

## **PURPOSE**

The purpose of this procedure is to describe the process MADEC (MADEC Australia) undertakes to assess prospective students' current competencies including literacy and numeracy skills prior to commencement of training, identify any competencies previously acquired for RPL or Credit Transfer, ascertain the most appropriate qualification for the student to enrol in based on the individuals existing educational attainment, capabilities, aspirations and interests to ensure that training and assessment strategies are designed to meet individual needs.

This procedure will ensure that MADEC is compliant with the Department of Education and Training 2021 Standard VET Funding Contract Skills First Program and demonstrate evidence of meeting each student's training and assessment needs as required by the Standards for NVR Registered Training Organisations.

## **SCOPE**

This procedure applies to prospective students of MADEC at all sites undertaking qualifications and accredited courses. This procedure does not apply to students undertaking short courses.

## **RESPONSIBILITIES**

The Community College Manager has overall responsibility for ensuring compliance with this procedure.

It is the responsibility of all trainers to check that the PTR is completed and the outcomes known and documented, prior to the student commencing training to comply with the requirements of this procedure.

## **PROCEDURE**

Prospective students who apply to undertake a qualification or accredited course at MADEC will be required to complete a Pre Training Review.

The Pre Training Review will be completed when the prospective student attends an interview with the relevant trainer and the outcomes of this review recorded on the Pre Training Review form.

Prospective students must be fully informed before commencement of the Pre Training Review of the purpose of the review.

As part of the Pre Training Review a Language, Literacy and Numeracy (LLN) Skills Assessment will also be conducted.

Prospective students must be fully informed, before the LLN Skills Assessment, of the purpose of the review and be provided with the opportunity to request an alternative approach for their LLN skills assessment.

The assessment tools chosen for this will be dependent on the information provided during the Pre Training Review. Students will be given a LLN Test which will be reviewed by the appropriate trainer to assess ACSF level of the student. Students who identify that they have low LLN skills will be given Pre Level 1 of the ACSF assessment tool as a foundation starting point. Learners progress to higher ACSF assessment tools upon successful completion of that level.

Assessment tools for all Australian Core Skills Framework (ACSF) levels are available on the internet: <https://vawe.acer.edu.au>

## LLN Assessment (Certificate II & III)

# Pre Training Review Procedure - VIC



The initial assessment tool used to conduct the LLN Assessment is the ACER Short Reading & Numeracy Assessment (SRNI) - <https://vawe.acer.edu.au/> (please see SRNI Completion Work Instructions).

The SRNI will be reviewed by an LLN Specialist or Training Administration Manager to determine if the student has been identified as having sufficient reading and numeracy skills for entry into the qualification. Students that identify as not having sufficient skills in reading and numeracy:

1. Job Seekers registered with a jobactive provider that identify as not having sufficient skills in reading and numeracy are to be referred to the SEE program. Consideration may be applied by the LLN Specialist if they believe there were outside influences to poor performance in SRNI and the below can be applied
2. Non Job Seekers that identify as not having sufficient skills in reading and numeracy will be given the opportunity to complete the Language and Numeracy Comprehensive Assessment (LANCA) for more detailed assessment to be provided.

## LLN Assessment (Certificate IV & Diploma)

Students applying to enrol in a certificate IV or Diploma must complete the Language and Numeracy Comprehensive Assessment (LaNCA) – <https://vawe.acer.edu.au/>

The LaNCA will be reviewed by and LLN specialist or Training Administration Manager to determine if the student has been identified as having sufficient reading, writing and numeracy skills for entry into their qualification. Students that identify as not having sufficient skills in reading, writing and numeracy will need to be referred as above two points for job seekers and non-jobseekers.

## Fee for Service LLN Assessment

Students are to complete the MADEC login ACER Core Skills Profile for Adults <https://vawe.acer.edu.au/> facilitated by LLN Specialist

## VET in Schools LLN Assessment

Students are to complete the MADEC login ACER Core Skills Profile for Adults <https://vawe.acer.edu.au/> facilitated by LLN Specialist

## Entry Levels for LLN Assessment

Qualification Level	Fee for Service			
	SRNI	Reading	Numeracy	Writing
Certificate II	n/a	Exit L2	Exit L2	Exit L1
Certificate III	n/a	Exit L2	Exit L2	Exit L1
Certificate IV	n/a	Exit L3	Exit L3	Exit L2
Diploma	n/a	Exit L3	Exit L3	Exit L2

## Up Front Assessment of Needs/Pre training review

To conduct the Up Front Assessment of Needs the following steps should be undertaken by the facilitator:

- Explain the process of LLN assessment and encourage them to relax;

# Pre Training Review Procedure - VIC



- 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.
- Ensure students fully complete all sections of the form
- Ensure the student is aware of any fees or charges associated if they are successful with their enrolment

On completion of the assessment the students file is to be reviewed by LLN Specialist, Trainer and/or Team Leader by taking into account any disclosed disability, health issues, barriers to learning and/or course completion and LLN Assessment.

The Trainer Assessment is to be completed (Suitability and Support Assessment Checklist and Learning and Support Plan) to ensure supports are detailed and any recommended foundation skills bridging units are implemented.

This plan will be monitored during the students training period and kept on the student file.

To conduct the ACSF assessment the following steps should be undertaken by the Trainer:

- 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.

The trainer is to complete the ACSF Assessment task form to record information about the LLN assessment and the judgement of the prospective student's skills levels. Include any notes that may be useful and refer to the Australian Core Skills Framework

<http://www.industry.gov.au/skills/ForTrainingProviders/AustralianCoreSkillsFramework/Pages/DownloadtheFramework.aspx>

Students will be informed of the outcome of the Pre Training Review and LLN Skills Review either at the completion of the interview or within 3 working days.

Through the Pre Training Review process the trainer will ascertain the most suitable qualification for the student to enrol in, based on the individuals existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of competencies and skills. 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. A Training Plan (Training Plan / Training Plan Trainees) will be developed and provided for each student.

# Pre Training Review Procedure - VIC



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.

Where the proposed learning includes portions delivered online, the trainer will identify the individual learner's digital capability, including access to necessary technology, and where necessary identify steps to overcome any barriers in this regard.

The Pre Training Review assessment may extend into the initial stages of training for more accuracy.

If it is identified that the prospective student will require additional support, an Education Support Plan must also be completed during the Pre Training Review process.

This plan will be monitored during the students training period and kept on the student file.

The completed Pre Training Review form, ACSF Assessment Record form and ACSF Assessment Tools used for the Pre Training Review are to be stored with administration as evidence that the review has been undertaken and completed. The student enrolment cannot be completed without the Pre Training interview completed assessments.

Once the student has met all the enrolment eligibility requirements, all Pre Training interview documents will be stored with the student enrolment paperwork and stored in the compactus.

**Custodian:** Training Administration Manager

## REFERENCES

Standards for NVR Registered Training Organisations (2015)  
2021 Standard VET Funding Contract Skills First Program (version1.0)