

Student Entry Requirements VET Student Loans

Equal and Fair Treatment Policy and Procedure

As an approved VET Student Loan provider, Headmasters Academy Pty Ltd (TA Headmasters, BeautyMasters, MakeUpMasters) has fair and transparent procedures that HeadMasters reasonably believes are based on merit for making decisions about the selection of students seeking to enrol in approved VSL courses; and the treatment of such students.

HeadMasters has a fair and transparent procedures, based on merit for making decisions about:

- a) the selection, from among Potential Students; and
- b) the treatment of Students.

Potential Students seeking to enrol in a VET unit of study or course with the HeadMasters, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process.

The above paragraph does not prevent the HeadMasters considering, in making decisions mentioned above, educational disadvantages that a particular Student or Potential Student has experienced or the fact that the student or Potential Student may be enrolled via a VET restricted access arrangement.

All students will be assessed for their academic suitability for the individual course they have applied for and HeadMasters requires that all prospective students supply:

- a) Provide a copy of your Senior Secondary Certificate of Education (Year 12 certificate or VCAL) as awarded by an Australian State or Territory, or
- b) Provide a copy of a Certificate IV qualification or higher (providing that this qualification was delivered in English), or
- c) Complete the VSL approved LLN Robot Online Language, Literacy and Numeracy (LLN) evaluation and attain a minimum score of exit level three across all categories. HeadMasters will provide students with the results of their assessment in reading and numeracy as soon as practicable after the assessment. HeadMasters will make the results of the student's reading and numeracy assessment available to the Secretary, in the form, manner and by the time requested by the Secretary.

Selection and Admission procedure

1. Students and persons seeking to enrol need to attending a Course information enrolment Session. Applicants should ensure they have any and all necessary documentation to support their application;
 - a) demonstrate that they meet the entry requirements for their chosen course;
 - b) if required to provide copies of previous qualifications, applicants must provide either original copies of transcripts from the originating institution, or should provide verified copies

Once you progress to this stage, you will complete an application and we will ask you to provide a range of documents, depending on which Government funding you are eligible for, the document that we require, could include, but is not limited to:

- A valid Passport
- Your birth certificate
- Medicare Card
- Drivers license
- Senior Secondary Certificate of Education
- A qualification at Level 4 or above
- A valid Health Care Card

2. Students seeking to enrol attend a face to face interview, and undertake a Pre Training Review which includes Application, suitability and appropriateness assessment, Government Subsidy and VSL eligibility assessment and Language, Literacy and Numeracy Assessment. Supporting documentation (e.g. Australian passport or citizenship document, academic transcript, etc.); are viewed and copies retained on file to support the student's application. By conducting the LLN Robot Online Language, Literacy and Numeracy (LLN) evaluation assessment on site at campus, under the supervision of an authorised delegate, HeadMasters ensures that the test is completed with honesty and integrity.

Potential Students must also meet the following to be eligible for a VET Student Loan

- Provide evidence to confirm the applicants identity and date of birth
- be enrolled in the approved course which is primarily being undertaken in Australia; and
- meet the Tax File Number (TFN) requirements providing a tax file number or a certificate from the Commissioner stating that the student has applied for a tax file number
- Have a Unique Student Identifier (USI) unless the student is otherwise exempt
- Have submitted an application by the census date of the first unit for the course for which the student is requesting a loan and no less than two days after enrolling
- Be approved by the Secretary for the loan – in the form of the eCAF
- Have a fee help balance that is more than \$0 (i.e. has not used all their Fee Help limit)

Where a student is under 18 years old, must

- have parental consent form signed by a responsible parent prior to submitting enrolment info into the eCAF system; or
- Have evidence of the assessment of receipt of youth allowance on the basis that the student is independent.

Further information regarding potential student under 18 can be found in our Under 18s Policy.

3. The Admissions Officer assesses the application against the entry requirements.
 - a. Where the application is not complete or if further information is required to assess whether the applicant has met the entry requirements for their chosen course, the applicant will be contacted and given the opportunity to provide further information.
 - b. Applicants who do not meet the published entry requirements will be sent a letter clearly outlining the reasons why they have not been offered a place in the course. The letter will also advise the unsuccessful applicant about their right to appeal the decision and how to access the appeals process. A VET student loans will not be approved for students who do not meet eligibility requirements
 - c. Successful applicants will be provided a Letter of Offer. In order to secure a place in the program, students will need to:
 - i. Complete and return the Acceptance portion of the Letter of Offer
 - ii. Submit a signed Enrolment Agreement and Complete AVETMISS Enrolment Form
 - iii. Make arrangements for payment and/ or submit Request for VET Student Loan ecaf.
 - iv. Students will receive a confirmation of enrolment and information for their first day of study.