

STUDENT ENTRY PROCEDURE – VET STUDENT LOANS

VET Student Loans is available for students wishing to enrol in the following courses:

- **SIT50322 Diploma of Event Management**
- **SIT50316 Diploma of Event Management** – Note: this course is superseded. From January 2023, all new students will be enrolled into SIT50322 Diploma of Event Management.

The Student Entry Procedure for those wishing to study the Diploma and access VET Student Loans is outlined below. College of Event Management will assess each applicant in an equal and fair manner and have fair procedures that will be followed.

Student Entry Requirements (Diploma)

You are eligible to apply for the Diploma of Event Management if you:

- are over 18 years of age
- attend an admissions interview
- possess a strong command of English (verbal and written)

Student Entry Requirements (VET Student Loans)

You are eligible for VET Student Loans if you:

- are an Australian citizen; OR
- are a qualifying New Zealand Citizen; OR
- are a permanent humanitarian visa holder and usually reside in Australia

You must also:

- have not exceeded the FEE-HELP limit of (currently \$109,206).
- have a tax file number (TFN) or be applying for one.
- have a Unique Student Identifier (USI).
- meet the academic suitability requirements. See How to Apply for VSL below.
- have read the [VET Student Loans information booklet](#).

Citizenship Suitability (VET Student Loans)

During the admissions process, you will be asked to provide evidence of your identity and date of birth. This can be provided by supplying a certified copy of your passport or birth certificate when requested. Documentation will be verified by one of our authorised Admissions team.

College of Event Management may consider an application from someone under the age of 18. If you are under 18 years of age and are unable to have a parent or guardian sign the VET Student Loan application, you may be able to meet the required criteria under Section 85 (2)(b)(ii) if you have received youth allowance on the basis that you are independent. If you have applied for, but not been issued with a tax file number, you may use a certificate from the Commissioner that shows that you have applied for a tax file number.

Student Entry Requirements ((VET Student Loans - Academic)

To meet academic suitability, you must either:

- provide a copy of your senior secondary certificate of education (that has been awarded by an Australian authority or agency); **OR**
- provide a copy of an Australian Qualifications Framework qualification at Certificate IV level or above that was delivered in English; **OR**
- Demonstrate competency in reading and writing English at an acceptable level

If you cannot present proof of any of the above academic requirements, you will be required to undertake a Literacy and Numeracy Assessment (LLN) using an approved assessment tool. You are required to demonstrate competence at or above Exit Level 3 in the [Australian Core Skills Framework](#) (ADSF).

We use a test called the [Core Skills Profile for Adults](#) to assess your academic suitability. Reading and numeracy assessments will be conducted online. It is your responsibility to complete the test with honesty and integrity. The test is free of charge. We will notify you as soon as practicable of the results and notify the secretary in accordance with Section 81 of the VSL Rules.

Entry Procedure

Before completing an application form, we highly recommend you book a call with one of our course advisors. A one-on-one call can cover topics such as course content, student experience, career pathway options, tuition fees and payment options. Talking to a course advisor encourages a more informed and comfortable enrolment decision.

Once you have determined that your chosen course is appropriate for you, you can then complete an electronic application form via our website. From there, the Procedure is as follows:

- **Submit your online application form.**

- **Book your admissions interview.** One of our admission staff will conduct a telephone interview with you and ask you about your previous studies, work history and why you have chosen to study with us. The interview is a great way to give you the opportunity to ask questions about the course and the college. A range of course fee payment options will be provided to you during the admissions process. If you are intending to apply for a VET Student Loans government loan, our admissions staff will briefly explain how the scheme works and direct you to sources of information so you can be fully informed of the process and your rights and obligations.
- If your application is approved, we will request your Identity Documentation, your deposit to secure a place in your course and ask you to confirm your tuition fee payment method. See *Personal Information Procedure**.
- **Once your application has been approved**, you have submitted the appropriate documentation and have paid your deposit, you will be sent a digital Confirmation of Enrolment letter and your Welcome Kit.
- If you confirm VET Student Loans as a preferred payment option, we will:
 - enter your details into the eCAF system which will generate the VSL application
 - you will receive an email with instructions to log into the Commonwealth Assistance Form (eCAF) system and submit your online eCAF form.
 - you will also be required to complete a survey that indicates you have read the VSL information booklet.
 - you will be emailed a copy of your completed form. This must be sent to CoEM before the first census date of the course.
 - you must submit the electronic Commonwealth Assistance Form (eCAF) online by the first census day no less than two business days after enrolling.
- One week prior to the start of your course, you will be supplied with your login credentials and instructions on how to commence your Orientation and the course proper.

Publication

This Student Entry Procedure and **other policies* will be made available to students enrolled at College of Event Management Pty Ltd through publication on the [college website](#).

The College reserves the right to update and amend policies and procedures at any time.