

# TLO40 Pre-Training Review

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## Introduction

### Context

TAFE Gippsland is committed to maximising learners' chances of success in their chosen courses and recognises the importance of making choices that will maximise opportunities to succeed.

A pre-training review is a process undertaken to determine the most suitable and appropriate course and training for an individual helping the applicant to make an informed decision about their learning.

All applicants for entry into a course at TAFE Gippsland funded by the Victorian Government are required to undertake a pre-training review prior to being invited to enrol.

The pre-training review will look at current competencies, language, literacy and numeracy to identify:

- if the course chosen is suitable to meet the goals of the applicant
- any issues likely to impact on the learner completing the course

The outcomes of the pre-training review are used to counsel applicants and to direct them to programs most suited to their aspirations, current skills, language, literacy and numeracy.

Other TAFE Gippsland policies that have procedures to determine the suitability of the course for specific cohorts of learners. This policy and procedure must be read in conjunction with the external legislation and internal policies and procedures listed below. In the event of any conflict, external regulations take precedence over this policy and procedure.

### Purpose

This policy establishes principles, procedures and responsibilities for a pre-training review.

### Scope

The procedure applies to all applicants seeking entry into a course at TAFE Gippsland funded by the Victorian Government.

## Policy Statements

- TAFE Gippsland is committed to providing a supportive environment to:
  - assist learners to reach their full academic potential and successfully complete their training and
  - promote the principles of child safety gender equality and mutual respect.
- Every applicant seeking to enrol in a course at TAFE Gippsland funded by the Victorian Government will complete a pre-training review prior to enrolment.
- The outcomes of the pre-training review will inform advice to the applicant regarding the suitability of the course and will inform access to learning support.
- Students are responsible for course progression and meeting inherent requirements to participate in chosen fields of study.

## Procedure

### Pre-Training Review and Language Literacy and Numeracy assessment

Step	Action	Responsibility
1	Application lodged (online, in person, in writing)	Applicant
2	Application accessed	Client Services Recruitment
3	Starter Pack sent to Applicant including: <ul style="list-style-type: none"> <li>link to Pre-Training Review Checklist</li> <li>link to Language literacy and numeracy assessment (mandatory unless Applicant has completed Year 12, Certificate IV, or equivalent)</li> <li>request for USI (mandatory)</li> </ul>	Client Services Recruitment
4	USI provided	Applicant
5	Language literacy and numeracy assessment completed or documents supporting LLN waiver provided.	Applicant
6	Pre-Training Review Checklist completed	Applicant
7	Language Literacy and Numeracy report and Pre-Training Review Checklist assessed <b>Note: for all apprentices and trainees the assessor is educator in the relevant teaching team</b>	Educator or Client Services Recruitment

### Outcomes of Pre-Training Review and Language Literacy and Numeracy assessment

#### A. Pre-Training Review and Language Literacy and Numeracy results confirm suitability for course

Step	Action	Responsibility
1	Applicant advised verbally in the course of the PTR assessment conversation that results confirm suitability for the course and advised of any requirements to attend an interview	Client Services Recruitment
2	Where an interview is required prior to enrolment, Client Services Recruitment Team book an interview via Salesforce.	Client Services Recruitment
3	Interview undertaken and pre-requisites validated	Teaching team
4	Interview results and results of pre-requisite validation held on applicant's file	Teaching team Ed. Administrator

5	Interview results emailed to Recruitment	Teaching team Ed. Administrator
6	Interview outcomes recorded in Salesforce	Client Services Recruitment
7	If outcome of interview further confirms suitability for course offer made	Client Services Recruitment
8	Offer accepted	Applicant
9	Training plan printed from SMS	Teaching team
10	Training Plan signed by applicant and teaching area. In case of apprentice/trainee the employer signs.	Applicant
11	Invitation issued to enrol	Client Services Enrolment

#### B. PTR and/or LLN results question suitability for course

Step	Action	Responsibility
1	Applicant advised verbally during the PTR assessment or in a subsequent conversation if results question suitability for the course	Client Services Recruitment
2	Applicant and Pre-Training Review Assessor discuss options: <ul style="list-style-type: none"> <li>• Pathway to other courses at a different level</li> <li>• Pathway to other courses in different disciplines</li> <li>• Other study modes</li> <li>• Preparatory vocational programs</li> <li>• Referral to TAFE Gippsland Foundation Studies</li> <li>• Referral to service specialist in digital skills development</li> </ul> Resit LLN in 3 months	Client Services Recruitment
3	Applicant decides: <ul style="list-style-type: none"> <li>• Not to proceed with any enrolment, or</li> <li>• To proceed with a new application, or</li> <li>• To proceed with the original application at a later date</li> </ul>	Applicant
4	New application made. Procedure A <i>Pre-Training Review and Language Literacy and Numeracy results confirm suitability for course</i> followed	Applicant

**C. PTR and LLN results confirm suitability for course and identify need for learning support**

Step	Action	Responsibility
1	Email or Portal submission to Student Support Services, cc Educator, advising PTR identifies need for learning support	Client Services Recruitment
2	Student Support Services liaises with teaching team to plan for learning support	Student Services
3	Meeting with applicant to discuss options: <ul style="list-style-type: none"> <li>• Disability support</li> <li>• Koorie services</li> <li>• Learning Support</li> </ul>	Student Services
4	Applicant decides: <ul style="list-style-type: none"> <li>• Not to proceed with any enrolment, or</li> <li>• To proceed with a new application, or</li> <li>• To proceed with the original application with provision of learning support</li> <li>• To proceed with the original application without learning support</li> </ul>	Applicant
5	New application made. Return to <i>Procedure A (above) Pre-Training Review and Language Literacy and Numeracy results confirm suitability for course followed</i>	Applicant
6	Applicant accepts/rejects offer of student support services	Applicant
7	Development of learning access plan and add the plan to the applicant's file	Student Services
8	Where an interview is required prior to enrolment, applicant's details forwarded to delivery area via Queues in Salesforce/Application Hub to arrange interview	Client Services Recruitment
9	Interview undertaken	Teaching team
10	If outcome of interview further confirms suitability for course	Teaching team
11	Offer made to applicant	Client Services Recruitment
12	Offer accepted	Applicant
13	Training plan confirmed	Teaching Team
14	Invitation issued to enrol	Client Services Enrolment

## Reference and Supporting Information

### Definitions

Term	Definition
<b>Language, Literacy and Numeracy</b>	Language, Literacy and Numeracy (LLN) are the skills of communication, reading, writing and using numbers underpinning everyday interactions. For each vocational qualification, or part thereof, offered by TAFE Gippsland, it is recognised that there is a minimum level of LLN skills needed to successfully complete the learning
<b>Pre-Training Review</b>	When a Learner indicates that they wish to enrol in a vocational qualification (or part thereof), TAFE Gippsland will conduct a pre-training review of current competencies including Foundation Skills prior to commencement in training. The pre-training review is a conversation between an educator, or trained officer under the instruction of educators, and the applicant. Depending on the course, the pre-training review may be facilitated through completion of the Pre-Training Review Checklist or through Home School course counselling and expression of interest processes.
<b>Training Plan</b>	Completed by trainers, a Training Plan identifies the course units/modules that the student is enrolled in. It identifies the course code(s), session, team, attendance mode, funding source, campus and time. The Training Plan also incorporates the start and end dates of units/modules and materials fees

### References

#### Commonwealth

- Disability Discrimination Act 1992 (Commonwealth)
- Disability Standards for Education 2005 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Race Discrimination Act 1975 (Commonwealth)
- Racial Hatred Act 1995 (Commonwealth)
- Privacy Act 1988 (Commonwealth)

#### Victoria

- Children, Youth and Families Act 2005 (Victoria)
- Child Wellbeing and Safety Act 2005 (Victoria)
- Education and Training Reform Act 2006 (Victoria)
- Equal Opportunity Act 2010 (Victoria)
- Education and Training Reform Regulations 2017 (Victoria)
- Gender Equality Act 2020 (Victoria)

- Privacy and Data Protection Act 2014 (Victoria)
- TAFE Gippsland TAFE-VET Contract for current year

#### TAFE Gippsland Policies and Procedures

- CM 002 Records Management
- CM 023 Privacy
- TL 034 Grievances, Appeals and Reviews
- TAFE Gippsland Child Safe Code of Practice
- TAFE Gippsland Child Safe Policy
- TL008 VET DSS
- TL005 Apprenticeships and Traineeships
- TL004 Short Courses
- TL011 Student Support Services

#### Forms and Templates

- Pre-Training Review Checklist (TL 040 Form 1)
- Training Plan (generated from SMS)

### Responsibility

Director, Student Experience

### Document Version Control Table

Item	Summary of Update	Version Control	Revised Date
1	Procedure Developed	V1.0	24/11/2014
2	Procedure updated	V1.1	24/10/2018
3	Rebranded from Federation Training to TAFE Gippsland	V2.0	24/06/2019
4	Updated to incorporate 2018-19 TAFE VET Funding Contract (v3.0)	V3.0	16/10/2019
5	Comprehensive review and redevelopment	V4.0	31/08/2021