

Pre-Training Review

1.0 Purpose

To conduct a Pre-Training Review (PTR) with a prospective student to ascertain the most suitable course for that applicant to enrol in at Bendigo Kangan Institute (BKI). This process includes the consideration of Language, Literacy and Numeracy (LLN) skills to determine if they require additional Learning Support to assist them with their learning.

2.0 Scope

To meet the requirements of the VET Funding Contract and Australian Skills Quality Authority (ASQA), the following BKI prospective students (also referred to as applicants) are required as a part of enrolment, or prior to the commencement to undertake a PTR at BKI:

- Applicants applying for a government funded VET course.
- Applicants applying for Free TAFE for Priority Course.
- Applicants applying for Course in NDIS and further study in related courses works.
- Applicants applying for an accredited short course.
- Applicants applying for Recognition of Prior Learning (RPL).

This procedure does not apply to the following prospective students:

- International applicants.
- Corrections applicants.
- VET in Schools (VETiS) applicants.

3.0 Policy Reference

Enrolment Policy

4.0 Procedural Steps

No.	Phases and steps	Name of role who actions
4.1	PTR Session planning	
4.1.1	Ensure the course information provided on the Bendigo and Kangan websites is accurate and current.	Teaching Department
4.1.2	Appoint a BKI staff member(s) for the PTR Session.	Teaching Department
4.1.3	Familiarise themselves with the PTR intranet .	Appointed PTR Staff Member
4.1.4	Familiarise themselves with the PTR session guide found on the PTR intranet .	Appointed PTR Staff Member
4.1.5	Contact Academic Governance and Quality (AG&Q) if PTR training is required.	AG&Q/ Appointed PTR Staff Member

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No.	Phases and steps	Name of role who actions
4.1.6	Schedule a PTR Session and inform the applicant about the PTR session.	Appointed PTR Staff Member
4.1.7	Print the following PTR Session documentation: <ul style="list-style-type: none"> • Pre-Training Review form (Kangan) or Pre-Training Review form (Bendigo) • Mass Upload confirmation • Learning support referral form 	Appointed PTR Staff Member
4.2	Language, Literacy and Numeracy (LLN) assessment planning	
4.2.1	Familiarise themselves with the three different LLN assessment tool options available to follow at BKI: <ol style="list-style-type: none"> Bksb LLN assessment process (Off campus) Bksb LLN assessment process (On campus) Alternative LLN assessment process (other than bksb) ie Vetassess or paper based which has been approved by AG&Q and entered on the PTR Register additional testing based on cohort and course requirements, ie writing assessment, oracy assessment. Any additional tests should be included in the TAS and the PTR Register and aligned to the identified ACSF requirements of the course or the industry requirements of the course, ie oracy for dealing with aged care patients <p>All testing that is required at a course level as part of the PTR should be included in course information for students about entry requirements.</p>	Appointed PTR Staff Member
4.2.2	Familiarise themselves with the PTR register from the PTR intranet .	Appointed PTR Staff Member
4.2.3	Ensure the course LLN assessment tool identified on the PTR register is the assessment tool that will be conducted for the PTR session. Email qualitysupport@bendigotafe.edu.au to register any changes.	Appointed PTR Staff Member
4.2.4	Familiarise themselves with the recommended course entry ACSF levels. These levels are identified on the Training and Assessment Strategy (TAS) in the entry requirement section. <p>Please Note: The recommended course entry ACSF levels at BKI are set to 'working at' levels, if the LLN assessment tool used maps to ACSF at 'exit levels' adjust the ACSF levels accordingly when registering levels with AG&Q. These levels are <u>not</u> to be adjusted at the PTR session.</p> <p>Note: bksb maps to 'working at' levels.</p>	Appointed PTR Staff Member

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No.	Phases and steps	Name of role who actions
4.2.5	Ensure the recommended course entry ACSF levels identified on the PTR register are correct. Portfolio Executive Director to notify qualitysupport@bendigotafe.edu.au of any changes.	Teaching Department, Portfolio Executive Director
4.2.6	Inform the applicant prior to the PTR session that they will be required to sit an LLN assessment if they are not able to provide evidence of an Australian Year 12 Certificate of Education and/or an AQF Certificate IV or higher qualification (where the language of instruction is English). This evidence must be sighted at the PTR session and a copy retained with the PTR form.	Appointed PTR Staff Member
4.3	Optional PTR additional writing assessment	
4.3.1	Determine if the course PTR session would benefit with the inclusion of a writing assessment to measure the applicant's core writing ACSF skill level for Literacy.	Teaching Department
4.3.2	Ensure the course bksb free writing assessment tool is identified on the PTR register . Email qualitysupport@bendigotafe.edu.au to register any changes.	Teaching Department
4.3.3	Familiarise themselves with the bksb free writing assessment tutor guide found on the PTR intranet .	Teaching Department
4.3.4	Download the writing the bksb free writing assessment found on the PTR intranet .	Appointed PTR Staff Member
4.3.5	Follow the bksb free writing assessment instructions and complete the writing assessment as a part of the PTR session.	Applicant
4.3.6	Refer to the bksb free writing assessment tutor and assess the applicants writing level and record the result on page 7. Refer to the following: <ul style="list-style-type: none"> the writing samples (pages 3-5) Level descriptors (page 6) Please Note: The assessment is to be marked by an assessor who holds the TAE40116 (or its successor) or a Diploma in Adult Education or above.	Appointed PTR Staff Member, Teaching Department
4.3.7	Determine if the applicant has achieved the recommended course entry ACSF levels for Literacy.	Appointed PTR Staff Member
4.3.8	Attach the applicant's bksb free writing Assessment undertaken to the PTR form.	Appointed PTR Staff Member
4.4	Planning for VET Student Loan (VSL) approved courses	

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No.	Phases and steps	Name of role who actions
4.4.1	Ensure the course LLN assessment tool identified on the PTR register is an approved VSL LLN assessment tool. For information on approved LLN assessment tools go to https://www.education.gov.au/language-literacy-and-numeracy-lln-assessment-tool-information .	Appointed PTR Staff Member
4.4.2	Inform the applicant prior to the PTR session of the VSL academically suitability eligibility requirements. The applicant is to satisfy one of the following requirements: <ul style="list-style-type: none"> • Australian Year 12 Certificate; OR • Successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English); OR • Competence at Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy through an approved Language, Literacy and Numeracy assessment. Please Note: this is ACSF L4 in bksb. This evidence must be sighted at the PTR session and a copy retained with the PTR form.	Appointed PTR Staff Member
4.4.3	If a student fails to achieve the ACSF Exit level 3 in Literacy and Numeracy on sitting, the student may re-sit based on the Teaching Departments assessment of readiness.	Teaching Department
4.4.4	Provide details of the student results of LLN assessment to the Secretary of the Department of Education and Training if requested to do so by the Secretary.	AG&Q
4.5	OPTION ONE: Bksb LLN assessment process (Off campus)	
4.5.1	Download the Mass Upload form from the PTR intranet .	Appointed PTR Staff Member
4.5.2	Complete the Mass Upload form as per form instructions then email to AG&Q to create the applicant bksb user accounts.	Appointed PTR Staff Member
4.5.3	Create the applicant(s) bksb accounts then email confirmation to the Appointed Staff Member listing the applicants account status. Please Note: If an account has been created prior for the applicant and they have sat the assessment their achieved levels will be identified in the email.	AG&Q
4.5.4	Tailor the PTR off campus applicant email template (Kangan) or PTR off campus applicant email template (Bendigo) as per template instructions.	Appointed PTR Staff Member
4.5.5	Email the PTR/bksb details to the applicant and attach Instructions on how to sit the bksb English and Maths assessment (Kangan) or Instructions on how to sit the bksb English and Maths assessment (Bendigo) .	Appointed PTR Staff Member

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No.	Phases and steps	Name of role who actions
4.5.6	Follow the email instructions then log into bksb and sit the English and Maths assessment by the completion date specified in email.	Applicant
4.5.7	Obtain applicant's LLN results from bksb after the completion date. Refer to either How to run a group (course) ACSF level result report in bksb or How to view an individual applicants ACSF level result in bksb from the PTR intranet .	Appointed PTR Staff Member
4.5.8	Record and assess the recommended course entry ACSF levels with the applicants LLN results in section 2 on PTR form.	Appointed PTR Staff Member
4.6	OPTION TWO: Bksb LLN assessment process (On campus)	
4.6.1	Download the Mass Upload form from the PTR intranet .	Appointed PTR Staff Member
4.6.2	Complete the Mass Upload form as per form instructions then email to AG&Q to create the applicant bksb user accounts at least 24 hours prior to the PTR session.	Appointed PTR Staff Member
4.6.3	Create the applicant(s) bksb accounts then email confirmation to the Appointed Staff Member listing the applicants account status. Please Note: If an account has been created prior for the applicant and they have sat the assessment their achieved levels will be identified in the email.	AG&Q
4.6.4	Print the confirmation list ready for the PTR session to refer too.	Appointed PTR Staff Member
4.6.5	Organise temporary login access to the classroom network for applicant(s) to sit bksb at the PTR session if applicable. IS&S supply temporary account logins every week to department portfolio areas. If you are unsure who to contact for temporary logins contact the support Centre on 2200 or supportcentre@kangan.edu.au .	Appointed PTR Staff Member
4.6.6	Applicant(s) log in to the BKI network at the PTR session.	Applicant
4.6.7	Applicant(s) log in to bksb and sit the bksb English and Maths assessment at the PTR session.	Applicant
4.6.8	Obtain applicant(s) LLN results from bksb by viewing the results from the applicant's dashboard at the PTR session.	Applicant/ Appointed PTR Staff Member
4.6.9	Record and assess the recommended course entry ACSF levels with the applicants LLN results in section 2 on PTR form.	Appointed PTR Staff Member
4.7	OPTION THREE: Alternative LLN assessment process (other than bksb)	

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No.	Phases and steps	Name of role who actions
4.7.1	Register the proposed alternative LLN assessment tool for the course by email to qualitysupport@bendigotafe.edu.au if tool is not identified on the PTR register .	Teaching Department
4.7.2	Attach the following documentation to the email if the assessment is not an VSL Approved LLN assessment tool: <ol style="list-style-type: none"> 1. Assessment 2. Assessment mapping guide 3. Assessment marking guide Please Note: The Alternative LLN assessment tool will not be approved by AG&Q without the above documentation.	Teaching Department
4.7.3	Review proposed alternative LLN assessment documentation and either Approve/Disapprove.	AG&Q
4.7.4	If the alternative LLN assessment has been approved by AG&Q record the LLN assessment tool for the course on the PTR register . If the alternative LLN assessment has been disapproved AG&Q to advise Teaching Department on how to proceed.	AG&Q
4.7.5	Send email confirmation to Teaching Department on the decision.	AG&Q
4.7.6	Conduct the LLN assessment either prior or during the PTR session.	Applicant/ Appointed PTR Staff Member
4.7.7	For a VSL Approved LLN assessment tool (e.g. VETASSESS, ACER etc.) attach the applicant's ACSF results to the PTR form, inform student of the result immediately.	Appointed PTR Staff Member
4.7.8	For a non VSL Approved LLN assessment tool attach the LLN assessment undertaken and the marking guide to the PTR form and inform the student of the results.	Appointed PTR Staff Member
4.7.9	Record and assess the recommended course entry ACSF levels with the applicants LLN results in section 2 on PTR form.	Appointed PTR Staff Member
4.8	PTR Session	
4.8.1	Provide course information that is clear, complete, accurate, relevant and transparent and be available to answer any questions from the applicant.	Appointed PTR Staff Member
4.8.2	Complete section 1 on the Pre-Training Review form (Kangan) or Pre-Training Review form (Bendigo) .	Applicant
4.8.3	Ensure all questions in section 1 on the PTR form have been completed by the applicant.	Appointed PTR Staff Member

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No.	Phases and steps	Name of role who actions
4.8.4	Determine if the applicant is required to sit a LLN assessment. Applicant is to complete an LLN assessment if they are unable to provide evidence of an Australian Year 12 Certificate of Education and/or an AQF Certificate IV or higher qualification.	Appointed PTR Staff Member
4.8.5	If the applicant is not able to provide the evidence identified in 4.8.4, refer to one of the following LLN assessment option steps in this procedure to conduct the LLN assessment: 4.5.6 Bksb LLN assessment process (Off campus) 4.6.6 Bksb LLN assessment process (On campus) 4.7.5 Alternative LLN assessment process	Applicant
4.8.6	Review the applicant's answers in section 1 by completing section 2 on the PTR form; ensuring when prompted include comments. Advise Student of outcome of assessment.	Appointed PTR Staff Member
4.8.7	Determine the most suitable training option for the applicant.	Appointed PTR Staff Member
4.8.8	Applicant decides to proceed to enrol in the course that is deemed most suitable course as per the PTR form.	Applicant
4.8.9	Identify on the Enrolment Checklist that the PTR has been completed for that course.	Appointed PTR Staff Member, Teaching Department
4.8.10	If a VSL approved course, identify on the Enrolment Checklist that the student has met the VSL academic suitability requirement if applicable.	Appointed PTR Staff Member, Teaching Department
4.8.11	Document CT, RPL and RCC on the students Training Plan if applicable.	Appointed PTR Staff Member, Teaching Department
4.9	Learning Support referral (Non Apprentices)	
4.9.1	Determine if the applicant requires additional Learning Support in either one or all of the following: <ul style="list-style-type: none"> Literacy Numeracy Digital Literacy 	Appointed PTR Staff Member
4.9.2	Applicant agrees to the recommended Learning Support to assist with their studies.	Applicant
4.9.3	Document on the PTR form the recommended Learning Support identified.	Appointed PTR Staff Member
4.9.4	Record applicant's name on the Learning support referral form and identify the area of support.	Appointed PTR Staff Member

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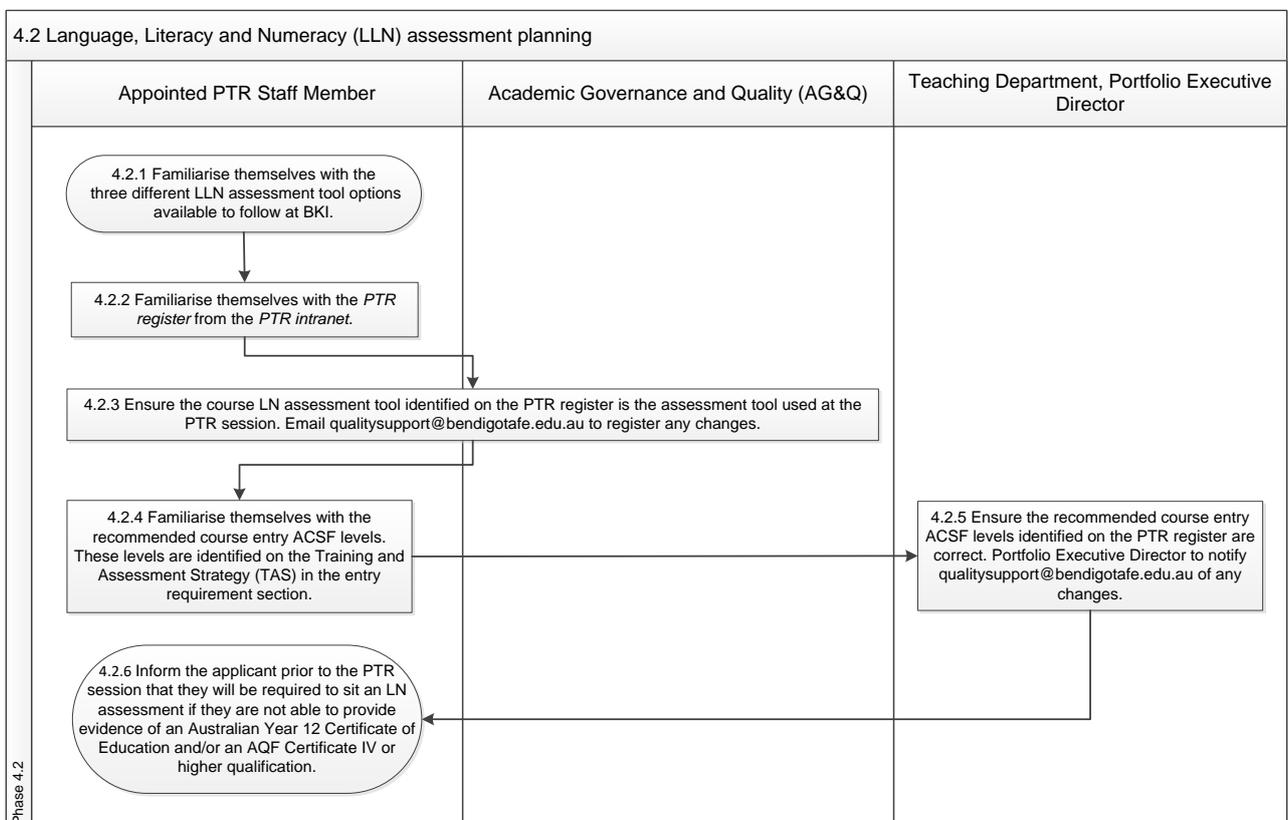
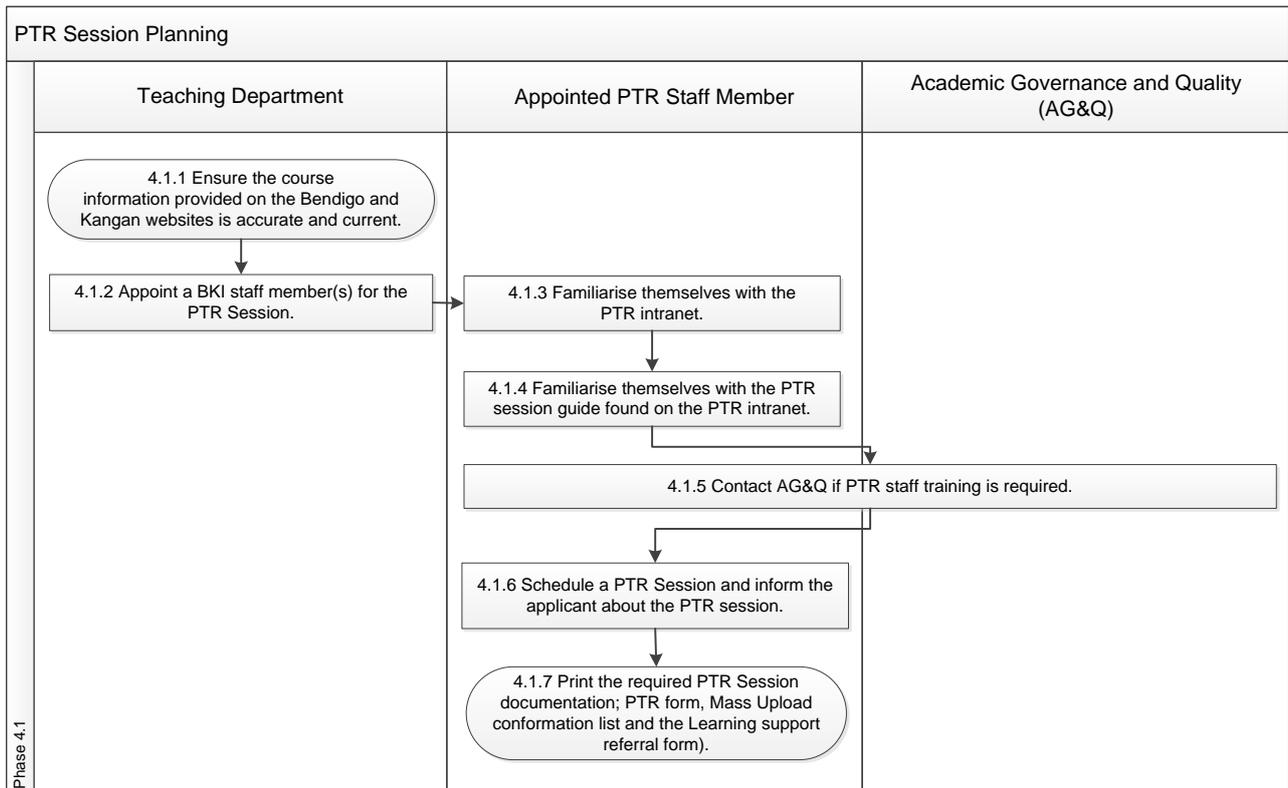
No.	Phases and steps	Name of role who actions
4.9.5	Email a copy of the Learning support referral form to the Learning Support Unit.	Appointed PTR Staff Member
4.9.6	Retain the Learning support referral form with student academic file.	Teaching Department
4.9.7	Applicant decides to proceed to enrol into their proposed course of study with the additional Learning Support.	Applicant
4.9.8	Document the additional Learning Support recommendation on the chosen course of study Training Plan.	Teaching Department
4.9.9	Contact the student to advise them of the available Learning Support options/times/locations etc.	Learning Support Unit
4.10	Learning Support referral (Apprentices)	
4.10.1	Determine if the applicant requires additional Learning Support in either one or all of the following: <ul style="list-style-type: none"> Literacy Numeracy Digital Literacy 	Appointed PTR Staff Member
4.10.2	Applicant agrees to the recommended Learning Support to assist with their studies.	Applicant
4.10.3	Document on the PTR form the recommended Learning Support identified.	Appointed PTR Staff Member
4.10.4	Inform Learning Support admin of applicant's details.	Appointed PTR Staff Member
4.10.5	Applicant decides to proceed to enrol into their proposed course of study with the additional Learning Support.	Applicant
4.10.6	Document the additional Learning Support recommendation on the chosen course of study Training Plan.	Teaching Department
4.10.7	Contact the student to advise them of the available Learning Support options/times/locations etc.	Learning Support Unit
4.11	Archiving PTR forms	
4.11.1	Store the PTR form in the student academic file once the PTR form has been completed. Please Note: Teaching Departments are not required to archive bksb assessment evidence.	Teaching Department
4.11.2	If an alternative LLN assessment took place that was a VSL Approved LLN assessment tool attach the applicant's results to the PTR form.	Teaching Department
4.11.3	If an alternative LLN assessment took place and is not a VSL Approved LLN assessment tool attach the applicant's assessment undertaken with the results and marking guide to the PTR form.	Teaching Department

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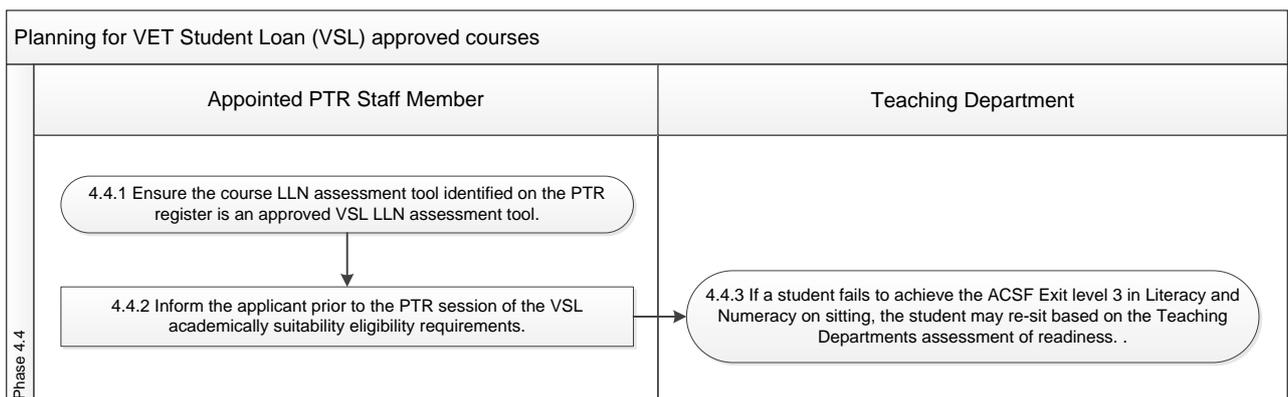
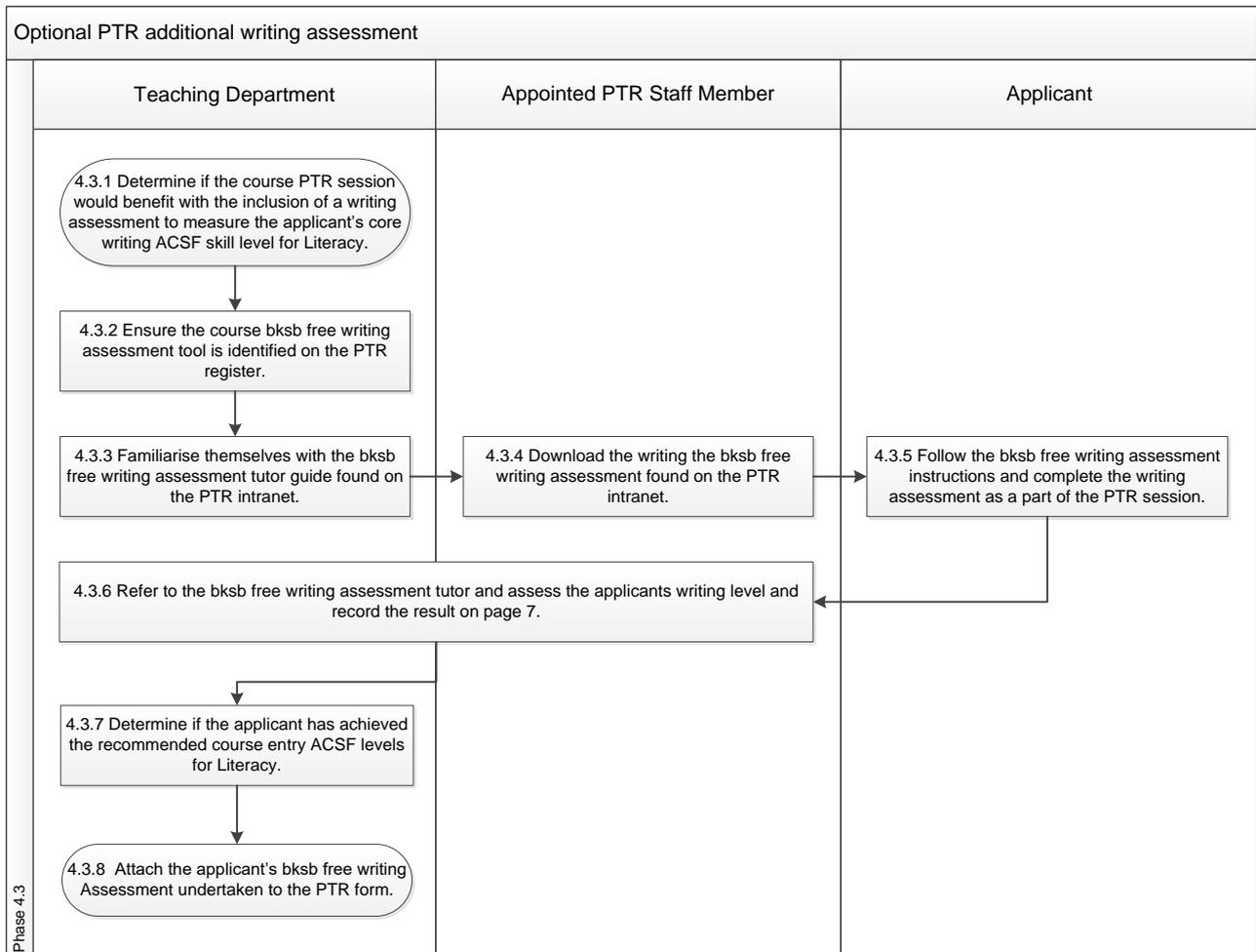
No.	Phases and steps	Name of role who actions
4.11.4	Ensure that all PTR records (including the LLN assessment evidence if applicable) are complete and signed by both the applicant and Appointed PTR Staff Member and are readily available in the student academic file.	Teaching Department
4.11.5	Retain all PTR records with the student academic file.	Teaching Department
4.12	PTR Review	
4.12.1	Run regular course bksb assessment risk reports to identify students 'at risk'. The LLN assessment result tool can be downloaded from the PTR intranet .	Teaching Department
4.12.2	Six monthly Internal PTR compliance audit.	AG&Q
4.12.3	Annual PTR staff Intranet documentation review.	AG&Q
4.12.4	Annual PTR register review.	AG&Q
4.12.5	PTR staff training as requested.	AG&Q
4.12.6	Provide accurate and comparable information on the Victorian Skills Gateway website www.skills.vic.gov.au/victorianskillsgateway .	Teaching Department/ Marketing

5.0 Procedural Swimlane Flowchart

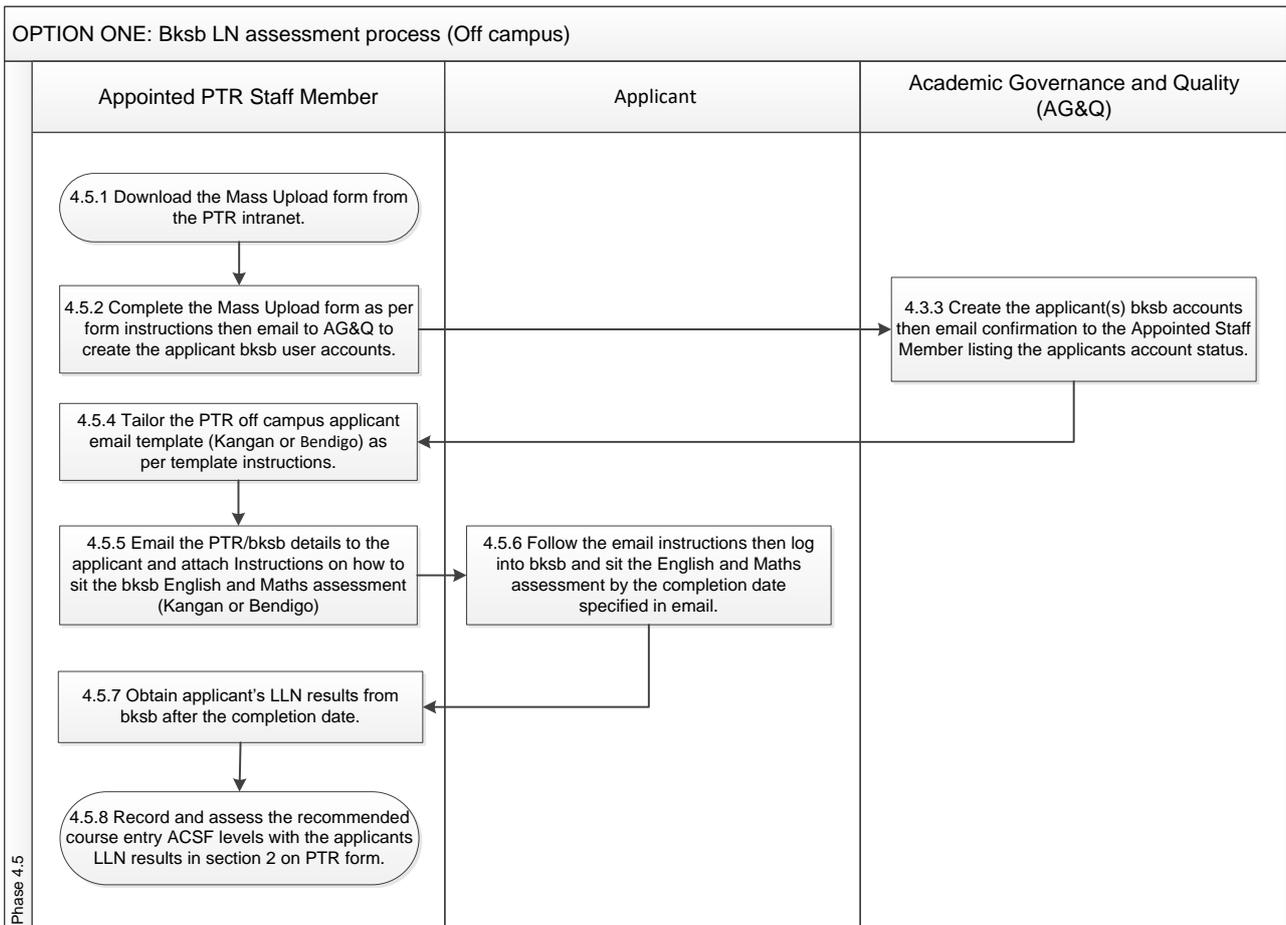
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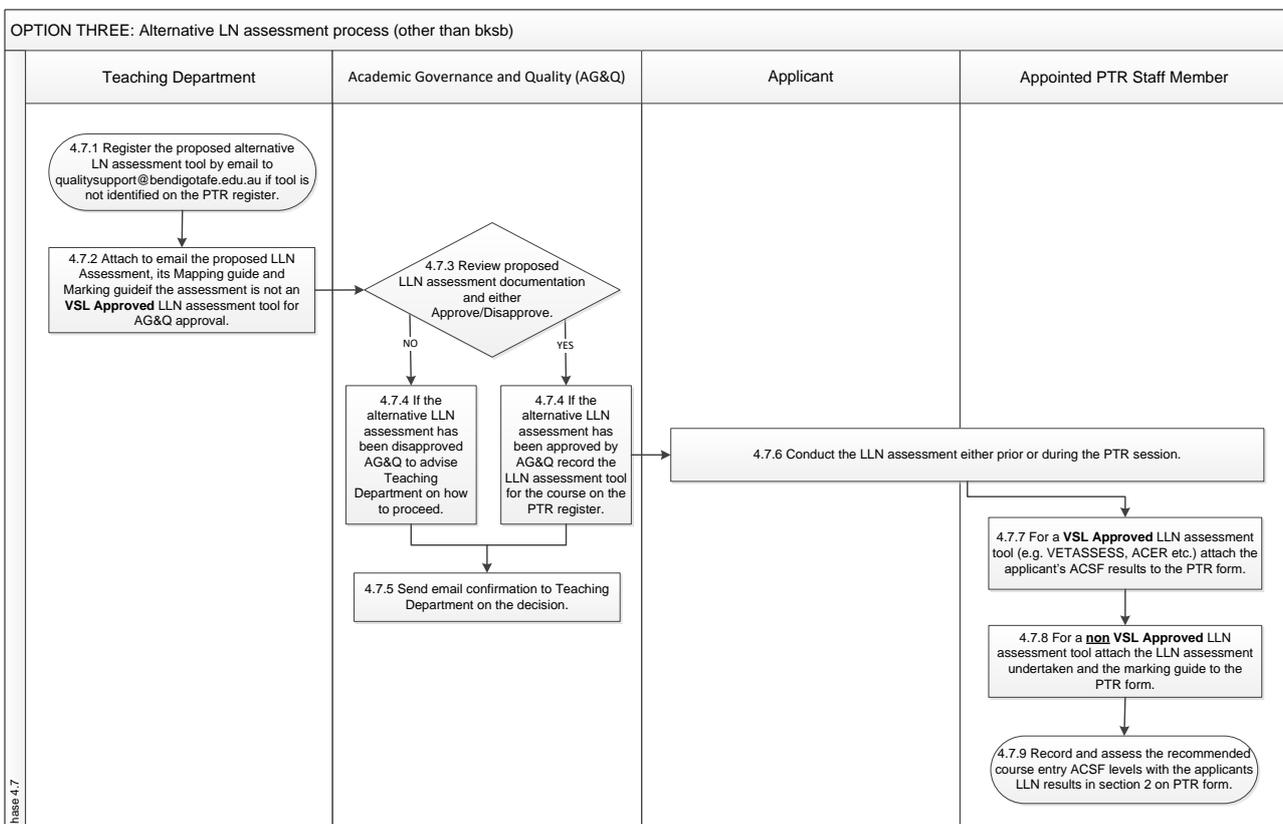
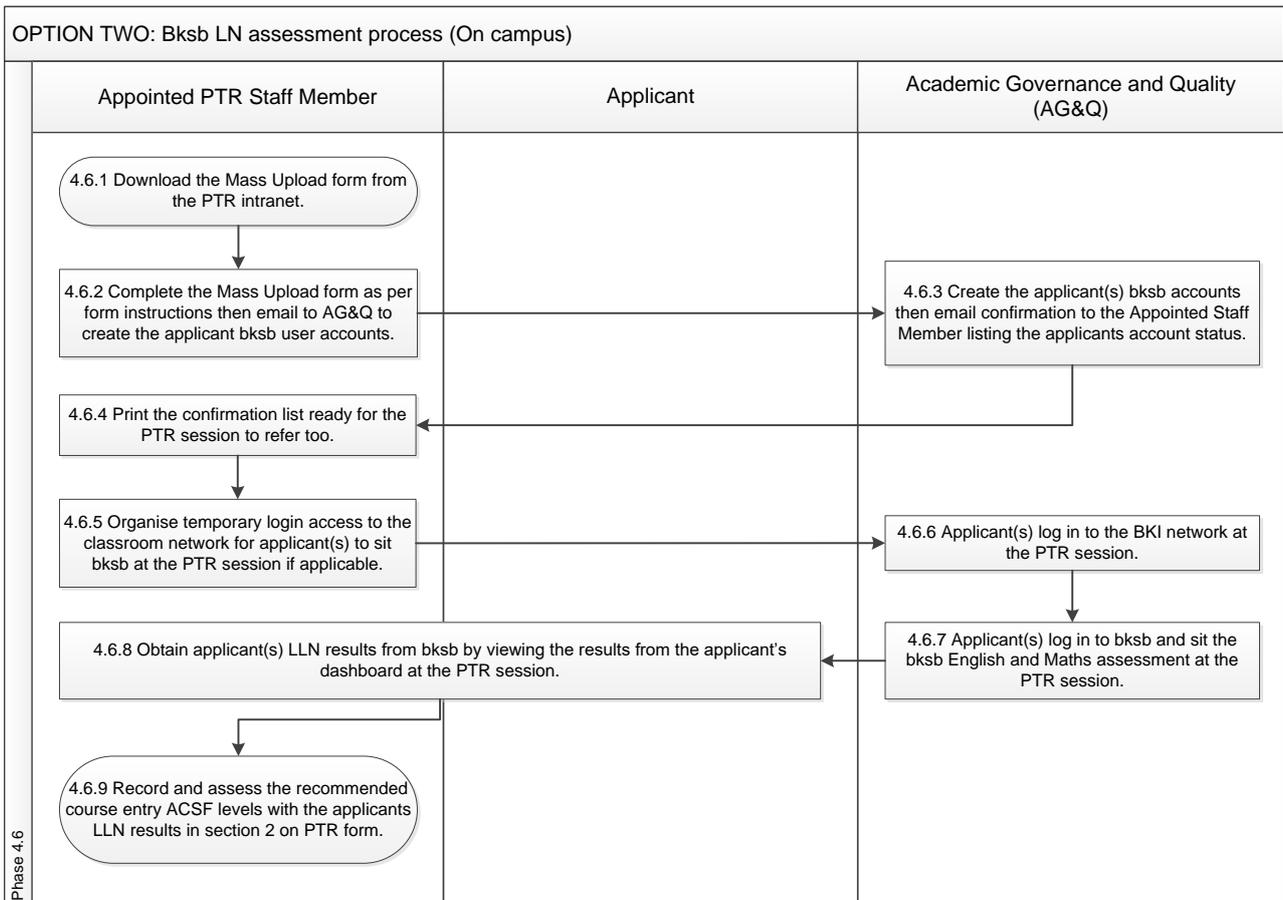
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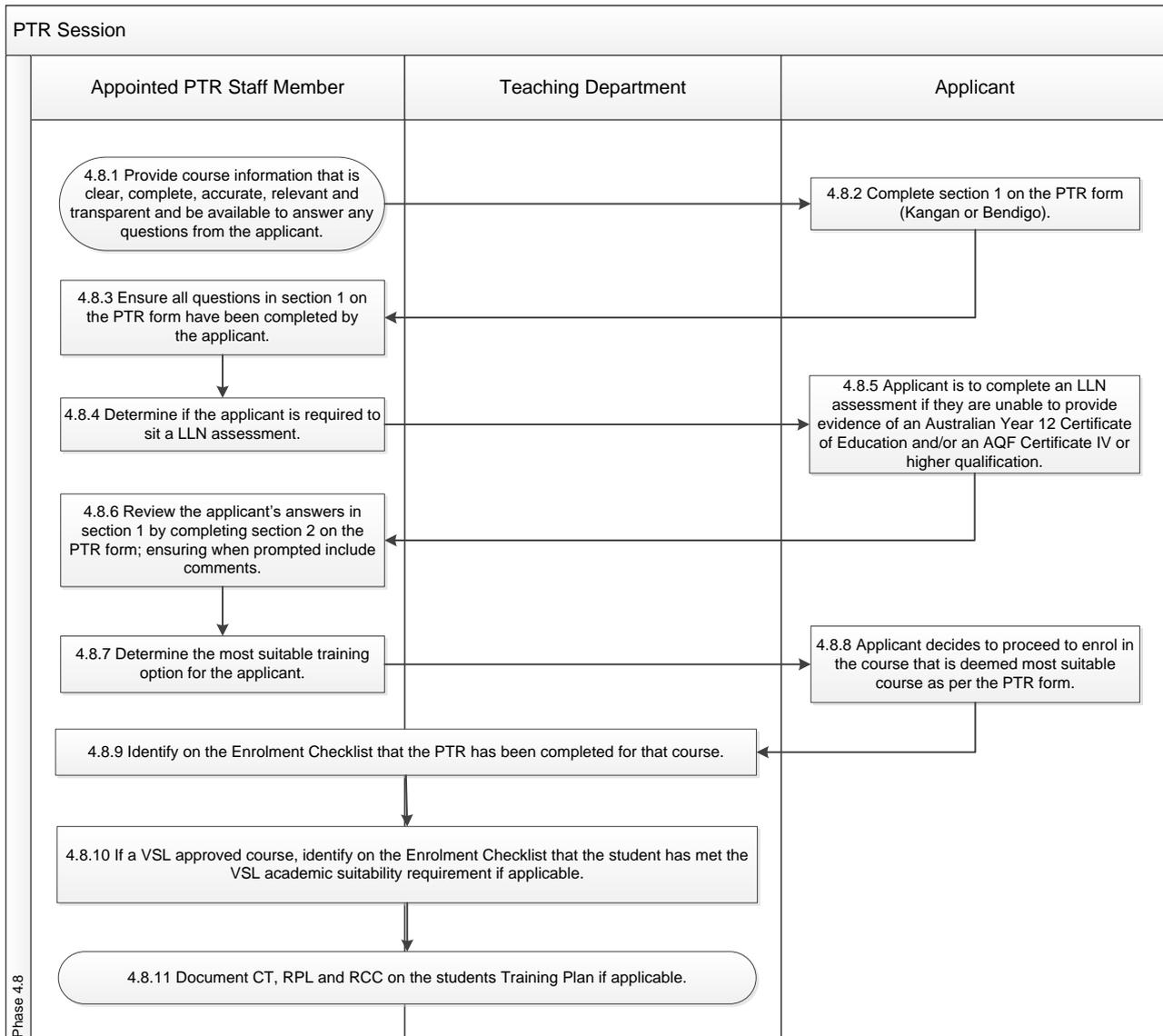
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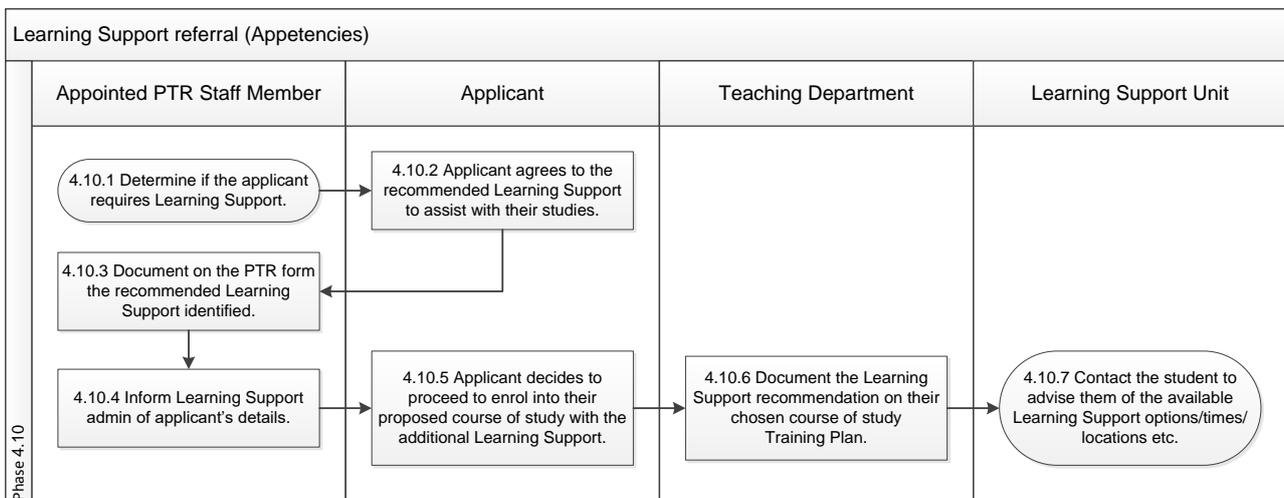
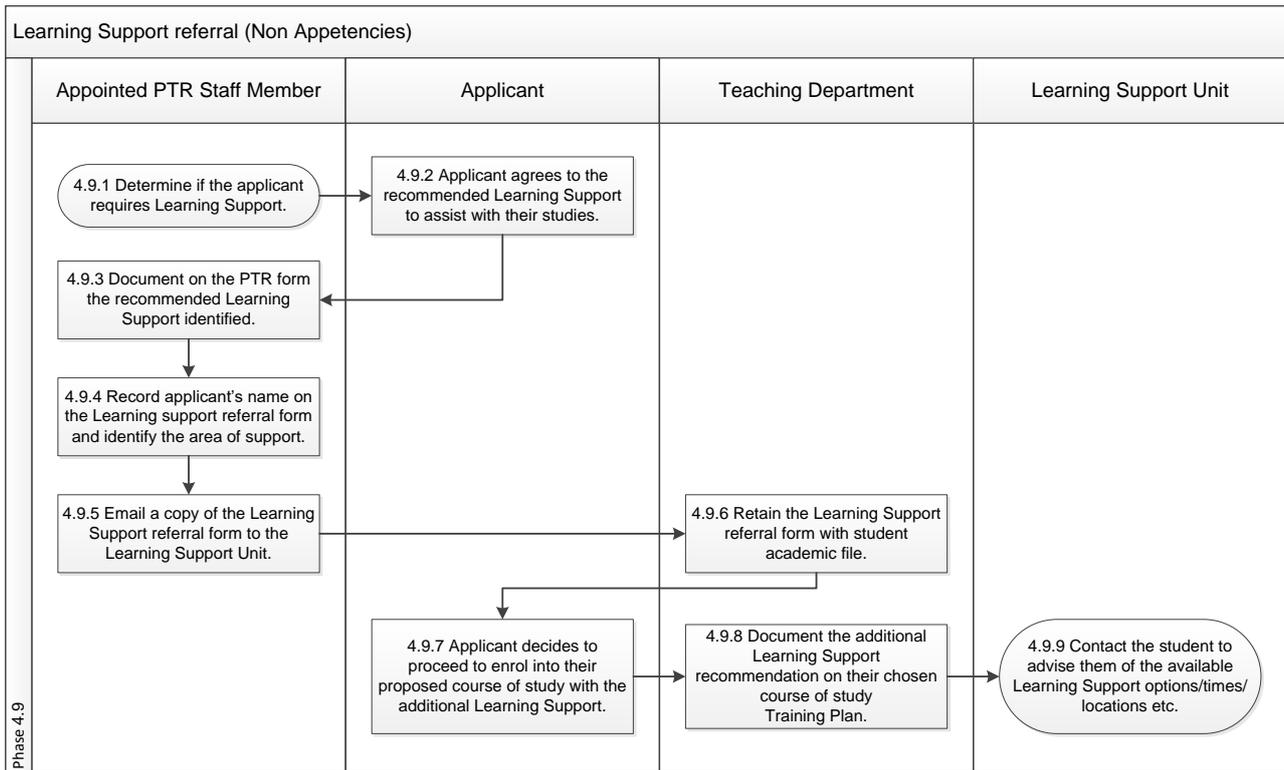
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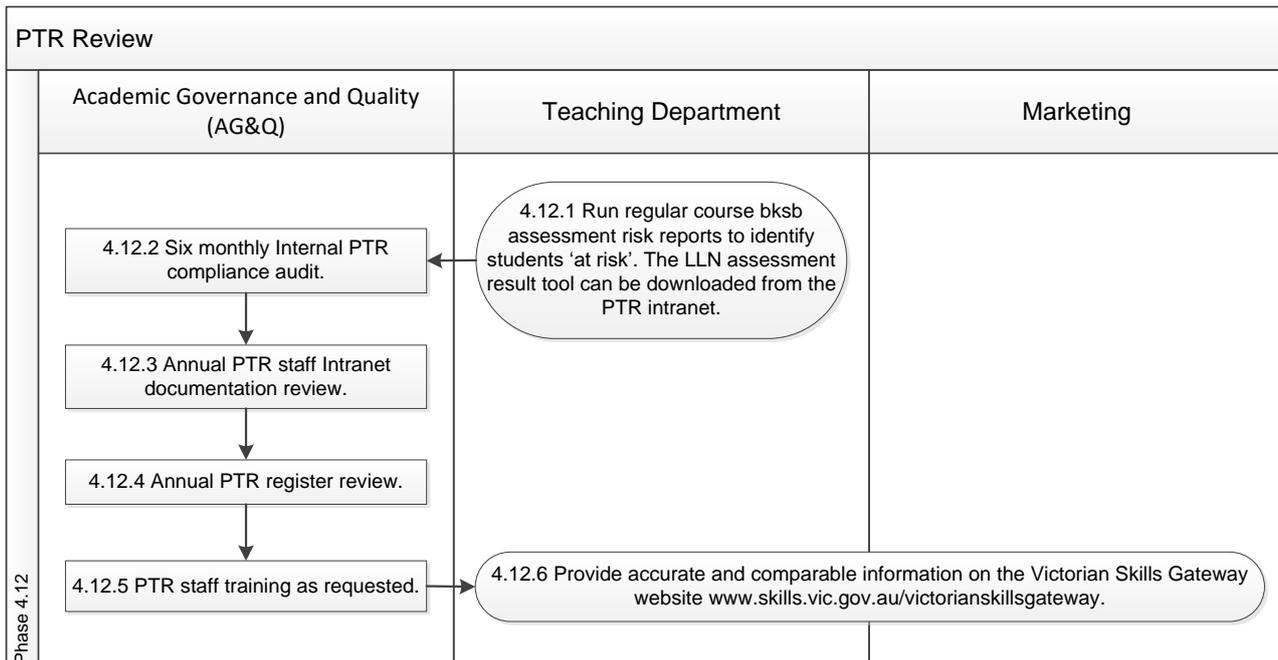
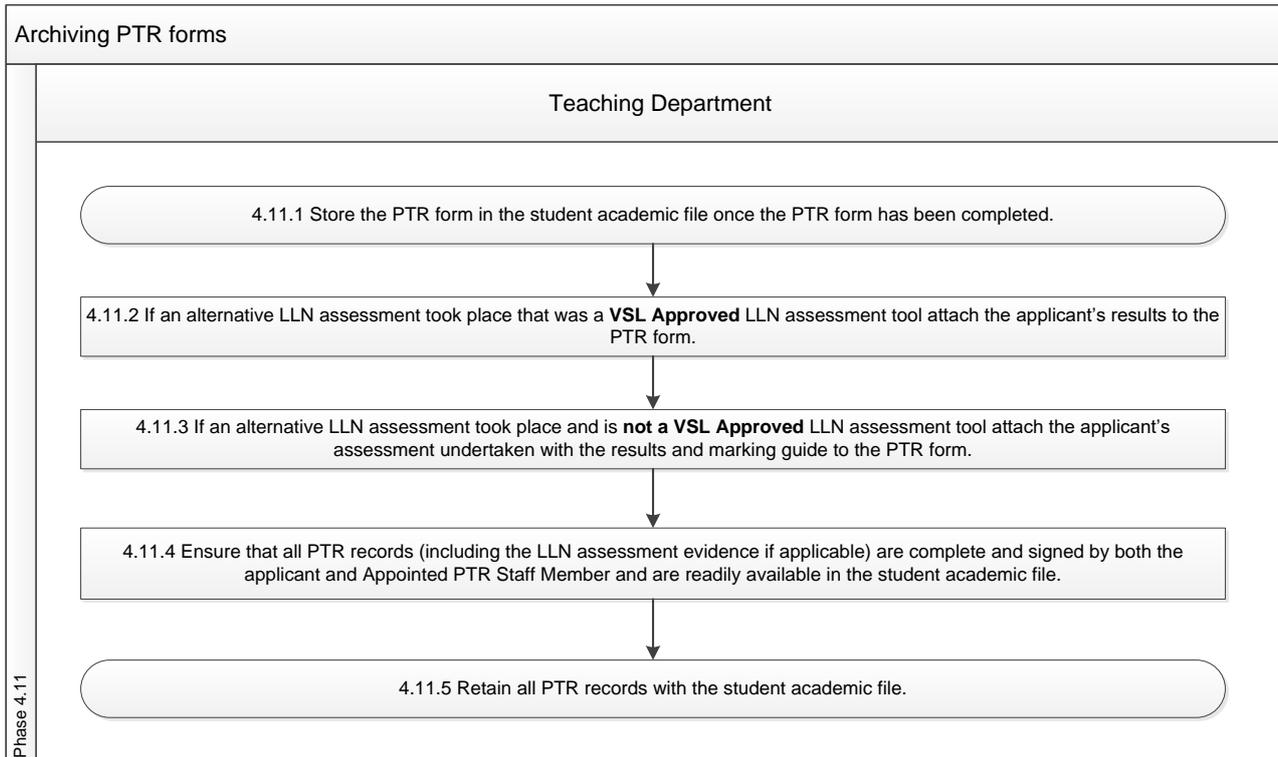
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6.0 Roles and Responsibilities

Role	Responsibilities
Academic Governance and Quality (AG&Q)	Oversees the PTR process at BKI.

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Role	Responsibilities
Appointed PTR Staff Member	Teaching Department assign a BKI staff member to oversee a PTR Session.
Portfolio Executive Director	Approves course entry ACSF levels.

7.0 Definitions

Word/Term	Definition
Pre-Training Review (PTR)	Pre-Training Review means the process undertaken between BKI and the prospective student to determine the most suitable and appropriate training for the Eligible Individual as described in Clause 5 of Schedule 1, VET Funding Contract.
PTR Intranet	A BKI network for staff to access PTR information, services and documentation. Link: https://staffportal.kangan.edu.au/BKIIntegration/PTR/SitePages/Home.aspx
Government funded VET course	Training subsidised through the <i>Skills First</i> Program.
Skills First Program	Victorian Government's program for funding individuals' Entitlement to Funded Training.
Training Plan	The Training Plan provides detailed information on training and assessment agreed to by the student and the RTO. This information ensures that all parties are making informed decisions about the services required and the respective obligations in the delivery of these services. A Training Plan provide details of the arrangements and underpins the Training Contract.
CT	Credit transfer is a process that provides you with credit for previous formal study that is equivalent to your nominated qualification.
Recognition of Prior Learning (RPL/RCC)	A process of assessment of any skills and knowledge that an individual has achieved outside the formal education and training system, in order to determine the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
Basic Key Skills Builder (bksb)	Bksb is an online tool that evaluates applicants learning strengths and weaknesses to determine their English and Maths levels against the Australian Core Skills Framework (ACSF).
Alternative LLN assessment	A LLN assessment other than bksb offered to prospective students as a part of the PTR.
VSL Approved LLN assessment tools	Assessment tools approved for use to meet the VET Student Loans program student entry requirements. For approved LLN assessment tools list go to https://www.education.gov.au/language-literacy-and-numeracy-lln-assessment-tool-information .

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Word/Term	Definition
Students 'at risk'	Students 'at risk' have achieved ACSF levels below the recommended course entry levels.
Mass Upload form	A BKI template to be completed by the Teaching Department to create applicant's bksb user accounts.
Literacy	English.
Numeracy	Maths.
VET	Vocational Education and Training.
Learning Support	Includes Language, Literacy, Numeracy, Digital Literacy, Study and Employability Skills development support.
Learning Support Unit	Offers Learning Support to students at BKI.

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8.0 Related Documents and Records Management

Documents used in this procedure		
Title	Doc. ID.	Location
(Form)		
(Guideline)		

9.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Summary of changes	Next Review Date

10.0 KI Policy and Procedure Portal / BT BMS Requirements

Category	Key Words