

Enrolment Glossary

Amenities Fee	A fee that higher education providers can charge their students for student services and amenities of a non-academic nature, such as student welfare, financial advice and food services.
ATSI	If you identify as Aboriginal and/or Torres Strait Islander you are entitled to an 80% concession on the published Fee for Service tuition fees, at any Level.
CHESSN	Your CHESSN is your Commonwealth Higher Education Student Support Number. It is a unique identifier/identifying number that stays with you for the whole of your student life. Your CHESSN helps providers and the Australian Government provide you with information about any Commonwealth assistance (scholarships or HELP loans) you may have used.
Concession Card Holder (CONS) and Jobseeker (JOBS)	If you are a concession card holder and/or a Jobseeker with an ESP you are entitled to a reduction on your fees PROVIDED you meet eligibility criteria for the Victorian Training Guarantee. Your fee is not subject to further reduction for RPL or CT. NB: Card Holder Concession is only available at Certificate IV level.
Courses	Courses available for enrolment
Credit Transfer (CT)	Credit Transfer is the recognition of academic credits gained through formal study at Registered Training Organisations (RTOs), professional bodies or enterprises and universities. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification. If you believe you may be eligible for CT, please ask us for an application form.
Deposit	<u>For Certificate IV:</u> <ul style="list-style-type: none"> • \$350 deposit, an advance on your tuition fee and inclusive of \$250 amenities fee, is taken at point of enrolment for all Certificate IV courses. • Your place on the Certificate IV is secured in the course once you have paid your deposit. <u>For Diploma Courses:</u> <ul style="list-style-type: none"> • No deposit is charged for any Diploma level study.
Full Fee/ Fee for Service (FFS)	You are not eligible for any Concessions or VTG or Pre-Requisite discounts (excluding RPL and CT that will be applied pending approval of your application)
Incidental Fees	Fees that are in addition to your student contributions or tuition fees and which are for goods or services that are related to your studies e.g. textbooks or late enrolment service.
Language, Literacy & Numeracy (LLN)	A pre-enrolment test that assesses if a student's level of language, literacy and numeracy is sufficient to undertake the course level being applied for.
Recognition of Current Competency (RCC)	Recognition of Current Competency (RCC) allows you to gain credit for skills and knowledge you already have. RCC is a way of gaining credit for relevant learning or experience, and may reduce the amount of time spent studying. RCC can also be used to give you credit for your life skills - skills and knowledge you have learned at home or through clubs, hobbies etc. Any current competency that RCC identifies must be relevant to the course of study and your skills and knowledge must be current to earn credit. If you believe you are eligible for RCC, please ask us for an application pack.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) involves a formal recognition of the skills and knowledge you have already achieved through previous studies, work and life experiences from outside the formal education and training system.



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	RPL is applied at a Unit of Competency level and once awarded means you do not have to take the assignments and/or assessments associated with that unit. If you believe you may be eligible for RPL, please ask us for an application form.
USI	Unique Student Identifier that from 01/01/2015 will give the student access to their VET history. This is a mandatory requirement of undertaking VET study and must be applied for at point of enrolment.
VET FEE HELP	VET FEE-HELP is an indexed Australian Government loan system that is available to assist eligible students studying higher level vocational education and training (VET) qualifications to defer payment of their tuition fees. Higher level VET qualifications are at the diploma level and above.
Victorian Training Guarantee (VTG) Funding	You may be eligible for a Government subsidised training place if you meet the citizen/residency requirements AND are under 20 years of age as at 1 st January 2016; OR are over 20 years of age and do not hold a qualification equal to, or higher than, that to which you are applying, up to and including Diploma level studies. For example, if you are over the age of 20 and your highest qualification is at Certificate III level, then you are eligible for a subsidised place for Certificate IV and Diploma, provided you meet the citizenship/residency requirements.