



Policy for VET Student Loans Fair Treatment, Equal Benefits and Opportunity (CF015P)

Issue: 1

Date Approved: 03/11/2020

Next Review: 03/11/2023

1 Objective

To ensure all student enrolments and student applications into VET Student Loan approved courses of study offered by Central Regional TAFE (the College) are assessed equitably and processed with transparency by TAFE staff in accordance with the VET Student Loans Act 2016 (the Act) and VET Student Loans Rules 2016.

2 Policy

- 2.1 The College 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.
- 2.2 All enrolments and applications into a VET course of study at the College must be assessed and processed equitably and with transparency.
- 2.3 As a VET Provider, the College has open, fair and transparent procedures in accordance with the Act and that in the College's reasonable view, are based on merit for making decisions about:
 - a) the selection, from potential students who seek to enrol with the College; and
 - b) the treatment of students undertaking a VET course of study.
- 2.4 Paragraph 2.3 does not prevent the College taking into account:
 - a) educational disadvantages that a particular student or potential students has experienced; or
 - b) the fact the student of potential student may be enrolled via a VET restricted access arrangement.
- 2.5 For avoidance of doubt, if it is necessary to provide a particular benefit to a student in order for that student to receive equal and fair treatment (for example a scholarship) then this policy does not prevent the College from providing the student that particular benefit.
- 2.6 Admission and enrolment of students into a VET course of study must be based on clearly defined process of selection and/or merit based guidelines; and throughout process of selection and admission, applicants are treated with fairness, courtesy and kept informed of the progress of their application and enrolment.
- 2.7 All applicants must be provided a clear outline for the timeframe for VET course of study application deadlines, enrolment periods, and census dates for withdrawals.

This policy is made available to students and potential students through printed material and publication on the College website.

3 Definitions

Central Regional TAFE or the College – refers to Central Regional TAFE, including all its campuses and delivery centres.

The Act – refers to the VET Student Loans Act 2016 and the VET Student Loans Rules 2016.

Student/s – refers to all persons enrolled in a unit of study who are or would be eligible for a VET Student Loan.

Potential Students – refers to all persons seeking to enrol in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Higher Education Support Act 2003 and who are, or would be, eligible for a VET Student Loan.

VET Student Loan – an income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP). The relevant Commonwealth department for the purposes of the VET Student Loan is the Department of Education.

Restricted access arrangement – a course arrangement between the provider providing the course and an employer or industry body that limits or restricts enrolment in some or all course places.

Census date – the last day a student may withdraw from a VET Course of Study in which they are enrolled without incurring liability for tuition fees.

4 References

[VET Student Loans Rules 2016](#)

[VET Student Loans Act 2016](#)

[VET Student Loans Manual for Providers](#)

5 Documentation

Nil.

6 Responsibilities

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| Responsible Director | <i>Director Organisational Services</i> |
| Responsible Officer for implementation and monitoring | <i>Manager Client and Administration Services</i> |
| Approved by | <i>Corporate Executive Committee</i> |

7 Revision History *(Planning and Quality Use Only)*

| Issue number | Review date | Amendment details |
|---------------------|--------------------|--------------------------|
| 1 | 30/10/2020 | No changes required. |