

VET STUDENT LOANS STUDENT ENTRY PROCEDURE

In accordance with the VET Student Loans Act 2016 and the VET Student Loans Rules 2016, all students wishing to apply for a Commonwealth VET Student Loan must meet the citizenship and residency requirements and must be assessed for academic suitability to undertake a high level VET qualification.

This academic assessment is *in addition* to any entry requirements that may be required for the specific course you are undertaking. In high demand courses where there are more applicants than there are available places, there may also be additional selection criteria.

Eligibility for a VET Student Loan

To be eligible for a VET Student Loan you must provide evidence that you are:

- An Australian citizen; or
- The holder of a permanent humanitarian visa who is usually resident in Australia; or
- A New Zealand Special Category Visa (SCV) holder who meets the long term residency requirements; or
- The holder of a Pacific Engagement Visa who is usually resident in Australia

TAFE SA will require you to provide proof of citizenship prior to your application for a VET Student Loan as per the VET Student Loans Manual for Providers

<https://www.dewr.gov.au/vet-student-loans/resources/vet-student-loans-manual-providers>

The evidence required to demonstrate proof of Australian citizenship may differ depending on whether you were:

- born overseas
- born in Australia before 20 August 1986
- born in Australia on or after 20 August 1986

This is because different rules applied at different times.

Born overseas

If you were born overseas and acquired Australian citizenship by application you will need to provide **one** of the following documents as evidence of your Australian citizenship:

- an Australian Passport **OR**
- an Australian citizenship certificate **OR**
- a Citizenship by Descent extract

If you do not have one of the above citizenship documents you will need to apply for evidence of citizenship by lodging **Form 119 Application for evidence of Australian**

citizenship with certified copies of the required documents and the application fee with the Department of Home Affairs (Home Affairs).

Born in Australia before 20 August 1986

If you were born in Australia before 20 August 1986 you will need to provide **one** of the following documents as evidence of your Australian citizenship:

- an Australian Passport **OR**
- full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM)

An exception to this is if your parents were in Australia as diplomats or consular officers at the time of your birth. In these circumstances, you will need to provide a citizenship certificate as evidence that you are an Australian citizen.

If you do not have a citizenship certificate you 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.

Born in Australia on or after 20 August 1986

If you were born in Australia on or after 20 August 1986 and one (or both) of your parents were an Australian citizen at the time of your birth you will need to provide either:

- an Australian Passport **OR**
- full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM)

If your birth certificate shows that at least one your parents was born in Australia, and that parent was born before 20 August 1986, this is sufficient evidence to prove your Australian citizenship.

If neither parent was born in Australia but they were born before 20 August 1986 and were an Australian Citizen at the time of your birth, you can provide a parent's Australian citizenship certificate, or extract of citizenship certificate, to prove at least one of your parents was a citizen at the time of your birth.

If your parent was born in Australia on or after 20 August 1986, your parent's full birth certificate issued by an Australian RBDM, or your parent's citizenship certificate, or extract of citizenship certificate is still required.

If you cannot provide this you must apply for your 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.

If you were born in Australia on or after 20 August 1986 and one of your parents was a permanent resident of Australia at the time of your birth, you will need to provide:

- an Australian Passport

If you do not have a current Australian Passport you must provide your Australian citizenship certificate.

You can apply for 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.

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.

Applicants born in Australia on or after 20 August 1986 who spent the first 10 years of their life in Australia and neither parent was an Australian citizen or an Australian permanent resident at the time of your birth

Applicants in these circumstances without a current Australian Passport must provide their Australian citizenship certificate.

You can apply for 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.

First Nations applicants not registered at birth by the relevant State/Territory authority

Applicants in these circumstances without a current Australian Passport may submit a Statutory Declaration as provided on the department's **Information for VET Student Loans Approved Providers** page under 'Forms'.

Note: the Statutory Declaration has been pre-populated, and must only be used by applicants to whom these circumstances apply. The Statutory Declaration must be witnessed by a person included in the List of Occupations or the List of Persons provided in the template on the department's website mentioned above.

Statutory declarations are not acceptable forms of proof of Australian citizenship for any applicants other than First Nations people whose birth was not registered by the relevant State/Territory authority.

If you or a parent were born in Papua New Guinea prior to 16 September 1975

If you or your parent were born in Papua New Guinea prior to 16 September 1975 your citizenship status may need to be checked and verified with Home Affairs. You may need to obtain evidence of Australian Citizenship by lodging **Form 119 Application for evidence of Australian citizenship** if:

- evidence of citizenship was issued before 1 January 2009 and you were born in PNG prior to 16 Sep 1975; **OR**
- Citizenship was acquired by descent before 1 January 2009 where your parent(s) was born in PNG before 16 September 1975.

A citizenship certificate can be accepted as evidence that you are an Australian citizen if the evidence of citizenship was issued on or after 1 January 2009 regardless of your date of birth or date citizenship was acquired.

You will need to take the Department of Home Affairs' citizenship application processing time in to account before applying for a VET Student Loan. Processing times are published on the Department of Home Affairs website.

See <https://immi.homeaffairs.gov.au/citizenship/citizenship-processing-times>

Permanent Humanitarian Visa Holders

If you are an eligible permanent humanitarian visa holder your visa will need to be provided.

Qualifying New Zealand citizens

New Zealand Special Category Visa (SCV) holders will need to provide evidence that you:

- have usually been resident in Australia for at least 10 years; and
- first entered Australia as a minor under 18 years of age; and
- have lived in Australia for at least 8 of the last 10 years; and
- have lived in Australia for at least 18 months in the last two years.

Pacific Engagement Visa Holders

If you are an eligible Pacific Engagement visa holder your visa will need to be provided.

Students under 18 years of age

Where a student is under 18 years of age, they must provide either:

- a [Parental Consent Form](#) signed by a responsible parent of the student. The Parental Consent Form must be provided to TAFE SA before student enrolment information is uploaded to the eCAF system, or;
- evidence of the Assessment of Receipt of Youth Allowance on the basis that the student is independent within the meaning of Part 2.11 of the *Social Security Act 1991*. The evidence of this assessment must be provided to TAFE SA before student enrolment information is uploaded to the eCAF system and should be provided in the form of a Centrelink Income Statement noting this assessment

Students without a Tax File Number

All students accessing VET Student Loans must have a Tax File Number (TFN). If a student has applied for, but has not yet been issued with a TFN, they must supply a certificate from the Commissioner of Taxation showing that they have applied for a TFN – this certificate is provided by the Australian Taxation Office (ATO) when the application for a TFN is lodged. This certificate is to be uploaded into the eCAF system by the student before completing their eCAF.

Providing eligibility documentation

If you are studying externally (online, distance) you will need to have copies of your evidence verified by a Justice of the Peace or alternately by a person of a prescribed position as listed at <https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy> before sending it to TAFE SA. Please note this person must be an Australian Citizen and cannot be related to you.

The certifier must also write or stamp on the copy:

- their signature
- their full name
- their occupation
- organisation/employer
- their phone number
- the date
- their address (optional)

Ways to assess your academic suitability

In addition to TAFE SA believing on reasonable grounds that a student is academically suited to undertake the qualification for which a VET Student loan is sought, in order to apply for a VET Student loan to assist with payment of your course fees, you must meet one of the following requirements:

- provide a copy of your senior secondary certificate of education, that has been awarded by an Australian authority or agency of a State or Territory of your completion of year 12 when you apply to enrol. TAFE SA is required to store a copy of this for five years after you enrol; **OR**
- provide a copy of your International Baccalaureate Diploma Programme (IB) diploma; **OR**
- undertake a reading and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF). TAFE SA will advise you how you may undertake this assessment. TAFE SA must be confident that you complete this test independently and have the required skills. If you undertake a reading and numeracy assessment, TAFE SA will inform you of your results as soon as practicable after the assessment. A copy of your results will be stored for five years after you enrol and may be provided to the Commonwealth if requested; **OR**
- provide a copy of a qualification at Certificate IV level or above in the Australian Qualifications Framework, that has been delivered in English.

This certificate must be a document issued by a body registered to award the qualification in the AQF in Australia, **or**

A letter or certificate issued by a Federal, State or Territory government agency which assesses overseas qualification (or an organisation contracted by such an agency to undertake such assessments), that evidences that your qualification has been assessed by that agency (or contracted organisation) and determined to be equivalent or comparable to a qualification in the Australian Qualification Framework at level 4 or above, and the course for the qualification to meet this requirement was delivered in English.

If you are not able to meet any of these requirements, you will not be eligible to apply for a Commonwealth VET Student loan.

Core Skills Profile for Adults (CSPA)

TAFE SA uses the Core Skills Profile for Adults (CSPA), developed by the Australian Council for Educational Research, to validly and reliably assess a student's competence in reading and numeracy against the Australian Core Skills Framework.

The CSPA is a set of secure online assessments matched to the latest Australian Core Skills

Framework.

You may be asked to undertake the CSPA prior to commencing your studies with TAFE SA; this will be either facilitated on campus face-to-face or may be accessed off campus.

TAFE SA will provide information required to undertake the CSPA.

You must ensure you undertake the CSPA honestly and with integrity, TAFE SA staff must also act with honesty and integrity in the facilitation of the CSPA and in the handling of results.

TAFE SA will email your CSPA results as soon as practicable after you have completed the CSPA. If you have undertaken the CSPA externally you will be required to provide your results during your counselling session with your educational program.

TAFE SA may use these results to suggest additional supports to help you succeed in completing your chosen qualification, or may suggest a more suitable pathway to help you achieve your desired employment outcome.

TAFE SA may be asked to provide these results to the Australian Government Department of Employment and Workplace Relations and the South Australian Department for Education.