

# VET Student Loan - Student Selection Policy

## Overview

Jigsaw Training Group supports the concept of equal opportunity and is committed to providing all staff, students and potential students with a working and learning environment which values diversity, respects differences and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

## Definitions

For the purposes of this document the following applies:

Student/s refers to all persons enrolled in a unit of study who are, or would be entitled to a VET Student Loan and;

Potential Student/s refers to all persons seeking to enrol in a VET unit of study that meets the course requirements.

## Fair Treatment

Jigsaw Training Group will treat fairly all Students and Potential Students.

## VET Student Loan Eligibility

Participation in the VET Student Loan program requires that Students are assessed as meeting the following criteria prior to enrolment:

Students must hold **one** of the following:

- Australian Citizenship
- Humanitarian Visa
- New Zealand Special Category Visa

The above must be held for the duration of your study.

2. Students must be enrolled in one of our Diploma courses as a fee paying student.

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3. Students must have fully read the information booklet and completely understand all of the terms and conditions prior to their application.

4. Students should hold (and be able to provide a copy) a Senior Secondary Certificate of Education (year 12 certificate), or evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English).

If students don't have any of the above, they will be required to complete approved Australian Core Skills Framework (ACSF) reading and numeracy tests at Exit Level 3 or above.

5. Students Fee Help account balance must be below the Fee-Help Limit. (In 2017 this is \$100,879)

Evidence of the following is required for every Student:

- Evidence of being an Australian citizen or Humanitarian Visa or permanent residence for New Zealand Citizens.
- Photographic identification
- Evidence that VET Student Loan account balance is below the fee-help limit

Copies of the sighted original evidence are to be stored in the Individual Student's file.

## Student Selection

Jigsaw Training Group has open, fair and transparent procedures, based on merit for making decisions about:

- the selection, from among Potential Students; and
- the treatment of Students.

Potential Students seeking to enrol in a VET unit of study with Jigsaw Training Group, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements.

Students who apply to enrol in courses under the scope of registration of Jigsaw Training Group are provided with clear and detailed information of the training programmes via email, post or face to face.

This includes:

- Training programmes available
- The enrolment procedure
- Costs and payment obligations and procedure

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- VET Student Loan Information
- Jigsaw Training Group's Policies and Procedures (see [www.jigsaw.edu.au](http://www.jigsaw.edu.au))
- Academic and Non-academic grievances
- RPL procedures (on website)
- Statements of Attainment issued by other RTO's
- Training programme dates, locations and times
- Student rights for support in assessment and training

Prior to their enrolment, Jigsaw Training Group will discuss the client's needs and provide clear and detailed information to assist them in choosing the training programme most appropriate to their needs and situation, including pathways for further training or employment.

VET Student Loans require that all students applying to enrol in a VET course of study have the minimum requirement of the School Certificate (Year 12) or equivalent. If students do not have these qualifications they may qualify for enrolment on the basis of the training package rules which will include successful completion of the Language, Literacy and Numeracy Assessment, life skills and relevant employment skills.

Students will be accepted to the course if they:

- Have successfully filled out the enrolment/application information.
- Fulfil the training package requirements of entry into the course if any is applicable.
- Have completed any payment details necessary for the course if applicable.
- Meet the ACSF Level 3 literacy and numeracy assessment to have reasonable capacity to fulfil requirements of the course they are undertaking.
- Display the ability and commitment to complete the course.
- Any other defined criteria as relevant National Training Package pre-requisites.

## Student information

1. All potential Students are to be provided with a copy of the Student Handbook prior to enrolment
2. All Students are to sign an acknowledgement, which is part of the Enrolment Form, of the items in the Student Handbook.
3. Information is to be supplied advising the applicant of the purpose of the USI and process to apply for the USI.
4. Students are given a two day cooling off period prior to signing the VET Student Loan application
5. Potential students have access to the VET Student Loan brochure.

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## Selection and Admissions Process

A prospective student contacts Jigsaw Training Group to enquire about a course.

The Jigsaw student enrolment officer undertakes a phone interview to ensure the course may be appropriate for the student's needs.

An information package is then sent to the prospective student including:

- A letter of introduction
- Brochure on relevant course
- Student enrolment form
- Student Handbook
- Course Timetable
- Unit and fee details
- Jigsaw Training Group's Policy and Procedures can be viewed on the website.  
([www.jigsaw.edu.au](http://www.jigsaw.edu.au))
- The student enrolment form has to be completed and returned to Jigsaw Training Group.

The student is contacted upon receipt of their enrolment form to acknowledge receipt of student's enrolment form and confirm information about the LLN if necessary.

If the prospective student has not provided a Senior Secondary Certificate of Education (year 12 certificate), or evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English), they are required to set aside time to undertake a Language, Literacy and Numeracy Assessment to further determine their eligibility for the course.

All training materials contain written documentation and may also contain mathematical calculations. Jigsaw understands that not all people are able to read, comprehend, write and perform calculations to the same level. Jigsaw will endeavour to assist all students and accommodate anyone with difficulties in LLN. In the event that a student's needs exceed our skill set we will refer the candidate to an external support provider. If the prospective student does not meet the minimum requirement of exit level 3 for reading & numeracy, they are given the opportunity to re-attempt the LLN assessment, three months after their first attempt.

If the student is applying for a VET Student Loan and after completing the LLN Assessment competently or providing their Year 12 certificate, there is a 48 hour cooling off period before the student will be provided with a VET Student Loan Information booklet and will be required to complete a Request for VET Student Loan application.

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Jigsaw Training Group endeavours to accommodate enrolment for all eligible students. Eligibility is determined by a merit based selection process.

Applications are sought from eligible students and the selection process will be based on one or a combination of (but not limited to) the following evaluation methods:

- Telephone Interview
- Information evening Interview
- Successful completion of LLN Assessment
- Academic Record
- Employment History

Enrolments are accepted in order of confirmation and immediately entered on the class list. If a place is not available, applicants are placed on a waiting list (for block courses), as well as being informed of the next class available.

If a cancellation is received Jigsaw Training Group will notify those on the waiting list in order of listing to offer them a place.

The above paragraph does not prevent Jigsaw Training Group taking into account, in making decisions mentioned above, educational disadvantages that a particular Student or Potential Student has experienced or the fact that the student or Potential Student may be enrolled via a VET restricted access arrangement.

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