

## VET FEE-HELP Student Enrolment Policy and Procedures

### 1. Purpose

This document sets out the policy and guidelines of the VET FEE-HELP reforms from 1 January 2016 that requires the Australian Institute of Creative Design (the Institute) to make and apply a student entry procedure.

### 2. Scope

This policy and procedure applies to all administration staff of the Institute who are involved in enrolling students in Diploma and Advanced Diploma qualifications covered by VET FEE-HELP.

### 3. Definitions

**Australian Core Skills Framework (ACSF)** A tool that describes and measures language, literacy and numeracy skills in the numerous contexts in which individuals work, learn and communicate.

**Australian Institute of Creative Design (the Institute)** The main trading name for the Australian Institute of Fashion Design Pty Ltd

**Australian Institute of Fashion Design Pty Ltd (the Institute)** The legal name for the registered entity

**Core Skills Profile for adults (CSPA)** The name of the approved testing tool for assessing an individual's reading and numeracy skills level

**Higher Education Support Act 2003** The legislation that covers the requirements for VET FEE-HELP and Commonwealth Support for students to access funding to complete their studies

**Higher Education Support (VET FEE-HELP Reform) Bill 2015** The name of the bill passed by the Commonwealth Parliament to address rogue training providers and better protect students taking out VET FEE-HELP loans.

**The Department of Education and Training (Department)** The name of the Commonwealth department responsible for national policies and programmes that help Australians access quality and affordable vocational education and training.

**The VET Guidelines 2015 (including any amendments)** The document that sets out the requirements for an entity to be approved and registered as a VET provider who offers VET Fee-HELP and their quality and accountability requirements.

### 4. Policy Statement/s

#### 4.1 Student suitability

4.1.1 The Institute must specify the criteria ensuring that a student is academically suited to the course and that they satisfy any entry requirements as set out in Appendix A of this document.

4.1.2 Applying students wishing to access a VET FEE-HELP loan to complete their study must also satisfy one of the following requirements:

- Provide a copy of their Senior Secondary Certificate of Education for completion of year 12; or

Both:

- Be assessed by the institute as displaying competence at or above Exit level 3 in the ACSF in both reading and numeracy; and

- The Institute reasonably believes that the student displays that competence.

- 4.1.3 The approved testing tool (Core Skills Profile for Adults - CSPA available from 1<sup>st</sup> January 2016) will be used to assess student's levels for both reading and numeracy. The test will take up to 60 minutes for both reading and numeracy and is an adaptive test that is completed online. The institute has purchased a minimum license for the test.
- 4.1.4 Students who have less than an Exit Level 3 in the CSPA reading and numeracy tests will be counselled as to their options and the Institute will provide them with support and assistance in achieving an Exit level 3 result if deemed practical and feasible by the institute.
- 4.1.5 The results of the testing will be reported to the student as soon as practicable after the assessment, and to the Secretary of the department if requested.

#### **4.2 Records of test results**

- 4.2.1 Results of the entry test must be retained by the Institute for at least 5 years.

#### **4.3 Publishing of entry procedure**

- 4.3.1 The entry procedure must be published on the Institute's website no more than two links from the home page and a single link from the home page for each Diploma and Advanced Diploma on the Institute's scope.

#### **4.4 Protection for students under 18 years**

- 4.4.1 The institute must not accept a completed Request for VET FEE-HELP loan form from a student under the age of 18 unless and parent or guardian has co-signed the form
- 4.4.2 Students under 18 years of age who are found to be independent and receiving youth allowance at the independent rate will need to provide suitable evidence from Centrelink reflecting their status. This evidence must be retained in the student's file for compliance purposes.

#### **4.5 VET FEE-HELP Invoice Notice**

- 4.5.1 The institute must provide enrolled students with a 'VET FEE-HELP Invoice Notice' at least 14 days prior to the census date for that unit of study and are not to send the invoice more than 42 days before the unit's commencement date. This will generally be at the start of study date for the Unit of Study.
- 4.5.2 Only enrolled students are able to be invoiced for the VFH Fee-Period. To satisfy the requirements of being enrolled in a qualification, the student must have completed the enrolment process and also satisfied the two day cooling off period as outlined below.

#### **4.6 Two day 'Cooling Off' Period**

- 4.6.1 The institute must accept the student's enrolment prior to the student request for Commonwealth assistance, which can't be accepted from the student at least 2 days after the student enrolls in the unit.
- 4.6.2 The institute will not be able to offer Commonwealth Assistance for any student who enrolls in a unit less than 2 business days before the census date.

#### **4.7 Minimum Fee-Periods Requirements**

- 4.7.1 The institute must provide as a minimum, three equal fee periods for each qualification at Diploma and Advanced Diploma level and that the Institute has provided students with four equal fee periods and proportionate fee requirements across the duration of the course.
- 4.7.2 Each fee period has at least one unit of study and at least one census date and the census date must be set at least 20 percent through the unit of study.

#### **4.8 Marketing and Publishing**

- 4.8.1 All marketing, advertising and promotional of VET courses of study clearly and prominently mention the Institute's registered business name and address and main training name.
- 4.8.2 Maximum course tuition fees must be published on the MySkills website.

### **5. Policy Procedure/s**

#### **5.1 Administration Application and Enrolment Procedure:**

- 5.1.1 Administration staff who process student enrolments must follow the application and enrolment procedure as outlined below:
  - 1. Student phones the Gold Coast (07) 55 938 335 or Brisbane (07) 3854 1395 to arrange interview OR fills out the online Application Form and arranges a phone interview if they can't come into either campus.
  - 2. Student attends interview or completes a phone interview.
  - 3. Student's will receive their enrolment pack at their interview or it will be mailed out if completing their interview by phone - including enrolment form, VET FEE-HELP information, and the student handbook.
  - 4. After reading the student handbook and enrolment forms, students who wish to enrol must submit the enrolment form and required evidence.
  - 5. Admin checks the completed enrolment form and supplied evidence of suitability for the course. Records evidence and files under student electronic file and adds to physical file as applicable. Students who don't have Year 12 Certificate must complete online Reading and Numeracy tests and we must inform them of their results as soon as possible. Confirmation of Enrolment should state whether they are eligible to access VFH or outline other options – foundation study or payment plan. The enrolment process is now considered completed.
  - 6. Record the time and date sent. Send the VFH application form or payment plan forms, whichever is applicable or give to student at interview or orientation (whichever is your preference, but bear in mind that there must be two business days between being given the VFH information and their acceptance of it).
  - 7. Record the time and date the VHF application or payment plan form is received and ensure it is a minimum of two business days (48 hours) from when the CoE is sent.
  - 8. No more than one calendar month before start of study and at least 2 weeks prior to start of study – send out first VFH invoice or payment invoice info.

## **5.2 Record keeping**

- 5.2.1 Administration staff who process student enrolments must record all evidence supplied to support the student's application for entry into their qualification in the student's physical and/or electronic file. These application and enrolment records must be kept for a period of 5 years and access to them must supported for this time frame.
- 5.2.2 When students submit the results of their online Reading and Numeracy assessments they must sign a declaration that the attached results are their own work and they didn't receive any assistance in completing the tests.
- 5.2.3 Students who apply for a Diploma or Advanced Diploma qualification and who do not meet the entry requirements must be given a range of study options and records of these options and the student's decision must be kept with the student's physical and/or electronic file. These option may include but are not limited to:
- Accessing further specialised assistance elsewhere to bring them up to the required entry level;
  - Still enrolling in the course but not accessing VET FEE-HELP and paying the required course costs either upfront or accessing a payment plan;
  - Enrolling in a lower level qualification to gain the necessary skills and knowledge; or
  - Undertaking a bridging course provided by the Institute (depending on the individual student's requirements there could be costs associated with this).

## **5.3 Entry procedure website publishing**

- 5.3.1 Appendix A must be published on the Institute's website with links from each of the Diploma and Advanced Diploma qualification pages and must also be no more than two links from the Institute's home page.
- 5.3.2 The student Application and Enrolment Procedure found in Appendix B must be published with links from each of the Diploma and Advanced Diploma qualification pages and must also be no more than two links from the Institute's home page.

## **5.4 Protection for under 18's**

- 5.4.1 Institute staff processing all student applications must check the date of birth and not accept any enrolment form from a student who is under 18 years of age unless it has been authorised by a parent or guardian.
- 5.4.2 If the student is receiving the youth allowance and deemed independent by Centrelink, they must supply suitable evidence which must be retained and filed in the student hard file and noted in Job Ready.

## **5.5 Issuing of invoices**

- 5.5.1 Students must have completed the enrolment process before being sent their first invoice. The exception to this is if they have enrolled into a course several months in advance of the start of the course. In this case, they are sent an invoice closer to the start date and the time and date the invoice is sent is noted in Job Ready.

## **5.6 Cooling off period**

- 5.6.1 No student is able to request Commonwealth assistance and complete the required forms until the enrolment process is complete. The time that the Confirmation of Enrolment is sent to the student must be recorded and the time that the student requests Commonwealth assistance must also be recorded. A minimum of two days (48 hours) must elapse between the confirmation of enrolment and the receipt of Commonwealth assistance must be clearly recorded on the student file.

## 5.7 Fee Periods

- 5.7.1 The institute publishes the VET FEE-HELP Schedule to their website prior to student enrolments being accepted into any future dated courses. These documents clearly identify a minimum of three equal fee periods of three proportionate fees across the duration of the qualification for every qualification eligible for Commonwealth assistance.
- 5.7.2 Every fee period has a minimum of one unit of study and at least one census date that is calculated using the Census Date calculator.
- 5.7.3 When there is more than one unit of study in each Fee period the Friday, which is usually the last possible start date for a course, is used as start of study and the last possible close of study date (again usually a Friday) is used for the close of study to ensure that regardless of which day of the week that a unit of study starts and finishes all students will not have a census date earlier than 20% through the unit of study.
- 5.7.4 Final census dates are checked against possible public holidays and adjusted as required to ensure that they are a minimum of 20% through the unit of study.

## 5.8 Marketing and MySkills publishing

- 5.8.1 All marketing, advertising and promotional material distributed by the institute or any authorised independent third parties is checked prior to being distributed that it meets the following requirements:
- Has the institute's register business name included (Australian Institute of Fashion Design Pty Ltd);
  - Address of the head office (14/475 Scottsdale Drive, Varsity Lakes, QLD, 4227); and
  - Main trading name (Australian Institute of Creative Design).
- 5.8.2 Any changes to fees to any qualifications on the institute's scope or any further additions to the delivery scope must be communicated to the MySkills website and this should be checked annually for accuracy. The fees stated must indicate the maximum tuition fees so that students have a clear idea of any financial commitment in completing their study.

## 6. Roles and responsibilities

**RTO Manager:** Deborah Powell is generally the member of the senior executive responsible for managing policy compliance and initiating the policy review process (at least every two years); for establishing and maintaining the official file; and for proposing amendments as required.

**Compliance Manager:** Shayne Manton is generally responsible for advising on matters of compliance against the standards.

**VET Manager:** Heather Mikkelsen is the primary point of contact for advice on implementing and administering the policy; and for managing the consultation process when the policy is due for review.

**Branding & IT Manager:** Daniel Long is generally responsible for the marketing of courses covered by VFH and ensuring that all marketing materials comply with the Institute requirements.

## 7. Relevant to

- **Australian Core Skills Framework (ASCF)** - Z:\Admin\4 Compliance System\Government Compliance\ASCF (<https://www.acer.edu.au/cspa/australian-core-skills-framework>)
- **Core Skills Profile for adults (CSPA)** - <https://www.acer.edu.au/cspa>
- **Higher Education Support Act 2003** - Z:\Admin\4 Compliance System\Legislation\Higher Education Support
- **Higher Education Support (VET FEE-HELP Reform) Bill 2015** - Z:\Admin\4 Compliance System\Legislation\Higher Education Support
- **The Department of Education and Training (Department)** - <https://www.education.gov.au/>
- **The VET Guidelines 2015 (including any amendments)** Z:\Admin\4 Compliance System\Government Compliance\ASQA

## 8. Version control, Approval and Review

List the date of approval, approved by whom, modifications, version number and review date.

Date	Version Number	Approved by	Modifications	Review Date
06/01/2016	1	Board of Directors	Initial development of document in response to VET FEE-HELP Reform Bill 2015.	06/01/2018

## Appendix A: Diploma and Advanced Diploma entry requirements

In order to ensure that you are eligible to study a Diploma or Advanced Diploma, students have to meet certain criteria and the institute has to make sure that they are academically ready for what studying a course at this level entails.

Students wishing to enrol in a Diploma or Advanced Diploma must either:

1. Successfully completed Year 12 study and achieved a Senior Secondary Certificate of Education and can provide it as evidence.

Or:

2. Complete the online Reading and Numeracy assessment. Supply the results from these skills level assessments along with enrolment form when applying for the qualification of choice. Students must achieve competency at or above Exit Level 3 and must sign a declaration that they completed the assessment without assistance.

And:

3. Satisfy the individual entry requirements for the qualification as specified below.

### Advanced Diploma of Interior Design

To enrol into the Advanced Diploma of Interior Design the applicant should ideally have completed their senior schooling, have a good understanding of practical mathematics, have good computer skills, be able to use the internet for research, and use a range of office software such as spreadsheets, email, and presentation software such as PowerPoint as well as answering yes to most of the questions below:

- Do you love colour and texture?
- Do you have good organisational skills?
- Are you able to imagine spaces?
- Do you understand the concepts of scale and size?
- Do you have good communication skills?
- Are you good at problem solving and lateral thinking?

### Advanced Diploma of Applied Fashion Design and Technology

To enrol into the Advanced Diploma of Applied Fashion Design and Technology the applicant should have completed their secondary schooling, have a good understanding of practical mathematics be creative with a some experience of sewing or making 3 dimensional pieces, have good computer skills, be able to use the internet for research, and use a range of office software such as spreadsheets, email, and presentation software such as PowerPoint and be able to answer yes to most of the points below:

- Do you love fashion and imagine your own creations?

- Do you love to draw and create?
- Do you have a good eye for detail?
- Do you have good hand-eye coordination?
- Do you have good time management skills?

### **Advanced Diploma of Fashion and Textiles Merchandising**

To enrol into the Advanced Diploma of Fashion and Textiles Merchandising the applicant should have completed their secondary schooling, have a good understanding of practical mathematics, have a broad interest in the fashion industry, have good computer skills, be able to use the internet for research, and use a range of office software such as spreadsheets, email, and presentation software such as PowerPoint, and be able to answer yes to most of the points below:

- Do you love fashion and fashion accessories?
- Do you have a sense for what people want to wear?
- Does the business and marketing of fashion appeal more than the designing and drawing of it?

### **Diploma of Beauty Therapy**

To enrol into the Diploma of Beauty Therapy the applicant does not have to have completed their senior secondary schooling but must have a passion for helping others, have a pleasant and caring manner, have good interpersonal skills, and have moderate computer skills as well as answering yes to most of the points below:

- Are you a caring person who loves delighting the senses?
- Do you love working with people and helping them achieve their goals?
- Do you have good hand-eye coordination?

### **Diploma of Photo Imaging**

To enrol into the Diploma of Photo Imaging the applicant does not have to have completed their senior secondary schooling but must be able to demonstrate photo imaging skills that support learning at Diploma level including good computer skills. In particular, they must be able to provide evidence of their ability to:

- produce a body of photo imaging work demonstrating the ability to respond effectively to different photo imaging challenges and requirements, and the capacity to refine concepts and images in line with current industry standards
- engage with the design process by developing solutions through research, reflection and the generation and refinement of ideas
- apply knowledge of the photo imaging industry, its trends and traditions
- apply technical photo imaging knowledge and skills, including:
  - use of a range of professional digital and / or film cameras and accessories for image capture
  - selection and use of professional camera and lighting equipment for a range of subjects in different physical environments
  - enhancement and manipulation techniques using current industry standard software
  - use of electronic processing techniques.



as well as answering yes to most of the questions below:

- Have you got an eye for colour and light?
- Do you have an eye for detail and artistic flair?
- Do you have an understanding of photographic equipment and settings and can explain terms like aperture?
- Do you have a body of photographic work you can bring in and discuss?

### **Diploma of Specialist Make-up Services**

To enrol into the Diploma of Specialist Make-up Services the applicant does not have to have completed their senior secondary schooling but must have sound computer skills to use the internet as a research tool as well as answering yes to most of the questions below:

- Do you have artistic ability and good colour perception?
- Are you patient and tactful?
- Do you have good communication skills?
- Are you good at practical tasks and have good hand-eye coordination?
- Do you have an interest in make-up and transformation?

### **Diploma of Styling (Fashion, Image and Media)**

To enrol into the Diploma of styling (Fashion, Images and Media) the applicant does not have to have completed their senior secondary schooling but must have good computer skills, be able to use the internet for research, and use a range of office software such as spreadsheets, email, and presentation software such as PowerPoint, have an eye for detail, have good interpersonal skills as well as answering yes to most of the questions below:

- Do you have good communication skills?
- Do you have a love of fashion and love to dress people to look their best?
- Do you have good organisational and time management skills?
- Are you creative and express it individually?
- Do you keep up with what is happening in the design and world of style?

### **Diploma of Visual Arts**

To enrol into the Diploma of Visual Arts the applicant does not have to have completed their senior secondary schooling but must be able to demonstrate the skills and knowledge from the units CUVPRP401A Realise a creative project as listed below, bring in a body of work to discuss, have good computer skills, be able to use the internet for research, and use a range of software such as word and presentation software such as PowerPoint as well as answering yes to most of the questions below:

- Do you love colour and design?
- Have you worked with some form of creative media such as photography, painting, drawing, ceramics, sculpture or some other artistic media?
- Do you have a body of creative work that you have put together?
- Have you kept visual diaries and documented your work?
- Can you talk about the creative process, your inspiration and what your work communicates?

## CUVPRP401A Realise a creative project

### Required skills:

- engage with others about conceptual and technical issues in creative work
- develop ideas and skills from exploration and experimentation
- recognise and act on opportunities for refinement
- receive and integrate constructive criticism from others
- engage in an ongoing process of skills development
- interpret information dealing with complex or abstract ideas
- document work in ways that communicate processes and ideas
- research and evaluate source materials for the development of ideas
- calculate project costs
- identify and respond to conceptual and technical issues in creative work
- organise a creative project
- apply and adapt specialised skills relevant to the particular creative form

### Required knowledge:

- relationship between technique, materials and process in the relevant creative form
- historical and contemporary references in chosen area of practice
- typical problems that occur during the development of a creative project, and how to avoid or resolve them
- commonly used research methodologies for creative practitioners
- current and emerging practices for documenting work in a creative context
- basic project management techniques, particularly in relation to work planning, time management and resource management
- intellectual property issues and legislation associated with professional creative practice
- sustainability issues associated with the tools and materials used in the chosen creative form
- OHS procedures in relation to chosen creative form

## Appendix B: Student Application and Enrolment Process

1. Phone the Gold Coast (07) 55 938 335 or Brisbane (07) 3854 1395 to arrange your interview **OR** fill out the online [Application Form](#) and arrange a phone interview if you can't come into either campus.
2. Attend your interview or complete a phone interview.
3. You will receive your enrolment paperwork and the student handbook at the interview and information on the required evidence you will have to supply to support your application.
4. After reading the student handbook and enrolment forms, if you wish to enrol you must submit the enrolment form along with any requested evidence (original or certified copies of originals).
5. Our administration staff will check the completed enrolment form and evidence you supplied to demonstrate your suitability for the course. We may have to ask you further information or discuss your options if you don't meet the suitability requirements for the course. If you do meet the entry requirements for the course we will send you a Confirmation of Enrolment, along with a VFH application form or payment plan forms, whichever is applicable.
6. You will receive your first VFH invoice or payment invoice no more than one calendar month before the start of study and at least two weeks before the first census date.