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## 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.

## Policy

Advanced Education and Training (AET) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). The purpose of this Training Assessment Validation Policy and Procedure is to ensure that all assessment strategies and tools are appropriate to the cohort and meeting Industry and Training Package requirements.

- All individuals who enter a Nationally Recognised Training have the appropriate skills and ability to successfully complete their studies.
- AET 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.

## Scope

This Policy and Procedure applies to all vocational education and training courses offered.

## 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.

**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. .

## Procedure

### 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 of the Pre-training Reviews and LLND evaluation:

The trainer and assessor evaluates student's LLND 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.

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.

## Related Documents

- Pre-Training Review Form
- Student Support Plan