



Genuine Student Evaluation Policy

Policy Philosophy

The purpose of this policy is to outline Absolute Medical Response commitment to ensuring enrolling students have a genuine intent to study prior to acceptance into the course and the ongoing processes that exist to gathering evidence demonstrating that the student remains a dedicated and focused student throughout the duration of their studies.

Scope

This policy is designed to accommodate all prospective students wishing to study with Absolute Medical Response and all current students already undertaking a course with Absolute Medical Response, including but not limited to, students who intent to utilize a VET Student Loan to cover the course tuition fees. It is also a valuable tool for Absolute Medical Response Trainers and Assessors and Administrative Staff who will be involved in the enrolment and training processes of a student.

Policy Statement

This policy will ensure that all applicants seeking admission and those that are actively completing their chosen course of study will be treated fairly and equitably. It has open, fair and transparent procedures to determine that a student demonstrates the criteria to being considered a 'genuine student'. By way of definition, a genuine student, as defined by the VET Student Loans Rules 2016 Section 5, states that the following must be considered for the purposes of determining whether a student is a genuine student in relation to the course they are enrolling into or already actively engaged in:

- The student is reasonably engaged in the course;
- The student has knowledge of the course requirements for the course, and the cost and duration of the course;
- The student has satisfied course requirements for the course or participated in assessment activities for the course;
- If the course is an online course—the number of occasions on which the student has logged in to the course is not insignificant;
- The student has provided up to date contact details that enable the Department to contact the student to verify the student's admission in the course;
- If the student is enrolled in another course—the number of the enrolments and associated course loads would not make successful completion of a course by the student impossible or highly improbable;
- When required to do so, the student has communicated his or her agreement for the Secretary to continue to use the VET student loan to pay tuition fees for the course;
- For the purposes of paragraph 43(4)(d) of Schedule 1A to the Higher Education Support Act 2003—if required to do so, the student has communicated his or her agreement for the Secretary to continue to use VET Student Loan assistance to pay tuition fees for a VET unit of study.

Pre Admission Process – Determining a Genuine Student

During the pre-admission process the Student Enrolment Advisor or the Training and Education Manager will undertake a discussion with the student (normally through interview, telephone and/or email contact) to assist with obtaining clarification and information regarding their genuineness to undertake study. This includes:

- Key motivations to undertake the intended course
- Understanding of the course requirements, including but not limited to cost, duration, expectations and study load
- Previous study and or work experience
- Desired career outcome
- Difficulties/Disabilities that may hinder or disadvantage them throughout the duration of the course, including their ability to undertake specific assessment tasks
- The students ability to commit to the course study load, for example part time/full time or self-paced and their current employment and family commitments
- The students ability to undertake the contact hours in the scheduled locations, including workshops, practicums, assessment blocks and clinical practice sessions
- Students ability to work independently and in an online environment
- Whether the student is actively enrolled in more than one course of study

Upon completion of the pre enrolment discussion, the decision to accept or reject the applicant will be based on the potential learner's answers reflecting that of a genuine/non genuine student in addition to the applicant's ability to meet the suitability criteria of their chosen course. Suitability criteria for each individual course can be found in the relevant course brochure.

A prospective student's application to undertake study may be rejected on, but not limited to, the following:

- Where the potential student does not have regular access to a computer/internet, and the course has online components
- The potential student has listed a disability/difficulty that cannot be overcome and that would greatly disadvantage them from succeeding in or completing the course
- The potential learner has not provided the relevant qualifications/documentation that is required to undertake the course, including the supply of uncertified copies when certified copies are required
- The potential learner refuses to provide up to date contact details that would inhibit the Department from contacting them
- The potential learner does not meet the criteria of the chosen course as outlined in the course brochure
- The potential learner does not have the ability to attend the scheduled workshops, practicums or assessment days based on location conflicts, work and/or family commitments
- Any other fair and just reason provided by Absolute Medical Response that has been identified and communicated with the student



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Student Enrolment

Upon receipt of sufficient evidence for the student to meet the course criteria and/or VSL eligibility criteria and where the student is considered a genuine student, Absolute Medical Response will commence the enrolment procedure to ensure the student has full understanding of the course requirements, tuition fee and duration by providing the following;

- Offer Letter – An agreement to the student confirming the acceptance of the application and confirming;
 - Course duration, including scheduled term/semester breaks
 - Course requirements – i.e. Pre-Requisite units, first aid requirement, mandatory practical hours, textbooks etc.
 - Online learning platforms that will be utilised throughout the duration of the students training course
 - Course tuition fees and where appropriate census dates and associated semester fees applicable for the duration of the students study. Census dates are also published on the Absolute Medical Response Website
 - VET Student Loans Student will also be sent a link to the VET Student Loans information booklet and further information on what is required when studying under the VSL program.

Course Commencement and Duration

Once the student begins their course, Absolute Medical Response will continually monitor the students' progress to ensure that they remain an engaged and genuine student.

The process by which this will be achieved is outlined below:

- Where a student is studying a VET Student Loans course and chooses to utilize VSL to pay the tuition fees they must complete an eCaf submission within two (2) weeks of the course start date. Students will receive their eCaf via email two (2) working days after the course start date and MUST submit the form BEFORE the first census date. Failure to submit the eCaf will result in the removal of the student from the course as they will no longer be eligible to receive a VSL.
- Student's interactions within the e-Learning environment. To ensure that the student remains engaged and progressing through their course the following evidence will be monitored and gathered:
 - Completion of the compulsory introduction engagement task – required to be completed within the first two weeks of beginning the course
 - Continued monitoring of students login, time spent and sites accessed on the E-Learning Platform
 - Weekly submission of online modules
 - Completion of the compulsory forum discussion task and submission of compulsory engagement reflection tasks each semester
 - Where there is evidence that a student is not logging in and completing the above tasks mentioned the student will be contact by the Training Manager to discuss alternate study options or have their enrolment cancelled
- Student attendance at scheduled face to face workshops, assessment days, online lectures and clinical practice sessions. Where a student does not attend the practicum components of the course they will have the option to reschedule with another intake or have their enrolment cancelled
- VSL Fixed Progression Points - Students undertaking a VET Student Loan to pay for their tuition fees will be required to confirm their intent to continue accessing the loan though the course duration. This is done via a progression that will be triggered by Absolute Medical Response at three (3) fixed progression points, February, June and October annually. The student will be notified, two (2) weeks prior, at time of enrolment and reminder throughout the two week submission period that if their progression is not submitted with the continuing status this may impact their ability to continue accessing a VET Student Loan for the remainder of the course.



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Non Genuine Students

If throughout the duration of a student's studies there is evidence that they are not engaging and are considered a 'non-genuine' student, Absolute Medical Response Educators will attempt to implement an intervention procedure to re-engage the student. If unsuccessful the decision may be made to cancel the student's enrolment due to the consideration that the student is now classified as a non-genuine student. In this instance the Training Manager will send a formal Intent to Cancel Enrolment Letter to the student and the student will be given 28 days to respond.

Non course engagement and course progress, as per the above list, may attract severe consequences, including but not limited to:

- Student being withdrawn from the course and being unable to attain their qualification
- The VET Student Loan Debt accrued remaining a personal debt until it is repaid with no qualification
- Absolute Medical Response is required to report on the enrolment and progression status of a learner who is receiving Centrelink assistance/ benefits, if a learner is relying on Centrelink benefits as a studying learner and is no longer progressing this can potentially affect or stop their eligibility in being able to receive their payments
- Course cancellation

Associated Policy Documents

- **VSL Student Entry**
- **VSL Student Withdrawal and Cancellation Policy**
- **Student Admission Policy and Procedure**
- **VSL Student Complaints and Appeals Policy**