VET Students Policy

Section 1 - Key Information

Policy Type and Approval Body	Academic – Academic Board
Accountable Executive – Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager – Policy	Director, Academic Services
Review Date	15 April 2029

Section 2 - Purpose

(1) La Trobe University is authorised by the Australian Skills Quality Authority (ASQA) to deliver and issue qualifications for nationally recognised training and assessment within its scope of registration as a VET provider (Training Registration ID 3899).

(2) As a Registered Training Organisation (RTO) the University is authorised to deliver the Certificate IV in Aboriginal Cultural Heritage Management (Cert IV ACHM) under contract with and on behalf of First Peoples – State Relations (FPSR) which operates within the Victorian Department of Premier and Cabinet. FPSR is the owner of this qualification, registered with the Victorian Registration and Quality Authority (VRQA).

(3) This Policy outlines the key provisions for assuring the quality of the experience and the success of students enrolled in the Cert IV ACHM and its continuing compliance with the VET Standards, in particular the National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (the Outcome Standards).

(4) Except where otherwise indicated in this Policy corresponding La Trobe University policies in relation to admission and credit, enrolment, and fees do not apply to the Cert IV ACHM.

Section 3 - Scope

(5) This Policy applies to:

a. all staff or contractors delivering training and assessment in the Cert IV ACHM;
b. other La Trobe staff associated with the delivery of the Cert IV ACHM and of relevant student services;
c. all students enrolled in the Cert IV ACHM.

Section 4 - Key Decisions

Key Decisions	Role
Decision to grant credit or RPL	Compliant assessor
Decision to grant a waiver, concessional fee arrangement or refund	VET CEO or nominee
Cancellation of enrolment due to failure to pay fees	VET CEO or nominee

Section 5 - Policy Statement

(6) The La Trobe RTO ensures that students enrolled in the Cert IV ACHM have a quality student experience and are supported to achieve the competencies required for successful completion of the course. This is achieved by:

a. the provision of comprehensive course material that is clear, accurate and current for the applicable course occurrence;
b. rigorous and culturally sensitive selection processes to ensure students are qualified and equipped to successfully complete the course;
c. thorough, consistent and transparent processes for the granting of credit and Recognition of Prior Learning (RPL);
d. ensuring culturally safe and culturally responsive learning environments, recognising and valuing Aboriginal and Torres Strait Islander cultures, and supporting practices that promote safety, respect and inclusion for all learners, including the provision of Reasonable Adjustments;
e. access to all student support resources of La Trobe University;
f. access to fair and equitable processes to seek a review of any decision affecting them.

Section 6 - Procedures

Part A - Information for Students

(7) Students are provided with course and other information via:

a. the Information for Students Handbook
b. the Cert IV ACHM page on the La Trobe website
c. the Expression of Interest (EOI) application form, individual letters of offer and direct email communication.

(8) The VET Program Manager, is responsible for the production and regular review of all student information channels and resources, including the Information for Students Handbook to ensure accurate information is available for each training occurrence.

(9) The Information for Students Handbook includes:

a. the training product code and title, duration of the course, mode of delivery, and schedule and training locations;
b. information on the content of each unit of competency and assessment methods;
c. information about the requirements and any prerequisites for training;
d. details of support services available for the duration of the course.

(10) The La Trobe RTO advises students as soon as practicable of any changes to training products or the organisation’s operations that may affect them, including any changes relating to the funding contract (see the VET Governance Policy) or the VRQA course provisions.

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Part B - Admission

Applications

(11) All applicants are required to apply for the Cert IV ACHM using the application process outlined in the Information for Students Handbook and the Expression of Interest form published on the La Trobe RTO website page.

(12) Students who have a disability and/or medical condition that may affect their ability to participate in the course are encouraged to inform staff at the time of application to the course so that the possibility of Reasonable Adjustments can be discussed, in accordance with the Disability Policy.

Selection

(13) FPSR, as the primary funding source for the Cert IV ACHM, selects applicants for full funding sponsorship based on their ability to meet minimum entry requirements and ranking based on the FPSR list of capacity-building priorities. Applicants selected by FPSR do not pay any tuition or delivery costs.

(14) Other places may be offered, subject to availability, as follows:

a. La Trobe may offer one fully-funded place to an applicant who is not on the FPSR priority list;
b. other applicants who do not meet the priority list requirements may be offered a fee-paying place.

Minimum Entry Requirements

(15) All applicants must be:

a. an Aboriginal or Torres Strait Islander;
b. over 18 years of age prior to course commencement;
c. able to read, write and speak English at a level that will enable them to participate in and compete the requirements of the course, as evidenced by the results of a Learning, Literacy and Numeracy (LLN) test based on the AQF foundation skill levels identified for the Cert IV ACHM.

(16) The VET Senior Educator, together with the VET Program Manager, conduct the initial screening of applicants for the course to determine initial eligibility. For all applicants this involves:

a. testing of learning, literacy and numeracy proficiency via their performance in an LLN test;
b. an interview;
c. consideration of whether they have successfully completed the FPSR three-day introductory Aboriginal Cultural Heritage Management workshop.

Ranking

(17) The List of applicants who meet the minimum entry requirements are provided to FPSR for ranking for a fully-funded place based on the following criteria. Applicants are ranked according to whether they are:

a. a member of a Registered Aboriginal Party (RAP);
b. a Victorian Aboriginal Traditional Owner or other Indigenous Australian working in Victorian cultural heritage management.

(18) Where applicants meet the eligibility requirements and are ranked for admission to this course, Reasonable Adjustments may be provided to support their success in the course, in accordance with the Disability Policy, the VET Course Policy, and with the support of the La Trobe Accessibility team.

Offers

(19) Direct offers are made to successful applicants with a prescribed timeframe for acceptance.

(20) Offers for the Cert IV ACHM may not be deferred. Applicants who are unable to take up an offer in the course must re-apply for a future course occurrence.

Part C - Credit and Recognition of Prior Learning

(21) The La Trobe RTO:

a. recognises all qualifications recognised by the Australian Qualifications Framework, and Records of Results and Statements of Attainment issued by any other Registered Training Organisations;
b. provides written advice about its processes for Recognition of Prior Learning (RPL) and credit for previous relevant VET study when an offer is made to students;
c. maintains records of credit and RPL claims and outcomes in relevant student files.

Credit

(22) Students are awarded credit for a unit(s) if they can provide evidence of having completed equivalent units in appropriate timeframes through another RTO (refer equivalent unit information at training.gov.au).

(23) Where a previous qualification does not meet VET equivalency requirements, students may either apply for RPL or must enrol in the relevant unit of competency being delivered in the course.

Recognition of Prior Learning

(24) Students who request RPL are sent an RPL manual which includes information and advice for assessors and students, a self-assessment form, and an application form.

(25) RPL decisions are made and recorded by compliant assessors and are based on the assessment of documented evidence and demonstrated competencies where required.

Part D - Enrolment

(26) Students are provided with enrolment instructions in their letter of offer for the course. Those who are successfully enrolled by the due date will be issued a confirmation of enrolment letter, a La Trobe University student number and IT account, and a training delivery plan with teaching locations and Week One teaching block information.

(27) All Cert IV ACHM students are:

a. entered into the ASQA-approved student management system (VETtrak) for Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data and award record keeping (see also VET Governance Policy);
b. for the purposes of certification also enrolled in the La Trobe University student management system;
c. considered full-time students for the duration of the course.

Part E - Fees

Fee Conditions

(28) The La Trobe RTO establishes:

a. the method of advice of fees payable;
b. the date for payment of fees;
c. the circumstances in which a fee may be waived, deferred or refunded;
d. administrative and miscellaneous fines and charges;
e. circumstances under which fees may be paid under a payment plan.

Setting of Fees

(29) On advice from the VET Program Manager the VET CEO makes a recommendation for the fee for the Cert IV ACHM course, that is subsequently ratified by the Deputy Vice-Chancellor (Academic) and advised to FPSR. Fee information is available on the Cert IV ACHM page on the La Trobe website.

(30) Cert IV ACHM students are exempt from the payment of Student Services and Amenities Fees.

Payment of Fees

(31) Students or their sponsors are issued with a Tax Invoice via email detailing the upfront and deferred fees payable for their course, and their due dates.

(32) The VET CEO or nominee may offer eligible students the option to pay their fees via a payment plan.

(33) All fees must be paid prior to graduation in any given year.

Financial Hardship

(34) Fee-paying students experiencing financial hardship may apply for variation of payment or a payment plan prior to the payment's due date.

(35) Financial hardship can be defined as extreme difficulty in meeting financial commitments due to exceptional circumstances, including and not limited to being a victim of:

a. natural disaster
b. family and domestic violence
c. crime
d. family breakdown

(36) The student must provide evidence to prove they have the financial viability to meet the payment plan proposed.

(37) The VET CEO or nominee may consider a concession on tuition fees only if it considers that collection in full would impose extreme hardship. This may include a concession on, or exemption from, the minimum fee.

Failure to Pay Fees

Outstanding Fees and Disputes

(38) An outstanding fee occurs when a student fails to pay their fees to the La Trobe RTO by the published due date or agreed instalment date.

(39) Unless fees have been paid in full by the date(s) specified, the student cannot participate in training.

(40) The VET CEO or nominee may cancel the enrolment of:

a. a student on a payment variation plan who has defaulted on two (2) consecutive payments

b. any other student who has not complied with their obligations to pay any or all outstanding fees owing by the relevant due dates as outlined in Schedule A of the Information for Student Handbook.

(41) Students whose enrolment has been cancelled due to non-payment of fees:

a. may apply to be re-considered for admission into subsequent intakes. Any re-admission into the course would be contingent on payment of all outstanding debts to the La Trobe RTO
b. will be issued a Statement of Attainment for all completed subjects.

Tuition Assurance/Fee Protection

(42) In the event the La Trobe RTO ceases to provide the ACHM course, the student/sponsor is entitled to a choice of:

a. an offer of a place in a similar VET course of study with a second provider without any requirement to pay the second provider any tuition fee for any replacement VET subject, or
b. a full refund of the student's up-front VET tuition fee payments.

(43) Where students elect to accept the offer of a place in a similar course of study, the VET CEO or nominee will transition students to a new provider. Students are notified in writing of this transition within 20 business days of the University's decision to cease the course.

Refund of Fees

(44) The following rules apply to the granting of refunds:

Withdrawal prior to Course Commencement	Full refund
Withdrawal more than 7 days prior to commencement of a training block	Pro-rata refund
Withdrawal from course after training block commenced	Pro-rata refund excluding current training block
Non-participation in training block but enrolment maintained	No refund
Enrolment cancelled due to RTO unable to deliver service	Full refund

Part F - Student Support

(45) Trainers are available for one-to-one consultation with students throughout the course.

(46) Students are eligible to access a range of specific support services through La Trobe Indigenous Student Services, including tutorial assistance.

(47) All other support services available to La Trobe University students are available to Cert IV ACHM students including: access to the Library; email; career and personal counselling; equity and access assistance; and complaints and appeals. The Information for Students Handbook provides advice on how to access these services.

Part G - Student Conduct

(48) Students in the Cert IV ACHM course are subject to the protections and obligations outlined in the relevant La Trobe policies, including but not limited to:

a. Child Safety and Wellbeing Policy
b. Child Safety Code of Conduct
c. Complex Conduct Assessment and Management Policy

d. Conscientious Objections Policy
e. Disability Policy
f. Sexual Harm Prevention and Response Policy
g. Student Behaviours Policy
h. Student Charter
i. Student Communications Policy
j. Student Conduct Management Policy
k. Student Support Policy
l. Student Transition Policy.

(49) A working together agreement forms part of the cultural safety agreement made between each cohort and trainers in each occurrence (see Information for Students Handbook).

Part H - Academic Integrity

(50) Students are supported to understand the requirements of academic integrity, including the appropriate acknowledgement of other's work.

(51) Students who are subject to an allegation of plagiarism or cheating are subject to the provisions outlined in the Student Academic Misconduct Policy.

Part I - Review

(52) Students may seek a review of a decision made under this Policy where they are of the view that this Policy has not been correctly applied.

(53) Students should first seek a review with the staff member who made the decision. Where students feel unable to do this, or are not satisfied with the outcome, they may seek a review from the VET Program Manager, or where they are the decision maker, the VET CEO.

(54) A request to review a decision must be lodged in writing to the relevant decision maker within 10 business days of the relevant process or decision.

(55) A written outcome will be provided within 10 business days of the date the request was received.

(56) A request to review the decision may be dismissed where the applicant cannot substantiate their request in line with the allowable grounds.

Further Review

(57) Where a student is not satisfied with the outcome of a review they may apply to the University Ombudsman for a further review of the matter, in accordance with the University's Ombudsman Statute and Regulations.

(58) If a student is not satisfied with the outcome of the review of the University Ombudsman, they may lodge a complaint with the Victorian Ombudsman.

Section 7 - Definitions

(59) For the purposes of this Policy:

a. AVETMISS: Australian Vocational Education and Training Management Information Statistical Standard

b. disability: the definition of disability adopted by La trobe University and the La Trobe RTO is that which appears in Section 4 of the Disability Discrimination Act 1992
c. LLN: the Language, Literacy, and Numeracy (LLN) assessment tool used to evaluate a student's foundational skills in reading, writing, and maths.
d. VET: Vocational Education and Training

Section 8 - Authority and Associated Information

(60) This Policy is made under the La Trobe University Act 2009.

(61) Associated information includes:

a. Information for Students Handbook.

Status and Details

Status	Current
Effective Date	4th May 2026
Review Date	15th April 2029
Approval Authority	Academic Board
Approval Date	4th May 2026
Expiry Date	Not Applicable
Responsible Manager - Policy	Lisa Constantine Director, Academic Services
Enquiries Contact	Student Administration

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