

VET Student Loans Student Entry Procedure

ICT50220 Diploma of Information Technology | Version 26.09.1 | Effective 15 September 2026

1. Who this procedure applies to

This procedure applies to anyone applying for a VET Student Loan (VSL) for an EQC Institute course approved for VET Student Loans. It sets out how EQC decides whether you are academically suited to the course, as required by the VET Student Loans Rules 2016 (sections 80 to 82). Read it with our Student Entry Policy.

Academic suitability is one part of VSL eligibility. You must also meet the citizenship or residency requirements, have a Unique Student Identifier and a tax file number (or a certificate of application), have enough HELP balance, and apply for the loan on time. EQC only enrolls students aged 18 or older, with no under-18 exceptions.

2. When you are academically suited

You are academically suited to the course only if **all three** of the following apply:

(a) You meet one of these requirements:

- EQC obtains a copy of your Senior Secondary Certificate of Education (Year 12) awarded by a State or Territory agency or authority; or
- EQC obtains a copy of your International Baccalaureate Diploma; or
- EQC obtains a copy of your certificate for a qualification at Australian Qualifications Framework level 4 (Certificate IV) or above, or an equivalent earlier or overseas qualification assessed as comparable by a government agency that assesses overseas qualifications, **and** the course for that qualification was delivered in English; or
- you are assessed as displaying competence at or above **Exit Level 3 of the Australian Core Skills Framework (ACSF) in both reading and numeracy** using the approved tool named in section 3, and EQC reasonably believes you display that competence.

(b) You meet the other entry requirements for the course in our Student Entry Policy, including the enrolment interview, suitability review and access to the equipment and internet the course needs.

(c) EQC believes on reasonable grounds that you are academically suited to the course.

3. Reading and numeracy assessment

If you do not have one of the qualifications in section 2(a), EQC assesses your reading and numeracy against the ACSF using **the Safe Work Resources VFH LLN Assessment Tool (delivered through The Learning Resources Group's LLN Robot platform)**, a tool approved by the Department of Employment and Workplace Relations and published on its website for VET Student Loans entry.

EQC arranges the assessment at no charge. Before you start, we confirm your identity and explain what the assessment involves. You must complete it yourself, without help from

another person, and follow the instructions for the tool. Staff administer and score the assessment in line with the tool publisher's instructions, so the result is valid and reliable.

The whole process must be conducted with honesty and integrity. Staff must not coach you, complete answers, change results or pressure you to enrol. Any concern about the conduct of an assessment is referred to the Operations Manager. Where the tool allows a reasonable adjustment that does not affect the validity of the result, tell us before the assessment.

If you do not reach Exit Level 3 in both reading and numeracy, we explain your results, any other way you may show academic suitability, and support or other study options. You cannot receive a VET Student Loan for the course until you meet a requirement in section 2(a). Any reassessment follows the tool publisher's rules.

4. Your results

EQC reports the results of your reading and numeracy assessment to you as soon as practicable after the assessment.

EQC reports the results to the Secretary of the Department of Employment and Workplace Relations in the form and manner, and by the time, the Secretary requests.

EQC keeps your assessment results and the evidence used to decide academic suitability for at least five years, and handles them under our Privacy Policy.

5. Evidence and checks

EQC keeps a copy of the certificate or other evidence relied on. We may check that a document is genuine with the issuing body. An overseas qualification needs evidence of the government assessment of its comparability and that the course was delivered in English. If evidence is false or misleading, EQC will not rely on it and may take further action.

6. Questions and complaints

For help with this procedure, contact Student Services on **1800 338 883** or **team@equinimcollege.com**. You can appeal an academic-suitability decision under our Complaints and Appeals Policy and Procedure. For students who have applied for or are receiving a VET Student Loan, there is no charge for any internal or external stage of that process, and you can also contact the VET Student Loans Ombudsman on **1300 362 072**.