Pre-Training Review Procedure

1 Purpose

To ensure the Institute meets requirements under the TAFE VET Funding Contract, the Standards for Registered Training Organisations (RTOs), the VET Student Loans Act 2016, and the Minimum Standards for Registration to Provide an Accredited Senior Secondary Course to:

- Systematically review current competencies including literacy and numeracy to identify competencies previously acquired and ascertain that proposed training services are the most suitable and appropriate for an individual; and
- Systematically assess training and learning support needs and ensure learners have access to relevant learning support services.

2 Scope

This procedure applies to all students enrolling in accredited training services with the Institute with the exception of students enrolling as international students e.g. holding an overseas student visa.

3 Contents

1 Purpose 1
2 Scope 1
3 Contents 1
4 Definitions 1
5 Actions 3
6 Associated Documents 7
7 References 7
8 Forms / Record Keeping 8
9 Appendix A: Pre-Training Review Flowchart 10

4 Definitions

ACRONYM / Term	Definition
Accredited training	Qualifications that fall under the Australian Qualifications Framework (AQF) – the national policy for regulated qualifications in Australian education and training.
ACER	the Australian Council for Educational Research
ACSF	Australian Core Skills Framework
Appropriate	The training and assessment is delivered to regulatory and industry standards, uses delivery modes and durations optimised for the individual's needs and includes reasonable support to facilitate the individual's participation and attainment.

Pre-Training Review Procedure

AQF	Australian Qualifications Framework
CSPA	Core Skills Profile for Adults (developed by Australian Council for Educational Research (ACER))
Delegated Institute Officer	The relevant EDM/Manager, EDUSO, Enrolment Advisors, Student Administration Officers, Engagement & Retention Unit Staff, Course Coordinators or other relevant trainer/assessor.
EDM	Education Delivery Manager
EDU	Education Delivery Unit
EDUSO	Education Delivery Unit Support Officer
Foundation Program	A course of study leading to the acquisition of ancillary skills (as defined in ACSF skill levels and/or digital literacy) which support employment outcomes or further studies. Contrast Vocational Program.
LLN	Language Literacy and Numeracy
PTR	Pre-Training Review
RPL	Recognition of Prior Learning
SMS	Student Management System
SSS	Student Support Services
Suitable	The training and assessment meets the individual's needs, links to likely job and/or participation outcomes and minimises the duplication of the individual's existing competencies.
TAS	Training and Assessment Strategy
The Institute	Sunraysia Institute of TAFE (SuniTAFE)
Training Services	Training and assessment associated with currently endorsed courses and qualifications or parts thereof, appearing on the Institutes Scope of Registration.
VET Student Loans (VSL)	The VET Student Loans Bill 2016 was passed in December 2016. From 1 January 2017, VET Student Loans will be implemented and VET FEE-HELP will cease for all new students. Continuing students may continue accessing VET FEE-HELP until 31 December 2017. An Australian Government loan scheme that assists eligible full fee paying students studying an approved vocational education and training qualification (Diploma or higher qualification) to pay their tuition fees.
Vocational Program	A course of study leading to competence in essential skills required for employment in an industry area. Contrast Foundation Program.

5 Actions

5.1 Pre-Training Review

5.1.1.1 The steps of the Pre-Training Review are documented in detail in the flowchart in Appendix A. These steps are to be followed for any proposed enrolment. In addition, the flowchart defines the actions to take when the candidate's LLN levels are insufficient for their proposed learning program.

5.1.1.2 All students enrolling in accredited training services with the Institute are required to undergo a Pre-Training Review.

5.1.1.3 For non-accredited training and self-funded short courses, a trainer/assessor may determine that a Pre-Training Review is not required.

5.1.1.4 For each student, the Pre-Training Review must be completed, and the outcomes known and documented prior to the student enrolling.

5.1.1.5 Where a student's enrolment will be government subsidised, it is a condition of enrolment that they undergo a Pre-Training Review. Where the student refuses to undergo the Pre-Training Review, self-funded enrolment options should be offered.

5.1.1.6 Where a self-funded student refuses to undertake the Pre-Training Review, this must be recorded in the Student Comments section of the SMS, however suitability for the course must still be confirmed.

5.1.1.7 Prior to a student being enrolled, the Institute will determine suitability by:

(a) Providing general course information;

(b) Outlining the application/selection process;

(c) Requiring the student to participate in any pre-selection interviews or other course entry requirements;

(d) Conducting a Pre-Training Review, including assessment of LLN levels; and

(e) Developing/confirming the Training Plan.

5.1.1.8 For online PTR and LLN, the login details will be arranged by the Delegated Institute Officer as part of the suitability selection process.

5.1.1.9 A student will not be required to repeat the Pre-Training Review if continuing in the same course for a consecutive year.

5.2 Requirements for PTR and LLN Assessment

5.2.1.1 Depending on the AQF level of the proposed course enrolment, the Pre-Training Review will consist of:

5.2.1.2 Proposed enrolment in course up to and including Certificate IV:

(a) Completed Pre-Training Review; and;

(b) Completion of LLN assessment;

(c) An EDM/Manager and/or Teacher may determine that a course at Certificate IV level or below requires completion of the ACER CSPA as an entry requirement. This must be outlined in the relevant TAS, and must be applied consistently across the Institute's delivery of that program.

5.2.1.3 Proposed enrolment in course at Diploma level or higher:

(a) Completed Pre-Training Review; and;

(b) Completion of the ACER CSPA LLN Assessments.

5.2.1.4 RPL Candidates:

(a) Candidates applying for RPL are required to complete the PTR.

(b) Where there is a possibility that the candidate may enrol in units for training purposes, or the candidate will use VET Student Loans, the relevant LLN assessment above must be completed.

(c) Only in circumstances where the enrolment will be entirely assessed under RPL (and VSL will not be used), no LLN assessment is required, and a justification recorded on the PTR RTO Declaration.

5.2.1.5 Education departments may mandate that students complete the PTR and/or LLN component under supervision, this requirement must be made clear to students as part of course entry requirements and included in the relevant TAS.

5.2.1.6 Students proposing to enrol in ***Foundation Skills Courses*** must complete three assessments: Reading, Writing and Numeracy.

5.2.1.7 Students proposing to enrol in any other accredited training must complete two assessments: Reading and Numeracy.

5.3 Assessing the PTR and LLN

5.3.1.1 The completed PTR and LLN Assessment must be assessed by a Delegated Institute Officer.

5.3.1.2 The information gathered through the Pre-Training and the results of the LLN assessments are assessed against the course requirements outlined in the relevant TAS.

5.3.1.3 Assessment of the PTR should ensure the student has met additional entry requirements as detailed in the relevant TAS e.g. Working with Children Check, Police Check etc.

5.3.1.4 Where the student has indicated they would like to apply for Credit Transfer, the Delegated Institute Officer must request the student completes the Advanced Standing (Direct Credit Transfer) Application Form, and supply evidence of results to support credit application.

5.3.1.5 Where a student indicates that they would like to apply for RPL, an initial indication of suitability should be discussed with the student. The Delegated Institute Officer should make a determination at this point about suitability for referral to Skills Recognition Centre.

5.3.1.6 ***VET Student Loan applicants*** (all Diploma and Advanced Diploma qualifications) require demonstration of reading and numeracy skills equivalent to or above an ACSF exit level 3 to be eligible for a VET Student Loan – refer to VET Student Loan Student Entry Procedure.

5.3.1.7 Where a student does not achieve the required ACSF exit level 3 through the LLN assessment, the student may provide the following as evidence of academic suitability:

(a) Australian Senior Secondary Certificate of Education (year 12 Certificate); or

(b) Evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where language of instruction is English).

5.4 Course Suitability

5.4.1.1 If, through the Pre-Training Review it is ascertained that ***the proposed training services are suitable and appropriate*** for the student (and the student has the required pre-requisites), the Institute will recommend the student enrol.

5.4.1.2 Where the Pre-Training Review indicates the student may require LLN support during the course, refer to 5.7.

5.4.1.3 If at any stage throughout the Pre-Training Review it is deemed the proposed training services are unsuitable or inappropriate for the student – the student will be referred to the Skills and Jobs Centre for alternative options.

5.4.1.4 If it is identified that the student ***has not met LLN requirements***, the student may re-attempt the LLN assessment.

5.4.1.5 If after the second attempt, the student does not meet LLN requirements:

(a) The student will be referred to the Skills and Jobs Centre for alternative options; and

(b) The student may re-sit the LLN assessment after 3 months.

5.4.1.6 Students should not be enrolled when it is identified that the proposed training services are at an inappropriate level for the student, including but not limited to enrolling students in courses on the Foundation Skills List that would not provide additional relevant competencies e.g. enrolling a student assessed as having core skills at an ACSF Level 3 in a Certificate I in General Education.

5.4.1.7 Should the Delegated Institute Officer identify a student who may be in need of support services other than LLN, or when the student declares a need for such support, a referral to SSS or the Skills and Jobs Centre (as appropriate) should be completed using the relevant referral form.

5.4.1.8 The RTO declaration on the Pre-Training Review document must be completed by the Delegated Institute Officer prior to the student being referred for enrolment. The completed document should be uploaded into SMS – student documents.

5.4.1.9 Students may request a copy of their PTR and LLN assessments, and all VSL students must receive a copy of their LLN assessments via email.

5.5 Enrolling and retaining the Pre-Training Review

5.5.1.1 Enrolling officers should confirm the completed Pre-Training Review is complete at time of enrolment.

5.5.1.2 Where a student presents for enrolment without a completed Pre-Training Review, the student will be referred to a staff member who can assist and the enrolment will not be completed.

5.6 Foundation Skills Courses

5.6.1.1 For students enrolling in a course on the Foundation Skills List, the outcome of the Pre-Training Review must be recorded against the student's ACSF Core Skills Profile in SMS.

5.7 Providing LLN Support

5.7.1.1 Where the outcome of the student's LLN assessment identifies ***minor gaps*** between student ability and the required LLN level and can be addressed within the program, the trainer/assessor is to implement the appropriate strategies directly by contextualising the student's program suitably.

5.7.1.2 Where the gap between student ability and the required LLN levels is ***moderate***, or cannot be addressed within the program, specialist support should be engaged if feasible to do so. Such support will be drawn from LLN specialists and/or SSS as appropriate.

5.7.1.3 Where the gap between student ability, and the required LLN is ***substantial*** and cannot be resolved by specialist support, the student is recommended to enrol in a Foundation Skills Program in preference to (or supplementing) their chosen program.

5.8 Expiry of PTR and LLN Assessments

5.8.1.1 A completed Pre-Training Review and/or LLN assessment has a currency of 6 months from completion and may be referred to for other enrolments during that period of time.

5.9 Training Plans

5.9.1.1 The student's individualised Training Plan should be created using information gathered through the Pre-Training Review. The Training Plan will incorporate full details of the delivery and assessment for the student, including any LLN support requirements that have been identified.

6 Associated Documents

- Advanced Standing (Direct Credit Transfer) Application Form
- Enrolment Policy
- Enrolment Procedure
- Generating Moodle Pre-Training Review SOP
- Individual Training Plan
- International Student Referral Form
- Pre-Training Review
- Pre-Training Review – Short Course
- Student Instructions – Pre-Training Review
- Student Referral Form
- Training and Assessment Services Policy
- VCAL Program Delivery Procedure
- VET Student Loans Student Entry Procedure

7 References

- Minimum Standards for Registration to Provide an Accredited Senior Secondary Course
- Standards Registered Training Organisations (RTOs) 2015
- Users' Guide to the Standards for Registered Training Organisations (RTOs) 2015

- VET Funding Contract
- VET Student Loans Act Bill 2016

8 Forms / Record Keeping

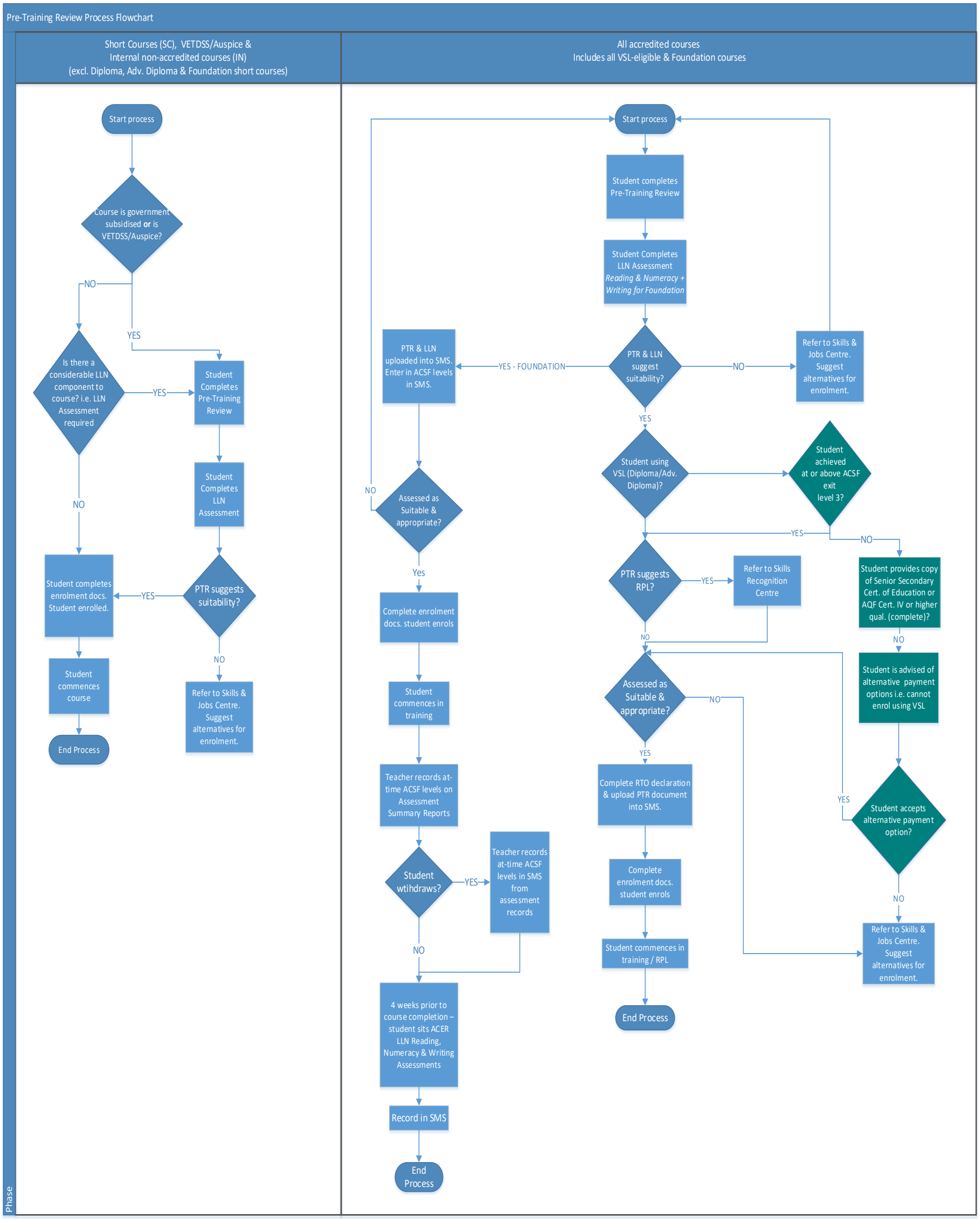
All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.			
Title	**Location**	**Responsible Officer**	**Minimum Retention Period**
Pre-Training Review	SMS	Manager Student Administration	7 years
Student Referral Form	SSS	Manager SSS	2 years
Individual Training Plan	EDU	EDM/Manager	3 years from completion or withdrawal

Pre-Training Review Procedure Appendix A

Appendix A – Pre-Training Review Stages and Application

PTR & LLN Description	Australian Qualifications Framework (AQF) Level				Short Courses and Internal Courses		All RPL	ALL VETDSS & Auspice
	Foundation (Found.)	**Cert. I- III**	**Cert. IV**	**Diploma & Advanced Diploma**	**Funded Short Courses (SC)**	**Internal Courses (IN) & Self-Funded Short Courses (SC)**		
Pre-Training Review 2 versions of PTR available: PTR *(Standard in Moodle)* PTR-Short Course	PTR	PTR	PTR	PTR	PTR	*At discretion of teacher*	PTR	PTR
LLN Assessment - Moodle	● (plus writing assessment)	●	●		●		Only if candidate is enrolling in training at Cert. I-IV level.	●
ACER LLN Assessment								
Reading				●	VSL only		Only if student will use VSL, or is enrolling in training at Diploma level.	
Numeracy				●	VSL only			
VSL Only – Senior Secondary Certificate of Education; or AQF Cert. IV or higher level qualification.				**VSL only** (where exit level 3 requirement not met).	**VSL only** (where exit level 3 requirement not met).		**VSL only** (where exit level 3 requirement not met).	

Sunraysia INSTITUTE of Technical and Further Education

Pre- Training Review Procedure – Appendix B

9 Appendix B: Pre-Training Review Flowchart