

1. Purpose

This policy has been developed in line with the requirements of 2017 VET Funding Contract Part A Clause 4 for pre training review. The purpose of this policy is to enable RGIT to identify any existing competencies including language, literacy and numeracy skills. It is in place to ensure that all applicants seeking entry into a nationally accredited course with RGIT have the appropriate level of foundation/LLN skills in order to achieve the competencies of the vocational course.

This policy also ensures that the staff and applicants make informed decisions about the suitability and relevance of the course the applicant is undertaking with RGIT and ensures adequate support services are available to those in need.

2. Scope

This policy applies to all applicants applying to enrol with RGIT in Victorian and Commonwealth government subsidised training under the 2017 VET Funding Contract.

3. Responsibility

The Domestic Student Services Manager is responsible for the maintenance and update of this policy and the Marketing Manager and Enrolment Officer will be responsible for the implementation of this policy and to ensure that staff and students are aware of its application and procedures.

4. Definitions

Pre-Training Review means the process undertaken between the RTO and the **Review** prospective student to determine the most suitable and appropriate training for the Eligible Individual as described in the 2017 VET funding contract.

Language, Literacy and Numeracy test is an assessment provided to a prospective student to assess their language, literacy and numeracy skills to determine their suitability to gain entry into a course, based on their ability to meet the (minimum) entry requirements.

Eligible Individual means an individual who is eligible for government subsidised training in accordance with the eligibility requirements set out in this VET Funding Contract and related guidelines.

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 subject taught and/or assessed by RGIT Australia.

5. Policy

5.1 Pre training review is conducted for all the eligible students enrolling for government subsidised courses to capture current competencies. The assessment is also utilised to develop the training plan (where additional assistance and reasonable adjustments are required).

This policy ensures RGIT Australia is compliant with the Higher Education and Skills Group (formally Skills Victoria) Performance Agreement Training Services Delivery (the Service Agreement)

5.2 Pre training review enables the student as well as 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.

5.3 The Pre-Training Review will:

a) explain, identify any competencies previously acquired (Recognition of Prior Learning (RPL), recognition of Current Competency (RCC) or Credit Transfer);

b) ascertain the most suitable qualification for that student to enrol in, based on the individual's existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills; and

c) ensure that the proposed learning strategies and materials are appropriate for that individual.

d) ensure that the applicant's current competencies including literacy and numeracy skills are adequate for the entry level for this qualification.

5.4 RGIT's Pre-Training Review Policy and Procedures will be made available to the Department of Education and Training (or persons authorised by the Department) for audit or review purposes.

5.5 RGIT will not enrol an Eligible Individual in a course or qualification that is at an inappropriate level for that student.

6 Procedure

Once the student has been deemed eligible for government subsidised training, an authorised staff member will conduct a Pre-Training Review to determine the student's needs and identify any existing competencies.

Pre training review includes:

6.1 Conducting a LLN skills review

- A LLN skills review is to be conducted with support of the LLN test, in order to identify students requiring LLN support services as early as possible.
 - Students must be fully informed, before the LLN skills review, of the purpose of the review and provided with the opportunity to request an alternative approach for their LLN skills review.
- 6.2** Recording the outcome of LLN skills review
- 6.3** Results of a pre-training review must be provided to each student in a timely manner.
- 6.4** For students identified as requiring LLN support, written advice is provided on support on the Pre – training review and recorded on the training plan for trainer.
- 6.5** For each enrolled student, the completed LLN skills review; results, feedback and any further action taken must be retained in the student file.
- 6.6** Electronic or hard copy records of the LLN skills review with each student must be retained as evidence that the review has been undertaken and completed.
- 6.7** Identify any competencies previously acquired through formal or informal training.
- 6.8** Recognition of Prior learning (RPL), Recognition of Current Competencies (RCC) or Credit Transfer (CT) being offered.
- 6.9** Ascertaining that the proposed learning strategies and materials are appropriate for an individual
- 6.10** Identification of all units of competency or modules relevant to the course or qualification in which an Eligible Individual is enrolled that have been attained by an individual as a result of previous formal training
- 6.11** Inform trainer about any special needs identified or additional support required.

The Pre-Training plan is prepared and all units of competency are identified.

If the student wishes to apply for RPL they can do so during the Pre-Training Review and another interview will be conducted with them to determine their RPL competency.

A new Training Plan is then developed which is consistent with the pre-training review and the student's needs. This is followed throughout the students training and can be changed if required.

7 Associated Documents

- 7.1** Pre Training Review Form
- 7.2** LLN Test or Placement test for foundation skills students
- 7.3** Individual statement of Fees