



Pre-Training Review Policy and Procedure

1. Purpose

Before enrolment, ALACC Health College conducts a **Pre-Training Review (PTR)** to assess each student's existing competencies, learning needs, career goals, and suitability for the intended course.

The PTR ensures students are enrolling in the most appropriate course for their aspirations and capabilities, and that any support needs are identified early. The PTR includes a **Language, Literacy, and Numeracy (LLN) Assessment**.

Scope

This policy applies to:

- All prospective domestic and international students at ALACC Health College.
- All staff involved in student enrolments and support.
- All accredited training programs delivered by ALACC.

Note: For students accessing VET Student Loans (VSL), additional VSL-specific Pre-Training Review requirements apply. Refer to the VSL Student Entry Procedure.

2. Policy Statement

The Pre-Training Review will:

- **Identify previously acquired competencies**, through Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC), or Credit Transfer (CT).
- **Ascertain the most suitable course or qualification** based on the student's capabilities, learning needs, career aspirations, and likely employment outcomes.
- **Confirm that proposed learning strategies, modes of delivery, and materials** are appropriate for the student's needs, taking into account any individual support requirements.



3. Pre-Training Review Procedure

3.1 Initial Student Assessment

- Students complete an **LLN Assessment** appropriate to the AQF level of the intended course.
- The LLN assessment is conducted by a qualified trainer/assessor (TAE40116/TAE40122 or equivalent).

3.2 Trainer Review and Consultation

- The trainer/assessor evaluates:
 - The LLN results;
 - Existing qualifications and work experience;
 - Career and employment goals;
 - Any previously attained competencies (RPL/RCC/CT eligibility).
- The trainer/assessor discusses the student's goals and identifies the most suitable qualification or course pathway.
- Where applicable, options for **additional support or foundation skills training** (e.g., English support, numeracy workshops) are discussed and recorded.

3.3 Suitability and Support Determination

- The trainer ensures the student:
 - Understands course content, structure, delivery modes, placements (if applicable), time commitments, assessment methods, and course duration.
 - Has the capacity to complete the course requirements with or without reasonable adjustments.
 - Is aware of the total course fees, payment options, and refund policies.
- Adjustments to the Training Plan (e.g., flexible delivery, extra support) are agreed upon where necessary.



3.4 Decision and Documentation

- The trainer records:
 - Date of the Pre-Training Review;
 - The selected qualification/course;
 - Rationale for course suitability, including how it aligns with the student's goals;
 - Any support needs or adjustments required and the actions planned.
- The completed PTR documentation is reviewed by the enrolment team before enrolment is finalised.

4. VSL Students

Students applying for a VET Student Loan (VSL) must meet additional entry requirements in accordance with the **VET Student Loans Act 2016**.

In addition to the standard Pre-Training Review, VSL students must:

- Complete an LLN assessment using an approved tool demonstrating competency at **Australian Core Skills Framework (ACSF) Level 3** in both reading and numeracy.
- Provide evidence of academic suitability, such as:
 - A copy of an Australian Year 12 Senior Secondary Certificate of Education, **or**
 - Evidence of completion of a Certificate IV or higher qualification delivered in English, **or**
 - Achievement of ACSF Exit Level 3 through the approved LLN test.
- Where the LLN test result does not demonstrate competency, the student will not be eligible for a VET Student Loan.

ALACC Health College will retain evidence of the completed LLN assessment and academic suitability documents for a minimum of **five (5) years**.



5. Continuous Improvement

- Trainers participate in regular moderation meetings to ensure the PTR process remains consistent, fair, and aligned with RTO Standards 2025 requirements.

5. Document Control

Policy:	Pre-Training Review Policy and Procedure
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	Updated to align with the 2025 Standards by clearly structuring the Pre-Training Review process, emphasising the identification of student needs, course suitability, and support requirements. A new section was added for VET Student Loan (VSL) applicants, outlining mandatory academic suitability checks, LLN assessment requirements at ACSF Level 3, and evidence retention obligations.