

## Pre-Training Review and Training Plan

### Introduction

The purpose of Pre-Training Review and Training Plan Policy is to outline the process Comm Unity Plus Services Ltd undertakes in Skills First Programs to:

- conduct a Pre-Training Review (PTR) determine the most suitable and appropriate training for eligible individuals
- develop individualised Training Plans for eligible individuals that meet individual needs

### Authorisation

*Chief Executive Officer to authorise policy;*

*Program Director – Education to implement operational strategies.*

### Policy

#### Pre-Training Review

Comm Unity Plus Services Ltd will conduct a full PTR with all new students and most re-enrolling students<sup>1</sup> prior to enrolment which is designed to:

- ascertain the individual's aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills
- consider the individual's existing educational attainment and capabilities
- assess language, literacy and numeracy skills
- identify any competencies previously acquired (RPL, recognition of current competency (RCC) or credit transfer)
- ascertain that the proposed learning strategies and materials are appropriate for that individual
- where the proposed learning includes portions delivered online, identify the individual learner's digital capability and potential barriers

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<sup>1</sup> Students who have studied more than 6 months in a course previous to the new enrolment, and if enrolling immediately after successful course completion, may not be required to undertake a full PTR if their previous LLN results are recorded.

The PTR will be conducted consistently for all potential students following a process that aligns to relevant requirements in the Quality Charter and the RTO Standards 2015.

The PTR ensures that all participants are enrolled in an appropriate training program and is designed to identify any special learning needs.

Comm Unity Plus Services Ltd has qualified and experienced staff who are able to discuss options for participation in training programs to assist participants in achieving competence.

## Training Plan

Based on the information determined and documented during the PTR an individual Training Plan is negotiated with each student. Both student and Comm Unity Plus Services Ltd retain a signed copy of the agreed training plan.

Training Plans will be developed and signed prior to training commencement but no later than four weeks after training commencement. Students will be provided with a copy of the agreed Training Plan during their first class attendance in the program.

The Training Plan documents information on training and assessment which is consistent with the relevant qualification or competencies to be attained. It will include:

- name and contact details of Comm Unity Plus Services Ltd
- title and code of qualification
- unit title and code of competencies/modules to be obtained
- scheduled hours for competencies to be obtained including:
  - the Program Unique Supervised Hours; and
  - the Program Supervised Teaching Activity Completion Date
- timeframe for achieving competencies including the start date and end date of each competency
- delivery modes to be used
- assessment details and arrangements
- persons responsible for the delivery and/or assessment of each competence
- record of RPL and credit transfer hours granted (only included if relevant)

Comm Unity Plus Services Ltd will ensure that each Eligible Individual's Training Plan aligns with the relevant Training and Assessment Strategy (TAS) and any variation is documented and justified in the Training Plan. All training services are delivered in accordance with the relevant Training Plan and Training and Assessment Strategy (TAS).



## Application of RPL and Credit Transfer in Foundation Courses

Comm Unity Plus Ltd. specialises in the provision of adult education programs specifically designed to provide foundational skills in language, literacy and numeracy in order to enable learners to participate effectively in the community and increase their chances of employment.

It is in the nature of foundational language skills courses that students sometimes lose some of their language skills very rapidly if they are not practicing actively in the classroom.

'It takes a long time to learn and become proficient in a new language, usually from five to 10 years, and those learning English as an additional language, depending on their age and starting point, require targeted assistance in their educational settings for most or all of that time.' (Department of Education and Early Childhood Development 2013:3)

A consequence of this is that when students come to re-enrol in the next level of their program, we can't rely on their previous assessment of skills. Therefore, Comm Unity Plus Ltd. will conduct a full PTR for all re-enrolling students.

If the PTR assessment of their language skills indicates regression in language skills students will be advised to re-enrol in units already completed (for which they would normally be entitled to a Credit Transfer) where appropriate and to ensure the best chance of success in the program.

### Sample Scenarios

Student Situation	Type of PTR
Student is NYC in one or more units at the end date of the qualification	Full PTR (including LLN) before re-enrolment to determine suitable and appropriate qualification level.  <b>NOTE:</b> If PTR indicates student is at a lower ACSF level than the qualification requirements, then Credit Transfer(s) do not apply. Student is required to repeat the full qualification.
Student withdraws without completing the full qualification	Full PTR (including LLN) to determine suitable and appropriate qualification level.  <b>NOTE:</b> If PTR indicates student is at a lower ACSF level than the qualification requirements, then Credit Transfer(s) do not apply. Student is required to repeat the full qualification.
New Enrolments	Full PTR (including LLN) to determine suitable and appropriate qualification level.
Student has completed the full qualification and re-enrolled within 2 months	Access Post-Training Review results*

Student has completed the full qualification and re-enrolled after 2 months	Full PTR (including LLN) to determine suitable and appropriate qualification level. <b>NOTE:</b> If PTR indicates student is at a lower ACSF level than the qualification requirements, then Credit Transfer(s) do not apply. Student is required to repeat the full qualification.
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### **\*Post Training Review**

At the completion of a course, the trainer conducts a post training review to ascertain the student's exit ACSF level as well as their aspirations and potential training pathways. The trainer recommends the pathway (next level of course) the student might pursue following the Post Training Review.

A similar process is undertaken at the time of withdrawal to ensure future education pathway options are open to the student.

### **Reporting Pre- and Post-testing of Foundation Skills**

Comm Unity Plus Services Ltd will report pre-commencement student ACSF levels via SVTS within 60 of the course commencement date.

Comm Unity Plus Services Ltd will report student post completion ACSF levels via SVTS within 60 days of the last Activity End date for the student.

## **Evidence Retention**

Outcomes from PTR, including the decision that the program is suitable and appropriate for the potential student will be retained in the Student File if enrolment proceeds.

The Training Plan must be retained on the Student File if enrolment proceeds and must be updated according to any changes mutually agreed throughout the Training Services.

The signed Training Plan and PTR outcomes will be retained for at least 2 years after the student has completed or withdrawn from the training course or qualifications in which they enrolled.

## **Responsibility**

The Chief Executive Officer is responsible for adopting this policy.

The Chief Executive Officer will delegate the responsibility for the implementation of this policy to the relevant authorised delegates of the Education team.

## Related Policies

Student Enrolment Policy

Student Eligibility and Exclusion Policy

Credit Transfer (CT) and Recognition of Prior Learning (RPL) Policy

## Supporting Documents

2018-19 Standard VET Funding Contract *Skills First Program*

2018 Guidelines about Determining Student Eligibility and Supporting Evidence

Skills First Quality Charter

Pre-Training Review Report Template

Pre-Training Assessment Kit

Training and Assessment Strategy

Training Plan Template