

Pre Training Review Policy and Procedure

VET Funding Contract F.C Schedule 1 3.10 4.6, 4.7, 4.8, 4.9 & 4.10

Purpose

This policy has been developed in line with the requirements of 2017 VET Funding Contract Skills First Program Part A Clause 5 for pre training review. The purpose of this policy is to enable ABEX Training 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 ABEX Training have the appropriate level of foundation/LLN skills in order to achieve the competencies of the vocational courses.

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 ABEX Training and ensures adequate support services are available to those in need.

Scope

This policy applies to all applicants applying to enrol with ABEX Training in Victorian and Commonwealth government subsidised training under VTG.

Responsibility

The Compliance Manager or General Manager is responsible for the maintaining and updating this policy and the Business Development Managers will be responsible for the implementation of this policy to ensure that staff and students are aware of its application and procedures. Admin officer is required to check that pre training review has been done for each student.

Definitions

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

LLN Assessment means assessment of Language, literacy and numeracy for the purpose of identifying the level of LLN and provide any support if required.

Eligible Individual means an individual who is eligible for government subsidised training in accordance with the eligibility requirements set out in the 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 ABEX Training.

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Policy

Pre training review is conducted for all the eligible students enrolling for government subsidised courses to capture current competencies including language, literacy and numeracy. The outcome is recorded for development of training plan.

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

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.

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.

ABEX Training'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.

ABEX Training will not enrol an eligible individual in a course or qualification that is at an inappropriate level for that student.

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:

- 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.

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- 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.
- Recording the outcome of LLN skills review
- Results of a pre-training review must be provided to each student in a timely manner.
- 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.
- For each enrolled student, the completed LLN skills review; results, feedback and any further action taken must be retained in the student file.
- 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.
- Identify any competencies previously acquired through formal or informal training.
- Recognition of Prior learning (RPL), Recognition of Current Competencies (RCC) or Credit Transfer (CT) being offered.
- Ascertaining that the proposed learning strategies and materials are appropriate for an individual
- Ensure that the proposed course is best suited to student’s requirements.
- 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
- Inform trainer about any special needs identified or additional support required.

The 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 interview 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.

Associated Documents

- Pre Training Review Form
- Pre Training Review Business process
- LLN Test
- RPL or Credit Transfer application form
- RPL policy
- 2017 VET Funding Contract