



## Pre-Training Review Procedure (Skills First)

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## Pre-Training Review Procedure (Skills First)

### Purpose

This Pre-Training Review Procedure (Skills First) document is to ensure that Lyons College complies with Schedule 1 Clause 5.2 of the 2018-2019 Restricted VET Funding Contract.

The Pre-Training Review Procedure (Skills First) (Procedure) is the process that a Pre-Training Review Assessor (Assessor) needs to follow to determine if a course is suitable and appropriate for a student who wants to be enrolled into a Skill First funded course offered at Lyons College. The Procedure ensures that the staff and applicants make informed decisions about the suitability and relevance of the course the applicant intends undertaking at Lyon's College. This is to ensure that the course appropriately meets the learner's needs and adheres to the overarching Objectives of the VET Sector in Victoria.

The requirements of the 2018-2019 Restricted VET Funding Contract (Contract) involve determining the suitability and relevance of a program based on an individual's current competencies, existing educational attainment, capabilities, aspirations, and interests with due consideration of likely job outcomes from the development of new competencies and skills.

The intent of the Procedure is to ensure that the following activities are undertaken as part of the Pre-enrolment process:

- Conduct a Pre-Training Review (PTR) with the prospective student to ascertain their individual aspirations and interests ensuring that any skills and competencies gained from successful completion of the course creates new job outcomes or further training and education opportunities.
- Providing sufficient information to prospective students to ensure that they make informed decisions regarding enrolment.
- Determining the appropriateness of the program of study for a student.
- Identification of a student's prior learning, skills and experience that may result in Recognition of Prior Learning (RPL), recognition of current competencies or credit transfer in their chosen program.
- Determining that all applicants seeking entry into a Skills First funded VET program have the appropriate level of Language Literacy and Numeracy (LLN) skills to achieve the competencies of the proposed course, and determine additional support needs if required.
- Ensure that students who have previously studied at Lyons College, Sir John Crawford Institute or The RTO Shop are identified and referred for CEO or COO approval if enrolment is recommended.

### Scope

This Procedure applies to all staff and all prospective VET students applying to undertake any VET course offered by Lyons College which is funded by Skills First. The Scope of this Procedure encompasses all relevant Legislative, contractual and other requirements to ensure Lyons College's compliance.

## Background

Lyons College aims to provide VET courses that incorporate the latest knowledge, equip students with the skills necessary to set them apart in the contemporary workforce and promote students' desire to obtain job ready skills and the potential for further education and training opportunities. Lyons College is committed to maintaining admission standards that ensure students admitted to courses have the required academic preparation, LLN proficiency and reasonable expectation of successfully completing their course and that the course is appropriate and meets the learners needs.

## Context

In determining the appropriateness and suitability of the course for a prospective student, the Assessor must be able to show that the choice of course is consistent with the objectives of Clause 3.1(b) of the Contract. To demonstrate this in that context, the Assessor will need show how the prospective student demonstrate how they meet the following objectives:

### **Aspirations of Eligible Individuals to obtain the required skills to make them job-ready.**

The prospective student will need to clearly articulate what their aspirations are. The prospective student will need to demonstrate how successful completion of the course will provide them with job ready skills that meets their career goals and aspirations.

### **Assist Eligible Individuals to undertake further education.**

If the prospective student has further education and training goals, these will need to be clearly articulated. The prospective student will need to demonstrate how successful completion of the course will enable them to undertake further education and training that meets their education and training aspirations.

### **Promoting equity and addressing disadvantage.**

If the prospective student states that they are from a disadvantaged background, they will need to provide evidence which clearly supports their claim. Establishing that a prospective student comes from a disadvantaged background requires a high burden of proof from the prospective student.

Where a prospective student informs Lyons College that they are from an Aboriginal or Torres Strait Islander background, the Assessor/Admissions Team must make a note of this and provide support and encouragement to enable the best and most appropriate outcome for the prospective student.

Where a prospective student states they come from background with a social or financial disadvantage, the Assessor/Admissions Team will need to ask for evidence supporting that claim. For example, if the prospective student states that they come from a financially disadvantaged background, the Assessor/Admissions Team should request evidence of that claim. Evidence could include documentation from Centrelink, the Department of Human Services or other welfare agencies.

## Procedure

### **Prerequisite- Expression of Interest**

A prospective student has expressed interest in a course run by Lyons College. They have done this by either coming into the campus and speaking directly to staff or they have visited the website and made an enquiry online.

Once a prospective student has made their interest known to Lyons College, the Admissions Team should provide them with information relating to the course, Lyons College as a provider, the eligibility requirements for the Skills First program and any other relevant information.

Prior to the Pre-Training Review Interview (PTR Interview), a Lyons College Admissions Team member should have provided the prospective student with a Pre-Training Review Form (PTR Form). The Admissions Team member must explain that the prospective student needs to complete Parts 1 to 4 of the PTR Form and to provide any necessary evidence prior to attending the PTR Interview.

### **Step 1- Language, Literacy and Numeracy**

Part of conducting the PTR Interview is that the Assessor ensures the prospective student completes the LLN assessment. The time allocated for the PTR Interview will include 90 minutes at the start for the prospective student to complete the LLN assessment. The Admissions Team will ensure that the LLN test is ready and available for the prospective student.

Once the LLN assessment has been completed, the results should be included with the PTR Form that will be used for the PTR Interview. The prospective student must achieve the minimum level required by the Australian Core Skills Framework (ACSF) for acceptance into a Cert IV (as the only Skills First funded courses offered are at Cert IV level).

The results of the LLN should be discussed with the prospective student during the PTR Interview.

### **Step 2- Conduct PTR Interview**

To meet the requirements of the Contract, particularly Schedule 1 Clauses 5.1 and 5.4, Lyons college **MUST** conduct a PTR to ascertain a suitable, and the most suitable, course for the prospective student to enrol in. To comply with Schedule 1 Clause 5.4, if the Assessor makes a recommendation to enrol the prospective student into a course, they must also document how they determined that the proposed course is appropriate for the prospective student, and how they decided that the course was a suitable, and the most suitable, training option for the prospective student.

The Assessor must ensure that Sections 1 to 4 of the PTR Form have been completed by the prospective student prior to commencing the PTR Interview. During the PTR Interview, the Assessor must complete Sections 5 and 6 of the PTR Form. As well as completing the PTR Form, the Assessor must ask the prospective student further questions to better understand what they want to achieve by completing the course. The Assessor should make notes of these questions and the answers provided by the prospective student.

Prior to conducting the PTR Interview, the PTR Assessor MUST check on Wisenet if the student has ever enrolled at Lyons College, Sir John Crawford Institute or The RTO Shop. If they have and the recommendation is to enrol the student, approval must be sought from the CEO or COO to proceed.

In conducting PTR Interview the Assessor must ensure that the following is addressed:

*Ascertain the individual's aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills.*

To achieve this, the Assessor must ask questions of the prospective student, particularly in relation to answers provided in Section 4 of the PTR Form. If the answers in Section 4 of the PTR Form are unclear, or does not provide the Assessor with enough information to make a determination, the Assessor should ask the question again. Potential questions to ask the student could include:

- Have you ever been enrolled in a course with Lyons College, The RTO Shop or Sir John Crawford Institute?
- How do you see this course increasing your ability to gain employment?
- How do you see this course increasing your opportunities for further education and training?
- How would completing this course fit in with your career goals and where you want to be in the future?
- Would new skills acquired through successful completion of this course help you get promoted?
- Where do you see your career heading? How does this course help you get there?

#### **Consider the individual's existing educational attainment and capabilities.**

To assess the appropriateness and suitability of the course for the student, the Assessor must consider what the student has already achieved and whether education and training will assist or hinder the student's ability to successfully complete the course. The Assessor must review the PTR Form with the student, and enquire about how their previous education and training relates to this course. Potential questions to ask the student could include:

- Can your previous education and training help you complete this course?
- Having reviewed the course material, do you think you have the ability to successfully complete it?
- If you think you may encounter difficulties with the course, what can we do to help you?

#### **Include consideration of literacy and numeracy skills.**

The inclusion of LLN is an integral part of the PTR process. The Assessor must ensure that the CSPA assessment has been completed. When the Assessor writes the rationale, they must include consideration of the LLN results and ensure that the student meets the minimum ACSF requirement to satisfy enrolment into a Cert IV course.

#### **Identify any competencies previously acquired (RPL, recognition of current competency (RCC) or credit transfer).**

Where appropriate, the Assessor must ensure that any RPL, recognition of current competency or credit transfer is dealt with in the correct manner. If any previously gained competencies are being credited towards training and assessment in the proposed course, evidence must be supplied by the student. Any credit given towards the course must have direct relevance and be appropriate to ensure that at the end of the course the student has obtained all the skills and competencies required by the course.

**Ascertain that the proposed learning strategies and materials are appropriate for that individual.**

Based on the student's responses in the PTR Form and by asking further questions, the Assessor should determine the most appropriate learning strategy for the student. The Assessor should ask further questions such as:

- How do you best learn and absorb information?
- Do you prefer reading information or listening to information?
- Do you prefer to complete tasks on your own or as part of a group?
- Have you had difficulties learning in the past? What did you find difficult?
- Do you learn better in a classroom, a workplace or at home?

**Step 3- Finalise PTR Interview**

On completion of the PTR interview, the Assessor will make a recommendation whether Lyons College should enrol the prospective student in the proposed course. The recommendation must include the Assessor's rationale. The rationale must take into account all of the above considerations.

The Assessor must document all the considerations that led them to the decision whether to enrol the prospective student in the proposed course or not. The Assessor must include commentary on all of the matters outlined in Step 2 when writing their decision.

If the Assessor's recommendation is to proceed with enrolment, and if the student has previously been enrolled in any course with Lyons College, the PTR Assessor must gain approval from the CEO or COO to proceed.

If the Assessor's recommendation is to not proceed with enrolment, they will need to provide reasons for the decision.

Whether the recommendation is to proceed or not proceed with enrolment, feedback must be provided to the prospective student.