

Policy Purpose

This policy has been developed in line with the requirements of VET Funding Contract - Skills First Program Clause 5 of Schedule 1 for Pre-training review. The purpose of this policy is to enable Advanced Education and Training to identify any existing competencies including, but not limited to language, literacy and numeracy skills, prior qualification etc.

The policy is set up to ensure that all applicants seeking entry into a nationally accredited course with Advanced Education and Training have the appropriate level of foundation/LLN skills in order to achieve the competencies of the vocational courses. It further ensures that the staff and applicants make informed decisions about the suitability and relevance of the course the applicant is undertaking and ensures adequate support services are available to those in need.

The purpose of this Policy is to establish that:

- All individuals who enter a Nationally Recognised Training have the appropriate skills and ability to successfully complete their studies.
- Advanced Education and Training provides information to prospective Students to ensure that they make informed decisions of suitable and appropriate training program prior to enrolment
- Advanced Education and Training provides accurate and ethical marketing through its pre-enrolment information.
- Advanced Education and Training informs prospective Students about pre-requisites, entry requirements, eligibility requirements, fees and material fees for the training program in which they are seeking to enrol.
- Advanced Education and Training provides advice to the prospective Students about the training product appropriate to meeting the learner's needs, considering the individual's existing skills, aspirations, interests, educational capabilities, LLN and competencies.
- Advanced Education and Training provides advice to the prospective Students with current and accurate information to enable an informed decision in relation to undertaking training and information regarding fees and charges for agreed services, according to the Statement of Fees on the Advanced Education and Training website.
- Advanced Education and Training informs prospective Students about the requirement for a Unique Student Identifier and provision of VSN where applicable.
- Advanced Education and Training objectively screens Students to identify eligibility requirements, special needs and opportunities for recognition.
- Advanced Education and Training assesses Language, Literacy and Numeracy (LLN) levels to ensure prospective Students have the necessary skills to meet qualification requirements and determine additional support needs if required.

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- Advanced Education and Training Identifies any competencies previously acquired by potential Students (e.g. Recognition of Prior Learning (RPL, RCC) or Credit Transfer (CT)).
- Advanced Education and Training determines the need for reasonable adjustment, assistance and/or referral.
- Advanced Education and Training informs Students about alternate pathways to training (e.g. direct credit transfer / recognition).
- Advanced Education and Training's pre-enrolment process enables prospective Students to make informed decisions about their training and assessment requirements and the suitability and appropriateness of the qualification for that individual allowing that Student to ascertain the most suitable course to enrol in.
- Students enter a training pathway that is suitable and free from discriminatory barriers.

Scope

The scope of this policy and procedure encompasses all relevant Legislative / Regulatory and Contractual requirements to ensure Advanced Education and Training's compliance.

This procedure applies to all Staff and all prospective Students applying to undertake any VET qualifications on scope at Advanced Education and Training.

Definitions

Pre-Training Review means the process undertaken between the Training Provider and a prospective student to determine the most suitable and appropriate training for that individual.

Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Subsidised student (funded fee student) means a student enrolled in a VET course for whom Advanced Education and Training receives funding from a state or territory (the "subsidising state or territory") in relation to the VET student's enrolment in that VET course of study.

Skills First Program means the Victorian Government's program for funding individuals' Entitlement to Funded Training.

Statement of Fees means a detailed information for each prospective student, which sets out fee and other information required by the National RTO Standards and the Guidelines about Fees.

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Australian Core Skills Framework (ACSF) is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.

LLN - language, literacy, and numeracy.

Credit Transfer is one of a number of processes for establishing credit. It provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.

Training Plan means the plan created by the Training Provider for training and assessment to be delivered to an individual.

Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills, and knowledge that an individual has achieved outside a formal education and training system. RPL assesses this unrecognised learning against the required learning outcomes of a unit of competency taught and/or assessed by the RTO.

VET Funding Contract means this VET Funding Contract and includes all schedules, annexures, attachments, plans and specifications and exhibits to it.

VET Quality Framework has the same meaning as in the National Act.

Policy

Pre-training review is conducted for all the eligible students enrolling for government subsidised courses to capture current competencies including language, literacy and numeracy. The outcome is recorded to establish eligibility for subsidised training as well as development of appropriate training plan.

This policy ensures Advanced Education and Training is compliant with the RTO standards and VET Funding Contract.

Pre-training review enables the student as well as the RTO to understand the requirements of the course and to ensure that the proposed course is relevant to student's current competencies, experience and future requirements.

“Under Schedule 1, Clause 5.1 of the Restricted VET Funding Contract specifies that:

For each Eligible Individual, the Training Provider must conduct a Pre-Training Review, as part of enrolment, or prior to the commencement of training, to ascertain a suitable, and the most suitable (as defined in the Quality Charter), course for that student to enrol in.

Advanced Education and Training requires that any student enrolled in the scope of registration is deemed successful at the Pre-Training review in order to gain a place into the course.

Procedure:

- ❖ As part of the entry requirements in the chosen course and access subsidised funding Students will need to undertake LLN test via LLN Robot and Pre-training review interview.
- ❖ The purpose of the Pre-Training Review is to recommend the placement of the student into the course or qualification appropriate to their needs and that they can be anticipated to achieve success in. The placement in the chosen course is based on:
 - the student's performance in LLN Test
 - the student's needs and goals,
 - the information gathered through Enrolment Application Form and Pre-training review.
 - Highest qualification gained in Australia or overseas, which has been assessed and deemed equivalent to Australian qualifications.
- ❖ Students are encouraged to declare any learning disabilities/ language requirements as a part of the enrolment process. Once such requirements are identified, relevant staff is alerted to the students' requirements and remedial processes can be implemented.

Initial Stage:

- ❖ Student enquires about the course through website, walk in and other modes of Marketing.
- ❖ Course information & EOI form is provided to the students through website or on request by the student via email.
- ❖ Student undertakes Language, Literacy and Numeracy test (LLN) via LLN Robot as per the ACSF requirement for the course. It allows the RTO to make a judgment on the students' core skills. The LLN Assessment is administered in the AET campus where possible.

COVID-19 Interim Arrangement

If the student is unable to attend campus, then a link to LLN Assessment is sent to student's email and they undertake the test at a mutually agreed time. AET delegate asks questions relating to LLN in the Pre-Training Review interview to ensure that the LLN is completed by the student. Please refer *Novel Coronavirus Interim Arrangements Policy & procedure* for details.

- ❖ Digital literacy is checked by online LLN test as well as verbal questions during PTR session.
- ❖ Students are informed to bring along with them the identification documents, previous certificate, statement of attainment, health/pension cards if any at the PTR session to

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check the eligibility for government subsidized training. The student undertakes LLN test and Pre-training review on either the same day or PTR conducted later, depending on when the LLN was undertaken.

During the Pre-training Review Session:

- ❖ A Pre-Training Review (PTR) is conducted with each student in person, by an authorised delegate of AET to assess eligibility under the Skills First Funding Program. AET does not subcontract any aspect of the PTR.

PTR is completed before the Students' enrolment is accepted. For the purposes of the definition of Enrolment at Advanced Education and Training – This is when a RTO has assessed and confirmed the eligibility, Student has completed the enrolment form and provided the relevant documentation, and student has signed their Training Plan.

COVID-19 Interim Arrangement

Where it is not practicable to conduct a PTR session in person, the session is conducted via phone or online through zoom. At the conclusion of the session, the completed online PTR form is sent to the student for confirmation via email. Please refer *Novel Coronavirus Interim Arrangements Policy & procedure for details*.

- ❖ During the session, the authorised delegate
 - encourages the student to ease and ensures the student understands why a PTR is necessary including the need for LLN assessment that was completed by the student.
 - Give verbal instructions on how to fill in the forms and assessment items. Where required provide necessary clarification and assistance.
 - Provide current and accurate course information to enable the student to make an informed decision.

At a minimum, the information will contain:

- Training and Assessment information, and related educational and support services provided by Advanced Education and Training;
- The estimated duration;
- The expected locations at which it will be provided;
- The expected modes of delivery;
- The support services available for the student;
- Any work placement arrangements;
- Current competency is discussed;

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- Fees, charges and concessions;
 - Any entry requirements required to enrol in the qualification
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- The student is asked a range of formal and informal questions which helps assess their verbal skills and learning abilities. It also encourages the student to talk about their current skills, prior qualification, their expectation of the course and identify any support that the student may require to successfully undertake the course.
 - Make notes of student's responses to the questions which is then used to summarise, assess and determine eligibility.

Assessing the Pre-training Reviews:

The Pre-Training Review process ensures the course students are enrolling into is determined by giving consideration to their current skill levels and competency. The pre-training review assessment takes into consideration that:

- Student understands the objectives of the course they are undertaking;
- Where a student's performance indicates they are not operating at the required ACSF level to complete the proposed training successfully. The Trainer will recommend the support to the student, if this is in scope of Advanced Education and Training otherwise the student will be referred to other providers or support material.
- AET explores the students' existing competencies and provides them with the opportunity for these to be assessed through Recognition of Prior Learning (RPL) or Credit is offered
- AET identifies the support the student may require to successfully undertake the course
- AET discuss prior qualification and any formal equivalency evidence gathered.
- Most appropriate course for the student is identified and student is provided access to Student Handbook and the website for details of the additional support services available.

Outcomes the Pre-training Reviews and LLN test:

The trainer and assessor evaluates student's LLN levels, current skills and knowledge and learning strategy to develop an Individual Training Plan and determine if reasonable adjustments are required to meet any learning needs.

Where RPL/CT is offered all the required documents for application is collected and student is asked to fill up a Credit transfer/RPL application form, if required. The process for this is addressed separately in the Skills Recognition Procedure.

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The Training plan takes into account RPL/CT offered , any previous qualifications or competencies achieved through transcripts collected from the student.

After the student has completed the LLN test and PTR, the outcome of the session is informed to the student. Successful student is informed of confirmation of enrolment and requested to attend Orientation and Induction.

Appeal

A student may appeal against a decision made with respect to admission or enrolment process/outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the Complaints and Appeals Policy and Procedure.

Students have the right to appeal any decision made by Advanced Education and Training's administration under this policy.

The affected parties will have access to Advanced Education and Training's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

Responsibility

The CEO is to ensure all requirements of this Policy and Procedure are met. All staff and clients adhere to Advanced Education and Training Policies and Procedures.

CEO has the responsibility to ensure that Advanced Education and Training complies with all the statements and processes included in this document.

Any complaints or breaches in relation to this policy should be reported to the Directors in person or by email to: info@advanced.edu.au

Note: This Policy should be read in conjunction with the Novel Coronavirus Interim Arrangements Policy & procedure during COVID -19 and until it is safe to return to the normal practices. Interim changes are implemented in the procedures of Marketing, Pre-Training Review, Enrolment, Training Delivery as per the Department of Education and ASQA's guideline during COVID-19 pandemic.

Related Policies Procedures & Forms

- Pre-Training Review Form
- LLN Assessment
- AET Website

Pre-Training Review Policy and Procedure

- Evidence of Eligibility Policy & Procedure
- Student Handbook
- Enrolment Form
- Novel Coronavirus Interim Arrangements Policy & procedure