

VET STUDENT LOAN POLICY ACCESS AND EQUITY POLICY



Policy Purpose

This policy outlines the access and equity principles and processes to be followed by Queensland College of Music (QCM) in relation to all students wishing to access all courses as well as students seeking to access a VSL for **CUA50820** Diploma of Music.

Policy Statement

The Queensland College of Music is committed to access and equity principles and processes which relate to admissions, delivery methods, assessment and support arrangements for learners with literacy and numeracy needs. Client selection is non-discriminatory and equity principles are applied through the fair allocation of resources and the opportunity for all learners to participate in VET training without discrimination. Qualified support staff are available to assist learners with special needs and all trainers/assessors and learners are required to adhere to our access and equity policy.

The Queensland College of Music-

- promotes access to employment and training for all people regardless of gender, socio-economic background, disability, ethnic origin, sexual orientation, age or race,
- ensures training services are delivered in a non-discriminatory, open and respectful manner,
- trains all staff members so that they are appropriately skilled in access and equity issues,
- provides reasonable access to learners of all levels,
- conducts learner selection for training opportunities in a manner that includes and reflects the diverse client population,
- provides culturally inclusive language, literacy and numeracy advice and assistance to help students in meeting their personal training goals.

VET Student Loans Eligibility and Enrolment Requirements

To be eligible for VSL at Queensland College of Music (RTO 40821) a student must meet the following requirements:

1. have submitted an audition and enrolment form to QCM and received written confirmation of acceptance to study **CUA50820** Diploma of Music.
2. be an Australian citizen or a qualifying New Zealand citizen or a permanent humanitarian visa holder [Migration Regulations 1994](#). A current Australian Passport is suitable evidence of Australian citizenship. QCM is to retain a copy (paper or electronic) of information collected in

satisfying identity, citizenship and visa status for a period of five years, in accordance with the requirements.

Aboriginal and/or Torres Strait Islanders whose birth was not registered by the relevant State/Territory authority may provide a statutory declaration as proof of Australian citizenship.

3. be 18 years old or older. Provide information about the student's identity and date of birth which is to be verified by QCM.

4. meet academic suitability requirements

- a copy of Year 12 Certificate,
- evidence of successful completion of Australian Qualification Framework (AQF) Certificate IV,
- displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test.

If neither of the above are available, QCM will provide access to an approved Language, Literacy and Numeracy (LLN) test, [LLN Robot, The Learning Resources Group] and will require competency at Level 3 in the demonstrated Australian Core Skills Framework in both reading and numeracy. The test will be undertaken at QCM under supervision to ensure its integrity. On completion of the approved test, competency achieved in reading and numeracy will be reported to the student within three days and to the Secretary in the form and time requested by the Secretary for VSL. Students not meeting eligibility requirements will not be approved for a VSL.

- display the musical competence as well as the academic ability to pursue a Diploma of Music.

QCM enrolment decisions

In the case of QCM receiving more applications for the Diploma of Music than they have the capacity to serve, selection of suitable applicants will be based on:

- (i) time of student enrolment (first in, first enrolled)
- (ii) musical and academic ability to meet course requirements
- (iii) VSL availability to student
- (iv) deferment considerations.

Student responsibilities.

Once student enrolment has been accepted by QCM the student is to:

1. apply to the government for a VET Student Loan using the approved form and include all relevant information – Tax File Number (TFN) , Unique Student Identifier (USI)
2. submit loan application through eCAF on the census day for the first unit of the course for which the student is requesting a loan and no less than two business days after enrolling.

3. demonstrate at regular intervals that students are genuine in their commitment to complete their studies and confirm engagement and progression to continue to access the loan throughout the course as required by the government. Students are required to complete a Progression Form issued by providers in the eCAF system. There are three fixed progression points through the year, at four-month intervals, with delivery dates in February, June and October. Students have two weeks to submit the Progression Form.

Engagement and Progression

1. QCM will monitor student engagement and progression. QCM will communicate to students the need to complete and submit the required form to the government within two weeks of receiving the invitation email and will encourage students to participate in the student progression process.

2. QCM will ensure that students are aware of course requirements, the cost and duration of the course and will consider the student as being engaged and progressing if the student has satisfied course requirements for the course and participated in assessment activities for the course.

Factors that may indicate a lack of engagement.

Factors which may suggest a student is not reasonably engaged with their course include:

- if the student has not satisfied course requirements for the course or participated in assessment activities for the course,
- if the student fails to attend more than a specified number of classes in a row,
- if the student has no communication with QCM after enrolment in the course.

Cancellation of a course

If a course enrolment is to be cancelled due to lack of student engagement, such cancellation will take place wherever possible before the census date for a unit or part of a course.

The processes and procedures for cancelling a student's enrolment, after the census date:

- requires QCM to inform the student concerned of a proposed cancellation,
- provide the student with at least 28 days to initiate grievance procedures before the cancellation takes final effect,
- provide for the cancellation to take final effect only after any grievance procedures initiated by the student have been completed,
- set out the circumstances in which fees for the course, or the part of the course, concerned will, or will not be, refunded.

A student deferring studies with QCM will be identified on the student's Progression Form and QCM will issue a progression for the student's completion. On resuming study or access to a loan, the student should complete the Progression Form indicating the date of resumption of studies/loan access.

A student failing a unit will be required to re-sit the unit. The student may access a VET Student Loan in a subsequent attempt at that unit. However, the course cap and remaining HELP loan limit continue to apply.

A student withdrawing from a Diploma of Music supported by VSL will be offered an opportunity to undertake another qualification that is within the scope of registration for QCM. Enrolment will therefore be required and approved prior to the student commencing studies. A student enrolled in a replacement course is not charged tuition fees for a replacement component of the replacement course.