

Admissions - VET Course Admissions and Pre-Training Review Procedure

Section 1 - Summary

(1) The aim of this Procedure is to provide clear guidance to staff about the processes, documentation and communication in relation to:

- a. informing prospective students about courses and VET course admissions requirements; and
- b. the Pre-Training Review.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice President, Vocational Education & Training and Executive Director, Victoria Polytechnic
Responsible Officer	Deputy Vice President, Vocational Education

Section 3 - Scope

(2) This Procedure applies to all Vocational Education and Training (VET) Award course delivery by the Polytechnic.

(3) This Procedure does not apply to international applicants.

Section 4 - Definitions

(4) Pre-Training Review - The process undertaken to determine the most suitable and appropriate training product based on the individual's current competencies, existing educational attainment, literacy and numeracy skills, capabilities, aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills.

(5) ACSF (Australian Core Skills Framework) - A tool which describes levels of performance in the five core skills of learning, reading, writing, oral communication and numeracy.

Section 5 - Policy/Regulation

(6) See [Admissions Policy](#).

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Managers / Directors	<ol style="list-style-type: none">1. Document accurate course admission requirements and course information for inclusion on all marketing materials.2. Document and approve variances to standard text or additional selection requirements.3. Develop and approve course costings prior to advertising.
Marketing	<ol style="list-style-type: none">1. Ensure all published course information complies with regulatory bodies' requirements.2. Approve course information published on website and all other marketing collateral.
Managers / Course Coordinators / Administration Officers	<ol style="list-style-type: none">1. Schedule, promote and conduct individual and/or group information sessions and/or approved selection activities.
Selection Officers / Administration Officers (domestic only)	<ol style="list-style-type: none">1. Assess application documentation (including student PTR, LN test results and course specific application information where applicable) against admission requirements, including:<ol style="list-style-type: none">a. ACSF levels (using ACSF course list);b. digital capabilities and access to digital technology;c. prior skills; andd. course specific entry requirements.2. Retain documented evidence of applicants' applications and decision making process.3. Action requests for further information from applicants.4. Where applicable, process Credit Transfer applications at enrolment and refer skill recognition enquiries/applications to delivery area Manager.
Foundation Skills Programs teacher / Coordinators / Manager	<ol style="list-style-type: none">1. Conduct Pre-training review in line with the Standard Operating Procedure for Foundation Course Placement.
Authorised Enrolment Delegate Officers	<ol style="list-style-type: none">1. Enrol students as per Enrolments Procedure.

Part B - Overview

(7) Victoria University (VU) - through the Polytechnic - offers a broad range of VET courses designed to provide vocational skills and pathways to employment options and/or higher education.

(8) It is a requirement for VU's registration as a Registered Training Organisation to be compliant with the Standards for Registered Training Organisations (RTOs) 2015. This Procedure aims to ensure that VU is compliant with Standard 5: Each Learner is properly informed and protected, and Standard 4: Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients, specifically:

- a. Clause 5.1 which states: 'Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.'
- b. Clauses 5.2 to 5.4 which require RTOs to provide current and accurate information that enables learners to make informed decisions about undertaking training with the RTO.
- c. Clause 4.1 which mandates that information disseminated by the RTO or on its behalf, is both accurate and factual.

(9) In addition to the two Standards highlighted above, the Victorian State Government VET Funding Contract mandates that the RTO must conduct a Pre-Training Review for each eligible individual that:

- a. identifies any competencies previously acquired (e.g. skill recognition or credit transfer eligibility);
- b. ascertains a suitable, and the most suitable (as defined in the Quality Charter), qualification for that student to enrol in, based on the individual's existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills;
- c. ascertains the proposed learning strategies, and materials are appropriate for that individual; and
- d. where the proposed learning includes portions delivered online, identifies the individual learner's digital capability, including access to necessary technology, and where necessary identifies steps to overcome any barriers in this regard.

Part C - Procedure

(10) Marketing approved text should be utilised to describe course admission requirements and course information on all marketing materials.

(11) Variances to marketing approved text or additional course selection criteria must be documented and approved by the relevant Polytechnic Director.

(12) All published course information must conform with regulatory bodies' specific requirements.

(13) Managers must approve all promotional materials, including the course guide, VU website, brochures or course flyers, presentations and handouts at course information sessions etc.

(14) Managers are responsible for documenting course admission requirements.

(15) Course costings must be developed by the Manager and forwarded to the relevant Polytechnic Director for approval, prior to advertising the course.

(16) Approved course information must be published on the VU website and other marketing materials.

(17) Individual or group course information sessions must be scheduled, promoted and conducted.

(18) For Foundation Skills Programs, pre-enrolment assessment must be conducted in line with:

- a. Foundation Skills Course Placement procedure for EAL, CGEA, Mumgu Dhal, Work Education and Transition Education courses as primary course.
- b. [VET Learning Support Procedure](#) for Literacy and Numeracy Support programs.

(19) Course applications must be assessed against admission requirements. The applications, as well as documented evidence of selection processes, should be retained in the department or in the online admission system (RightNow).

(20) The Pre-Training Review form must be completed by all prospective non foundation skills course applicants, prior to an enrolment offer being made.

(21) Credit Transfer claims should be processed with course enrolment.

(22) The Skills Recognition process commences prior to enrolment. Where possible students should be enrolled in proposed skill recognition units after the initial interview has been conducted and the skill recognition pathway confirmed.

(23) Literacy and numeracy assessments for non-Foundation Skills course applicants must be undertaken as part of the admission process. This assessment is to assist in identifying if the applicant has the required ACSF level for success in their chosen course. Where the assessment result indicates an ACSF level lower than required, applicants are referred for enrolment into Learning Support, as per the [VET Learning Support Procedure](#), and/or to alternative

suitable course options.

Section 7 - Guidelines

(24) Nil

Status and Details

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