

Pre-Training Review Procedure - VIC



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's current 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 Mildura/Victoria site undertaking qualifications and accredited courses. This procedure does not apply to students undertaking short courses.

RESPONSIBILITIES

The State Training Manager VIC & NSW has overall responsibility for ensuring compliance with this procedure and all PTRs are completed and documented as per requirements

It is the responsibility of Administration Staff and the relevant trainer to check that the Pre-Training Review is completed, and the outcomes are known and documented, prior to the student commencing training.

PROCEDURE

Prospective students who apply to undertake a qualification or accredited course at MADEC will be required to complete a Pre-Training Review incorporated into the Enrolment Application Form.

As part of the Pre-Training Review an Up Front Assessment of Needs, Language, Literacy and Numeracy (LLN) Skills Assessment will also be conducted. MADEC will also identify through ACSF - oral and learning any areas of competency previously acquired. After the PTR the LLN specialist/Manager will review and evaluate the information documented and complete the page 11 of the Enrolment application form.

Prospective students must be fully informed, before the LLN Skills Assessment, of the purpose of the review and the outcome.

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

LLN Assessment

The initial assessment tool used to conduct the LLN Assessment is the LaNCA to ensure suitability into the course.

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The LANCA will be reviewed by an LLN Specialist or State Training Manager VIC & NSW 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 will be given the opportunity to complete a one-on-one interview with the LLN specialist to further examine the prospective students' levels and draw out information to support further assessment or referral to foundation training and/or pre-accredited training to build skills.

LLN Assessment

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

The LaNCA will be reviewed by and LLN specialist or NSW/VIC Training 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/or numeracy will need to be referred to additional Literacy and Numeracy training.

Fee for Service LLN Assessment

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

Entry Levels for LLN Assessment – Some Cert IV qualifications have a Pre-requisite, and the Diploma in Early Childhood Education and Care also has a Cert III Pre-requisite.

Qualification Level	Fee for Service			
	SRNI	Reading	Numeracy	Writing
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

Pre-Training Review and LLN Assessment

To conduct the Pre-Training review 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 and learning 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

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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.

On completion of the assessment the students file is to be reviewed by LLN Specialist, State Training Manager VIC & NSW considering 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 and apply a Learning and Support Plan if necessary) to ensure supports are detailed and identified.

The learning support plan will be discussed with the student and students are required to sign off on their learning support plan indicating agreement regarding any support provided to them.

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 LLN Specialist in consultation with the Manager and/or 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.

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. A Training Plan/schedule will then be developed and provided for each student.

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.

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: State Training Manager VIC & NSW

REFERENCES

Standards for Registered Training Organisations (2015)
2024 – 2025 Standard VET Funding Contract Skills First Program (version1.0)
Enrolment requirements
Skills first Charter