

RTO	Builders Academy Australia (RTO ID 21583)
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Applicable standards	Standards for Registered Training Organisations 2015 Relevant State and Territory funding contracts and eligibility documents Government Student Loan Contracts Victorian Skills First Quality Charter HESA ACT 2003 Australian Core Skills Framework
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## Policy: Entry Procedure

### Overview

Builders Academy Australia (BAA) is committed to ensuring that each student who enrolls with us has every and equal opportunities to enroll into a course of their choice.

BAA receives leads through a variety of marketing strategies as well as word of mouth. Leads are allocated to different Course Advisors who will complete a course consultation and a Pre-Training Review with the prospective student over the phone.

Once the student has made an informed decision on the course they wish to enroll into, the Course Advisor will commence the enrolment application process which is divided into 3 areas:

1. Assessment of Suitability - Registration and Pre-Training Review
2. Training Package Pre-requisites
3. Eligibility Requirements
4. Financial Obligations

### 1. Assessment of Suitability - Registration and Pre-Training Review

Once a student has registered an expression of interest, they are referred to a Course Advisor or staff member within Student Services who are trained to hold a PTR conversation.

Prior to enrolment, BAA undertakes a number of checks to ensure course suitability, possible funding eligibility and payment options. These checks are collectively known as the 'Pre-Training Review' (PTR).

PTRs are undertaken to identify:

1. that the student has the academic level to undertake and successfully complete the course of choice or whether the student will need additional support to successfully complete the course, and
2. that the course selected is suitable to the student and meets their needs and career goals
3. whether they are eligible to pay for part or all of their course via a government funded subsidy or FFS.

The purpose of these checks is to ensure that a student is fully informed and to ensure that BAA is meeting the quality requirements and obligations for each funding contract and student loan contract.

The staff member will work through a PTR form for the course. The PTR form varies from state to state and payment options to payment option to allow for different funding subsidy and legislation requirements.

The PTR form is a series of questions which the students answers and is recorded in the form.

The PTR form for Victoria also includes the Victorian Skills First eligibility form.

The PTR for students enrolling into CPC50210 Diploma of Building and Construction (Building) includes the VET Student Loans eligibility.

During the PTR conversation, students will be asked:

1. Their career goals and rational for wanting to undertake this course
2. Their recent work history
3. Their education
4. A self-assessment of their computer literacy
5. If they have any special requirements that BAA may need to be aware of (these include physical, medical, learning or other needs that we may need to be aware of)
6. Whether they can commit to the duration of the course and the number of classes per week
7. The amount of work they are required to undertake outside of class hours
8. Payment options and subsidies
9. Whether they are eligible for a government funded subsidy:
  - a. Whether this will pay for the full or partial cost of their tuition fees
  - b. How completing the course under a government subsidy (if eligible) may affect their eligibility for future funded courses
  - c. If they are eligible to have the partial cost subsidised, whether they are eligible for a concession or fee waiver
10. Whether they are eligible to apply for a VET Student Loan (for Diploma of Building and Construction (Building) students only)
11. Verification of identify
12. Whether they already have a USI or not and whether they give us verbal permission to create a USI for them (all calls are recorded)
13. Whether they would like to purchase printed copies of resources (if their course material is available online)
14. Whether they may be eligible for Credit transfer or would like to apply for Recognition of Prior Learning (RPL).

**Apprentices/Trainees will also be asked:**

- a. Employer details
- b. Type of employment (FT, PT)
- c. If the workplace meets assessment requirements of all units or optional employer/venue will be required.

At the end of the PTR conversation and when the LLN assessment has been completed, the Student Support Officer conducting the PTR will answer a series of questions about the students' oral communication.

### LLN Evaluation

BAA determines a recommended LLN level for each course we deliver based on the Australian Course Skills Framework (ACSF).

Please refer to the Language, literacy and numeracy Policy for information on this.

The student is sent a copy of the PTR and the Course Services Agreement which confirms that the student is academically suitable for the course and provides details of the course. Upon return of the agreed and signed document, the authorised delegate will verify all documentation and complete the signing of the Skills First Eligibility Declaration form. Where the authorised delegate is not available to do so, a secondary authorised delegate will review the application and sign the Skills First Eligibility Declaration form in their absence.

## 2. Training Package Pre-requisites

All prospective students must meet the relevant training package prerequisites where applicable. This will be communicated during the consultation process. In some cases, training package physical characteristics may apply.

## 3. Eligibility Requirements

Under age students must provide evidence that:

- the signatory on the application form provided is the responsible parent/guardian of the student
- OR.
- they are 'independent'.

Students accessing the Victorian Skills First Funding Program must meet all eligibility criteria including the following:

- Citizenship/Residency requirements
- Upskilling requirements
- Previous/current enrolments requirements
- All other eligibility and/or exemption requirements where applicable as specified in <http://www.education.vic.gov.au/skillsfirst/Pages/students.aspx>

Students will be required to provide proof of meeting the above eligibility criteria.

Students enrolling in a Traineeship/Apprenticeship program must meet all the Victorian Skills First Funding Program eligibility criteria in addition to the following:

- be employed in Victoria in either a full time or part time capacity under an award or registered agreement;
- enrol in an Approved Training Scheme
- agree and sign a Training Contract with their employer, which is registered with the Victorian Registration and Qualification Authority (VRQA);
- agree and sign, jointly with the employer and the RTO, to a Training Plan; and
- be involved in paid work and Structured Training, either workplace based or off-the job.

Students will be required to provide proof of meeting the above eligibility criteria

Students accessing VET Student Loan must meet all eligibility criteria including the following:

- Be enrolling into the CPC50210 Diploma of Building and Construction (Building)
- Citizenship/Visa requirements –
  - be an Australian citizen doing at least one unit of your course in Australia, confirmed by providing a current passport, birth certificate, citizenship certificate, or
  - hold a permanent humanitarian visa and live in Australia for the duration of your course, confirmed by providing official documentation, or

- hold a New Zealand Special Category visa and meet the special eligibility requirements for New Zealand citizens, confirmed by providing your international movement records.
- Have a Valid Tax File Number (TFN)
- Sufficient VET Student Loan balance
- Demonstrate competency at or above ACSF Exit Level 3 in both reading and numeracy; or provide evidence of year 12 completion as listed above in the 'Assessment of Suitability'; or provide a copy of a qualification under the Australian Qualification Framework at certificate level 4 or above
- All other eligibility requirements as specified within the VET guidelines
- If you are eligible for a VET Student Loan, we will submit your request to the government via the Electronic Commonwealth Assistance Form (eCAF). The government will communicate with you via your personal email and provide you with an access code and link to eCAF.
- Underage students must also complete the Government VET Student Loan Parental Consent Form to request a VET Student Loan OR provide evidence that they are independent.

Students will be required to provide proof of meeting the above eligibility criteria which could include further assessment of their academic skills if found necessary to determine student's competency.

*Fee for Service Students not accessing VET Student Loan (VSL) must meet the below criteria:*

Citizenship/Visa requirements

Students will be required to provide proof of meeting the above eligibility criteria.

### Identification process

Students enrolling with BAA must provide evidence of eligibility, prior to completion of the enrolment process, as specified according to the relevant program they are accessing.

There are three mechanisms for BAA to obtain verification of student identification:

Mechanism	ID verification	Process
Over the phone: Green ID	Students are asked verbal permission to undertake Green ID Online verification	Students are required to take a photo of their ID and email to BAA.
In person: photo of ID	Original ID is photographed by BAA staff member	Photo is printed out and BAA staff member signs and dates that they sighted original documentation
Via traditional mail  Student does not have ID with them in one of the above scenarios or feels uncomfortable with the green ID process	Original ID is photographed or photocopied by student and the copy certified by a Justice of the Peace	Student forwards certified copy via traditional mail

The identification required will depend on whether the student is eligible for a government funded subsidy, is paying for their course via government student loan or paying the course costs themselves (or via a third party such as a their employer).

The PTR provides guidance to staff member as to the type of ID required for each payment option.

## 4. Financial Obligations

- Students who wish to access a VET Student Loan must familiarise themselves with their financial obligations prior to accessing such loan to ensure they adhere to these obligations. Please refer to: <http://www.education.gov.au/vet-student-loans-students>
- Students must pay all other fees, not covered by the VET Student Loan, as stated in the Schedule of Fees provided during their application for enrolment
- Prospective students accessing State Funding must adhere to their financial obligations as stated in the Statement of Fees provided during their application for enrolment.
- Prospective students paying their course fees without accessing the VET Student Loan or State Funding, must adhere to their financial obligations as stated in the Schedule of Fees provided during their application for enrolment.

All relevant course fees are available on the BAA website including Fees and Charges and Refund Policies.

## Course Services Agreement and Training Plan

Upon completion of the PTR conversation, the PTR, enrolment form, training plan, government subsidy form and Course Services Agreement (CSA) are emailed to the student to electronically sign.

Students who are eligible for a Victorian Skills First funding subsidy are also provided with a link to the Victorian Skills First Quality Charter (within the enrolment form) as a commitment that BAA staff conduct themselves in line the with the charter.

If a student has requested a Credit Transfer, they are also sent a credit transfer verification form and are requested to provide either a Record of Results or Statement of Attainment form from their previous RTO. Their certification documentation will then be verified with the other RTO and any applicable credit transfers are then applied.

The student is then sent their Training Plan electronically. The Training Plan outlines key information regarding their course and whether they have been granted any Credit Transfers for their units. The information contained in the Training Plan is complemented by other documents, as applicable, such as the Individual Learning Plan. This document addresses any needs identified during the Pre-Training Review process, and specifies how the needs will be managed between the student and the trainer/s. Individual Learning Plans may be created later in the course if the needs arise pass the enrolment process.

The Training Plan will vary from state to state and will also vary depending upon whether the student is enrolling as an apprentice / trainee, school based trainee or not.

The Course Services Agreement confirms in writing whether they are eligible for funding or not, it also shows the approximate Government subsidised funding that they will receive for the course, the Approximate tuition fee per hour, the location of their course, classes per week, amount of study time required outside of class time and the cost to the student and how they are paying for their course.

They are also sent terms and conditions for their course and a number of key policies relating to their enrolment.

The student is not officially enrolled into their course until the CSA is returned signed.

Please note that all students must attend orientation session scheduled for their particular intake. Failure to do so, may result in the cancellation of their enrolment.