POLICY	Pre-Training Review
NVR Ref:	**VET Standards** Clauses 5.1 to 5.3, Clause 4.1 and Clause 1.7
AACI Ref:	**AACI – PTR**
Aim (Purpose)	This Pre-Training Review policy provides clear guidance to staff about the processes, documentation and communication in relation to informing prospective students about courses and course admissions requirements; and the Pre-Training Review applies to all prospective students (applicants) Prior to the enrolment application, AACI shall conduct a review of a prospective student's current competencies, including their literacy and numeracy skills, in order to determine their suitability and the most appropriate course to achieve their intended outcomes.
Scope	This policy applies to prospective students (Applicants) and AACI staff In accordance to the following VET Standards 2015 (Clauses 5.1 to 5.3—Informing and protecting students and Clause 4.1)
Definitions	**Pre-Training Review** means the process undertaken between the RTO and the review of prospective student to determine the most suitable and appropriate training for them.
Responsibility	The CEO/RTO Manager and/or their delegate will be responsible for ensuring the appropriate Pre-Training Review process of prospective students (applicants) be undertaken to minimise the risk that a prospective student are enrolled in a course that is not suitable based on the outcome of the PTR process.
Process	Applicants are required to undertaken Pre-Training Review (PTR) process to determine their current competency level and assist AACI in determining course suitability, support services required and any training plan adjustments.

PROCEDURE:	Pre-Training Review
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AACI Ref:	AACI-PTR

Action/Method	All prospective students will undertake a Pre-Training Review process that shall include
	1. Provision of Pre-Enrolment Pack,
	2. Completion of Pre Training Review application form.
	3. Completion and submission of Language, literacy and numeracy (LLN) skills assessment by LLN Robot if determined),
	4. Details of AACI Support Services
	5. Details of interviews conducted
	6. Determination of course suitability
	prior to making an application to enrol in a course.
	The Pre-Training Review (PTR) process will:
	a) ensure all prospective students are provided with and directed to Pre-Enrolment information pack on our website that details AACI services, courses, student rights and obligations so that the applicant provides informed consent prior to submitting an enrolment application;.
	b) ensure all prospective student complete a PTR application form to determine course suitability, training needs and any support required prior to enrolling.
	c) Complete and submit an LLN assessment by email to AACI
	d) explain and identify any competencies previously acquired (Recognition of Prior Learning (RPL), recognition of Current Competency (RCC) or Credit Transfer);
	e) 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;
	f) ensure that the proposed learning strategies and materials are appropriate for that individual.
	g) ensure that the applicant's current competencies including literacy and numeracy skills are adequate for the entry level for this qualification.
	h) Confirm the applicants understanding of the above
	i) Communication of the PTR suitability assessment outcome
	j) Ensure PTR outcomes and reasons thereof are discussed in interview and/or email with applicant;

Applicant Declaration	Applicants are required to complete, (sign and date electronically) a declaration that they have read and understood the PTR process. AACI shall retain a copy of the applicant's declaration on file.
AACI Determination	After the completion of the PTR process ACI staff shall confirm with the applicant whether the course is suitable (with or without conditions) and whether they are able to continue to complete and submit an enrolment application.
Definitions	

Attached Documentation	NA
Related Regulation	VET Standards 2015 Clauses 5.1 to 5.3 - Informing and protecting students Clause 4.1 Provide accurate and accessible information to prospective and current students Clause 1.7 - you need to identify any support an individual student needs through pre-enrolment or pre-training checks.
Related Documentation	Pre-Training Review Application Form LLN Website – Pre Enrolment Pack Student Information Guide (Student Handbook) PTR Interview Questions LLN Support Resources - • Building Strength with Numeracy - https://valbec.org.au/Building-Strength-with-Numeracy/ • AACI Skills Pathway Program Enrolment Policy and Procedure Compliance with Legislation Policy and Procedure

VERSION CONTROL

Review / amendment history

Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: 1 September 2023

Version	Date	Details
1.0	4 August 2021	Policy approved and issued
2.0	1 March 2022	Minor Changes
3.0	1 September 2022	RTO Registration TOID and contact details

Contact AACI for further information concerning this policy

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