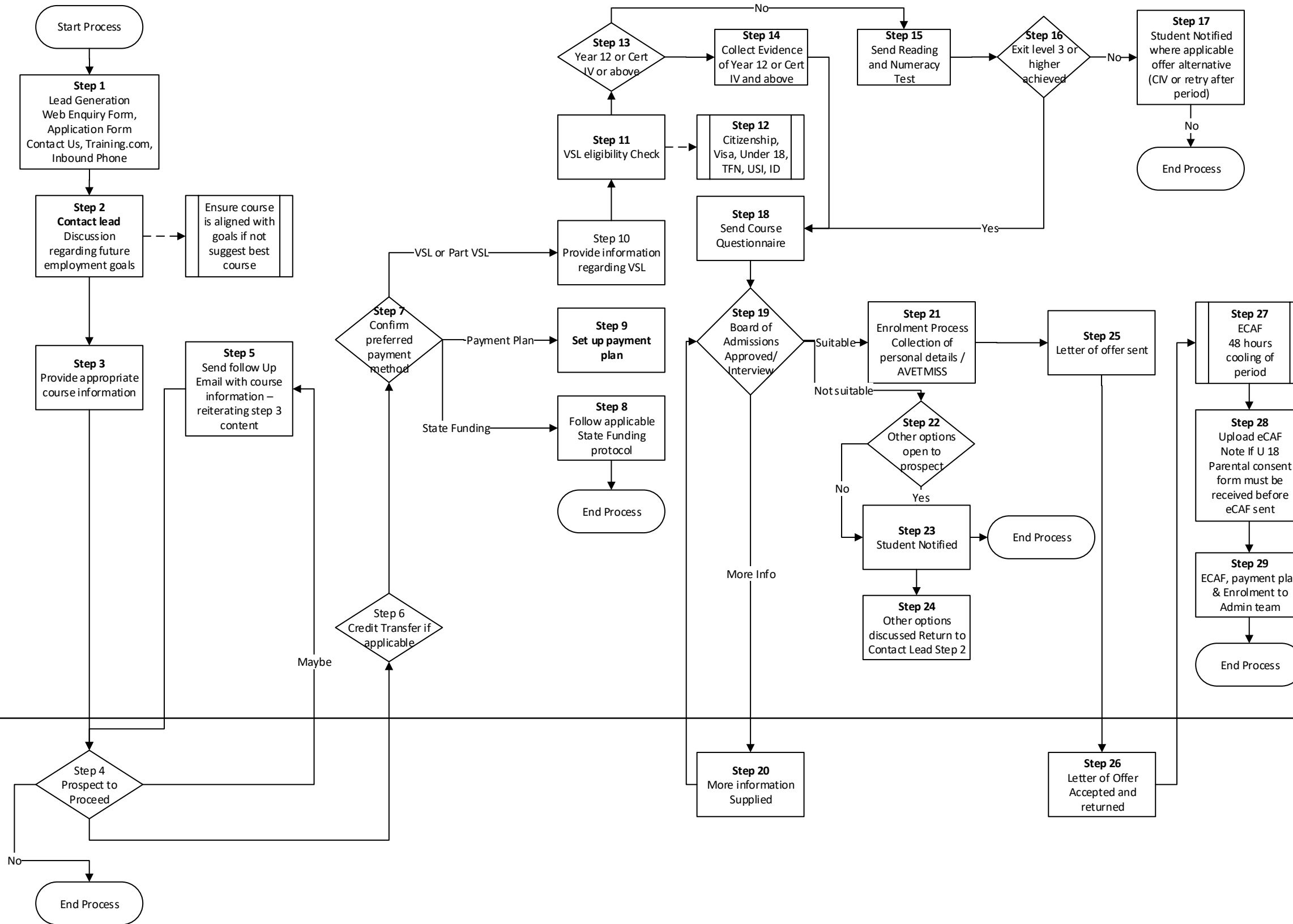


Student Recruitment Team



Additional Instructions

- BCA National only accepts student into a VSL that it reasonably believes are academically suitable
- Step 2 – Contact Lead**
Note BCA National does not do cold calling. During this contact, Gather information regarding future employment goals and align to most appropriate course.
- Step 3 - Provide Appropriate course Information**
Including – Course name and code
Mode of delivery, Duration – hours per week, Work placement, Cost, Payment options
- Step 5 – Send follow up information**
Send an email with written confirmation of the information provided by phone
- Step 6 – Credit Transfer**
Check if student has previously completed / partially completed any Diploma level study to ascertain appropriate credit transfers for course
- Step 7 - Confirm payment method**
Discuss all options for payment methods. Maybe a combination of methods. If using VSL please ensure information regarding, caps and gaps are discussed. I advise.
- Step 10 – Provide Information regarding VSL**
Information must contain, it is a loan, will remain a personal debt until repaid, may affect borrowing capacity, seek financial VSL, is repaid via tax system. **We must not** give financial advice – provide facts only and refer to study assist website.
- Step 11- VSL Eligibility**
If in doubt of eligibility please refer to <https://www.education.gov.au/student-eligibility-vet-fee-help-or-compliance-team>.
- Step 12 – Citizenship, VISA, U18 etc**
TFN we do not need to collect TFN, the student needs this during the eCAF process
- Step 13/14 – Year 12 or Certificate IV**
Year 12 certificate must be issued by the Board of studies (or equivalent) not cert from school.
- Step 15 - Reading and Numeracy Test**
Must be an approved test by ACER or BKSB
- Step 19- Board of Admissions**
The Board of admissions determines if the candidate is academically suited based on information provided which may include but not limited to prior academic attainment, reading / numeracy test results and course questionnaire responses. The Board of admissions maybe replaced with an interview process for some courses (predominately sport).
- Step 25 – Letter of Offer**
(e-Sign document) Letter of offer sent – Letter of offer contains Student handbook. Links to Study now pay later. Once letter of Offer is returned the enrolment process can be commenced.
- Step 28 – Upload – eCAF**
If Parental consent is required the Parental Consent Form must be signed by the legal guardian and received by BCA National PRIOR to the sending of the eCAF.

Prospect / Student

Process Name: VSL Student Entry and Enrolment
 Process Reference: P0066
 Version: 1.2
 Documented By: Justine Steward
 Created On: 20171024
 Modified On: 20180416

Description:
 This process map details the requirements and stages for the enrolment of a student accessing VET Student Loans

Legend:

