VSL Schedule 3 Application Checklist

The Australian Government has developed this checklist to assist applicants with their application to have a course listed under Schedule 3 of the VET Student Loans (Courses and Loan Caps) Determination 2016.

Before submitting your application, please ensure you have met all the requirements identified in the checklist, and the required supporting documentation has been provided.

This checklist should be used in conjunction with the VET Student Loans Schedule 3 Application Form and VET Student Loans Schedule 3 Application Guidelines.

1. Are you a listed or not-for-profit provider?	☐
2. If you are a not-for-profit provider, have you provided evidence* demonstrating the nature of your organisation? *Evidence may include the organisation's governing or constituent documents, or proof of status as a registered charity on the Australian Business Register and Australian Charities and Not-for-Profits Commission Register.	☐
3. Have you completed all sections of the Schedule 3 – Application Form?	☐
4. Have you provided an appropriate contact officer for your application?	☐
5. Have you provided a business case for each course you are seeking to add to Schedule 3?	☐
6. Does each business case provided demonstrate (with evidence) that the course or a similarly related course has good employment outcomes?	☐
7. Does each business case provided demonstrate (with evidence) the course has strong links to industry/employer needs?	☐
8. Does each business case provided demonstrate (with evidence) that the course or a similarly related course has demonstrated delivery success by your provider?	☐
9. Have you shown that you have been successfully delivering the course or a similarly related course for one or more years?	☐
10. Have you provided the required independent reference letters*? *Number of references required: • For providers with 100 students or less in the course – **1** reference • For providers with 101-300 students in the course – **2** references • For providers with 301 students or more in the course – **3** references	☐
11. Does each reference letter meet the drafting instructions at Attachment A of the Schedule 3 – Application Form Guidelines?	☐