

# Just Careers Training – Student Entry Procedure

## Definitions:

**Application:** this is the process used to apply to enrol into one of our courses.

**Enrolment:** this is the formal process of enrolment required once our Enrolment Officer has approved your application

**Eligibility Requirements:** these are the eligibility requirements set out in the VET Student Loans Act 2016, and the VET Student Loans Rules 2016.

As well as meeting the eligibility requirements set out by the government for a VET Student Loan, you will also need to meet any academic pre-requisites for the course you wish to enrol in, meet, and follow the Just Careers Training Student Entry Procedure. This is to ensure that:

- You have been assessed by our Enrolment Officer as academically suited to undertake the approved course on the basis of either:
  - providing your Australian Year 12 Certificate; **OR**
  - providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English); **OR**
  - displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test.
  
- In addition, Our Enrolment Manager must reasonably believe you show competence (ability) in completing the course.

Application and Enrolment into one or more of our courses must be completed prior to the commencement date of the course. (See Fee Schedules and Census Dates tab below)

If you meet our Student Entry Requirements and your application is accepted by our enrolment officer you will receive formal advice from Just Careers Training in the form of a welcome letter or email.

## **Enrolment in a VET Student Loan approved course with Just Careers Training (Entry Procedure)**

In order to apply for a VET Student Loan approved course you will need to:

- complete the electronic application form available on our website , AND
- Provide evidence that you have completed year 12 or a Certificate IV or above qualification in English OR
- Demonstrate that you are otherwise able to undertake your chosen course (this may be done by undertaking a Language, Literacy and Numeracy Assessment).

**If you have not completed year 12 and / or a Certificate IV or above qualification in English**

You will be required to undertake an assessment of your English Language, Literacy and Numeracy to ensure that you will be able to successfully complete the course. This assessment may be completed at one of our training centres or online. You can arrange for this assessment in your application form.

Where you are required to undertake the assessment and choose to undertake the assessment online, then this will be followed by an interview (by phone or at one of our sites) with our Enrolment Officer.

For our Diploma level courses, competence at exit level 3 in both English and maths is required. You will be informed immediately of your results after completing each assessment.

If your results do not confirm an exit level 3, you may make another attempt to complete the assessments. We will contact you to arrange for your second attempt. If the results are not at the required level after the second attempt, our Enrolment Officer will contact you to discuss alternative study pathways.

**If you have completed Year 12 and/or a Certificate IV (or higher) but you do not have evidence**

We can assist you in obtaining the required evidence. You may request this assistance in your application form.