannot be processed without the provision and successful verification of their USI
- j. Consented to the collection, use, and disclosure of personal information in accordance with the *Learner Privacy Policy and procedure* and the Privacy Notice, as outlined under 'Disclosure of Information' (see T&Cs above)
- k. Been requested by AIE to provide their consent to being included in the Student Outcomes Survey (permission does not have to be granted by the learner).

Learners must sign the online the enrolment form. AIE accepts a digital signature where appropriate. Learners under 18 years of age must have a parent or guardian countersign the enrolment form.

4.3. Tuition Fee Payment Process

Learners enrolling in Diploma, Advanced Diploma or Graduate Diploma qualifications must indicate how they intend on paying the tuition fees for their qualification. Learners may:

- a. Request access to VSL to cover all of the tuition fee (or access the maximum allowed cap for the relevant qualification/s, whichever is greater)
- b. Request access to VSL to cover part of the tuition fee
- c. State that they will be paying directly (not accessing VSL).

This information is obtained via a web-based *Tuition Fee Payment Options Form* which the learner completes after they have completed the enrolment form.

As a result of this process learners will be enrolled into all the Unit/s of Study indicated on their *Tuition Fee Payment Options Form* relevant to their qualification/s. Refer to *Tuition Fee Payment and Debt Collection Policy and Procedure* for further details regarding tuition fee payment options.

4.3.1. VET Student Loans

AIE is an Approved VSL Provider. AIE only offers VSL to eligible learners who enrol in a VSL Approved Course that AIE has on its scope of registration and that is listed as Active for VSL on HITS.

AIE ensures any learner who applies for VSL meets the eligibility criteria as specified by the *VET Student Loans Act 2016* (Cth) and its support material (see Section 6 Related Documents).

To be eligible for VSL, a learner must meet the following requirements:	
Be studying an approved course:	<ul style="list-style-type: none"> • Be studying with an approved course provider • Apply to the government using an eCAF and include all relevant information • Confirm their engagement and continued progression to access the loan throughout the course, when required to do so by the Department • Has a HELP balance that is more than \$0 (has not reached their HELP loan limit)
Meet citizenship and residency requirements:	<ul style="list-style-type: none"> • Be an Australian citizen OR • A qualifying New Zealand citizen OR • A permanent humanitarian visa holder, who is usually resident in Australia. Permanent humanitarian visas are defined in the <i>Migration Regulations 1994</i> (Cth).
Meet the academic suitability requirements – the student must have been assessed by AIE as academically suited to undertake the approved course on the basis of either:	<ul style="list-style-type: none"> • Providing an Australian Year 12 Certificate OR • Providing their International Baccalaureate Diploma Programme (IB) diploma OR • Providing evidence of successful completion of a qualification that has been delivered in English and: <ul style="list-style-type: none"> ○ Was at Level 4 or above in the Australian Qualifications Framework (Certificate IV or higher qualification), OR ○ Has been assessed by a federal, state or territory government agency which assesses overseas qualifications as equivalent or comparable to a qualification at Level 4 or above in the AQF, OR • Displaying competence at or above Exit Level 3 in the ACSF in both reading and numeracy through an approved LLN test, AND • AIE must reasonably believe the learner is academically suited to undertake the course; and the student must meet any other entry requirements for the course
Meet the enrolment and loan application requirements:	<ul style="list-style-type: none"> • Be enrolled with an approved course provider in an approved course • Be undertaking the course primarily at a campus in Australia • Have applied for a VSL for the course in accordance with the local application requirements. An application for VSL must: <ul style="list-style-type: none"> ○ Meet the Tax File Number requirements ○ Include the learner's USI ○ Have been submitted by 11:59 pm AEST on or before the census day for the first unit of the course for which the learner is requesting a loan, and no less than 2 business days after enrolling ○ Be in the form approved by the Secretary for the loan – which is an eCAF ○ Where a learner is under 18 years old, must: <ul style="list-style-type: none"> ▪ Have a parental consent form signed by their parent, OR ▪ Have evidence of the assessment of receipt of youth allowance on the basis the learner is independent within the meaning of Part 2.11 of the <i>Social Security Act 1991</i> (Cth) through the provision of the learner's Centrelink Income Statement.

AIE will maintain copies of all documentary evidence provided by the learner in the SMS as evidence of eligibility for VSL in accordance with legislative requirements.

Refer to *Learner Privacy Policy and Procedure* and *Information and Records Management Policy and Procedure* for information on the secure storage, access and destruction of learner records.

4.3.1.1. Eligibility Documentation

AIE only accepts documentation specified by VSL legislation to confirm eligibility for VSL.

AIE maintains copies of all documentary evidence provided by the learner in the SMS for at least 5 years as evidence of eligibility for VSL in accordance with legislative requirements.

The following eligibility documentation is accepted by AIE in accordance with VSL legislation:
<p>Australian Citizenship:</p> <p>ONE of the following:</p> <ul style="list-style-type: none"> • A current Australian passport • The learner’s birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM), clearly displaying at least one of the learner’s parents born in Australia before 20 Aug 1986 • The learners full birth certificate issued by an Australian RBDM, accompanied by one parent’s full birth certificate issued by an Australian RBDM • An Australian citizenship certificate or extract of citizenship certificate • A citizenship by descent extract
<p>Permanent Humanitarian Visa Holders:</p> <ul style="list-style-type: none"> • Visa eligibility confirmed through Home Affairs’ Visa Entitlement Verification Online (VEVO)
<p>New Zealand Citizens:</p> <p>ALL of the following:</p> <ul style="list-style-type: none"> • Special Category Visa • New Zealand passport • International movement record, provided by Department of Home Affairs
<p>Academically Suited:</p> <p>ONE of the following:</p> <ul style="list-style-type: none"> • Senior Secondary Certificate (issued by an Australian state or territory agency or authority) • International Baccalaureate Diploma Programme • Exit Level 3 or higher LLN assessments through a tool approved by the Secretary and published on the department’s website <ul style="list-style-type: none"> ○ AIE’s LLN assessments for assessing eligibility for VSL are provided through bksbLIVE ○ Assessment results are available to the learner through the bksbLIVE portal immediately following completion of the assessment ○ Results must be uploaded to the learner profile in the SMS to be reported to the Secretary in the form, manner and by the time requested by the Secretary ○ Results must be retained in the SMS for at least 5 years • Qualification at Level 4 or higher in the AQF (Certificate IV or higher qualifications), or an equivalent level in the framework that preceded the AQF <ul style="list-style-type: none"> ○ If the original qualification certificate is not available, the learner can provide an authenticated transcript from the Student Identifiers Register as proof, provided it evidences completion of the relevant qualification. • A letter or certificate issued by a federal, state or territory government agency which assesses overseas qualifications, that evidences that the learner’s qualification has been assessed by that agency and determined to be equivalent or comparable to an AQF Level 4 or above qualification, or an equivalent level in the framework that preceded the AQF.

4.3.2. Skills First Funding

AIE is a contracted Skills First Funding (SFF) provider with the Victorian Government.

AIE only delivers government subsidised training to eligible learners in Victoria who enrol in a SFF Funded Course that AIE has on its scope of registration.

AIE ensures any learner who applies for SFF funding meets the eligibility criteria as specified by the VET Funding Contract and the current version of the *Guidelines about Determining Student Eligibility and Supporting Evidence* and the *Guidelines about Fees*.

Learner eligibility criteria may include but is not limited to:

- a. Australian/New Zealand citizenship or residency requirements
- b. Age
- c. Academic history relating to upskilling requirements and/or 2-2-2 rule
- d. Suitability for course, such as interest, career aspirations, LLN, learning preferences
- e. Current funding initiatives affecting eligibility exemptions
- f. Eligibility for fee concession.

AIE maintains copies of all documentary evidence provided by the learner in the SMS as evidence of eligibility for SFF in accordance with legislative requirements.

Refer to *Learner Privacy Policy and Procedure* and *Information and Records Management Policy and Procedure* for information on the secure storage, access, and destruction of learner records.

AIE maintains a *Skills First Eligibility and Disclaimer Form* for each learner as part of the underpinning SFF administration process.

Please see the *Victorian Skills First Program Eligibility and Fee Policy and Procedure*.

4.3.3. Skilled Capital Funding

AIE has a Funded Training Initiative Agreement with the ACT Government to deliver subsidised training under Skilled Capital.

AIE only delivers government subsidised training to eligible learners in the ACT who enrol in a Skilled Capital Qualification (or Skill Set) that AIE has on its scope of registration.

AIE ensures any learner who applies for Skilled Capital funding meets the eligibility criteria as specified by *ACT Standards for Delivery of Subsidised Training* and the current version of the *ACT Standards Compliance Guide for Skilled Capital*.

Learner eligibility criteria may include but is not limited to:

- a. Australian/New Zealand citizenship, residency or visa requirements
- b. Residential and/or work location
- c. Age
- d. Secondary school/college enrolment status
- e. Suitability for course such as interest, career aspirations, LLN considerations, learning preferences.

AIE maintains copies of all documentary evidence provided by the learner in the SMS as evidence of eligibility for Skilled Capital as per the aforementioned ACT documentation.

Refer to *Learner Privacy Policy and Procedure* and *Information and Records Management Policy and Procedure* for information on the secure storage, access and destruction of learner records.

AIE maintains a Skilled Capital Eligibility Checklist within the SMS as part of the underpinning Skilled Capital administration process.

4.4. Tuition Fee Payment Process – Certificate

Learners enrolling into Certificate qualifications have the following payment options:

Payment Option	Definition
Upfront Payment:	Full payment directly via the AIE website or invoice request. Full fee payment is required before the course commencement date.
Deposit Payment:	Payment of deposit via the AIE website. Learner is issued with a follow up invoice for the balance. Full fee payment is required before the course commencement date.
Third party Payment:	Learners may indicate on the AIE website that a third party is paying the fee. This may include a job search agency, school, insurance company or other approved organisation. Learner will be issued with an invoice to forward to the third party. Full fee payment is required before the course commencement date.
Payment Plans:	Learners may request a payment plan agreement to pay their fees in instalments. The payment plan is interest free. It requires an upfront payment followed by regularly scheduled payments. The upfront payment must be paid before the course commencement date.

4.5. Processing Enrolments

4.5.1. Non-VSL Dip/AdvDip/GradDip Enrolments

AIE Administration processes learner enrolments via the SMS within 5 business days of receipt, if all enrolment, identification, funding eligibility and related documentation (if relevant) has been received and is correct and complete.

Administration raises and forwards learner tuition fee invoices to correctly enrolled Diploma, Advanced Diploma and Graduate Diploma learners.

Administration forwards a *Welcome Letter* to correctly enrolled learners in Diploma, Advanced Diploma or Graduate Diploma qualifications via the SMS within 7 business days of the course start date. The *Welcome Letter* must list any required resources the learner is expected to provide.

AIE maintains enrolment processes in the *Administration Handbook*.

4.5.2. Certificate Enrolments

Administration forwards a *Confirmation of Enrolment* to correctly enrolled learners in Certificate qualifications via the SMS.

Administration forwards a *Welcome Letter* to correctly enrolled learners in Certificate qualifications via the SMS within 7 business days of the course start date. The *Welcome Letter* must list any required resources the learner is expected to provide.

Administration raises and forwards learner tuition fee invoices to correctly enrolled Certificate learners as required.

4.5.3. VSL Dip/AdvDip/GradDip Enrolments

Diploma, Advanced Diploma and Graduate Diploma learner indicate if they are, or are not, intending to access VSL to cover part or all of their tuition fee in the *Tuition Fee Payment Options Form*.

AIE Administration contacts learners for whom the VSL information, identification, funding eligibility, or related documentation is found to be inaccurate or incomplete.

VSL enrolments is finalised a minimum of 16 business days prior to census date where possible.

Late enrolments may be processed at the discretion of the Head of School.

AIE Administration forwards a *Confirmation of Enrolment* notification to correctly enrolled learners in Diploma, Advanced Diploma or Graduate Diploma qualifications via the SMS.

4.5.3.1. Statement of Covered Fees

AIE provides a Statement of Covered Fees (SOCF) to all VSL eligible enrolled learners regardless of whether the learner is accessing VSL or not. The SOCF shows the tuition fee amounts that will, and will not, be covered by VSL. The SOCF is individualised to show each learner's VSL access request.

AIE ensures the SOCF meets the document requirements as specified by Section 56 of the *VET Student Loans ACT 2016*, Section 129 of the *VET Student Loans Rules 2016* and the current edition of the *VET Student Loans Manual for Providers*.

The SOCF is issued via the SMS after the learner has been correctly enrolled, before first census date.

4.5.3.2. Electronic Commonwealth Assistance Form for VSL (eCAF)

AIE creates a learner enrolment record in the eCAF system via the SMS once all required eligibility documentation has been provided by the learner and uploaded to the SMS by Administration.

Learners must wait 2 business days before submitting their eCAF. Administration checks that the enrolment date in the SMS is accurate before creating the learner enrolment record. This ensures when the learner enrolment record is created in the eCAF system that the eCAF system does not allow the learner to submit their eCAF until 2 business days after the learner's enrolment date.

AIE only creates an eCAF for correctly enrolled Diploma/Advanced Diploma and Graduate Diploma learners who have indicated they wish to access VSL.

4.5.4. Skills First Funding and Skilled Capital Enrolments

Funding	Processing of Funding	Enrolment Finalisation
Victorian Skills First Funding	Victorian learners who have enrolled in a SFF Funded Course and are eligible for SFF funding will be processed via the SMS within 5 business days of receipt if all identification, funding eligibility, or related documentation is correct and complete.	SFF enrolments are finalised 2 business days prior to course commencement. Administration will raise and forward learner tuition fee invoices.
ACT Skilled Capital	ACT learners who have enrolled in an Approved Skilled Capital course are processed via the SMS and forwarded a Skilled Capital funding application form within 3 business days of receipt if all identification, funding eligibility or related documentation is correct and complete.	Skilled Capital enrolments are finalised 2 business days prior to course commencement where possible. Administration will raise and forward learner tuition fee invoice.

AIE Administration contacts learners for whom information, identification, funding eligibility, or related documentation is found to be inaccurate or incomplete.

4.6. Enrolment Denial

AIE may, at its discretion, deny a learner enrolment to an accredited course if at any time during the application or enrolment process the learner's behaviour is found to be in breach of the Code of Conduct or they engage in gross misconduct.

The HOS actions an enrolment denial. The CEO makes the final decision to deny a learner enrolment.

Learners may appeal this decision following the Complaints and Appeals process in the *Learner Handbook* and the *Domestic Student Complaints and Appeals Policy and Procedure*.

5. Definitions

The following definitions apply to this policy:

Term	Definition
Accredited Course	A vocational education and training (VET) accredited course that has been assessed by ASQA as compliant with the Standards for VET Accredited Courses 2012 and the Australian Qualifications Framework . It includes Certificate, Diploma, Advanced Diploma and Graduate Diploma qualifications.
Application	A formal request to be considered for a position in an accredited qualification.
Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)	The national data standard that ensures consistent and accurate capture and reporting of vocational education and training (VET) information about learners. registered training organisations (RTOs) must comply with AVETMISS reporting requirements.
Electronic Commonwealth Assistance Form (eCAF)	The online system by which learners request a vet student loan and complete an application for Commonwealth assistance.
Enrolment	To be officially registered as a learner in an accredited qualification.

HELP Information Technology System (HITS)	The IT application that organisations must use to lodge applications to become approved HELP providers. HITS also manages contact information and ongoing compliance with the VET Student Loans/VET FEE-HELP and FEE-HELP loan schemes.
Language, Literacy and Numeracy (LLN)	The key communication skills that underpin both broader workplace skills and vocational learning skills. These skills include speaking, listening, reading, writing and using numbers. LLN is built on the Australian Core Skills Framework (ACSF).
Letter of Offer	<ol style="list-style-type: none"> 1. The formal offer of a place in the learner's selected qualification. The <i>Letter of Offer</i> contains information and advice about the course and details about how to enrol. It does not constitute course enrolment. 2. The letter given by AIE to an international learner seeking to <i>transfer from another registered provider to AIE</i>. This is NOT a confirmation of enrolment.
Skilled Capital	The ACT Government funded training initiative that provides eligible individuals with services and access to government subsidised training in ACT, delivered by contracted registered training organisations (RTO).
Skills First Funding (SFF)	The Victorian Government funding program for helping eligible individuals to access vocational education and training (VET) courses.
Skills First Funding (SFF) 2-2-2 Rule	<p>An upskilling rule whereby a learner, regardless of their age, is limited to:</p> <ul style="list-style-type: none"> • Commencing a maximum of 2 SFF-subsidised skill sets and 2 SFF AQF qualifications per calendar year • Commencing a maximum of 2 SFF programs at any one time • Commencing a maximum of 2 government-subsidised qualifications at the same level in the AQF.
Statement of Covered Fees	A statement issued to a learner that provides details of the total course fee they have enrolled in and how much will be covered by the VET Student Loans (VSL) loan amount.
Tuition Fees	The amount specified by AIE as the course fee for a particular course. Tuition fees do not include monies paid for third party services, consumables, application fees, etc.
Unique Student Identifier (USI)	A reference number for learners studying Australian courses so they can track their training records and results.
VET Student Loans (VSL)	The Australian government program that assists eligible students pay tuition fees for approved higher-level (diploma and above) vocational education and training (VET) courses, when studying at VET Student Loans approved course providers.
VETiS/VETDSS	<p>Australian learning pathways which enable learners to gain a nationally recognised qualification as part of their school studies are known by various names across jurisdictions:</p> <ul style="list-style-type: none"> • VETiS: Vocational Education and Training in Schools • VETDSS: Vocational Education and Training Delivered to Secondary Students • VETDSSS: Vocational Education and Training Delivered to Secondary School Students • VETfSSS: Vocational Education and Training for Secondary School Students. <p>AIE has adopted the term VETiS/VETDSS in its documentation.</p>
Victorian Tertiary Admissions Centre (VTAC)	The system that processes the applications of suitably qualified learners for tertiary courses in the state of Victoria. VTAC informs learners of the preferred course/s they have been offered.

6. Related Documents

The following internal documents are related to this policy:

- a. Administration Handbook
- b. Domestic Learner Tuition Fee Refund Policy and Procedure
- c. Domestic Student Complaints and Appeals Policy and Procedure
- d. Information and Records Management Policy and Procedure
- e. Learner Access, Equity and Equality Policy and Procedure
- f. Learner Handbook
- g. Learner Privacy Policy and Procedure
- h. Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedure
- i. Skilled Capital Eligibility Checklist (administration process)
- j. Skills First Funding Eligibility and Disclaimer Form
- k. Tuition Fee Payment and Debt Collection Policy and Procedure
- l. VSL Eligibility Checklist (administration process)
- m. Victorian Skills First Program Eligibility and Fee Policy and Procedure.

The following legislation and standards are related to this policy:

- a. ACT Standards Compliance Guide for Australian Apprenticeships (ACT learners only)
- b. ACT Standards Compliance Guide for Skilled Capital (ACT learners only)
- c. ACT Standards Compliance Guide for Skilled Capital – JobTrainer Fund (ACT learners only)
- d. ACT Standards for Delivery of Subsidised Training (ACT learners only)
- e. JobTrainer Policy (SA learners only)
- f. Standards for Registered Training Organisations (RTOs) 2015
- g. Student Identifiers Act 2014 (Cth)
- h. VET Delivered to Secondary Students Training Contract (NT learners only)
- i. VET for School Students – Guidelines for Training Providers (SA learners only)
- j. VET Student Loans Act 2016 (Cth)
- k. VET Student Loans Manual for Providers
- l. VET Student Loans Rules 2016
- m. Victorian Guidelines About Eligibility – Skills First Program
- n. Victorian Guidelines About Fees – Skills First Program
- o. Victorian Standard VET Funding Contract – Skills First Program.

7. Review

This policy will be reviewed annually by the Compliance Officer.

8. Revision History

This policy has undergone the following revisions:

Version No.	Version Description	Contributor(s)	Approval Authority	Date Revised/ Approved
1.0	Drafted by Compliance Department; approved by Board of Directors; published on the staff intranet.	Linda Burrows (National Compliance Officer)	BOD	29 March 2021
2.0	Updated to reflect legislative changes in several states; updated eCAF for VSL procedures.	Linda Burrows (National Compliance Officer) Charlotte Pichelmann (National Compliance Administration Support)	BOD	28 January 2022
3.0	Updated to provide clearer guidance on VSL eligibility criteria and evidence guidelines.	Linda Burrows (National Compliance Officer) Charlotte Pichelmann (National Compliance Administration Support)	COO	13 April 2022
3.1	Typographical corrections; style/formatting update.	Nick Markesinis (Intranet Content Coordinator)	-	30 August 2022
3.2	Copyedited; improved presentation of some sections; checked against filmmaking-related additions to the Terms and Conditions of Intellectual Property; added Melbourne-specific processes and examples for academic suitability.	Nick Markesinis (Intranet Content Coordinator)	BOD	24 February 2023