

## Pre-Training Review Policy & Procedure

### Purpose

The purpose of this policy is to gather information to assist students to maximise their chances of completing their training by identifying and supporting individual students' needs before their enrolment and providing access to that support throughout their training. This is to enable the students to maintain satisfactory course progress and to complete their course by the specified completion date.

This will enable CEAV Institute to:

- determine the suitability of the course each of its students has enrolled in.
- enrol students in a course at an appropriate level.

### Scope

This Policy and Procedure describes the processes to be followed by CEAV Institute staff to conduct pre-training reviews with new students enrolling in CEAV Institute's training programs.

### Responsibility

The CEAV Institute RTO Manager, Head of Teaching and Learning is responsible for ensuring all Pre-Training Reviews are completed and documented as per the requirements outlined in Schedule 1 – Clauses 4.1-4.5.

If it is identified by the Department that pre-training reviews have not been completed and documented as per Schedule 1 – Clauses 4.1-4.5 (Clause 4.6) the Department may exercise its rights under Clauses 16 - Enforcement and 17 Termination Rights of the Skills First Contract.

For the Department exercising its rights under Clause 16.2(e) of the Skills First Contract in the circumstances set out in Clause 4.7 of Schedule 1, the monetary amount will be \$200.00 per absent, incomplete, or inadequate Pre-Training Review.

### Definitions or Reference Documents

- **Student** – A person being trained and assessed by CEAV Institute
- **Standards for Registered Training Organisations 2015 (RTOs)**  
set of standards endorsed by the Council of Australian Governments (COAG) Industry and Skills Council to provide.
  - national consistency in the regulation of the VET sector using a standards-based quality framework and a risk-based approach
  - to promote quality flexibility and innovation in VET
  - promote Australia's reputation for VET locally and overseas
  - promote a VET system that meets Australia's social and economic needs
  - protect students undertaking or proposing to undertake VET in Australia
  - ensure access to accurate information regarding the quality of VET
- **Pre-Training Review** – a process undertaken to assess potential students' current competencies before the commencement of training and to ensure training and assessment strategies are designed to meet individual needs.
- **Recognition of Prior Learning (RPL)** – means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine

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the extent to which that individual meets the requirements specified in the Training Package or VET accredited course.

- **Credit Transfer (CT)** – the granting of exemption of credit by a Registered Training Organisation to students for units of competency completed under accredited training. These unit codes must identically match the units the students are applying for Credit.
- **Training Plan** provides detailed information on training and assessment. It provides a record of intent and progress during the learner’s training program. It also includes the plan for training and assessment to be delivered to a Skills First Student created by the Training Provider under Clause 6 *Planning for Training and Assessment*, Clauses 6.5 to 6.21 of Schedule 1.

### Policy

All prospective students who apply to undertake a course at CEAV Institute are required to complete a pre-training review to:

- identify the individual's objectives for training and the likely job or further study outcomes from the development of new competencies and skills.
- consider the individuals:
  - existing educational attainment and capabilities.
  - literacy and numeracy skills; and
  - digital capability where the proposed learning includes portions of Online Training and Assessment; and
  - identify whether the proposed learning strategies (including Online Training and Assessment) and materials are appropriate for that individual and, where necessary, steps to overcome any barriers.
- Identify any competencies through the recognition of processes of National Recognition (Credit Transfer) and Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC)
- Identify and support individual students’ needs to assist them in meeting the requirements of the course to complete their training.

Strategies to make support available for gaps identified through the pre-training review will be developed, implemented, and made available to assist the student meet the requirements of their course.

The pre-training review must be completed prior to course commencement.

The pre-training review is conducted at no cost to the prospective student.

There are no subcontracting arrangements in place for the conduct of the Pre-Training Review Career Conversation. CEAV Institute does not subcontract.

**Note:**

***CEAV Institute refers to the Pre-Training Review as the Pre-Training Review Career Conversation.***

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#### Conducting the pre-training review Career Conversation with prospective students

- All prospective students who apply to undertake a course at CEAV Institute will be required to complete a Pre-Training review. Student responses will be documented on CEAV Institute's Pre-Training Career Conversation form. ***This is also referred to as the Career Conversation.***
- Prospective students must be fully informed at an Information Session or from the initial course enquiry, of the purpose of the pre-training review.
- The Pre-training review is conducted as part of a phone or zoom interview held with the trainer/assessor. The trainer/assessor is responsible for contacting and arranging a suitable date/time to conduct the interview.
- The trainer/assessor will use the Pre-Training Review Career Conversation form when conducting interviews with students. All sections must be answered by the student and the trainer/assessor will document students' responses on the form. The answers provided will assist the CEAV Institute to identify:
  - Is the course suitable/appropriate for the students to undertake?
  - If the learning strategies and materials are at an appropriate level for the student
  - If the student has any current previous employment/volunteering experience relevant to the career development industry
  - Existing educational attainment and capabilities
  - Literacy and numeracy skills
  - Digital capability
  - If the proposed training and assessment strategies and materials are appropriate for each student or if a reasonable adjustment is required
- As part of the pre-training review, the CEAV Institute must identify areas of competency previously acquired and ensure that all eligible students are offered Recognition of Prior Learning (RPL), Recognition of Current Competency (RC) and/or Credit Transfer (CT) before the commencement of structured training. Refer to the ***Recognition of Prior Learning Policy and Procedure and Credit Transfer Policy and Procedure.***
- A Language, Literacy and Numeracy assessment (LLN) will also be conducted prior to the pre-training review – ***refer to CEAV Institute's Language, Literacy and Numeracy Policy and Procedure***
- After the pre-training review, the trainer/assessor will review and evaluate the information documented and complete the Outcome & Rationale section on the Pre-Training Review form.
- The Trainers/Assessors responsible for the delivery and assessment of the student's course will be advised of any identified barriers to learning and assist in the development of a Learning Support Plan to address the identified support needs.
- The Learning Support Plan will be discussed with the student(s). Students are required to sign off on their Learning Support Plan indicating their agreement regarding the assistance to be provided to them.
- The RTO Manager, Head of Teaching and Learning will approve students' Learning Support Plans.

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- The Trainers/Assessors responsible for the delivery and assessment of students' courses would monitor the learning support plans developed for students to assess if the support provided is assisting the student to achieve competency.
- Pre-training review forms and learning support plans are filed in the students' files by the RTO Administration team under the enrolment folder.
- Training plans are customised (as required) for the needs of an individual. This will be determined by the Pre-Training Review outcome and finalised during course induction.

### Meeting the requirements of the VET Quality Framework

- Standards for Registered Training Organisations 2015:  
Standard 1 Clauses 1.1-1.4, 1.7  
Standard 2 Clause 2.2,  
Standard 3 – Clause 3.5
- Skills First Contract:  
Schedule 1 Clause 4 Pre-Training Review  
Enrolment Requirements Clauses 4.1 – 4.7
- Skills First Quality Charter:  
Principle 4 a) Minimising duplication of the student's existing competencies through doing a thorough Pre-Training Review to determine whether they should enrol each student and documenting the decision.

### Related Documents

- Enrolment Policy and Procedure
- Student Support Policy and Procedure
- Training and Assessment Strategies Policy and Procedure
- Code of Ethics
- Recognition of Prior Learning Policy and Procedure
- National Recognition and Credit Transfer Policy & Procedure
- Pre-Training Review Career Conversation Form
- Students Learning Support Plan Template
- Outstanding Career Conversations Table

## Pre-Training Review Policy & Procedure

Document Version Details	
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Legislation	Relevant Websites
<b>Commonwealth:</b>	
National Vocational Education and Training Regulator Act 2011, including the July 2020 amendments	<a href="https://www.legislation.gov.au/Details/C2020C00250">https://www.legislation.gov.au/Details/C2020C00250</a>
Australian Privacy Principles	<a href="https://www.oaic.gov.au/privacy/australian-privacy-principles">https://www.oaic.gov.au/privacy/australian-privacy-principles</a>
Commonwealth Privacy Act 1988 and Amendments	<a href="https://www.legislation.gov.au/Details/C2014C00076">https://www.legislation.gov.au/Details/C2014C00076</a>
Public Records	<a href="https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/041">https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/041</a>
<b>Victorian:</b>	
Education and Training Reform Act 2006	<a href="https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/091">https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/091</a>
Victorian Privacy Act 2008	<a href="https://www.vic.gov.au/privacy-vicgovau">https://www.vic.gov.au/privacy-vicgovau</a>
Privacy and Data Protection Act 2014	<a href="https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027">https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027</a>