

Pre Training Review Procedure

PURPOSE

The purpose of this procedure is to describe the process MADEC Australia (MADEC) undertakes to assess prospective students' current competencies including literacy and numeracy skills prior to commencement of training and to ensure that training and assessment strategies are designed to meet individual needs.

This procedure will ensure that MADEC is compliant with state funding contracts and demonstrate evidence of meeting each student's training and assessment needs as required by the Standards for Registered Training Organisations 2015.

SCOPE

This procedure applies to all prospective students of MADEC at all sites.

RESPONSIBILITIES

The Director - Training Services has overall responsibility for ensuring compliance with this procedure.

It is the responsibility of all trainers, training administration staff and LLN Specialists to comply with the requirements of this procedure.

PROCEDURE

All prospective students who apply to undertake a course at MADEC will be required to complete a Pre Training Review which includes an Up Front Assessment of Needs and Language, Literacy and Numeracy Assessment.

The Pre Training Review will be completed when the prospective student attends an interview with the relevant training staff or attends a course information session and the outcomes of this review recorded on the Trainer Assessment form.

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

Skills SA LLN Assessment

The initial assessment tool used to conduct the LLN Assessment is the CSPA LaNCA and Students must achieve the exit levels determined by the Training Package. Please refer to v5_Skills SA Literacy and Numeracy Capabilities for subsidised courses and UAN Foundation Skills Assessment documents for required exit levels <https://providers.skills.sa.gov.au/tools#categories=upfront-assessment-of-need-uan>

URL for CSPA:

- <https://oars.acer.edu.au/madec-australia/> - non subsidised site URL
- <https://oars.acer.edu.au/madec-australia-workready/> - subsidised site URL

The LaNCA will be reviewed by and LLN specialist or RTO Compliance and Administration Manager to determine if the student has been identified as having sufficient reading, writing and numeracy skills

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for entry into their qualification. Students that identify as not having sufficient skills in reading, writing and numeracy will need to have their results interpreted by a approved Foundation Skills Specialist.

Fee for Service LLN Assessment

Students are to complete the MADEC login ACER Core Skills Profile for Adults facilitated by LLN Specialist.

- <https://oars.acer.edu.au/madec-australia/> - non subsidised site URL

VET in Schools LLN Assessment

Students are to complete the MADEC login ACER Core Skills Profile for Adults facilitated by LLN Specialist.

- <https://oars.acer.edu.au/madec-australia-workready/> - subsidised site URL

Up Front Assessment of Needs

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;
- 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 Suitability and Support Assessment Checklist and Learning and Support Plan is to be completed 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.

For further information on the Up Front Assessment of Needs see the below link:

<https://providers.skills.sa.gov.au/>

Students will be informed of the outcome of the Pre Training Review and LLN Assessment within 3 working days. Unsuccessful applicants are to be given clear reasoning behind their unsuccessful application, which is to be confirmed in writing to student, employer and job provider if applicable.

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Through the Pre Training Review process the trainer will identify the most appropriate course for the prospective student to undertake. 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.

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.

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

The Pre Training Review form, LLN Assessment Results and Suitability and Support Assessment Checklist are to be kept on the student file as evidence that the review has been undertaken and completed.

Custodian: Director - Training Services

REFERENCES

Standards for Registered Training Organisations 2015
Skills SA Website
UAN Guidelines 6 May 2024