



Compliance and Administration:

Pre Training Review Policy & Procedures

5-1004

Policy and Policy Context

A Pre Training policy and procedures which includes pre-enrolment, pre-training review to ensure that the training and assessment strategy is designed to meet an individual needs and workplace requirements. This information will enable the Migrant Resource Centre North West Region (MRCNWR) to understand students training needs, current competencies and skill base that relate to the course, opportunity for Recognition of Prior Learning (RPL) and to ensure that the Language, Literacy and Numeracy skills suit the training and assessment strategies as well as students suitability for the specific qualification as required to complete the course and whether the student requires additional support.

MRCNWR will use this review to provide students with the support they require in areas such as language, literacy, numeracy and learning and assessment, while ensuring students will get the maximum outcomes and benefits from the course they are enrolling in, according to the learning objectives, suitability, career aspirations and skill level.

Purpose

To ensure that all students are suitable for the course and are informed of the requirements, options, rights and responsibilities of the training program/courses prior to enrolment and to ensure that all appropriate processes are carried out with regulation guidelines.

Procedure

An Enrolment process which includes the pre enrolment and pre training review is carried out by the RTO Training Team in consultation with the students.

All Pre Enrolment information includes

- a. An Pre Enrolment Form to complete
- b. Suitability of the course and course questionnaire

Please Note: Suitable students will be given a Pre Training Review/ Induction Program Letter to attend the MRCNWR Pre training and induction program.

All pre training review information includes:

- a. information on course enrolment process
- b. information pertaining to the Victorian government subsidised training and/or fees (if applicable) and eligibility requirements to access funding and how accessing funding may restrict future funded training options
- c. proof of eligibility required
- d. complete enrolment form
- e. RPL, CT, process and application
- f. deposit is taken when and if required

All pre training review includes discussion in relation to: Training and Assessment

- a. LLN assessment
- b. employment pathway and career options/aspirations
- c. course content, training and assessment tools, structure of the course including times, location and units to be trained and assessed in during the training course
- d. training plan discussed, agreed upon and signed by all
- e. rights, responsibilities and obligations of all parties
- f. review the RPL and CT application forms



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- g. training start date and allocated group
- h. how training and assessment will take place in the workplace
- i. Practical Placements

All pre training review includes discussion in relation to: Financial Team

- a. Fees and Charges
- b. Refund Policy
- c. Withdraws

Language, Literacy and Numeracy assessment (Information pertaining to support services available to students)

Once a potential student has completed the LLN assessment and has meet the criteria for the training, potential students will be asked to complete an enrolment form. All the information will be given to the RTO team to complete the enrolment process and a formal commencement letter will be either emailed, SMS or posted to the students with all the relevant information to commence the training.

Please Note: If a potential student has not meet the LLN criteria the issues will be raised with the Training and Compliance Manager. A call will be made to the potential student by the Training and Compliance Manager with the relevant expertise in LLN to discuss further training opportunities and to determine the best possible outcome for the student. A LLN support plan will be completed with the student, the trainer and assessor and the Training and Compliance Manager to establish students' needs and to discuss possible solutions to address the LLN issues.

Students where appropriate may be required to complete an EAL course and reach an AQF level suitable for the desired course. The student's information will have kept on file for future training opportunities.

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30/09/2016	V1.0 30.9.2016	MRC NWR major review of all policies and procedures against AQTF Essential Conditions and Standards for Registered Training Organisations
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