VET FEE-HELP Student Entry Procedure

In accordance with the Higher Education Support (VET FEE-HELP Reform) Bill 2015 and the associated VET Guidelines 2015, all students wishing to apply for a Commonwealth VET FEE-HELP student loan must be assessed for academic suitability to undertake a high level VET qualification. This is a student protection measure introduced by the Commonwealth Government from 1 January 2016.

Qualifications that are eligible for a VET FEE-HELP loan include all Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas.

This academic assessment is in addition to any entry requirements that may be required for the specific course you are undertaking. In high demand courses where there are more applicants than there are available places, there may also be additional selection criteria.

**Ways to assess your academic suitability**

In order to apply for a VET FEE-HELP student loan to cover 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 when you apply to enrol. TAFE NSW is required to store a copy of this for five years after you enrol. OR

- undertake a literacy and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Cores Skills Framework (ACSF). Your college will advise you how you may undertake this assessment. TAFE NSW must be confident that you complete this test independently and have the required skills. If you undertake a literacy and numeracy assessment, your college 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.

If you are not able to meet either of these requirements, you will not be eligible to apply for a Commonwealth VET FEE-HELP loan.

*In NSW, you may obtain a copy of your Higher School Certificate from 1967 onwards for a cost of $42.50. Delivery is within 7-10 days, with an option for priority delivery at a higher fee. Go to the Board of Studies website for more information.  [http://www.boardofstudies.nsw.edu.au/hsc-results/replacement-exam-results.html](http://www.boardofstudies.nsw.edu.au/hsc-results/replacement-exam-results.html)