

VET Pre-Enrolment Procedure

Policy Code: LT1910

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Purpose

The purpose of the VET Student Pre-enrolment Procedure is to provide guidance to staff and prospective students on the requirements, processes, communication, and documentation that must be undertaken and / or completed prior to a student being admitted and enrolled into a VET program.

These requirements involve the determining of suitability and relevance of a program based on an individual's current competencies, existing educational attainment, capabilities, aspirations, and interests with due consideration of the likely job outcomes from the development of new competencies and skills.

The intent of the Procedure is to ensure that the following activities are undertaken as part of the Pre-enrolment process:

- Providing sufficient information to prospective students to ensure that they make informed decisions regarding enrolment.
- Determining the appropriateness of the program of study for a student.
- Determining applicant's current educational achievements and competencies.
- Identification of student's prior learning, skills and experience that may result in Recognition of Prior Learning (RPL) or Credit Transfer (CT) in their chosen program.
- Determining that all applicants seeking entry into a VET program have the appropriate level of Language Literacy and Numeracy (LLN) skills in order to achieve the competencies of the vocational program, and determine additional support needs if required.
- Determining that all applicants seeking entry into a VET program have the appropriate digital capability necessary to be successful.
- Identification of student eligibility in relation to fee exemption or VET Student Loans (VSL).

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Scope

This procedure applies to all staff and all prospective VET students applying to undertake any program of study in VET at Federation University Australia (FedUni).

The Scope of this Procedure encompasses all relevant Legislative / Contractual requirements to ensure University compliance.

These Legislative / Contractual requirements are:

Standards for Registered Training Organisations (RTOs) 2015 – Standard 5:

Clause 5.1: 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.

Clauses 5.2 to 5.4: Students to be provided with current and accurate information to enable an informed decision in relation to undertaking training with an RTO. Information regarding fees and charges for agreed services to be provided.

Section 5.1, Schedule 1 of the VET Funding Contract: must conduct a Pre-Training Review for each eligible individual that:

- Identifies aspirations and interests, and pathways that the development of new competencies and skills may lead to;
- Identifies any competencies previously acquired (e.g. Recognition of Prior Learning (RPL) or credit transfer);
- Ascertains the most suitable program for that individual to enrol in, including likely job outcomes;
- And ascertains the proposed learning strategies and materials are appropriate for that individual;
- Where the proposed learning includes portions delivered online, identify the individual's digital capability, including access to necessary technology

Sections 5.2 of Schedule 1 of the VET Funding Contract: have clear and documented processes for conducting the pre-training review that demonstrates how the RTO determines which program a student is enrolled in and why it is appropriate.

Section 5.4 of Schedule 1 of the VET Funding Contract: must document how a qualification was deemed the most suitable training option for a student. A student must not be enrolled in a qualification that is at an inappropriate level, or in courses on the Foundation Skills List that would provide additional relevant competencies.

Legislative Context

- VET Funding Contract
- *Standards for RTOs 2015*. ASQA
- Higher Education Support Act 2003
- VET Administrative Information for Providers (Department of Education & Training)
- VET Administrative Information for Providers Addendum (Department of Education & Training)
- Australian Core Skills Framework (2011)
- Victorian Training Guarantee Quality Charter
- Commonwealth Disability Discrimination Act 1992 and Commonwealth Disability Standards for Education 2005

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Definitions

| Term | Definition |
|--|--|
| ACER testing site | This is an assessment site for students wishing to apply for VET FEE-HELP |
| ACSF | Australian Core Skills Framework is a tool for reporting outcomes of adult English language, literacy and numeracy provision and assesses levels of performance in the five core skills areas of learning, reading, writing, oral communication and numeracy. The ACSF maps levels of performance in the core skills from levels 1-5. All LLN testing will be conducted in line with the Australian Core Skills Framework (ACSF) |
| AQF | Australian Qualification Framework |
| Digital Capability | The ability to use ICT based devices, applications, software and services relevant to the expectations of the program of study. |
| Enrolment Date | An <i>Enrolment Date</i> is the earlier date of either the date the student incurred any costs (including any deposit or similar), to commence training or the <i>Course Commencement Date</i> which is generally the earliest <i>Enrolment Activity Start Date</i> of a <i>Subject (Module/Unit of competency)</i> . |
| HESG | Higher Education and Skills Group |
| LLN | Language, literacy and numeracy as defined by ACSF. |
| LLN review | The review that is used to ascertain the ACSF level of a student before enrolment. |
| LLN skills | Language, literacy and numeracy as defined by ACSF. |
| Reasonable Adjustments | Measures and adaptations put in place for students with a disability to facilitate the participation in Course and Program on the same basis as students without a disability while ensuring that academic standards and inherent requirements if the Course and Program are not compromised. |
| Year 12 Qualification | A secondary school qualification or equivalent such as VCE, HSC or VCAL. |
| VET Student Loans (VSL) | A student loan scheme that is funded by the Commonwealth Government to assist eligible students in Diploma level or above programs. |
| VET delivered to Secondary Students | VET delivered to Secondary Students (formerly VETiS). |
| VTG | Refers to funding where students are eligible to access funding as part of the Victorian Training Guarantee. |
| Campus Solutions | Federation University's Student Management System. Students refer to this as MyStudent Centre. |

Actions

The Pre-enrolment review consists of the following stages which must occur prior to a student's formal enrolment.

1. Qualification Entry Requirements

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| | ACTIVITY | RESPONSIBILITY | STEPS |
|----|---|-------------------|--|
| 1. | Confirm the AQF entry requirements for program | Education Manager | Identify AQF entry requirements and ensure entry requirements for individual programs are current and included on the Course Guide, Course Finder, and other promotional material. |
| 2. | Determine language literacy, numeracy and digital capability entry requirements for the program | Education Manager | Decisions about the current LLN skills and digital capability requisites of a VET program are based on the entry requirements mentioned in Appendix 1. |

2. LLN and Digital Capability Review

Federation College is responsible for conducting, reviewing, and providing feedback of all students LLN skills and digital capabilities prior to enrolment. The LLN skills and digital capabilities of the student is a critical component of determining a student's suitability to undertake specific VET study.

The LLN and digital capability entry level requirements are determined by the following factors:

- recommendations of ACSF levels specified in the training package
- AQF level of the qualification
- LLN skills required to undertake specific units of competency (as recommended by industry and trainer/ assessor),
- LLN skills required to optimise student learning within program'
- Ability to use relevant ICT based devices, applications, software and services.

Refer to Appendix 1 for decision making rules for **Determination of the minimum LLN skills and digital capabilities required to undertake study within specific VET qualifications.**

The LLN and digital capability Review is to be completed prior to the Pre Training Review Interview.

| | ACTIVITY | RESPONSIBILITY | STEPS |
|----|---|----------------------------|--|
| 1. | Commence the application process | Fed College or FedUni TAFE | The application process is to be completed prior to enrolment to allow time to conduct the LLN and digital capability review. |
| 2. | Determine and implement reasonable adjustments for students with disability | Fed College or FedUni TAFE | Where a student identifies themselves as having a disability and requests assistance, the student should be referred to the Disability and Learning Access Unit (DLAU) to assist in the negotiation of reasonable adjustments, to be implemented as relevant in both preparatory workshops and the administration of the LLN review. |

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| | ACTIVITY | RESPONSIBILITY | STEPS |
|-----|---|-------------------------------------|---|
| 3. | Offer LLN and digital capability skills preparation workshop to applicants wanting to apply for a Diploma level program | FedUni TAFE | FedUni TAFE to negotiate with Fed College on the provision of preparation workshops. |
| 4. | Provide LLN and digital capability skills preparation workshops for applicants wanting to apply for a Diploma level program | Fed College | Workshops may be provided for specific programs. |
| 5. | Administer the appropriate LLN and digital capability review | Trainer/Assessor or LLN Coordinator | The appropriate LLN and digital capability review tool is selected depending on the program chosen by the applicant. Applicants eligible for VET Student Loan (VSL) applying for a Diploma qualification who do not hold a year 12 qualification must undertake the ACER LLN test administered by Fed College. |
| 6. | Mark the LLN and digital capability review | Fed College | The LLN and digital capability review is marked against the assessment criteria specified in the marking guide and given an ACSF level. |
| 7. | Record the LLN and digital capability performance of the applicant | Fed College | The ACSF levels of the applicant are recorded in the LLN database located at Federation College L Drive. |
| 8. | Notify prospective student of results | Fed College | A letter informing the applicant of their ACSF levels is sent via the email address listed on the LLN review document. |
| 9. | Notify nominated trainer/assessors of results of LLN and digital capability review | Fed College | A copy of the letter informing the applicant of their ACSF levels is sent to the nominated Trainer/ Assessor. |
| 10. | Update University LLN database | Fed College | Results are updated and located on the secure University database. |
| 11. | File notification in student file. | Trainer/Assessor | The Trainer / Assessor must ensure that a copy of the student's LLN and digital capability results letter is placed in their file. |

3. Pre-training review form completion and interview

This is completed by the relevant trainer/assessor within a specific vocational area. Information and evidence concerning Recognition of Prior Learning (RPL), Recognition or Credit Transfer is compiled. Alongside the LLN and Digital Capability Review, existing educational attainment, capabilities, aspirations and interests are also identified

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to ascertain the suitability and relevance of the program. All parts of the Pre Training Review Form must be completed by the Trainer/Assessor and student.

| | ACTIVITY | RESPONSIBILITY | STEPS |
|----|---|------------------|---|
| 1. | Review applicant's ACSF levels | Trainer/Assessor | This information is compared with LLN and digital capability entry level requirements of the program for which the applicant has applied. This information is contained within the relevant TAS document, Part A, Section 2.3. |
| 2. | Make determination on how to proceed with application | Trainer/Assessor | <p>Identify and record any gaps between the applicant's LLN and digital capability skills and the required ACSF level.</p> <p>Applicants eligible for VET Student Loan (VSL) applying for a Diploma qualification who do not hold a year 12 qualification must be 'working at level 4 / exit level 3' in the ACSF in both reading and numeracy or they will not be able to defer fees to VSL. (Refer to Section 2 – LLN and Digital Capability Review)</p> <p>Any gap between the applicant's LLN skills and the required ACSF level is identified and recorded in the pre-training review form.</p> <p>Any gap between the applicant's digital capability and the requirements of the course should also be noted on the pre-training review form.</p> <p>Applicants intending to enrol into a certificate course levels I to IV, with one ACSF level difference in one or two core skills may be granted enrolment into the desired VET program with some additional LLN support arrangements such as selected units from LLN support or additional coaching.</p> <p>Any applicant identified to have more than one level of difference between the current and required ACSF levels may be recommended to apply for an alternative program of study such</p> |

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| | ACTIVITY | RESPONSIBILITY | STEPS |
|----|--|------------------|--|
| | | | <p>as an appropriate foundation skills program, and reapply to the intended program at a later date.</p> <p>The foundation program may be delivered as a standalone qualification or as a pathway into the desired program of study.</p> <p>Considerations should be given to the industry requirements and the student's previous experience working in the industry area.</p> <p>Refer to appendix 2: Determining Learning Support Options for VET students.</p> |
| 3. | Inform student of required actions | Trainer/Assessor | Discuss the Pre-Training Review with applicant. |
| 4. | Complete the Pre-Training Review form | Trainer/Assessor | <p>All parts of the Pre-training Review form from section 1 to 6 must be completed by the Trainer/Assessor and student for all students.</p> <p>In addition, Section 7, 'Employer Pre-Training Review', must be completed for Trainees and/or Apprentices.</p> |
| 5. | Ensure the applicant is aware of funding eligibility | Trainer/Assessor | If funded as VTG, ensure that applicant is aware of funding eligibility requirements as specified by HESG. A VET Student Loan (VSL) Information Sheet is available from Student HQ and should be provided to students. |

4. Victorian Training Guarantee eligibility

| | ACTIVITY | RESPONSIBILITY | STEPS |
|----|--|-------------------------|---|
| 1. | Check Victorian Training Guarantee (VTG) eligibility criteria for all students | RTO authorised delegate | <p>Check the criteria as below</p> <ul style="list-style-type: none"> • Citizenship • Higher Qualifications • Two in a year, two at a time, two at a level rules • Foundation Courses • VET Funding Contract • Student & RTO Declarations • Authorised Delegates |

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| | ACTIVITY | RESPONSIBILITY | STEPS |
|----|--|----------------------------|---|
| | | | <ul style="list-style-type: none"> Proxy Declarations <p>VTG Evidence must be retained by the RTO.</p> |
| 2. | Consider suitability for VTG exemption, if appropriate, and discuss with applicant | RTO authorised delegate | Applicants who hold a higher level qualification or are wanting to commence additional courses at the level they already hold may be eligible to apply for VTG exemption. |
| 3. | Apply to Director of VET Operations for VTG exemption, if required | RTO authorised delegate | The VTG Individual Exemption Approval Form must be completed for each applicant exemption is sought for, and sent to the Director of VET Operations. |
| 4. | Determine suitability of VTG exemption application | Director of VET Operations | <p>Director of VET Operations will notify teaching area if exemption has been granted by signing and returning the VTG Individual Exemption Approval Form.</p> <p>The VTG Individual Exemption Approval Form must then be attached to the enrolment form to form part of VTG evidence.</p> |
| 5. | Ensure copies of VTG evidence are made, and certified for all applicants | RTO authorised officer | <p>Copies of all required VTG evidence must be made and certified and attached with applicant's enrolment form.</p> <p>Copies of VTG evidence must be sent to Student Services to be held with the student enrolment file.</p> <p>For self-service enrolments scanned copies of the evidence should be emailed to smb.studentcentre@federation.edu.au.</p> |
| 6. | Check Apprenticeship/traineeship eligibility requirements | Trainer/Assessor | Australian Apprenticeship Traineeship Delivery (VET) Procedure http://policy.federation.edu.au/tafe/apprenticeship/ch01.php |

5. Statement of Fees

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| | ACTIVITY | RESPONSIBILITY | STEPS |
|----|--|---|---|
| 1. | Prepopulate Statement of Fees template for applicant | Trainer/Assessor or Department Administration | <p>Statement of Fees template has been developed by Finance.</p> <p>A Statement of Fees needs to include, at a minimum:</p> <ul style="list-style-type: none"> • the code, title of program in which the learner is to be enrolled, as published on the National Register • the training and assessment, and related educational and support services the RTO will provide to the learner including the: <ul style="list-style-type: none"> • estimated duration; • expected locations at which training and assessment will occur; • expected modes of delivery; • name and contact details of any approved third party that will provide training and/or assessment, and related educational and support services to the learner on the RTOs behalf; and • any work placement or practical placement arrangements. • currency of qualification • the hourly tuition fees relevant to the individual enrolment taking account of any applicable concessions or waiver/exemptions; • the approximate value of the government contribution expressed in dollars; and • any other applicable fees, such as student services, amenities, goods or materials. |
| 2. | Provide applicant with a Statement of Fees | Trainer/Assessor or Department Administration | Each Statement of Fees must be individualised for each enrolling student, and include the student's name. |
| 3. | File Statement of Fees | Trainer/Assessor or Department Administration | A dated copy of the Statement of Fees with the student's name on it |

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| ACTIVITY | RESPONSIBILITY | STEPS |
|----------|----------------|--|
| | | must be filed in the Student's File within the School. |

6. VET Student Loans (VSL)- Administration, students' rights and obligations

| ACTIVITY | RESPONSIBILITY | STEPS |
|---|------------------|--|
| 1 Provide eligible students with information on how VET Student Loans operate and the students' rights and obligations | Trainer/Assessor | A VET Student Loans (VSL) Information sheet is available from Student Finance and must be given to all students in a VSL eligible program during the pre-enrolment process. Further information on VET Student Loans is available at https://www.education.gov.au/vet-student-loans and http://studyassist.gov.au/sites/StudyAssist/ It is not enough to just give this information in writing, it must be explained to the student. A record of all information provided to students must be kept in student file for seven years. |

Supporting Documents

- Federation University: [VET Qualification Delivery Procedure](#)
- Federation University: [VET Assessment Procedure](#)
- Federation University: [VET Enrolment Procedure](#)
- Federation University: Australian Apprenticeship Traineeship Delivery (VET) Procedure

Forms.

- [Pre-Training Review Form](#) (PDF 1056.8kb)
- [Pre-Training Review LLN Appendix 1](#) (DOCX 198.3kb)
- [Pre-Training Review LLN Appendix 2](#) (DOCX 182.1kb)

Responsibility

- Learning and Teaching Committee is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- Specific responsibilities are included in Actions

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Promulgation

The VET Pre-enrolment Procedure will be communicated throughout the University community in the form of:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
2. distribution of e-mails to Head of School / Head of Department / University staff; and/or
3. documentation distribution, eg posters, brochures
4. Notification to Faculties

Implementation

The VET Pre-enrolment Procedure will be implemented throughout the University via:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
2. Staff induction sessions
3. Training sessions

Records Management

| Document Title | Location | Responsible Officer | Minimum Retention Period |
|---------------------------------------|----------------------------|--|---|
| Application / selection documentation | Faculty | Deputy Dean / Associate Director | One year following date of decision |
| Marked LLN online review | On data base | Associate Director, College Quality, Commercial and Engagement | One year following date of decision |
| Marked LLN paper based review | Fed College | Associate Director, Further Education | One year following date of decision |
| Copy of Notification of LLN results | Retain on the student file | Education Manager | Retain 7 years from date of completion or withdrawal from program |
| Pre Training Review Form | Retain on the student file | Education Manager | Retain 7 years from date of completion or withdrawal from program |
| ACSF Levels of Applicant | Retain on the student file | Education Manager | Retain 7 years from date of completion or withdrawal from program |
| Statement of fees | Retain on the student file | Education Manager | Retain 7 years from date of completion or withdrawal from program |
| VTG Evidence | Student Services | Associate Director, Student Management and Systems | Retain 7 years from date of completion or withdrawal from program |

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| Document Title | Location | Responsible Officer | Minimum Retention Period |
|---|-------------------------------|---------------------|---|
| Recognition of Prior Evidence / Recognition of Credit Transfer | Retain on the student file | Education Manager | Retain 7 years from date of completion or withdrawal from program |
| Individual Training / Learning Plan | Retain on the student file | Education Manager | Retain 7 years from date of completion or withdrawal from program |

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