

LEADERSHIP
MANAGEMENT
AUSTRALIA



Pre-Training Review Policy and Procedure

Leadership Management Australia

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1. PURPOSE

- 1.1 The purpose of this policy and procedure is to ensure that all applicants seeking entry into a nationally accredited course with Leadership Management Australia Pty Ltd (LMA) have the appropriate level of Foundation/LLN skills in order to achieve the competencies of the vocational courses. It further ensures that the LMA staff and applicants make informed decisions about the suitability and relevance of the course the applicant is undertaking and ensures adequate support services are available to those in need.
- 1.2 This policy and procedure has been developed in line with the requirements of applicable State and Territory VET Funding Contractual requirements and outlines LMA's approach to identify any existing competencies including, but not limited to language, literacy and numeracy skills, prior qualifications etc.
- 1.3 This complies with the Australian Qualifications Framework (AQF) and the Standards for Registered Training Organisations (2015), Standard 1, Clauses 1.1 to 1.4 and 2.2 and 1.8 to 1.12.

2. SCOPE

- 2.1 The scope of this policy and procedure encompasses all relevant Legislative / Regulatory and Contractual requirements to ensure LMA's compliance.
- 2.2 This procedure applies to all LMA Staff and all prospective Participants applying to undertake any VET qualifications on scope at LMA.

3. DEFINITIONS

Australian Core Skills Framework (ACSF): is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.

Course: means any nationally recognised qualification, unit of competency, skill set or short course in which a Participant is enrolled with the RTO.

Credit Transfer (CT): is one of a number of processes for establishing credit. It provides a means for Participants to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.

LLN: language, literacy, and numeracy.

Pre-Training Review (PTR): means the process undertaken between the Training Provider and a prospective Participant to determine the most suitable and appropriate training for that individual.

Personal Information: means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Recognition of prior learning (RPL): involves the assessment of previously unrecognised skills, and knowledge that an individual has achieved outside a formal education and training system. RPL assesses this unrecognised learning against the required learning outcomes of a unit of competency taught and/or assessed by the RTO.

Subsidised Participant (funded fee Participant): means a Participant enrolled in a VET course for whom LMA receives funding from a State or Territory (the “subsidising state or territory”) in relation to the VET Participant’s enrolment in that VET course of study.

Statement of Fees: means a detailed information for each prospective Participant, which sets out fees and other information required by the National RTO Standards and the State or Territory Funded Contract Guidelines about Fees.

Training Plan: means the plan created by LMA for training and assessment to be delivered to an individual.

VET Funding Contract: means this VET Funding Contract and includes all schedules, annexures, attachments, plans and specifications and exhibits to it.

VET Quality Framework: has the same meaning as in the National Act

4. POLICY

4.1 Conducting Pre-Training Review (PTR)

4.1.1 A Pre-training review is conducted for all the eligible Participants enrolling for government subsidised courses to capture current competencies including language, literacy and numeracy. The outcome is recorded to establish eligibility for subsidised training as well as development of appropriate training plan.

4.1.2 This policy ensures LMA is compliant with the RTO standards and applicable VET Funding Contracts.

4.1.3 The PTR enables the Participant as well as LMA to understand the requirements of the course and to ensure that the proposed course is relevant to Participant’s current competencies, experience and future requirements.

4.2 VET Funding Contract Requirements

4.2.1 For each Eligible Individual, LMA must conduct a PTR, as part of enrolment, or prior to the commencement of training, to ascertain a suitable, and the most suitable (as defined in the Contract), course for that Participant to enrol in.

4.2.2 LMA requires that any Participant enrolled in the scope of registration is deemed successful at the PTR in order to gain a place into the course.

Procedures

1. Course Entry Requirements

Refer to: Standard 1, Clauses 1.1 to 1.4 and 2.2 and 1.8 to 1.12.

Procedure	Responsibility
<p>A. LLN Assessment</p> <ul style="list-style-type: none"> • As part of the entry requirements in the chosen course and access subsidised funding Participants will need to undertake LLN test and PTR interview. • The Participant undertakes the LLN assessment as per the ACSF requirement for the course. It allows LMA to make a judgment on the Participant' core skills. • Digital literacy is checked by online LLN test as well as verbal questions during PTR session where required. • The LLN Assessment is administered during the enrolment process and may be either online or in person depending on the LMA Course and location • The purpose of the PTR is to recommend the placement of the Participant into the course or qualification appropriate to their needs and that they can be anticipated to achieve success in. • The information gathered through the <i>Enrolment Form</i> and PTR includes: <ul style="list-style-type: none"> ○ The Participant's performance in LLN Test ○ The Participant's needs and goals ○ The highest qualification gained in Australia or overseas, which has been assessed and deemed equivalent to Australian qualifications • Participants are encouraged to declare any learning disabilities/ language requirements as a part of the enrolment process. Once such requirements are identified, relevant LMA staff are alerted to the Participants' requirements and support processes can be implemented where suitable. 	<p>Facilitator (Trainer Assessor)</p> <p>Head of National Delivery and Quality,</p> <p>National Program Manager</p> <p>National Quality and Compliance Manager</p> <p>Administration Manager</p>
<p>B. During the Pre-training Review Session</p> <ul style="list-style-type: none"> • The PTR is conducted with each Participant in person, by a Facilitator (Trainer Assessor) of LMA to assess eligibility under the applicable Funding Contract requirements. LMA does not subcontract any aspect of the PTR. • The PTR is completed before the Participants' enrolment is accepted. For the purposes of the definition of Enrolment at LMA – This is when LMA has assessed and confirmed the eligibility, and the Participant has completed the <i>Enrolment Form</i> together with providing the relevant documentation and has signed their Training Plan. • The Participant is asked a range of formal and informal questions which helps assess their verbal skills and learning abilities. It also encourages the Participant to talk about their current skills, prior qualifications, their expectation of the course and identify any support that the Participant may require to successfully undertake the course. • During the PTR the Facilitator (Trainer Assessor): <ul style="list-style-type: none"> ○ Make notes of the Participant's responses to the questions which are then used to summarise, assess and determine eligibility ○ Encourages the Participant and ensures the Participant understands why a PTR is necessary including the need for the LLN assessment to be completed. ○ Gives verbal instructions on how to fill in the forms and assessment items and where required provides necessary clarification and assistance. ○ Provides current and accurate course information to enable the Participant to make an informed decision. 	<p>Facilitator (Trainer Assessor)</p> <p>Head of National Delivery and Quality,</p> <p>National Program Manager</p> <p>National Quality and Compliance Manager</p> <p>Administration Manager</p>

Procedure	Responsibility
<ul style="list-style-type: none"> • At a minimum, the discussion and information will contain: <ul style="list-style-type: none"> ○ Training and assessment information, and related educational and support services provided by LMA ○ The estimated Course duration ○ The modes of delivery ○ The support services available for the Participant ○ Any workplace requirements/arrangements ○ Current competency and or Qualifications held by the Participant ○ Any entry requirements required to enroll in the qualification 	
<p>C. Assessing the Pre-training Reviews</p> <ul style="list-style-type: none"> • The PTR process ensures the course Participants are enrolling into is determined by giving consideration to their current skill levels and competency. The PTR assessment takes into consideration that: <ul style="list-style-type: none"> ○ The Participant understands the objectives of the course they are undertaking ○ Where a Participant's performance indicates they are not operating at the required ACSF level to complete the proposed training successfully the Facilitator (Trainer Assessor) will identify the support the Participant may require to successfully undertake the course or alternatively discuss other more suitable Course options ○ LMA explores the Participant's existing competencies and provides them with the opportunity for these to be assessed through RPL or CT ○ Participants are provided the <i>LMA Participant Handbook</i> and the LMA Website for details which include information about LMA Policies and Procedures and Training and Assessment requirements. 	<p>Facilitator (Trainer Assessor)</p> <p>Head of National Delivery and Quality,</p> <p>National Program Manager</p> <p>National Quality and Compliance Manager</p> <p>Administration Manager</p>
<p>D. Outcomes of the Pre-training Reviews and LLN test</p> <ul style="list-style-type: none"> • The Facilitator (Trainer Assessor) evaluates the Participant's LLN levels, current skills and knowledge and learning strategy to develop an Individual Training Plan and determine if reasonable adjustments are required to meet any learning needs. • Where RPL/CT is offered all the required documents for application is collected and the Participant is asked to complete the CT or RPL application form, if required. The process for this is addressed separately in the Credit Transfer and Recognition of Prior Learning Policy and Procedure. • After the Participant has completed the LLN test and PTR, they will be informed of the outcome and confirmation of enrolment and requested to attend the Course Induction followed by a One-on-One session and commence the Course. 	<p>Facilitator (Trainer Assessor)</p> <p>Head of National Delivery and Quality,</p> <p>National Program Manager</p> <p>National Quality and Compliance Manager</p> <p>Administration Manager</p>
<p>E. Appeal</p> <ul style="list-style-type: none"> • A Participant may appeal against a decision made with respect to admission or enrolment process/outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the Complaints and Appeals Policy and Procedure. • Participants have the right to appeal against any decision made by LMA's administration under this policy. • The affected parties will have access to LMA's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion. 	<p>National Quality and Compliance Manager</p> <p>Head of National Delivery and Quality,</p> <p>National Program Manager</p>

Procedure	Responsibility
<p>A. Responsibility</p> <ul style="list-style-type: none"> The LMA Facilitators (Trainer Assessors) Head of National Delivery and Quality, and National Program Manager are to ensure all requirements of this Policy and Procedure are met. The National Quality and Compliance Manager has the responsibility to ensure that LMA complies with all the statements and processes included in this document 	<p>Facilitator (Trainer Assessor)</p> <p>Head of National Delivery and Quality,</p> <p>National Program Manager</p> <p>National Quality and Compliance Manager</p>

SUPPORTING DOCUMENTS

- Pre-Training Review Form
- LLN Assessment Tools
- Pre-Training Review Policy and Procedure
- Enrolment Policy & Procedure
- Participant Handbook
- Enrolment Form
- Credit Transfer and Recognition of Prior Learning Policy and Procedure.
- Complaints and Appeals Policy and Procedure