

P2. Pre-Training Review & Language Literacy and Numeracy Policy and Procedure

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to ensure that all prospective students undertake a Pre-Training Review in order to assess a student's prior knowledge and skills and any special needs they may have. Brighton Institute of Technology (BIT) systematically assesses the Language Literacy and Numeracy (LL&N) and learning support needs of individual students during the Pre-Training Review and LL&N process.
- 1.2 This policy is in alignment with ASQA's National Standards for Registered Training Organisations 2015

Clause 1.7

- The RTO determines the support needs of individual learners, and provides access to the educational, and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

2.0 Scope

- 2.1 This procedure applies to all prospective students of Brighton Institute of Technology.

3.0 Responsibilities

- 3.1 The Compliance Manager is responsible for implementing this policy.
- 3.2 Student Administration and Trainers are responsible for executing the procedure.

4.0 Requirements

- 4.1 All prospective students who apply to undertake a course at BIT will be required to complete a Pre-Training Review and an LL&N Test prior to enrolment.
- 4.2 Prospective students must be fully informed before commencement of the Pre-Training Review of the purpose of the review.
- 4.3 The Pre-Training Review and LL&N Test is to be done on or **PRIOR** to enrolment, this is to ensure accurate placement into ACSF Level and placement into the most suitable course for the prospective student.
- 4.4 Prospective students must be provided with the opportunity to request an alternative approach for their LL&N Test.
- 4.5 The Pre-Training Review must:
 - a. Provide sufficient information to the prospective student to ensure he/she can make an informed decision about future enrolment (prior to enrolment),

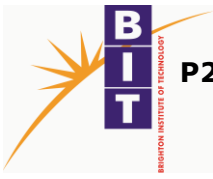


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- b. Identify any competencies previously acquired (Recognition of Prior Learning (RPL), or Credit Transfer),
 - c. Identifying requirements such as literacy, numeracy, English language, or physical capabilities learners would need to complete each course,
 - d. Determine the ACSF level for each course the prospective student may enrol in, including consideration of the likely job outcomes from the development of new competencies and skills,
 - e. Determine the appropriateness of the course the student wishes to enrol in,
 - f. Determine that the proposed learning strategies and materials are appropriate for that individual,
 - g. Include an LL&N Test. This test must assess the three (3) following areas.
 1. Reading
 2. Writing
 3. Numeracy
- 4.6 The outcomes of this review must be recorded in the Student Management System as part of the student's file.
- 4.7 The assessment strategies chosen for individual students will be dependent on the information provided during the Pre-Training Review.
- 4.8 Students who are identified with potential issues i.e., LL&N or physical disabilities during the Pre-Training Review will be supported and counselled accordingly.
- **For LL&N support** (Refer to P3 Language Literacy and Numeracy Policy and Procedure)
 - For a deficiency in **physical capabilities OR other type of program unsuitability** affecting successful completion of the chosen course, appropriate reasonable adjustments and employment disadvantages will be considered and discussed with applicant prior to a decision being made not to pursue their chosen course.
 - All applicants will be supported in the selection of a more suitable course within BIT and any other RTO should BIT not be able to fulfil the applicant's requirements.

5.0 Process

- 5.1 Prospective students must be fully informed before commencement of the Pre-Training Review and LL&N Test of the purpose of the review.
- 5.2 The Pre-Training Review commences with common conversation and open questions to establish educational background, work history, length of time in Australia, residency status, etc.
- 5.3 This conversation assists in determining oral communication and listening proficiency level.



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5.4 The LL&N test will assess:

- Reading
- Writing
- Numeracy

5.5 Assist prospective students to complete Student Enrolment Form if required and answer any questions prospective students may have.

5.6 Marking of the test is performed by each relevant course coordinator with the use of a marking guide.

6.0 Pre-Training Review Decision Making

6.1 The Assessor will mark the Pre-Training Review/LL&N Test using the correct marking guide.

6.2 Throughout the process of the Pre-Training Review, the trainer/assessor and prospective student will identify the most appropriate course for them to undertake.

6.3 The assessor will also determine if the proposed training and assessment strategies and materials are appropriate for that individual or if reasonable adjustments are required.

6.4 In addition, the assessor 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.

6.5 The process for this is addressed separately in Credit Transfer Policy and Procedure and in Recognition of Prior Learning Policy and Procedure.

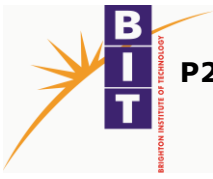
6.6 The Pre-Training Review assessment may extend into the initial stages of training for a more accurate evaluation in certain circumstances. These cases will be directed to the Training Manager and Student Administration for monitoring to ensure evaluation and appropriate support is provided to the student/s in a timely manner.

6.7 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.

6.8 This plan will be monitored during the students training period and kept in the student file.

6.9 In the event where a student's LL&N level has been identified to be inappropriate, support will be provided. (Refer to P3 Language Literacy and Numeracy Policy and Procedure)

6.10 In the event where the Pre-Training Review identifies the course chosen by the prospective student to be inappropriate for them i.e., a deficiency in **physical capabilities OR another type of program unsuitability** affecting successful completion of the chosen course,



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- appropriate reasonable adjustments and employment disadvantages will be considered and discussed with applicant prior to a decision being made not to pursue their chosen course,
- All applicants will be supported in the selection of a more suitable course within BIT and any other RTO should BIT not be able to fulfil the applicant's requirements.

7.0 Determining course placement

7.1 The purpose of the Pre-Training Review (Initial Assessment) is to recommend the placement of the student into the course or qualification appropriate to their needs and that they can be anticipated to achieve success in. The placement is based on:

- the student's performance across all four macro-skills (speaking, listening, reading & writing) and/or numeracy,
- the student's needs and goals,
- the student's predicted learning pace.

8.0 Notification of results to applicant

8.1 The prospective student will be informed of the outcome of the Pre-Training Review and LL&N Test at the completion of the interview.

9.0 Administration of documents

9.1 BIT Student Administration staff will use the outcome of Pre-Training Review to finalise the enrolment for a student.

9.2 Student Administration staff must scan and record the Pre-Training Review Outcome as part of the enrolment documentation in the administration file for all students in accordance with the P.1 Admission Policy and Procedure.