

# Student Selection and Enrolment Procedure

## Overview

Oxygen College is a Registered Training Organisation (TOID 22407) and must adhere to various regulatory bodies, Government departments, and legislative requirements. Listed below are the main bodies in which a contractual obligation is held.

- [Victorian Registration and Qualification Authority \(VRQA\)](#)
- [Skills First Funding Contract](#)
- [AQTF Essential conditions and standards for continuing registration](#)
- [VET student loans \(VSL\)](#)

These detailed procedures provide specific compliance responsibilities and requirements.

Procedures may relate to more than one contractual obligation and will be identified to which department they relate with a key reference.

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# 1. Enrolment overview

## Objective:

This procedure outlines the steps and guidelines for facilitating the enrollment process of students into programs offered by Oxygen College. It ensures a systematic and efficient approach to managing student admissions while adhering to college policies, regulatory requirements, and best practices in the field of education.

## Scope:

This procedure applies to all prospective students seeking admission to Oxygen College's programs. It encompasses the entire process, from initial enquiry through to enrolment.

This procedure is to be conducted in accordance with [COMP186 Student Selection and Enrolment Policies](#).

## Procedure overview:

### 1.1 [Enquiry and Information Provision](#)

- Prospective students make enquiries regarding available programs, admission requirements, and application procedures.
- Admissions staff provide accurate and timely information, including program details, application deadlines, and any necessary supporting documents.

### 1.2 Tour and [briefing](#):

- Students are invited to participate in facility tours and briefings to familiarise themselves with campus facilities, resources, and services.
- Admissions staff conduct guided tours.
- Prospective students are provided course information.

### 1.3 [Pre-Training Reviews and Assessments](#):

- Prospective students may undergo pre-training reviews and assessments to determine their academic suitability for the chosen program.

### 1.4 [Pre enrolment \(Fulltime students\)](#)

- Prospective students attend a pre-enrolment meeting.

### 1.5 [Enrolment](#):

- Prospective students submit their enrolment through the online portal ensuring completion of all required fields and submission of necessary documents.

### 1.6 Application Review:

- Data administrator reviews each enrolment to ensure compliance with regulatory requirements.

#### 1.7 Induction (Fulltime students only):

- Enrolled students participate in an induction day.

#### 1.8 Continuous Support:

- Admissions and Student Engagement Officer provide ongoing support to students throughout their academic journey, addressing enquiries, concerns, and providing guidance as needed.

#### 1.9 Responsibilities:

- Enrolment officers are responsible for administering the enrollment process in accordance with this procedure and ensuring fair and equitable treatment of all applicants.

#### 1.10 Documentation:

- Records of all student enquiries, applications, admissions decisions, and enrollment transactions are maintained in accordance with Oxygen College's [COMP189 Accounts and records policy](#) and applicable privacy regulations.

## 2. Enquiry and course briefing

### Objective:

This procedure aims to facilitate prospective students' enquiries regarding programs at Oxygen College. We aim to provide comprehensive course briefings to aid in informed decision-making. It ensures that accurate information about courses, program structures, admission requirements, and related services is readily available to assist students in selecting the most suitable educational pathway.

Item	Action	Responsibility
1	Conduct <b>enquiry</b> in accordance with <ul style="list-style-type: none"> <li>➤ <a href="#">Full-time</a> admissions process or,</li> <li>➤ <a href="#">Part time</a> admissions process.</li> </ul> When undertaking preliminary eligibility assessment refer to the below <ul style="list-style-type: none"> <li>➤ <a href="#">Eligibility for skills first funding</a> and/ or</li> <li>➤ <a href="#">Eligibility for VET Student loans</a></li> </ul>	General Manager and/ or Admission Coordinator
2	Conduct <b>course briefing</b> entailing: <ul style="list-style-type: none"> <li>• Course details</li> <li>• Assess eligibility</li> <li>• Preliminary assessment of concession status</li> <li>• Explain the Skills First Funding program and how it will impact their future Skills First entitlements (if applicable)</li> <li>• Explain the Vet Student Loan and how this affects them in the future (if applicable)</li> </ul>	General Manager and/ or Admission Coordinator
3	If the student wants to proceed issue the following <ul style="list-style-type: none"> <li>• Interview confirmation</li> <li>• Pre-training review questionnaire</li> <li>• Digital literacy test (if required)</li> <li>• CSPA (if required)</li> </ul>	General Manager and/ or Admission Coordinator

### 3. Interview (Full time students)

#### Objective:

The objective of this procedure is to conduct structured interviews with potential full-time students to assess their suitability for admission into programs offered at Oxygen College.

Item	Action	Responsibility
1	An interview is conducted for all students looking to enrol into a full-time course to assess their suitability to undertake the course.	General Manager or Admissions Coordinator and the Department Manager or Lead trainer and assessor.
2	After a successful interview, applicants will be given a folder containing: <ul style="list-style-type: none"> <li>i. <a href="#">Pre-enrolment meeting information checklist</a></li> <li>ii. <a href="#">VET Student Loans Checklist</a></li> <li>iii. <a href="#">Unique Student Identifier (USI) form</a></li> <li>iv. <a href="#">Oxygen College Student Code of Conduct</a></li> <li>v. <a href="#">Terms and Conditions of Study</a></li> <li>vi. <a href="#">VET Student Loans Information Booklet</a></li> </ul>	General Manager or Admissions Coordinator
3	After a successful interview, applicants will be booked in for a pre-enrolment appointment and will receive an email confirming this via the 'Pre-enrolment Confirmation Email' email template on aXcelerate.	General Manager or Admissions Coordinator

## 4. Pre-training review

The objective of this procedure is to conduct a comprehensive pre-training review to assess the suitability, appropriateness, and support needs of individuals prior to their participation in training at Oxygen College. The pre-training review aims to identify any gaps or barriers that may hinder the successful completion of the training and to tailor support mechanisms, accordingly, ensuring optimal learning outcomes and participant satisfaction.

4.1.1 The pre-training review assesses the student on the following five core skills:

- Learning
- Reading
- Writing
- Oral communication
- Numeracy

4.1.2 Digital literacy - intends to assess the student's knowledge of and abilities on a computer.

4.1.3 A CSPA (Core Skills Profile for Adults) test intends to assess a student's reading, writing and numeracy/maths skills to ensure their eligibility for a Vet Student Loan. A CSPA is only needed if a student does not have any of the below:

- Year 12 Certificate
- VCAL- intermediate or advanced
- AQF qualification at level 4 or above
- International Baccalaureate Diploma Program

Item	Action	Responsibility
1	<p>Following the applicants successful briefing, the admission team will tick the necessary quiz under the prospective students profile and add them to the class. Once this is done, aXcelerate will send out quizzes every hour for students that have been added in that time.</p> <p>Questionnaires are found online on the <a href="#">LLN Robot</a>.</p> <p>Each member of the admission and enrolment team will have their own login.</p> <p>Part time students will be sent the ACSF Level 3 LLN.</p> <p>Full time students will be sent the ACSF Level 4 LLN.</p>	Admission team (General Manager or Admissions Coordinator)

2	<p>Once completed by the prospective student, the LLN Robot will provide their current exit and working levels and upload these directly to aXcelerate under the students profile item LLN report.</p> <p>Enrolling officers must use the results received from the LLN Robot to determine the students suitability for the course.</p> <p>Enrolling officers completing PTR assessment must complete the <b>PTR review form</b> (location <a href="#">jot form</a>) while referring to the <a href="#">marking guidelines</a> and upload to aXcelerate under portfolio item LLN report.</p> <p>For <b>full-time students</b>, pre-training reviews must be marked and uploaded to aXcelerate before or on the day of the pre-enrolment appointment.</p> <p>For <b>part-time students</b>, pre-training reviews must be marked and uploaded to aXcelerate before or on the day of the enrolment appointment.</p> <p>For students not academically suitable – refer <a href="#">COMP186 Student selection and enrolment policy</a> – 4.3.4 Suitability determination, 4.3.5 Support and development and 4.3.6 Determining and supporting students needs.</p> <p>Additional resources <a href="#">Australian Core Skills Framework</a>.</p>	Enrolment team
3	<p><b>Digital Literacy</b> (Digital Content Creation and Audio Professional Program only).</p> <p>Issue a digital literacy test via a link in the 'Interview Confirmation' email template on aXcelerate, sent to students following their successful briefing.</p> <p>Staff must then upload the score the student has received onto their aXcelerate file under portfolio item – Digital literacy.</p> <p>Marking guide – <a href="#">here</a></p> <p>Digital literacy assessment stored in jot form.</p>	<p>Admission team (General Manager or Admissions Coordinator)</p> <p>Enrolment team</p>

4	<p>CSPA's are issued through OARS  <a href="https://oars.acer.edu.au/oxygen-college">https://oars.acer.edu.au/oxygen-college</a>          See Admissions team for login details.</p> <p>Applicants must be set up with a profile and sent numeracy and reading assessments.</p> <p><b>Completed assessment</b> must be uploaded to aXelerate under VSL academic suitability. They must have received exit level 3 or above to be eligible for a Vet Student Loan. Where students do not receive a level 3 or above, consult with the General Manager.</p> <p><b>Students must receive the results</b> of their CSPA results as soon as practically possible.</p>	<p>General Manager or Admissions Coordinator</p> <p>General Manager or Admissions Coordinator</p> <p>General Manager or Admissions Coordinator</p>
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## Responsibility and controls

The enrolling officer is responsible for checking the required documents have been sighted and retained at enrolment. As a secondary control the RTO Data Administrator will do a compliance check before processing the students to active. Refer to the [\*COMP197 Management of non-compliant enrolments procedure\*](#) on managing non-compliant files.

## 5. Pre-enrolment meeting (Full time students only)

### Objective

To empower prospective students with comprehensive information to make informed decisions about their educational journey while understanding their rights and responsibilities. Through pre-enrolment meetings, our Student Admissions Team provides vital details well in advance of official enrolment, serving as a crucial platform for communication.

Item	Action	Responsibility
1	<b>Book pre-enrolment</b> meeting via aXcelerate booking system. Enter pre-enrolment date and time into students briefing notes.	General Manager or Admissions Coordinator
2	Issue <b>pre-enrolment confirmation</b> email template on aXcelerate.	General Manager or Admissions Coordinator
3	<b>Conduct pre-enrolment</b> meeting ensuring to change 'attended' on the aXcelerate calendar. <ul style="list-style-type: none"> <li>Send pre-enrolment confirmation. Link location- the 'Pre-Enrolment Confirmation' email template on aXcelerate.</li> </ul>	Enrolment team  General Manager or Admissions Coordinator
4	Conduct pre enrolment <b>completing documents</b> : <ul style="list-style-type: none"> <li><a href="#">Terms and Conditions</a> <ul style="list-style-type: none"> <li>The document must be read and signed by the student, and the signed document uploaded to student's portfolio item – Terms and conditions.</li> </ul> </li> <li>Release of Information Consent Form (optional for students over 18) <ul style="list-style-type: none"> <li>End date of authorisation must be at least one month after the completion of the first year of the course. E.g. For a student commencing in 2023 with academic end date of 01/12/2023, end date of authorisation is 31/12/2024.</li> </ul> </li> <li>Student Card Photo <ul style="list-style-type: none"> <li>Student must enter their details onto the Student Card Photo Jot Form on the iPad, and enrolment team member to attach photo taken of student and complete the Jot Form. The photo must then be attached to the student's aXcelerate profile.</li> <li>Completed document must be stored in the students aXcelerate portfolio item release of information.</li> </ul> </li> </ul>	Enrolment team

	<ul style="list-style-type: none"> <li>If a student will be under 18 at the commencement of their course, a parent/guardian must complete the following documents at pre-enrolment: <ul style="list-style-type: none"> <li>VSL Parental Consent Form (if taking out a Vet Student Loan)</li> <li>Permission Form</li> <li>Release of Information Consent Form (does not require parent/guardian signature) <ul style="list-style-type: none"> <li>End date of authorisation must be at least one month after the completion of the first year of the course. E.g. For student commencing APP in 2024, end date of authorisation is 31/12/2024.</li> </ul> </li> <li>If a student is under 17 at the commencement of their course, they must also complete the Exit from School Form, to be eligible for Skills First Funding.</li> </ul> </li> </ul>	
5	<p>Conduct pre-enrolment and <b>sight the following documents:</b></p> <ul style="list-style-type: none"> <li>For applicants wishing to apply for a VET Student Loan, an <b>Australian passport or Australian birth certificate</b> will be sighted and uploaded to aXcelerate. <ul style="list-style-type: none"> <li>If student is born on/after 20/08/1986, student's birth certificate must show that at least one parent was born in Australia before 20/08/1986. The parent's birth certificate will be required if neither parent was born in Australia before 20/08/1986.</li> <li>The document the student provides must be photographed on a 'date sighted' template and uploaded to the student's portfolio.</li> </ul> </li> <li><b>Unique Student Identifier</b> <ul style="list-style-type: none"> <li>If student does not know their USI, they may complete the USI form to allow Oxygen College to access or create it on their behalf.</li> </ul> </li> <li><b>Proof of concession</b> (if applicable) <ul style="list-style-type: none"> <li>A student's CRN must not be recorded or retained. Admissions team must complete 'Document Sighted Declaration' and attach it to their portfolio on aXcelerate.</li> </ul> </li> </ul>	Enrolment team
6	<p>Conduct pre-enrolment and take the following <b>payments:</b></p> <ul style="list-style-type: none"> <li>Payment taken for administration fee</li> </ul>	Enrolment team

	<ul style="list-style-type: none"> <li>I. Payment is completed either by EFTPOS on the day, or a payment plan must be set up for the student using Ezidebit.</li> <li>II. If a student pays the administrative fee either partially or in full, the EFTPOS customer receipt is retained by the student, and the EFTPOS merchant receipt is filed into envelope by the admission team to be reconciled.</li> <li>• The student's method of payment of the administration fee must be recorded into MYOB.</li> <li>I. If a student has undertaken a payment plan through Ezidebit, admissions staff will update the payment method through MYOB as 'Ezidebit'.</li> <li>II. If a student has paid the administration fee either partially or in full, admissions staff will update the payment amount on MYOB and send the student a copy of the payment receipt.</li> </ul>	
7	<p><b>Issue documents</b> to students:</p> <p>The following email templates will be sent to the student through aXcelerate:</p> <ul style="list-style-type: none"> <li>I. FULL-TIME Enrolment Confirmation</li> <li>II. Full Time Student Terms &amp; Conditions</li> <li>III. VET Student Loans Information</li> <li>IV. 'Ezidebit Payment Plan Confirmation' with attached Ezidebit Payment Schedule. (If student has taken out payment plan with Ezidebit)</li> </ul>	Enrolment team
8	<p>Book enrolment via aXcelerate booking system. Bookings to be made for January of the following year (year student commences the course).</p> <p>Time and date of enrolment meeting into the students aXcelerate profile and written on the physical file.</p>	Enrolment team

### Responsibility and controls

The enrolling officer is responsible for checking the required documents have been sighted and retrained at enrolment. As a secondary control the RTO Data Administrator will do a compliance check before processing the students to active. Refer to the [COMP197 Management of non-compliant enrolments procedure](#) on managing non-compliant files.

### Key aligned documents

[COMP200 Fee policy](#)

[COMP199 Fee procedure](#)

[COMP165 Oxygen College refunds policy](#)

## 6. Enrolment

### Objective:

The objective of the enrolment meeting is to provide prospective students with essential information and guidance necessary for a smooth transition into their chosen program while ensuring compliance with AVETMISS data requirements and confirming eligibility for VET Student Loans and Skills First subsidies. Additionally, it seeks to confirm eligibility for programs such as VET Student Loans and Skills First subsidies, providing students with a clear breakdown of available funding options and assisting them in navigating the application process. Ultimately, the objective is to empower students to make informed decisions about their educational journey, equipping them with the knowledge, resources, and financial support needed to succeed academically and engage fully with their learning experience at Oxygen College.

Item	Action	Responsibility
1	<b>Booking an enrolment time</b> <ul style="list-style-type: none"> <li>Applicants who have been accepted into a course are booked an enrolment session during their pre-enrolment (for full time students) or phone briefing (part time students). Enrolments are booked through aXcelerate. If a student cannot attend an enrolment session in person, an over the phone session can be organised instead.</li> </ul>	PT – Admissions team  FT – Enrolling officers
2	<b>Send confirmation</b> and reminders. <ul style="list-style-type: none"> <li>Emails and SMS reminders are sent through aXcelerate prior to enrolment date.</li> </ul>	Administration team
3	Upon the student's arrival to the enrolment meeting, the category of their appointment will be changed to 'attended' on the aXcelerate calendar.	Enrolling officers
4	Students will complete their enrolment on an iPad supplied by Oxygen College.  If completing enrolment over the phone, the student will be sent the enrolment link via email.	Enrolling officers
5	Part time students must provide proof of residency in Australia. The document the student provides must be photographed on a 'date sighted' template and uploaded using the iPad during the enrolment.  If the enrolment is completed over the phone, the student must consent to having their documents verified through the <a href="#">DVS service</a> on the enrolment form. The enrolling officer will then enter the details of the student's document into the DVS and upload the verified document to aXcelerate under portfolio 'Proof of Residency'	Enrolling officers

6	<p>The following documents are suitable to be sighted by enrolment team as proof. Photographed copies of the original documents may only be retained by Oxygen College only with student's consent:</p> <ul style="list-style-type: none"> <li>• Australian Birth Certificate (not Birth Extract)</li> <li>• Current Australian Passport</li> <li>• Current New Zealand Passport</li> <li>• Australian Citizenship Certificate</li> <li>• Current green Medicare card</li> <li>• Australian Certificate of Registration by Descent</li> <li>• New Zealand Birth Certificate</li> <li>• New Zealand Citizenship Certificate</li> <li>• A proxy declaration for individuals in exceptional circumstances as per Clauses 2.13-2.17 of the Guides About Eligibility</li> <li>• Confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence and the student's foreign passport or ImmiCard</li> <li>• Confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program.</li> </ul>	Enrolling officers
7	<p>The following <b>forms must be completed</b> during the student's enrolment meeting:</p> <ul style="list-style-type: none"> <li>• Eligibility Declaration- This declaration is to be completed by the student, declaring previous and current education which determines their eligibility to obtain Skills First Funding.</li> <li>• Delegate Enrolment Sign Off- The enrolment staff member must complete the Delegate sign off, confirming they have sighted the necessary documents and confirming the student is eligible for Skills First Funding.</li> <li>• Terms and Conditions of Study.</li> </ul>	Enrolling officers
8	<p><b>Payment</b> must be taken for tuition fee</p> <ul style="list-style-type: none"> <li>• Refer to <a href="#">fees flowchart</a> to determine correct amount to invoice.</li> <li>• If a student cannot pay this fee, a payment plan must be set up. A payment plan is set up through Ezidebit using their online portal.</li> <li>• The amount received from a student prior to commencement cannot exceed \$1000. If paying the tuition fee will put a student over this limit, a payment plan must be set up</li> </ul>	Enrolling officers
9	<p>The following email templates will be sent to the student through aXcelerate:</p>	Enrolling officers

	<ul style="list-style-type: none"> <li>• Post enrolment information.</li> <li>• Statement of Fees</li> <li>• 'Ezidebit Payment Plan Confirmation' with attached Ezidebit Payment Schedule. (If student has taken out payment plan with Ezidebit)</li> <li>• Training plan (up to 4 weeks post commencement). These may be sent via outlook or aXcelerate.</li> </ul>	RTO Data Administrator
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### Responsibility and controls

The enrolling officer is responsible for checking the required documents have been sighted and retrained at enrolment. As a secondary control the RTO Data Administrator will do a compliance check before processing the students to active. Refer to the [COMP197 Management of non-compliant enrolments procedure](#) on managing non-compliant files

### Key aligned documents

[COMP200 Fee policy](#)

[COMP199 Fee procedure](#)

[COMP165 Oxygen College refunds policy](#)

[COMP180 Establishing a training plan procedure](#)

## 7. Determining eligibility

### 7.1 Skills First

- Citizenship and Residency – In order to be eligible individual a student must be:

- I. An Australian citizen;
- II. A holder of permanent visa; or
- III. A New Zealand citizen

When determining eligibility, follow [the skills first eligibility flowchart](#).

- Students under the age of 17 years
  - I. If the student has not completed Year 10, Oxygen College **must** sight correspondence, or a certificate signed by a Department Regional Director that exempts the student from school attendance and clearly identifies the Training Provider and training to be undertaken.
  - II. If the student has completed Year 10, **must** sight as per above or a completed transition from school form. The Enrolment form is to be completed by each student along with the eligibility declaration and supporting evidence as follows, as per Guidelines about Determining Student Eligibility and Supporting Evidence:
    - a. Valid Medicare card or other acceptable form of proof of residency
    - b. Valid driver's licence or other acceptable form of proof of age (if required)
    - c. Valid concession card (if applicable)

**NOTE:** A Student Eligibility Declaration form must be fully completed and signed by each eligible student, and a Delegate Enrolment Sign Off must be completed by the Oxygen College Administrative Representative for the student to be eligible for a government subsidised place and associated fees.

- If the student is attending school (Secondary College), they are not eligible to access Government subsidised funding.
- Asylum Seekers and Victims of Human Trafficking - For being considered exempt from the citizenship/residency eligibility requirement of the Skills First Program following definitions apply:
  - I. Asylum Seekers must be confirmed as 'Asylum Seekers' by the Asylum Seeker Resource Centre (ASRC)
  - II. Victims of Human Trafficking must be confirmed as 'Victims of Human Trafficking' by the Australian Red Cross (ARC).

**Note:** On or after 1<sup>st</sup> July 2016 students confirmed as an Asylum Seeker or Victim of Human Trafficking are now eligible for a concession on tuition fees for government subsidised training in courses up to Certificate IV. This is contingent on having one of the appropriate referral forms validly endorsed. Referrals for the initiative issued before 1 July 2016 remain valid, however these students are not eligible for concession unless they hold a valid concession card i.e. a Healthcare card.

Note: Asylum Seekers and refugees with temporary residence referred by the ARC to Oxygen College for enrolment must meet all eligibility requirements of the Skills First Program (including upskilling, if relevant) other than the citizenship/residency requirements

Note: If a student is deemed eligible Oxygen College will receive (4) forms of correspondence during the process of enrolment:

- Confirmation letter that the student will be applying for a course (Asylum Seeker only)
- *Referral to Government Subsidised Training form – Asylum Seekers or Trafficked Persons* (once completed a copy sent back to the relevant agency)
- *Confidentiality Agreement form* (Asylum Seeker only)
- *Acknowledgement of Enrolment* (Asylum Seeker and Trafficked Persons)
- *Authority to invoice form (supplied by referring agency)*

Note:

- An indicative course statement of fees will need to be emailed to the ARSC

- Student's under this initiative must be reported with 'ASP' - for Asylum Seekers and Victims of Human Trafficking, or 'ASL' – Asylum Seekers and Victims of Human Trafficking undertaking an Apprenticeship or a Traineeship, and with an appropriate Fee Exemption/Concession
  - ❖ 'O' (other) if they have been issued with a referral form on or after 1 July 2016 making them eligible for the concession; or
  - ❖ 'Z' (none) if they have been issued with a referral form before 1 July 2016
- Once the student's record is at the point of invoice (not after) all enrolment paperwork needs to be forwarded to the Registrar for final sign off for reporting purposes and keep with the student's enrolment records.

Fees should be invoiced as per the following:

Sponsor Code 72

Andrea Flew

Manager, Education Program

Asylum Seeker Resource Centre

Ph – 03 8537 9500

Email – [employment@asrc.org.au](mailto:employment@asrc.org.au)

Sponsor Code 71

Pamela Rodriguez

Manager, State Program Coordinator – MSP

Australian Red Cross

Ph – 03 8692 3311

Email – [prodriguez@redcross.org.au](mailto:prodriguez@redcross.org.au)

## 7.2 VET Student Loans

- Students studying an eligible Diploma or Advanced Diploma course can apply for a VET Student Loan as a method of tuition fee payment. VSL does not cover the cost of materials or the non-academic fee for eligible student's available at the time of enrolment.
- To be eligible for VET Student Loans students must:
  - I. Meet the VET Student Loans citizenship or residency requirements:
    - a. an Australian citizen; or
    - b. hold a permanent humanitarian visa and usually reside in Australia; or
    - c. be a qualifying New Zealand citizen
    - d. Have an Australian Tax File Number (TFN)
    - e. Provide evidence of academic suitability
    - f. Not have exceeded their FEE HELP limit,
    - g. Be enrolled in a unit of study that meets the course requirements before the census date for the unit.
- Enrolment must be conducted as per the following:

- I. Applicant enquires with Oxygen College and indicates they wish to access a loan. This is done on the staff briefing form completed prior to enrolment.
- II. At enrolment, the student must provide their Tax File Number as per the enrolment form or a receipt providing application for a Tax File Number and a Current Passport. Where an applicant cannot provide a current passport, the following evidence must be retained:
  - a. Applicants born in Australia before 20 August 1986 – Birth certificate issued by an Australian Registry of Birth, Deaths and Marriages. An exception to this is where the applicant's parents were in Australia as diplomats or consular officers at the time of the applicant's birth. In these circumstances, the applicant will need to provide a citizenship certificate as evidence that they are an Australian citizen. If the applicant does not have a citizenship certificate, they will need to lodge Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with Home Affairs.
  - b. Applicants born in Australian on or after 20 August 1986 and one of their parents was an Australian citizen at the time of their birth – Provide a Birth certificate issued by an Australian Registry of Birth, Deaths and Marriages. If the student's full birth certificate shows that at least one of their parents was born in Australia, and that parent was born before 20 August 1986, this is sufficient evidence to prove the student's Australian citizenship. If their parent was born in Australia on or after 20 August 1986, the parent's full birth certificate issued by an Australian RBDM is still required. If the applicant cannot provide this they should apply for their own evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with Home Affairs.
  - c. Applicants born in Australia on or after 20 August 1986 and one of their parents was a permanent resident of Australia at the time of their birth – Provide an Australian citizenship certificate. The following documents are not acceptable as proof of a parent's permanent residency for VET Student Loan applications: parent's foreign passport with a visa label, Visa Entitlement Verification Online (VEVO) printout, visa grant notification letter, Certificate of Evidence of Resident Status (CERS), Certificate of Status for New Zealand Citizens in Australia (CSNZCA), ImmiCard, Freedom of Information (FOI) letter from the Department of Home Affairs. These documents only provide proof of a person's visa status on the day they are issued / printed and

are not sufficient proof of a parent's resident status at the time the applicant was born.

- d. Applicant born in Australia on or after 20 August 1986 and neither parent was an Australian citizen, or an Australian permanent resident and they spend the first 10 years of their life in Australia - Provide an Australian citizenship certificate.
- III. Aboriginal and Torres Strait islander applicants not registered at birth by the relevant state/ territory authority – A statutory declaration as provided on the Departments information for VET Students Loans approved providers under forms.
- IV. A **qualifying New Zealand citizen** is a New Zealand citizen who:
  - a. holds a special category visa; and
  - b. has been usually resident in Australia for at least 10 years; and
  - c. was a dependent child when he or she was first usually resident in Australia; and
  - d. has been in Australia for periods totalling 8 years during the previous 10 years;
  - e. has been in Australia for periods totalling 18 months during the previous 2 years.

\*Where applicants cannot provide any of the above see the manual for providers for further information.

- Once eligibility is assessed and the student is enrolled:
  - I. Enrolment information (including nearest applicable census date) is provided to the Department of Education and Training by Oxygen College via the eCAF system.
  - II. The eCAF system sends email to the student.
  - III. The student receives the email, at which point they sign into the eCAF system, verify the pre-populated information and complete the required additional fields.
  - IV. The student submits the eCAF and the student is provided with a copy of the submitted form.
  - V. The provider can view the information and report the data.
- VET Student Loans Invoice Notice
  - I. Must be provided to each student via email or mailing address at least 14 days prior to the Census date.
  - II. Census dates are set by the College, published on the Oxygen College website and will be set no earlier than 20% of the way through the period during which the unit is taken as per clause 67(2) of Schedule 1A of the HESA 2003.
  - III. Calendar reminders will be set for dates.
- Commonwealth Assistance Notice (CAN)

- I. Oxygen College will send a CAN to all students who have requested VET Student Loans assistance within 28 days of each census date, even if a student has made a full up-front payment of their tuition fees and therefore has not incurred a VET Student Loans debt on that census date.
- II. The CAN issued to a student will include the Commonwealth Higher Education Student Support Number (CHESSN) of the student.
- III. Calendar reminder will be set for dates.
  - Amounts paid up front
- I. Oxygen College will repay any student who is, or would be entitled to VET Student Loans assistance any payment of his or her VET tuition fee for a Unit of Study that the person made on or before the census date for the unit of study, if the person is no longer enrolled in the Unit of Study at the end of the census date.
  - Withdrawal
- I. In the event of a student withdrawing from a Unit of Study after the census date for that unit of study no refund is applicable, and /or the student will incur a VET Student Loans debt.
- II. If a student withdraws from a Unit of Study prior to its census date the student will not incur a VET Student Loans debt.

## 8. Students opting in for second year of study

Objective:

The objective of the process for students opting in for a second year of study is to facilitate a seamless transition for continuing students, ensuring they have the necessary information, support, and resources to re-enrol in their program for the subsequent year. The following procedure must be undertaken to ensure a fair and equitable approach in the selection of students for the second year of study.

Item	Action	Responsibility
1	Transition <b>commence four weeks</b> prior to the academic year concluding.	General Manager and Admissions Coordinator.
2	<b>A list of potential candidates is compiled</b> containing the following: <ul style="list-style-type: none"> <li>• Students' names</li> <li>• Notes of the appropriateness and suitability of that student</li> <li>• Indication of whether that student should be offered a position from trainers and Department Head.</li> </ul>	Department Managers and/or trainers and assessors

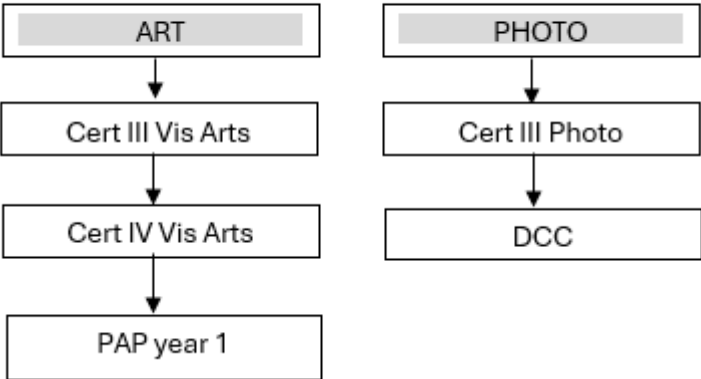
3	Two weeks prior to the academic year conclusion, students' admissions will <b>meet each student</b> individually. The purpose of this meeting is to establish if the student desires to opt in for the second year of student and assess their suitability to the program.	General Manager and Admissions Coordinator.
4	Decision making process determined by: <ul style="list-style-type: none"> <li>Students intent to opt in for the second year</li> <li>Contributing factors: <ul style="list-style-type: none"> <li>a. Passing all units (not sole determinant)</li> <li>b. Behaviour and commitment</li> <li>c. Fees</li> <li>d. Attendance</li> <li>e. Suitability</li> </ul> </li> </ul>	General Manager and Admissions Coordinator.
5	Once an assessment decision has been reached the following <b>notification letters</b> will be sent out. <ul style="list-style-type: none"> <li>YES – Student will receive a pre-enrolment confirmation email. The email will outline they have been offered a position for year 2 *subject to behaviour, completion of year 1, Pre-Training Review, eligibility and funding arrangements.</li> <li>NO - Student will receive a signed letter from the General Manager. The letter will outline they have not been offered a position for year 2 and the reasoning behind the decision.</li> <li>PENDING - Student will receive a signed letter from the General Manager. The letter will outline a pending position based on the assessment decision. The student will receive a final decision in due course.</li> </ul>	General Manager and Admissions Coordinator.
6	Student enrolment Students who have been accepted into the second year of study will proceed to the <a href="#">pre enrolment stage</a> .	General Manager and Admissions Coordinator.

## 9. Part-time Transition

### Objective

The objective of this procedure is to ensure the efficient and compliant transition of part time students to a pathway program within Oxygen College. The procedure is intended for the Administration team including, Department Managers and relevant program trainers.

Item	Action	Responsibility
1	<b>Pre-planning</b> Transition Offering	General Manager and/

	<p>Using aXcelerate assess all current classes that are soon to be completed. Using table 1 as an indication of programs with transition offerings. This process is to be completed for Geelong and Ballarat.</p> <p><b>Table 1: Current 2024 transition offerings:</b></p>  <pre> graph TD     ART[ART] --&gt; C3[Cert III Vis Arts]     C3 --&gt; C4[Cert IV Vis Arts]     C4 --&gt; PAP[PAP year 1]     PHOTO[PHOTO] --&gt; C3P[Cert III Photo]     C3P --&gt; DCC[DCC]           </pre>	or Admissions Coordinator.
2	<p><b>Set Up timetable</b> in consultation with Management and Department Heads. The Manager responsible for transition will review what classes we have and what classes we need to offer to be able to accommodate continuing students. The trainer's availability needs to be considered along with their skills competency.</p>	General Manager and/or Admissions Coordinator
3	<p><b>Class offerings</b></p> <ul style="list-style-type: none"> <li>Offer the new class in the same place as the old class where possible, that way people continue the night they were on or,</li> <li>Offer nights over daytime classes if there are 2 classes going into one, as more people can do night classes than day.</li> </ul>	General Manager and/or Admissions Coordinator
4	<p><b>Set up transition planner</b> Location: Staff drive -&gt; Enrolment Documents -&gt; Transition planner</p>	General Manager and/or Admissions Coordinator
5	<p>In conjunction with step 1, use the transition planner to <b>populate the planner</b>. Key information to be captured:</p> <ul style="list-style-type: none"> <li>What classes are going into what new class?</li> <li>How many students are there to transition?</li> <li>Dates of in class presentations</li> <li>Percentages of students who are transitioning.</li> </ul> <p>*This data becomes a historical record of each transition period and it very valuable for planning*.</p>	General Manager and/or Admissions Coordinator
6	<p><b>Assessing suitability and appropriateness of student pathway</b> Trainers must confirm if the pathway option is appropriate for the student. This is completed by issuing a transition list to the trainer for them to assess the capability of the student. The list must be returned to the Manager responsible for the transition process.</p>	General Manager and/or Admissions Coordinator  Trainer and Assessor

7	<b>Carrying Out Transition</b> <ul style="list-style-type: none"> <li>• <b>6 weeks out from the last scheduled class – Administration team to visit</b></li> </ul> <p>Administration will send out a transition schedule 2 weeks prior to session. An administration team member will visit along with the trainer, who is allocated to deliver the pathway program. This step allows the students to meet the trainer and answer any questions they have regarding the program.</p> <p>A PowerPoint will be presented to the class with basic course information and dates. Information sheets will also be given to students along with feedback questionnaires.</p>	Admissions team
8	<b>Review and Confirmation</b> <p>The week prior to the last class – Administration team undertake reviews and confirm pathway students.</p> <p>The administration team member returns to the class to conduct student reviews. Approximately 5 minutes to be allocated to each student. Main discussion points:</p> <ul style="list-style-type: none"> <li>• Confirm if they student wishes to enrol in the pathway program</li> <li>• If the student wants to enrol, the administration team member will be required to review the existing briefing form and change any relevant fields. Please ensure the original briefing document is saved as a template prior to making changes.</li> </ul>	Admissions team