



VET Student Loans (VSL) Student Entry Procedure

1. Purpose and Scope

The purpose of this procedure is to set out the student entry procedure for students who are eligible and wish to access VET Student Loans.

2. Eligible VSL Programs

The following programs are eligible for VET Student Loans:

AHC50116 Diploma of Agribusiness

AHC51422 Diploma of Agribusiness Management

3. Procedure

The following procedure is to be applied for all students applying for a VET Student Loan

3.1 Academic Suitability Requirements

The Student Services Team will assess student's academic suitability for their Program by ensuring that students:

- a) Provide a copy of a verifiable Senior Secondary Certificate of Education by an agency or authority of a State or Territory for completion of Year 12 or
- b) Provide a copy of a verifiable International Baccalaureate Diploma Programme (IB) Diploma or
- c) Display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy by completing an assessment for Language, Literacy and Numeracy using the approved Basic Key Skills Builder (BKSB) testing tool provided by UQ Skills (or
- d) Provides a verifiable copy of a certificate of a completed qualification, delivered in English, at level 4 or above in the Australian Qualifications Framework (AQF).

When undertaking suitability requirement (c), UQ skills must be confident that you completed this test independently and have the required skills in order to determine academic suitability for the program.



3.2 Citizenship and residency eligibility requirements

Students must meet the following eligibility criteria:

Students must be

- a) An Australian Citizen; or
- b) A permanent humanitarian visa holder, who usually resides in Australia; or
- c) A qualifying New Zealand Citizen who meets all of the following:
 - holds a special visa category, such as the New Zealand Special Category Visa (SCV);
 - has been usually resident in Australia for at least 10 years;
 - was a dependent child when he or she was first usually resident in Australia;
 - has been in Australia for periods totalling 8 years during the previous 10 years; and
 - has been in Australia for periods totalling 18 months during the previous 2 years.

3.3 Eligibility Requirements

Students must meet the below requirements to be deemed eligible to apply for a VET Student Loan:

Student's must:

- a) Meet the Citizenship and residency requirements as set out in the Student Entry Procedure
- b) Provide a Tax File Number or a Certificate of Application for a Tax File Number
- c) Provide relevant identification documents
 - Australian Passport
 - Birth Certificate
 - Driver's Licence and Medicare Card (Green)
- d) Have not exceed their HELP loan limit
- e) Supply a Unique Student Identifier (USI) or an exemption letter
- f) Students under the age of 18 must have a parent or guardian complete and sign a Parental Consent Form. Students who have been assessed by Centrelink as meeting the requirements for receiving the independent rate of Youth Allowance under part 2.11 of the *Social Security Act 1991* will be required to provide evidence in the form of a Centrelink Income Statement. For more information, please visit [Centrelink online account help - Request a document](#)
- g) Have read the [VET Student Loans Information Booklet](#)



3.4 Language, Literacy and Numeracy (LLN) Testing

UQ Skills LLN assessment tool Basic Key Skills Builder (BKSB) is approved by the Secretary and is published on the Department’s website.

UQ Skills will:

- a) Identify students who have not met the VSL eligibility requirement
- b) Undertake LLN testing and ensure the application of the test is conducted with honesty and integrity
- c) Notify students of the outcome of their LLN Assessment as soon as practical after completion and progress students to enrolment
- d) Identify and inform students who have not met the VSL eligibility requirement as described in the Student Entry Procedure.
- e) When requested, report to the Secretary in the form, manner and by the time requested by the Secretary

4. Monitoring, Review and Assurance

The UQ Skills Leadership Committee (USLC) will assess compliance with this procedure via a range of mechanisms including:

- Providing feedback via the continuous improvement form
- Responding to and investigating complaints of non-compliance
- Reviewing the number of withdrawal, cancelation and re-crediting applications
- Independent audits

5. Meta Data for Document Management

Web Links	
Approval Authority	UQ Skills Leadership Committee
Last Approval Date	17 th November 2022
Next Review Date	17 th November 2023
Audience / Users	Public, UQ Skills Staff and Students