



Student Entry Policy and Procedure

Purpose:

This policy specifies Minerva College's (the College) student entry policy and procedure that guides the College's practices to ensure that all students are able to enjoy full access to vocational education and training.

Student Entry Procedure:

Minerva College follows an Admission and Enrolment process as outlined in our Admission and Enrolment: Policy and Procedure.

In accordance with the VET Student Loans Act 2016 (the Act) and the VET Student Loans Rules 2016 (the Rules), made under the Act, all students wishing to apply for a VET Student Loan must be assessed for academic suitability.

Qualifications that are eligible for a VET Student Loan include all Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas.

This academic suitability assessment is *in addition* to any entry requirements that may be required for the specific course you are undertaking.

Ways to assess your academic suitability:

Minerva College will take steps to establish reasonable belief that an individual student is academically suited to their chosen course. These steps are outlined in our Admission and Enrolment: Policy and Procedure. Part of these steps is to ensure the student satisfies the entry requirements for the course as set out in the nationally recognised training package and has the commitment to complete the course.

Academic suitability:

You must be assessed as academically suited to undertake the course to access a VET Student Loan for that course.

To be assessed as academically suited, you must provide to Minerva College either:



- a copy of your Australian Senior Secondary Certificate of Education (year 12 Certificate), **OR**
- evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English).

If you do not have an Australian year 12 Certificate or have not successfully completed an AQF Certificate IV or higher qualification, you must sit an approved Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy. Minerva College will conduct this test and notify you of your result.

If you are not able to meet these requirements, you will not be eligible to apply for a VET Student Loan.

Staff and students are required to comply with access and equity requirements at all times.

If you have any suggestions as to how we can improve our performance with respect to student entry policy and procedure, or if you would like further information on anything included in this procedure, please contact the College Chief Executive Officer at info@minervacollege.edu.au.

Revision History

Revision	Date	Description of modifications
1.1	29 December 2015	Original
1.2	20 October 2016	Format changes and minor edits
1.3	28 February 2017	Amendments in line with introduction of VET Student Loans

Approval

Revision	Date	Approved & Endorsed by
1.1	29 December 2015	Executive Management Committee
1.2	19 September 2016	Executive Management Committee
1.3	28 February 2017	Executive Management Committee