PRE TRAINING REVIEW PROCEDURE

PURPOSE
The purpose of this procedure is to describe the process MADEC undertakes to assess prospective students’ current competencies including literacy and numeracy skills prior to commencement of training and to ensure that training and assessment strategies are designed to meet individual needs.

This procedure will ensure that MADEC is compliant with the Department of Education and Early Childhood Development VET Funding Contract and demonstrate evidence of meeting each student’s training and assessment needs as required by the Standards for NVR Registered Training Organisations.

SCOPE
This procedure applies to all prospective students of MADEC at all sites.

RESPONSIBILITIES
The Community College Manager and the SA Education and Training Manager have overall responsibility for ensuring compliance with this procedure.

It is the responsibility of all trainers to comply with the requirements of this procedure.

PROCEDURE
All prospective students who apply to undertake a course at MADEC will be required to complete a Pre Training Review.

The Pre Training Review will be completed when the prospective student attends an interview with the relevant trainer or Student Support Officer and the outcomes of this review recorded on the Pre Training Review form.

Prospective students must be fully informed before commencement of the Pre Training Review of the purpose of the review.

As part of the Pre Training Review a Language, Literacy and Numeracy (LLN) Skills Assessment will also be conducted.

Prospective students must be fully informed, before the LLN Skills Assessment, of the purpose of the review and be provided with the opportunity to request an alternative approach for their LLN skills assessment.

The assessment tools chosen for this will be dependent on the information provided during the Pre Training Review. Students will be given a LLN Test which will be reviewed by the appropriate trainer to assess ACSF level of the student. Students who identify that they have low LLN skills will be given Pre Level 1 of the ACSF assessment tool as a foundation starting point. Learners progress to higher ACSF assessment tools upon successful completion of that level.

Assessment tools for all Australian Core Skills Framework (ACSF) levels are available on the internet: http://www.precisionconsultancy.com.au/acs_framework
To conduct the ACSF assessment the following steps should be undertaken by the Trainer:

- Explain the process of LLN assessment and encourage them to relax;
- Make notes during the assessment, verbal skills can be assessed during the entire session;
- Take note of students questioning etc. and their overall speech levels as this is an area of assessment verbal core skills and learning;
- Give verbal instructions on how to fill in the forms and assessment items which you supply, encourage and assist as necessary.

The trainer is to complete the ACSF Assessment task form to record information about the LLN assessment and the judgement of the prospective student’s skills levels. Include any notes that may be useful and refer to the Australian Core Skills Framework [http://www.industry.gov.au/skills/ForTrainingProviders/AustralianCoreSkillsFramework/Pages/DownloadtheFramework.aspx](http://www.industry.gov.au/skills/ForTrainingProviders/AustralianCoreSkillsFramework/Pages/DownloadtheFramework.aspx)

Students will be informed of the outcome of the Pre Training Review and LLN Skills Review either at the completion of the interview or within 3 working days.

Through the Pre Training Review process the trainer will identify the most appropriate course for the prospective student to undertake. The trainer will also determine if the proposed training and assessment strategies and materials are appropriate for that individual or if reasonable adjustments are required. A Training Plan (Training Plan / Training Plan Trainees) will be developed and provided for each student.

In addition the trainer must also identify areas of competency previously acquired and ensure that all eligible students are offered Recognition of Prior Learning and Credit Transfer before commencement of structured training. The process for this is addressed separately in the Skills Recognition Procedure.

The Pre Training Review assessment may extend into the initial stages of training for more accuracy.

If it is identified that the prospective student will require additional support, an Education Support Plan must also be completed during the Pre Training Review process.

This plan will be monitored during the students training period and kept on the student file.

The Pre Training Review form, ACSF Assessment Record from and ACSF Assessment Tools used for the Pre Training Review are also to be kept on the student file as evidence that the review has been undertaken and completed.

**Custodian: Manager Community College**

**REFERENCES**

Standards for NVR Registered Training Organisation
Department of Education and Early Childhood Development VET Funding Contract