# VEP49 PRE-TRAINING POLICY AND PROCEDURE

**Abbreviations:**

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| **ACSF** | Australian Core Skills Framework |
| **ATMC (The Company)** | Australian Technical and Management College |
| **CEO** | Chief Executive Officer |
| **CoE** | Confirmation of Enrolment |
| **CRICOS** | Commonwealth Register of Institutions and Courses for Overseas Students |
| **CT** | Credit Transfer |
| **DHA** | Department of Home Affairs |
| **ELICOS** | English Language Intensive Courses for Overseas Students |
| **FS** | Foundation Skills |
| **LLN** | Language, Literacy and Numeracy |
| **PTI** | Pre-Training Interview |
| **PTQ** | Pre-Training Questionnaire |
| **PTR** | Pre Training Review |
| **RPL** | Recognition of Prior Learning |
| **RTO** | Registered Training Organisation |

## 1 Purpose:

1.1 To ensure that all applicants looking for admission into a course with ATMC have appropriate entry requirements and foundation skill levels to successfully complete their chosen training option.

1.2 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 those who need them.

## 2 Responsibility / Implementation:

2.1 The VET Manager is responsible for:
   2.1.1 The implementation of these procedures,
   2.1.2 For ensuring that relevant staff and applicants are aware of its applications
   2.1.3 The steps involved in implementing this policy and procedure.

2.2 Departments within ATMC that are involved in implementing this policy and procedures include:
   2.2.1 English department
   2.2.2 Student Admission department
   2.2.3 Student Support department, and
   2.2.4 Marketing department.

2.3 This policy and procedure is applied to all ATMC:

2.3.1 Domestic applicants

2.3.2 International and ELICOS applicants

2.4 This policy and procedure is available on the website of ATMC for staff and students/applicants to access.

**3 Procedure:**

3.1 General:

3.1.1 The Pre-Training review provides the process for:

3.1.1.1 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.

3.1.1.2 Consideration of the applicant's existing educational attainment and capabilities.

3.1.1.2.1 To determine your eligibility to enter your chosen training program.

3.1.1.3 Consideration of the applicant's current language, literacy and numeracy skills and determine if assistance is/could be provided if required after evaluation

3.1.1.4 Identification of the applicant's competencies previously acquired, using RPL or CT pathways to assist in obtaining any credit towards the applicant's selected qualification

3.1.1.5 Determination of the applicant's individual needs:

3.1.1.5.1 Such as how you best learn, time you have available to dedicate to selected program and any other barriers that you may have in meeting the program requirements

3.1.1.6 Determination of your digital capability barriers that could impede your online learning for your chosen program and where necessary identify steps to overcome any barriers.

3.1.1.7 The pre-training review will be completed by authorised delegates who are trained to meet organisational policies and procedures related to provision of course marketing material, conducting pre – training reviews and enrolment processes

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

**4 Pre-Training Review Process**

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

4.1.1 **Step 1:**

4.1.1.1 Applicants are required to complete a PTQ, to self-identify their special needs and specific interests in their chosen course.

4.1.1.2 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.

4.1.1.3 This Questionnaire includes opportunity to apply for RPL and CT of current competency.

4.1.1.4 All applicants to a course/qualification delivered by ATMC are offered the opportunity to be assessed for CT and RPL.

4.1.1.5    Any applicant who is successful in an application for 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.

4.1.1.5.1    For further information refer to the Credit Transfer and Recognition of Prior Learning Policy and Procedure.

### 4.1.2    Step 2:

4.1.2.1    Applicants will undergo an LLN assessment, to measure an applicants' ability in Learning, Writing, Reading, Oral Communication and Numeracy.

4.1.2.2    Determination of LLN entry level to commence each course (benchmark) provided by ATMC is collected primarily from four sources:

4.1.2.2.1    The skills required on a unit basis as determined by The Learning Resources Group (LLN Robot).

4.1.2.2.2    The ACSF core skills needs as defined in the accredited curriculum or training packages and as determined by the team of LLN specialists.

4.1.2.2.3    The input of the course coordinators/head trainers and assessors at the ACSF Determination and Verification meetings and industry consultation.

4.1.2.2.4    External LLN specialists (if required)

4.1.2.3    Process of determining LLN support required

4.1.2.3.1    The entry level benchmark based on which ATMC identify areas of core skills required for each course

4.1.2.3.2    Students complete the LLN test on the LLN robot site

4.1.2.3.3    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.

4.1.2.3.4    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.

4.1.2.3.5    If student meets the LLN entry benchmark they proceed to the next step.

4.1.2.3.6    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

### 4.1.3    Step 3:

4.1.3.1    Applicants will participate in a PTI with a PTR authorised delegate.

4.1.3.1.1    The interview will determine the applicant's aptitude and suitability for the chosen training option.

4.1.3.1.2    Applicants' speaking performance will also be measured against the ACSF, and form part of the applicants' Pre-training Review results.

4.1.3.2    If applicants are assessed to have sufficient levels of core skills, they will require no further testing of LLN skills during the pre-training review process.

4.1.3.3  If applicants are identified as not meeting the LLN entry level, 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:

4.1.3.3.1  Providing extra materials to assist the applicants in the specific core skill area where they need support,

4.1.3.3.2  Enrolment in concurrent foundation skills training,

4.1.3.3.3  Attending support classes in foundation skills, digital skills, bilingual support, and workshop; and

4.1.3.3.4  Referrals to external support.

4.2  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.

4.3  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.

4.3.1  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.

## 5  Pre-Training Review Evaluation

5.1  Assessment of suitability

5.1.1  Any applicants who apply for entry into a course/qualification provided by ATMC will be assessed for their suitability to enter and complete the course/qualification in question.

5.1.2  This assessment will occur prior to the application being finalised and the applicant being formally offered a place in the course.

5.1.3  Each course/qualification will have its own suitability assessment. The suitability assessment must determine, at a minimum:

5.1.3.1  Whether the applicant has the minimum level of skill and knowledge, including any pre-requisite educational achievements, to enter the course/qualification

5.1.3.2  Whether the applicant has existing skills and knowledge at a level which make the course/qualification unsuitable due to being too low-level for the applicant's needs

5.1.3.3  What, if any, additional support requirements, including educational support requirements, the applicant has

5.1.3.4  Whether the applicant is a candidate for CT or 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 provide for the applicant.

5.1.4  Support Services Assessment

5.1.4.1  ATMC will undertake a support services assessment of any applicant who does not meet the selection criteria or has identified special needs.

5.1.4.1.1  This procedure is outlined in detail in the Support Services Policy and Procedure.

5.1.4.2  Pre-enrolment notification of course requirements will be informed to the applicants prior to their course commencement, which may include, but not limited to:

5.1.4.2.1   Physical requirements

5.1.4.2.2   Personal protective equipment (PPE) requirements

5.1.4.2.3   Health & safety considerations

5.1.4.2.4   Computer literacy requirements, and

5.1.4.2.5   Equipment/materials required.

5.2    Variation to the duration of the course

5.2.1   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:

5.2.1.1   Individual learners being eligible for CT and RPL.

5.2.1.2   Individual learners requiring only specific units of competency within the qualification.

5.2.1.3   Individual learners requiring an individualised training plan to support disability or special needs.

5.2.1.4   Individual learners currently working in the industry or having the ability to fast track and thus complete the course earlier.

5.2.2   These may result in the applicant being issued a personalised timetable.

5.2.2.1   If this is the case, then the personalised timetable must be considered when any CoE is being issued (where applicable to international students).

5.2.2.2   The personalised timetable is to be issued to the applicant as soon as is reasonably practical after the timetable is finalised and approved.

5.2.2.3   For further information refer to the Credit Transfer and Recognition of Prior Learning Policy and Procedure.

## 6   Legislative Requirements

6.1    To meet the compliance requirements of the training package and relevant legislation:

6.1.1   **For Domestic Students** - Standards for Registered Training Organisations (RTOs) 2015

6.1.1.1   *Standard 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.*

6.1.1.2   *Standard 1.12 – The RTO offers recognition of prior learning to individual learners*

6.1.1.3   *Standard 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.*

6.1.1.4   *Standard 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*

6.1.1.5   *Standard 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.*

6.1.2  **For International Students** – National Code Part C: CRICOS Registration

6.1.2.1  ***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.*

6.1.3  **For ELICOS Students** – National Code of Practice 2018

6.1.3.1  ***Part B, 1.2.3 (Marketing Information and Practices)*** *– Pre-requisites – including English language proficiency – for entry to the course*

6.1.3.2  ***Part B, 2.1.1 (Recruitment of an Overseas Student)*** *– 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.*

6.1.3.3  ***Part B, 2.2 (Recruitment of an Overseas Student)*** *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.*

6.1.4  **For ELICOS Students** – National Code Part C: CRICOS Registration

6.1.4.1  ***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.*

## 7  Definitions

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| **ACSF (Australian Core Skills Framework)** | 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. |
| **ACSF entry level** | 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. |
| **Confirmation of Enrolment (CoE)** | • An official document that provides important information about an international student's enrolment status. <br> • This document is required to be submitted to the Department of Home Affairs before applying for a student visa. |
| **FS (Foundation Skills)** | 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. |
| **LLN Robot** | 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. |
| **PTR (Pre-training** | The process of determining suitability and appropriateness of a chosen training |

| review) | option per an individual's present competencies with reference to the domains of; background education, interest, aspiration, and abilities. |
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| PTR Authorised 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. |

## 8    Related Documents

Credit Transfer and Recognition of Prior Learning Policy and Procedure

Support Services Policy and Procedure.

## 9    Legislation

Education Services for Overseas Students Act 2000

National Code of Practice 2018

Provider Registration and International Student Management System (PRISMS)

Standards for Registered Training Organisations (RTOs) 2015 – Standards 1, 5 and 7

## 10   Version Control

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