VET Pre-Enrolment Procedure

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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).

Scope

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

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.

Students to provide evidence of fee concession and enrolment eligibility.

Section 4.1, Schedule 1 of the VET Funding Contract: must conduct a Pre-Training Review for each prospective *Skills First* Students, as part of enrolment, or before the commencement of training, to ascertain a suitable, and the most suitable, program for that individual to enrol in.

Sections 4.2 of Schedule 1 of the VET Funding Contract: must have a clear and documented process for conducting the Pre-Training Review. The business process must be consistent with the following objectives:

1. enable them to obtain the required skills to make them job-ready;
2. assist them to undertake further education; and/or
3. promote/enable participation in training for disadvantaged learners.

Section 4.3 of Schedule 1 of the VET Funding Contract: The Pre-Training Review must:

a) identify the individual's objectives for training and the likely job or further study outcomes from the development of new competencies and skills;

b) identify any competencies previously acquired (including through RPL, recognition of current competency (RCC) or credit transfer);

c) consider the individual's:

1. existing educational attainment and capabilities;
2. literacy and numeracy skills; and
3. digital capability, where the proposed learning includes portions delivered online; and

d) identify whether the proposed learning strategies (including online delivery) and materials are appropriate for the that individual and, where necessary, steps to overcome any barriers.

Section 4.4 of Schedule 1 of the VET Funding Contract: must document why it determined the program each *Skills First* Student enrolled in was a suitable, and the most suitable, program for that individual, with reference to the information obtained through considering all items above.

Section 4.5 of Schedule 1 of the VET Funding Contract: must not enrol a *Skills First* Student in a program that is at an inappropriate level for that individual, including in programs on the Foundation Skills List that would not provide additional relevant competencies.

Legislative Context

- Australian Core Skills Framework (2011)
- Higher Education Support Act 2003
- Commonwealth DisabilityDiscrimination Act 1992 and Commonwealth Disability Standards for Education 2005
- Education and Training Reform Regulations 2017 (Schedule 7)
- Standards for RTOs 2015. ASQA
- VET Administrative Information for Providers (Department of Education & Training)
- VET Administrative Information for Providers Addendum (Department of Education & Training)
- Victorian Training Guarantee Quality Charter
- VET Funding Contract
- VRQA Guidelines for Non-School Senior Secondary Education Providers: Minimum Standards for Registration to Provide and Accredited Senior Secondary Course (Vic)
- VRQA Guidelines for VET Providers (Vic)

Definitions

Term	Definition
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
ASQA	Australian Skills Quality Authority
Campus Solutions	Federation University's Student Management System. Students refer to this as MyStudent Centre.
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 *Enrolment Date* is the earlier date of either the date the student incurred any costs (including any deposit or similar), to commence training or the *Course Commencement Date* which is generally the earliest *Enrolment Activity Start Date* of a *Subject (Module/Unit of competency)*.

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.
VCAL	Victorian Certificate of Applied Learning
VET delivered to Secondary Students	VET delivered to Secondary Students (formerly VETiS).
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.
Year 12 Qualification	A secondary school qualification or equivalent such as VCE, HSC or VCAL.
VRQA	Victorian Registration and Qualifications Authority
VTG	Refers to funding where students are eligible to access funding as part of the Victorian Training Guarantee.
VETASSESS	Refers to third party provider of skills assessments. Federation University engages VETASSESS to conduct LLN and digital capability reviews for prospective students.

Actions

The Pre-enrolment process is undertaken to ensure that the University has enrolled a well informed learner who knows what to expect when they commence their training.

The process consists of:

- LLN and digital capability review
- Completion of Pre-Training Review
- Issuing of a current Statement of Fees
- Confirming Victorian Training Guarantee Eligibility
- Provision of information in relation to VET Student Loans, if applicable

These steps should be undertaken for each learner as described within this document.

1. Qualification Entry Requirements

	ACTIVITY	RESPONSIBILITY	STEPS

1.	Confirm the AQF entry requirements for program	Curriculum Quality Leader / Program 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	Curriculum Quality Leader / Program Manager	Decisions about the current LLN skills and digital capability requisites of a VET program are based on the entry requirements mentioned in Appendix 2.

2. LLN and Digital Capability Review

VETASSESS is the system used for conducting, reviewing, and providing feedback of all student's LLN skills and digital capabilities prior to enrolment. The LLN skills and digital capabilities of the student are 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 2 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 will be completed before the Pre-Training Review Interview.

	ACTIVITY	RESPONSIBILITY	STEPS
1.	Commence the application process	Federation 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 a disability	Federation 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.

3.	Enrol prospective student in LLN and digital capability review	CRM	The appropriate LLN and digital capability review tool is provided by VETASSESS. The appropriate test module is allocated, based on the program being applied for. The information collected will be inputted into CRM.
4.	Mark the LLN and digital capability review	VETASSESS/CRM	The LLN and digital capability review is marked against the assessment criteria specified. Students will be advised if they have met the required ACSF level or if they are "Working towards" the required ACSF level.
5.	Record the LLN and digital capability performance of the applicant	VETASSESS/CRM	The results achieved by the applicant are recorded and retained by VETASSESS and in CRM, with 24x7 access for delegated Federation staff, available for 1000 days.
6.	Notify prospective student of results	VETASSESS/CRM	a. A letter informing the applicant of their review result is sent via the email address provided by the Applicant. b. If an applicant scores lower than required on their LLN, or declares they require support (however they meet all other eligibility requirements), the TAFELearner Success Manager will be notified and a member of the LLN support team will make an appointment with the student to discuss their needs.
7.	Provide trainer/assessors access to prospective students' LLN and digital capability review results	VETASSESS / Program Support Administrative Officers/ CRM	The prospective students' LLN results are stored by VETASSESS in the CRM and the Trainers / Assessors, Admin staff and LLN coordinator will self-serve through the VETASSESS portal for the information they require
8.	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 and retained digitally within CRM.

			Copies must be retained in accordance with the [Records Management Procedure](#).

3. Pre-training review form completion and interview

This is completed by an authorised delegated member of Student HQ. 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 to ascertain the suitability and relevance of the program. All parts of the Pre-Training Review Form must be completed by the Student HQ.

	ACTIVITY	RESPONSIBILITY	STEPS
1.	Review results of LLN and digital capability review	Student HQ	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	Student HQ	Identify if the applicant has achieved LLN and digital capability skills and the required ACSF level. If the applicant has been identified as "working towards" the required ACSF level, refer to Appendix 1 for guidance in interpreting student results. 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) Results of LLN must be reported to the Manager of Learner Success in the form, manner and by the time requested by the Manager of Learner Success. If the student is identified as "working towards" the ACSF level, the LLN review score obtained by the prospective student should be

			recorded on the pre-training review form as 'x' of 'y' questions correct. Any additional support offered to the applicant must also be documented on the pre-training review form.
			Any gap between the applicant's digital capability and the requirements of the course should also be noted on the pre-training review form.
			Applicants intending to enrol into certificate course levels I to IV, that do not achieve the determined ACSF level 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 or may be recommended to apply for an alternative program of study such as an appropriate foundation skills program, and reapply to the intended program at a later date. This is determined by the trainer conducting the pre-training review in accordance with Appendix 1 and should be noted on the pre-training review form.
			The foundation program may be delivered as a standalone qualification or as a pathway into the desired program of study.
			Considerations should be given to the industry requirements and the student's previous experience working in the industry area.
			Refer to Appendix 1: Determining Learning Support Options for VET students.
3.	Inform student of required actions	Student HQ	Discuss the Pre-Training Review with applicant.
4.	Complete the Pre-Training Review form	Trainer/Assessor	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. Where an applicant is identified as 'working towards the required ACSF level, the trainer must document details of additional support offered. If the trainer determines that no additional support is required, a clear rationale for the decision must be documented on the Pre-Training Review form. This process will be conducted through CRM. In addition, Section 7, 'Employer Pre-Training Review', must be completed for Trainees and/or Apprentices
5.	Ensure the applicant is aware of funding eligibility	Student HQ	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. Notification will be provided via CRM to the applicant of funding eligibility requirements.

4. Victorian Training Guarantee eligibility

	ACTIVITY	RESPONSIBILITY	STEPS
1.	Check Victorian Training Guarantee VTG eligibility criteria for all students	Trainer/Assessor/Student HQ	Check the criteria as below • Citizenship • Higher Qualifications • Foundation Courses • VET Funding Contract • Student & RTO Declarations • Authorised Delegates • Proxy Declarations VTG Evidence must be retained by the RTO in the respected student file.
2.	Consider suitability for VTG exemption, if appropriate, and discuss with applicant	RTO authorised delegate	The Training Provider may only exempt a student from the eligibility requirements in accordance with Part C of

			Schedule 1 of the Funding Contract. The Training Provider must sight and retain evidence of a student's eligibility to receive an exemption as specified in the Funding Contract.
3.	Ensure copies of VTG evidence are made, and certified for all applicants	RTO authorised officer, VixVerify	Where an applicant's evidence is verified through the VixVerify portal to the DVS, evidence is retained and can be recalled by providing appropriate people with access to the VixVerify admin console. Where an applicant's evidence is verified manually in person, copies of all required VTG evidence must be made and certified, dated and attached with applicant's enrolment form. Where VTG evidence is sighted in person, copies of VTG evidence must be sent to Student Services to be held with the student enrolment file. For self-service enrolments scanned copies of the evidence should be uploaded to the student's application portal. All copies of VTG evidence are to be retained in the CRM system.
4.	Check Apprenticeship/traineeship eligibility requirements	Trainer/Assessor	Australian Apprenticeship Traineeship Delivery (VET) Procedure

5. Statement of Fees

	ACTIVITY	RESPONSIBILITY	STEPS
1.	Prepopulate Statement of Fees template for applicant	Trainer/Assessor or Department Administration/Student HQ	Statement of Fees Generator (Microsoft Form) is accessed via https://forms.office.com/pages/designpagev2.aspx?auth_pvr=OrgId&auth_upn=b.wallesz%40federation.edu.au&lang=en-US&origin=OfficeDotCom&route=Start&sessionid=9bd975a8-

			[fb1d-48dc-843a-bc6492b49bd7&subpage=design&id=D031zczM9Uunc5EHkn08Wwkmc4FRwEFClwTL43tcyCNUNjZYQjFHTDhRSDQzSzc1WkRNTkVaR1NPQi4u&analysis=false](#) . Staff member populates the form with details relevant to the applicant and submits. Statement of Fees pdf file will be emailed direct to the staff member. Data within the Statement of Fees is maintained by Student Finance. Prior to the commencement of training, the Training Provider must give each Skills First Student a Statement of Fees that includes, at minimum: a. the code, title, and currency of the program; b. the total cost to them for their program, considering any Fee Concession or Fee Waiver entitlement; c. the approximate value of the government contribution expressed in dollars; and d. any other applicable fees, such as student services, amenities, goods, or materials. This is automated with CRM, and students will be given an indicative statement of fees after their application is completed.
2.	Provide applicant with a Statement of Fees	Student HQ/CRM	Each Statement of Fees must be individualised for each enrolling student and include the student's name. An invoice will be generated after the student accepts their enrolment and sent to their Federation University student email address and is available via MyStudent Centre.

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	Student HQ/ CRM	A VET Student Loans (VSL) Information sheet is available from the Student Fees website and must be given to all students in a VSL eligible program during the pre-enrolment process. The information sheet developed by Student Finance is attached to a student's offer letter/email in CRM. Further information on VET Student Loans is available at https://www.dewr.gov.au/vet-student-loansand http://studyassist.gov.au and https://feduni-ss.powerappsportals.com/knowledgebase/article/KA-04208

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.
- Authorised Delegate Form (PDF 117.9kb)
- Pre- Training Review LLN Appendix 1 (PDF 217.5kb)
- Pre-Training Review Form (PDF 952.4kb)
- Pre-Training Review LLN Appendix 2 (PDF 148.5kb)

Responsibility

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

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. Staffinduction sessions

3. Training sessions

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Application / selection documentation	CRM	Program Manager	Retain 7 years from date of completion or withdrawal from program
Marked LLN online review	VETASSESS database	Director, Learner Experience and Excellence	One year following date of decision
Marked LLN paper-based review	CRM	Director, Learner Experience and Excellence	One year following date of decision
Copy of Notification of LLN results	CRM	Program Manager	Retain 7 years from date of completion or withdrawal from program
Pre-Training Review Form	CRM	Program Manager	Retain 7 years from date of completion or withdrawal from program
LLN Review student confirmation document	CRM	Program Manager	Retain 7 years from date of completion or withdrawal from program
Statement of fees	CRM	Program Manager	Retain 7 years from date of completion or withdrawal from program

VTG Evidence	CRM VixVerify	Manager, Student HQ Services	Retain 7 years from date of completion or withdrawal from program
Recognition of Prior Evidence / Recognition of Credit Transfer	CRM	Program Manager	Retain 7 years from date of completion or withdrawal from program
Individual Training / Learning Plan	Retain in student file	Program Manager	Retain 7 years from date of completion or withdrawal from program