



Pre-Training Review Policy and Procedure

1. Purpose

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

The PTR ensures students are enrolled in the most appropriate course and that any support needs are identified early.

2. Scope

This policy applies to:

- *All prospective domestic and international students*
- *All staff involved in enrolment and student support*
- *All accredited training programs delivered by ALACC*

3. Policy Statement

The Pre-Training Review will:

- *Identify previously acquired competencies (RPL, Credit Transfer)*
- *Determine course suitability based on student capability and goals*
- *Confirm learning strategies and support needs*

4. Procedure

4.1 Initial Assessment

- *Students complete an LLN assessment appropriate to course level*
- *Conducted by a qualified trainer/assessor*



4.2 Trainer Review

Trainer evaluates:

- *LLN results*
- *Qualifications and experience*
- *Career goals*
- *RPL/CT opportunities*

4.3 Suitability Assessment

Trainer ensures student:

- *Understands course requirements*
Has capacity to complete course
- *Is aware of fees, duration, and expectations*
- *Support needs are documented and addressed.*

5. Documentation

Records must include:

- PTR date
- Course selected
- Suitability rationale
- Support needs

6. Continuous Improvement

PTR processes are reviewed regularly to ensure fairness and compliance with RTO Standards 2025.

6. 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 2026
Version:	2026.1
Next review:	April 2027
Summary of changes:	This policy has been revised to improve clarity, remove references to government-funded programs and VET Student Loans, and ensure alignment with current regulatory standards.