

Management of Pre-training Reviews Procedure

1. Purpose

To describe the processes for administering and conducting Pre-Training Reviews to ensure that students' opportunities to successfully complete qualifications are maximised by being enrolled into courses which are appropriate to their capabilities and desired learning or vocational outcomes; and where necessary they have access to additional educational and support services.

2. Scope

This procedure covers the process for conducting and managing Pre-Training Review and Language Literacy and Numeracy (LLN) assessments from the establishment of availabilities for a student cohort through to liaising with Student Support in relation to individual students and making an offer to the student.

This procedure **does not apply** to non-accredited training offered by The Gordon.

3. Overview

The Gordon is committed to conducting a formal Pre-Training Review with all students to determine whether the training product is appropriate to the learner's needs and capabilities and desired learning outcomes; and where necessary that individual learners have access to support services to supplement an individual's existing skills and competencies; and where a course uses online resources that students have access to appropriate computer and internet technologies. A fundamental process within the Pre-Training Review is having students respond to a series of questions that provide The Gordon with the student's reasons for study, and a self-assessment on their skills and abilities in relation to the course. The student completes these as part of their online application. Students have the option to call or present to the Customer Service Office for assistance in accessing and completing their online application.

The Pre-Training Review includes a mandatory LLN assessment. The Gordon's LLN assessment tool is the LLN Robot. Certificate I to IV applicants will undertake the 'express assessment'. Applicants for Diploma and above will be required to provide a copy of their Year 12 certificate of results or qualification award at a Certificate IV level or higher and then complete the 'express assessment'. Those Diploma and above applicants who cannot provide the required documentation will be required to complete the full LLN Robot VSL Approved assessment. As per the VSL Guidelines, LLN assessment documents must be retained for five years. The process must be conducted with honesty and integrity.

The pre-training LLN Robot assessment has been developed to provide an indicative Australian Core Skills Framework (ACSF) score for the domains of reading, and numeracy. The results from the tests are to be used as a guide only to the ACSF level and the type of support that may be required by students.

Each qualification will have a benchmark ACSF level recorded in the Training and Assessment Strategy as agreed by the Head of Centre. This benchmark ACSF level should be representative of training package requirements, industry consultation and performance standards. Where a learner does not meet the benchmark ACSF level required of the qualification, the learner should be offered a number of options for support, skills development or a more appropriate qualification selection.

Where a learner is one level below the required ACSF level in either reading or numeracy an offer will be indicated providing all other pre-training review requirements are met. In all cases an LLN Support Report is generated from the LLN Robot tool for each student and along with the full pre-training review and outcome, is available to teaching staff via the PTR Dashboard accessed from the Staff Portal. On a weekly basis the Admissions team will issue information on the Learning Support available to all who have this report generated. Learning Support will then contact each student 48 hours later, to discuss options and needs.

Where a learner declares a disability and/or learning need the Admissions team will discuss support needs with them. If needs are identified they will issue a *Disability Access Registration Form SAE FO 01.02* to the learner and advise the Disability Inclusion Officer (DIO) who will make contact with the learner for a Pre-Enrolment Consultation. This will allow the learner to make an informed decision about whether to progress

with their application based on awareness of supports available to them. The DIO will document all discussions and provide the relevant information to Admissions to inform the course admission decision. This may also involve a discussion or interview with the teaching area to establish any needs and adjustments required. This process provides an opportunity for Disability Inclusion Officers, Admission staff and Vocational Education Managers to collaborate in delivering equitable, accessible and effective student support services.

All students enrolled into Geelong Technical Education Centre (GTEC) and Further Education courses must undertake a face to face pre-training enrolment interview at or prior to enrolment. These students will also be required to complete the Gordon LLN Assessment or one approved specifically for that area by Education Development.

4. Principles

A full Pre-Training Review applies to all students including those who are fee for service, onshore International students, or undertaking VET Delivered to Secondary Students or an Australian School-based Apprenticeship or Traineeship.

There are three exemptions for a full pre-training review:

1. Students enrolling in non-accredited training.
2. Students enrolling in any accredited short courses using one or two accredited units of competency are to complete a short-version Pre-Training review (e.g. RSA, RSG, First Aid). Online applicants will complete this as part of their eApplication.
3. Students undertaking the Geelong Tertiary Futures Program (GTFP). In lieu of a PTR and LLN assessment, schools indicate student suitability for the Year 9 Geelong Tertiary Futures Program with reference to Year 8 student reports and Year 9 NAP plan results. Participating schools sign a contract indicating the suitability of their students to participate (Clause 7) and agree to disclose to The Gordon details of any adjustments, measures or other requirements required by the *Disability Standards for Education Act 2005* (Clause 29).

A pre-training review requires a full formal Language, Literacy and Numeracy assessment, however there are a number of occasions where a student may be exempt or an alternative assessment method used.

There are 6 exemptions to the requirement to undertake an LLN assessment:

1. Students who have an appropriate LLN result recorded in the past 12 Months that meets those outlined in the Training and Assessment Strategy
2. VET Delivered to Secondary School students & students undertaking the Geelong Tertiary Futures Program (GTFP).
3. Students enrolling in non-accredited training
4. Students enrolling in any accredited short course of one or two accredited units of competency
5. Onshore International Students – a satisfactory IELTS result and Pre-training review will be compliant
6. Offshore International students – an in-country literacy and or numeracy test is acceptable, as well as a completed Pre-training review. If an in-country LLN is not available, then the current Institute online LLN assessments should be used.

5. Procedure

ACTION	RESPONSIBILITY	GUIDANCE
Prepare any course specific Student Selection & Pre-Training Review Report questions	Vocational Education Manager / Head of Centre	<ul style="list-style-type: none"> • Course specific Student Selection & Pre-Training Review questions may also be created to be completed as part of a student's application. These may be added to the general PTR by contacting the Admissions Office. These MUST be approved by the relevant Head of Centre
Update Intake Matrix and website	Head of Centre/Course Information Coordinator	<ul style="list-style-type: none"> • Heads of Centre are to ensure the Entrance and Inherent requirements for each course as well as relevant selection criteria are kept up to date on the website

ACTION	RESPONSIBILITY	GUIDANCE
		<ul style="list-style-type: none"> • Heads of Centre are to ensure the Intake Matrix is kept up to date with details of required LLN assessment scores and any other relevant selection criteria the Admissions Office must administer
Ensure starting dates for courses are accurate and up to date	Vocational Education Manager / Course Coordinator	<ul style="list-style-type: none"> • Availability start and end dates must reflect delivery start and end dates. • The course delivery start date must allow for the LLN and PTR to be completed prior to enrolment.
Student applies	Student	<p>Student applies either online, via a Epsilon notification (Apprentices, Trainees or Australian School Based Apprentices & Trainees (SBATs)) or via a Direct Entry paper based application (if required)</p>
Student receives LLN correspondence	Admissions Officer	<ul style="list-style-type: none"> • Checks done to establish if the applicant has a pre-existing valid LLN assessment result <ul style="list-style-type: none"> • If there is a valid result, the applicant will not be required to undertake a further assessment • If there is not a valid result, the student is loaded into the LLN Robot tool and email invitation issued asking the student to complete their assessment
Student completes LLN	Student	<ul style="list-style-type: none"> • Complete the LLN assessment as required NOTE: the student's application will not progress until the LLN assessment has been completed and the application will be withdrawn after three reminders are ignored • For VSL eligible students, the Gordon must report the student's competence in reading and numeracy to the Secretary in the form, manner and by the time requested to the Secretary
Conduct a Pre-Training Review assessment	Admissions Office	<ul style="list-style-type: none"> • Information about the pre-training review and the student's responsibilities is provided on each course website page. • The PTR and LLN must be completed, reviewed and approved by the Admissions Office prior to any offer being issued. • In limited circumstances such as where no internet access is available or other extenuating circumstances exist: <ul style="list-style-type: none"> - It is possible for a paper-based LLN test to be administered. This test needs to be manually marked by the teacher responsible for the student and/or group. - On-campus students can be booked into a computer room to complete the pre-training LLN review test online - All off-campus trainees can complete the pre-training LLN review test online or as part of first visit by The Gordon's trainer or assessor. • PTR student questions are completed as part of eApplication. Courses can have additional questions added to the general PTR • The Admissions Office undertakes the pre-training review assessment by completing the relevant section of the PTR Student Detail portal which includes and assessment of the applicants LLN outcomes against the established levels approved by the Head of Centre • The Admissions Office may contact the applicant for further information if required to complete the PTR assessment



ACTION	RESPONSIBILITY	GUIDANCE
<p>Review all student Pre-Training Review and LLN results and action referrals or support needs</p>	<p>Admissions Office/ Vocational Education Manager /Teacher</p>	<ul style="list-style-type: none"> • For Apprentices and Trainees, the Admissions Office will include an assessment of workplace suitability against a pre-approved list of employers. Where the employer is not listed, the PM will be asked to assess the workplace and advise the outcome. • As a result of the PTR assessment, applicants may be referred to: <ul style="list-style-type: none"> - An English Language assessment which will result in either an offer being made or recommendation that the applicant undertake an EAL course prior to their course of choice - Disability Support for a pre-enrolment consultation where available support will be discussed - Learner Support when a LLN Support Plan is generated from LLN Robot - The Vocational Education Manager for further follow up as a review by the subject matter expert is called for. The VEM will assess and advise of their recommended outcome - Review some study support recommendations - General Education courses to assist in reaching the level of competence required for the course of choice - The Skills and Job Centre to evaluate what career path is best for them. This will be indicated by the variety of courses applied for currently and in the past, with little success of admission or completion - Apprentices and Trainees may be referred back to the Apprenticeship Centres to discuss an alternate pathway should their PTR deem the course advised via the Epsilon system to be unsuitable • The PTR assessment may reveal further support needs of the applicant. These will be identified by the Admissions Office and communicated to the Program Area for action • Where students are admitted but require learner support or course modification this should be discussed with them within one week of the course starting. Complete <i>Personal Learning Access Plan TED FO 21.01</i> and retain record with the students documents in eCentral. <ul style="list-style-type: none"> - Options available may include modified teaching and assessment materials, mentoring, changes to delivery methodologies. - Teachers may consult or call upon expert assistance from Student Support or Study Support • Students identified as at risk should have a file note. This record should include the student ID no, nature of the problem and advice given to the student, and any adjustments made to coursework or assessment tasks for that student. • If a PTR and LLN outcome requires a change to the student's Study Plan, this is to be referred to the Australian Apprentice-Traineeship Compliance Administrator (AA-TCA) or the Student Application & Enrolment Officer (SAEO) to make changes to the Study Plan and created a new Training Plan

ACTION	RESPONSIBILITY	GUIDANCE
Assess Eligibility	Student Application and Enrolment Officer	<ul style="list-style-type: none"> Check if Eligibility or any other information is missing: <ul style="list-style-type: none"> If Yes, change Application status to Incomplete and regularly check these applications, liaise with Program Area if required. No response to three reminders to the applicant will result in the application being withdrawn and the applicant advised. If No, run the Eligibility assessment and proceed to next Step
Make Offer	Student Application and Enrolment Officer	<ul style="list-style-type: none"> Process application to qualify the student and make an Offer (NB offers are not made to apprentices or trainees), or to notify student of alternate offer or referral as per the PTR outcome assessment
Accept Offer	Student	<ul style="list-style-type: none"> Accept Offer (not applicable to Apprentices and trainees), enrol and commence study
Check for course admittance prior to student's commencement	Teacher	<ul style="list-style-type: none"> Check the PTR Dashboard to ensure students are Admitted prior to course commencement Review PTRs for Admitted Students to familiarise student list as well as any support / learning needs that have been flagged by Admissions for monitoring in class. Liaise with your Student Application & Enrolment Officer if enrolments aren't ready

6. Responsibilities

Position	Responsibility
Board of Studies	Is committed to ensuring that its students have the best possible learning outcomes in their studies. This procedure describes the manner in which The Gordon via its Board of Studies is accountable for ensuring that the Pre-training Review policy meets legislative requirements and is consistent with The Gordon's obligations in regard to the principles of access and equity and increasing workforce participation for disadvantaged groups.
Heads of Centre / Vocational Education Managers	<p>For ensuring that all students enrolling into a VET, VCE or VCAL program offered by The Gordon's complete a Pre-Training Review that includes an assessment of students Language, Literacy and Numeracy (LLN) abilities prior to enrolment, unless the student is covered by a specific exemption detailed in this procedure.</p> <p>The benchmark ACSF levels to be met prior to entry into the qualification are detailed in the relevant Training and Assessment Strategy, posted on the Teachers Essential Toolkit. It is the Program Managers responsibility to ensure that the ACSF level is set in accordance with training package description, industry benchmarks and informed through industry engagement practices.</p>
Admissions Office / Vocational Education Managers / Teaching staff	For reviewing students' Pre-Training Review and LLN results and the identification of any students who may require early learning support intervention, an alternate enrolment, or modified teaching or assessment materials.
Student Support or Study Support Staff	Student or Study Support Staff are responsible for providing expert assistance in modifying or adapting existing learning resources in conjunction with a course teacher, or providing alternative learning programs for students requiring specialised learning needs.

7. Key aligned internal documents

Personal Learning Access Plan STS FO 23.01

Host Employer Site Evaluation Checklist STS FO 23.02

Individual Learning Pathway Plan – Aboriginal Education Support STS FO 23.03

Personalised Success Plan – Disability Inclusion Support SAE FO 01.01

Disability Assistance Registration Form SAE FO 01.02

Admission and Selection Policy STS PO 22

Training and Assessment Strategy TED TP 01.02

Pre-Training LLN Review Tests - Gordon Online

8. Key aligned external documents

Standards for Registered Training Organisations (RTOs) 2015 (Cth)

VET Funding Contract (TAFE) Victorian Training Guarantee Program

Higher Education Support (VET) Guideline 2015

9. Review and approval

	Position	Work area
Author / reviewer:	Admission and Enrolment Services Manager	Student Administration
Custodian:	Head	Student Administration
Review schedule:	This procedure will be reviewed every 3 years (or earlier as required)	
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