

### Policy Purpose

The purpose of this procedure is to describe the process KAL Training undertakes to assess prospective students' current competencies including literacy and numeracy skills prior to commencement of training and to ensure that training and assessment strategies are designed to meet individual needs.

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

### Scope

All applicants, students and staff

### Definitions

**Pre-Training Review** means the process undertaken between the Training Provider and a prospective student to determine the most suitable and appropriate training for that individual.

**Personal Information** means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

**Subsidised student (funded fee student)** means a student enrolled in a VET course for whom KAL Training receives funding from a state or territory (the "subsidising state or territory") in relation to the VET student's enrolment in that VET course of study.

**Skills First Program** means the Victorian Government's program for funding individuals' Entitlement to Funded Training.

**Statement of Fees** means a detailed information for each prospective student, which sets out fee and other information required by the National RTO Standards and the Guidelines about Fees.

**Australian Core Skills Framework (ACSF)** is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.

**LLN** - language, literacy, and numeracy.

**Credit Transfer** is one of a number of processes for establishing credit. It provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.

**Training Plan** means the plan for the training and assessment to be delivered to an individual created by the Training Provider.

**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 the RTO.

**VET Funding Contract means** this VET Funding Contract and includes all schedules, annexures, attachments, plans and specifications and exhibits to it.

VET Quality Framework has the same meaning as in the National Act.

**Policy:**

This policy and procedure is in place to ensure that all applicants seeking entry into a nationally recognised course with KAL Training 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 KAL Training and ensures adequate support services are available to those in need.

**“Under Schedule 1, Clause 5.1 of the Restricted VET Funding Contract specifies that:**

For each Eligible Individual, the Training Provider must conduct a Pre-Training Review, as part of enrolment, or prior to the commencement of training, to ascertain a suitable, and the most suitable (as defined in the Quality Charter), course for that student to enrol in.

It is the requirement of KAL Training that any student enrolled in the scope of registration need to be deemed successful in order to gain a place into the course.

**Procedure:**

- ❖ As part of the entry requirements in the chosen course and access subsidised funding Students will need to undertake LLN test and Pre-training review.
- ❖ The purpose of the Pre-Training Review is to recommend the placement of the student into the course or qualification appropriate to their needs and that they can be anticipated to achieve success in. The placement is based on:
  - the student's performance in LLN Test
  - the student's needs and goals,
  - the information gathered through Enrolment Application Form and Pre-training review.
- ❖ Students are requested to declare any learning disabilities/ language requirements as a part of the enrolment process. Once such requirements are identified, relevant staff is alerted to the students' requirements and remedial processes can be implemented.

**Initial Stage:**

- ❖ Student enquires about the course through website, walk in and other modes of Marketing.
- ❖ Course information is provided to the students through website or on the request by the student via email.
- ❖ Students are also informed to bring along with them the identification documents, previous certificate, statement of attainment, health/pension cards if any at the PTR session.

**During the Pre-training Review Session:**

- ❖ The Pre-Training Review is conducted with each student. During this process, KAL Training's staff will ensure the training product is appropriate to their needs. The following steps will take place:
  - RTO Delegate will explain the process of LLN assessment and encourage them to relax;
  - Make notes during the assessment, verbal skills can be assessed during the entire session;
  - Take note of students questioning etc. and their overall speech levels as this is an area of assessment verbal core skills and learning;
  - Give verbal instructions on how to fill in the forms and assessment items which you supply, encourage and assist as necessary.

KAL Training staff conducts the Pre-Training Review for each student. This task encourages students to talk about their current skills and their expectation of the course. A Pre-Training Review ensures the training and assessment students are enrolling into take into consideration their current skill levels and current competency. The pre-training review will ensure the student:

- Understands the objectives of the course they are undertaking;
- Explores the students' current competencies and provides them with the opportunity for these to be assessed through Recognition of Prior Learning (RPL) or Credit if you have achieved a unit/s in the past;
- Identifies the support the student may require to successfully undertake the course

- Student enrolling in the course can also refer to the Student Handbook and the website for details of the additional support services available.

During the PTR session, the course information is provided. KAL Training will provide to prospective students in print or soft copy, current and accurate information that enables the student to make an informed decision about undertaking a training course. At a minimum, the information will contain:

**Course overview including:**

- Training and Assessment information, and related educational and support services provided by KAL;
- The estimated duration;
- The expected locations at which it will be provided;
- The expected modes of delivery;
- The support services available for the student;
- Any work placement arrangements;
- Current competency is discussed;
- Fees, charges and concessions;
- Any entry requirements required to enrol in the qualification

Student's learning strategy is identified and RPL/CT is offered and all the required documents for application is collected and student is asked to fill up a Credit transfer/RPL application form, if required.

**Assessing the Pre-training Reviews:**

- RTO Delegates ensure the student can complete the training course by identifying their Language Literacy and Numeracy (LLN) levels according to the ACSF.
- The Trainer/Assessor conducts an LLN Assessment with the student. allowing the Trainer to make a judgment on the students' core skills.
- The LLN Assessment is administered following the procedure outlined in the LLN Assessment Tool.
- The Trainer will explain the LLN assessment, this includes a one-to-one chat and time to complete the activities.
- The student undertakes LLN test and Pre-training review on the same day.
- The Trainer reviews the outcome of the assessment and if appropriate will develop an Individual training Plan.
- If the students' performance indicates they are not operating at the required ACSF level to complete the proposed training successfully. The Trainer will recommend the support to the student, if this is in scope of KAL Training otherwise the student will be referred to other providers.

**Outcomes the Pre-training Reviews and LLN test:**

After the student has completed the PTR session & LLN test, the outcome of the session is informed to the student and the successful student is requested to attend Orientation and Induction.

Through the Pre-Training Review process the trainer will identify the most appropriate course for the prospective student to undertake. The trainer will also determine if the proposed training and assessment strategies and materials are appropriate for that individual or if reasonable adjustments are required.

Once the trainer identifies the LLN levels, an Individual Learning Plan can be created by the trainer to address the individual needs of the student who has been identified as having a learning difficulty.

A Training Plan will be developed and provided for each student.

In addition, the trainer must also identify areas of competency previously acquired and ensure that all eligible students are offered Recognition of Prior Learning and Credit Transfer before commencement of structured training. The process for this is addressed separately in the Skills Recognition Procedure.

**Appeal**

A student may appeal against a decision made with respect to admission or enrolment process/outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the Complaints and Appeals Policy and Procedure.

Students have the right to appeal any decision made by KAL Training's administration under this policy.

The affected parties will have access to KAL Training's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

**Responsibility**

The Training Manager is to ensure all requirements of this Policy and Procedure are met. All staff and clients adhere to KAL TRAINING'S Policies and Procedures.

The Training Manager, with direct access to the CEO, has the responsibility to ensure that Kal complies with all the statements and processes included in this document.

Any complaints or breaches in relation to this policy should be reported to the Directors in person or by email to: [info@kaltraining.com.au](mailto:info@kaltraining.com.au)