

P49- Pre-Training Review Policy and Procedures

1. Purpose

- 1.1. This policy and procedure is designed to ensure that all applicants looking for admission into a course with ATMC have an appropriate entry requirements and foundation skills level to successfully complete their chosen training option.
- 1.2. This policy and procedure is in place to ensure that the applicants, as well as admistrion staff, make a well-informed decision about the relevance and appropriateness of the course the applicant is enrolling in with ATMC and that appropriate arrangements are made to source appropriate educational and support services for individuals who need them.
- 1.3. This policy and procedure is to meet the compliance requirements of the training package and relevant legislation:
 - 1.3.1. **For Domestic Students** - Standards for Registered Training Organisations (RTOs) 2015
 - *1.7 The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.*
 - *1.12. The RTO offers recognition of prior learning to individual learners.*
 - *5.1 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.*
 - *5.2 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO*
 - *5.3 Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first,*
 - 1.3.2. **For International Students** - The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - *Part C, 7.1 - The registration of a course on CRICOS must include the expected duration of the course. The registered duration cannot exceed the time required for completing the course on the basis of the normal amount of full-time study. Only courses which can be undertaken on a full-time basis can be registered on CRICOS. A course will not be registered on CRICOS unless it meets the relevant Australian Qualifications Framework requirements or those of any other appropriate quality or accreditation framework, if an appropriate framework exists.*
 - 1.3.3. **For ELICOS Students** - The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - *Part C, 7.2 - For English Language Intensive Courses for Overseas Students (ELICOS), a course duration range may be specified on CRICOS as the study duration will vary according to each student's learning goals which will be reflected in the expected duration of study specified on the student's Confirmation of Enrolment (CoE). ELICOS courses remain subject to the requirement in paragraph 7.1 that only fulltime courses can be registered on CRICOS.*
 - *Part B, 1.2.3 – Prerequisites – including English language proficiency – for entry to the course*

- *Part B, 2.1.1 – The requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable.*
- *Part B, 2.2. - The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.*

2. Responsibility

- 2.1. The Director of Studies is responsible for the implementation of these procedures and for ensuring that relevant staff and students/applicants are aware of its applications as well as steps involved in implementing this policy and procedure.
- 2.2. Departments within ATMC that are involved in implementing this policy and procedures include the English department, Student Admission department, Student Support department and Marketing department.
- 2.3. This policy and procedure is applied to all domestic, international and ELICOS students/applicants at ATMC.
- 2.4. This policy and procedure is available on the website of ATMC for staff and students/applicants to access.

3. Definitions

- 3.1. **ACSF (Australian Core Skills Framework)** is a tool that can be used to measure the performance of an individual in the five core skills; numeracy, oral communication, writing, learning, and reading.
- 3.2. **ACSF entry level** is a threshold at which students/applicants demonstrate that they have achieved a sufficient level of core skills to be able to access and complete a chosen course.
- 3.3. **LLN Robot** is a computer based online tool, designed by the Learning Resources Group, that measures an individual's present competency against the ACSF and gives an indication of the individual's current working level.
- 3.4. **PTR (Pre-training review)** is the process of determining suitability and appropriateness of a chosen training option per an individual's present competencies with reference to the domains of; background education, interest, aspiration, and abilities.
- 3.5. **FS (Foundation Skills)**: this denotes the numeracy, oral communication, writing, reading and learning as described in the ACSF plus the employability skills or the Core Skills for Work framework.
- 3.6. **PTR authorized delegate**: this denotes an assessor who has met the criteria necessary to be required as an LLN specialist included in ATMC's Register of PTR authorised delegates.

4. Procedure

General

The Pre- training review provides the process for:

- Determination of the applicant's aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills relating to the course the applicants would like to enter
- Consideration of the applicant's existing educational attainment and capabilities; to determine your eligibility to enter your chosen training program.
- Consideration of the applicant's current language, literacy and numeracy skills and determine if assistance is/could be provided if required after evaluation
- Identification of the applicant's competencies previously acquired, via RPL, recognition of current competency (RCC) or credit transfer pathways to assist in obtaining any credit towards the applicant's selected qualification
- Determination of the applicant's individual needs such as how you best learn, time you have available to dedicate to their selected program and any other barriers that they may have to meeting the program requirements
- Determine any of your digital capability barriers that could impede you learning requirements of online, or electronic learning requirements of your chosen program and where necessary identify steps to overcome any barriers in this regard; and
- The pre-training review will be completed by authorised delegates how have been trained to meet organisational policies and procedures related to provision of course marketing material, conducting pre – training reviews and enrolment processes

All potential students of ATMC will undertake a Pre-training Review before entering the training.

5. Pre-training review process

5.1 The Pre-training Review conducted by ATMC includes the following steps:

Step 1: Applicants are required to complete a **Pre-training Questionnaire (PTQ)**, which helps them to self-identify their special needs and specific interests in their chosen course. Applicants' written responses to the questions in the PTQ will provide additional information for the PTR authorised delegates to assess and confirm their suitability and ASCF performance level. This Questionnaire includes opportunity to apply for RPL, CT of current competency.

- All applicants to a course/qualification delivered by ATMC are offered the opportunity to be assessed for National Recognition (NR), CT and RPL.
- Any applicant who is successful in an application for NR, CT and RPL will have the deliverable length of their course reduced by the scheduled duration of the units or modules for which they have been granted course credit. For further information refer to the *P12- National Recognition, Credit Transfer and Recognition of Prior Learning*

Step 2: Applicants will undergo an **LLN assessment**. This assessment measures applicants' ability in Learning, Writing, Reading, Oral Communication and Numeracy.

- Determination of LLN entry level to commence each course (benchmark) provided by ATMC is collected primarily from four sources:
 - The skills required on a unit basis as determined by The Learning Resources Group (LLN Robot).
 - The ACSF core skills needs as defined in the accredited curriculum or training packages and as determined by the team of LLN specialists.
 - The input of the course coordinators/head trainers and assessors at the ACSF Determination and Verification meetings and industry consultation.
 - External LLN specialists (if required)

o Process of determining LLN support required

- The entry level benchmark based on which ATMC identify areas of core skills required for each course
- Students complete the LLN test on the LLN robot site
- A team of LLN specialists analyses the results and make reference to the foundation skills listed in the course curriculum or training packages to confirm results and learners suitability.
- Once this process has been completed, a designated group including the head trainer/course coordinator of that course, LLN specialists and other course trainers will review and determine the official ACSF entry level.
- If student meets the LLN entry benchmark they proceed to the next step.
- If the student does not meet the LLN Benchmark, they are provided with the testing results and LLN support is discussed with them during their pre training review interview

Step 3: Applicants will participate in a **Pre-training Interview (PTI)** with a PTR authorised delegate. The interview will determine the applicant's aptitude and suitability for the chosen training option. Applicants' speaking performance will also be measured against the ACSF, and form part of the applicants' Pre-training Review results.

- If applicants are assessed to have sufficient levels of core skills, they will required no further testing of LLN skills during the pre-training review process.
- If applicants are identified as not meeting the LLN entry level, then the PTR authorised delegate will discuss ways in which ATMC can arrange/facilitate support services for the applicants if they continue to enrol in their chosen course. This includes but is not limited to providing extra materials to assist the applicants in the specific core skill area where they need support; enrolment in concurrent foundation skills training, attending support classes in foundation skills, digital skills, bilingual support, and workshop; and referrals to external support.

5.2 The assessment of LLN skills and course entry suitability will be determined by a PTR authorised delegate's assessment of the applicants' performance in the PTQ, LLN assessment and PTI.

5.3 At their discretion, the PTR authorised delegate may modify the recommendation obtained from LLN assessment if there is clear evidence that the result in a skill area is at variance with an applicant's demonstrated ability through the PTQ and PTI. In such a case the PTR authorised delegate will be required to note in writing the reason for changing the LLN recommendations and document any relevant evidence.

6. Pre-training Review Evaluation

6.1 Assessment of Suitability

- Any applicants/students who apply for entry to a course/qualification provided by ATMC will be assessed for their suitability to enter and complete the particular course in question.
- This assessment will occur prior to the application being finalised and the Applicant/student being formally offered a place in the course.
- Each course/qualification will have its own suitability assessment. The suitability assessment must determine, at a minimum:
 - i. whether the Applicant/Student has the minimum level of skill and knowledge, including any pre-requisite educational achievements, to enter the course
 - ii. whether the Applicant/Student has existing skills and knowledge at a level which make the course unsuitable due to being too low-level for the Applicant's needs
 - iii. What, if any, additional support requirements, including educational support requirements, the Applicant/Student has

iv. Whether the Applicant/Student is a candidate for Credit Transfer (CT), Recognition of Prior Learning (RPL) and, if they are a candidate for RPL, how much of a reduction in the deliverable length of the course the award of RPL will result in for them.

- Support Services Assessment
- ATMC will undertake a support services assessment of any applicant who does not meet the selection criteria or has identified special needs. This procedure is outlined in detail in *the Support Services Policy and Procedure*.
- Pre-enrolment notification of course requirements such as physical requirements, personal protective equipment (PPE) requirements, health & safety considerations, computer literacy requirements and equipment/materials required will also be informed to the applicants prior to their course commencement.

6.2 Variation to the duration of the course

6.3.1. The duration of each course delivered by ATMC may vary for different individuals due to personal circumstances and/or previously acquired skills and knowledge. Some reasons for varying the duration of course may include but not be limited to:

- Individual learners being eligible for CT and Recognition of Prior Learning
- Individual learners requiring only specific units of competency within the qualification
- Individual learners requiring an individualised training plan to support disability or special needs
- Individual learners currently working in the industry or having the ability to fast track and thus complete the course earlier.

6.3.2. These may result in the Applicant being issued a personalised timetable. If this is the case then the personalised timetable must be considered when any Confirmation of Enrolment is being issued (where applicable to international students). The personalised timetable is to be issued to the Applicant as soon as is reasonably practical after the timetable is finalised and approved. For further information refer to the *P12- National Recognition, Credit Transfer and Recognition of Prior Learning*

END
