Name of the Policy	PPI41 International Pre-Training Review and LLN Policy and Procedure
Distribution	All Staff and Students
Entity relating to	Stirling Institute of Australia Pty Ltd trading as • Academy of Hypnotic Science • Stirling Institute of Counselling • Stirling Institute • Stirling Institute of Hypnotherapy • Stirling Institute of Business • Stirling Institute of Children's Services
Related Documents	• PP03 International Student Enrolment Policy and Procedure • Form 01 International Student Application Form • PP05 RPL and Credit Transfer Policy and Procedure • PP07 International Students Complaints, Grievance and Appeals Policy and Procedure • International Student Handbook • Pre-Training Review and LLN Form • Written Agreement
Statutory References	• National Vocational Education and Training Regulator Act 2011 • Standards for RTO's 2015 • National Code of Practice 2018 Standard 3 • ESOS Act 2000
Legislative Context	• Sex Discrimination Act 1984 • Disability Discrimination Act 1992 • Racial Discrimination Act 1975 • Age Discrimination Act 2004 • Sex and Age Discrimination Legislation Amendment Act 2011 – Proclamation • Commonwealth Privacy Act 1988 / Privacy Amendment (Private Sector) Act 2000 • Australian Privacy Principles • Student Identifier Act 2014, Student Identifiers Bill 2014 • Social Security Act 1991 • Health Records Act 2001 (VIC) • Work Health and Safety Act 2011

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1. Policy

This policy and procedure is in place to ensure that all prospective students seeking entry into a nationally accredited course with Stirling Institute of Australia (TOID: 21132 CRICOS: 03797M) (Stirling Institute) have the appropriate level of foundation/LLN skills in order to achieve the competencies of the vocational course.

This policy also ensures that the staff and prospective students make informed decisions about the suitability and relevance of the course the applicant is undertaking with Stirling Institute and ensures adequate support services are available to those in need.

Under SRTOs 2015, the standards state that:

"The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses."

2. Purpose

The purpose of this procedure is to describe the process Stirling Institute undertakes to assess prospective students' current competencies, including literacy and numeracy skills, prior to enrolment and to ensure that training and assessment strategies are designed to meet individual needs.

This policy also ensures that the staff and applicants make informed decisions about the suitability and relevance of the course the prospective student is undertaking with Stirling Institute and ensures adequate support services are available to those in need.

3. Scope

This policy and procedure applies to all applicants, students and staff at Stirling Institute.

4. Definitions

Australian Core Skills Framework (ACSF) is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy.

Credit Transfer is one of a number of processes for establishing credit. It provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.

LLN - language, literacy, and numeracy.

Personal Information refers to information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion**.**

Pre-Training Review is the process undertaken between the Stirling Institute and a prospective student to determine the most suitable and appropriate training for that individual.

Recognition of Prior Learning (RPL) is defined in the Australian Qualification Framework as follows:

"Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit." RPL assesses this unrecognised learning against the required learning outcomes of a subject taught and/or assessed by Stirling Institute.

Record refers to any 'document' within the meaning of the Evidence Act 2008 (Vic) that is produced or created by Stirling Institute or any Stirling Institute Personnel, or is in or enters the possession of Stirling Institute or any Stirling Institute Personnel, under or in the course of Stirling Institute performing its obligations as an RTO.

Statement of Fees is a detailed quote for each prospective student

Training Plan is the documented plan for the training and assessment to be delivered to an individual created by Stirling Institute.

VET Quality Framework has the same meaning as in the National Act.

Written Agreement Provides details relating to course fees and student rights

5.   Requirements, Process and Procedures

- It is the requirement of Stirling Institute that any student enrolled in a course that is on it's scope of registration is required to meet the entry requirements of the course in order to gain a place into that course.

- Students will complete a Pre-Training Review Form which includes Language, Literacy and Numeracy assessment.

  o The purpose of the Pre-Training Review (PTR) is to assess the student's performance across all macro-skills (learning, reading, writing, oral communication and numeracy);

  o the student's needs and goals; and

  o the student's predicted learning pace.

- Students are requested to declare any learning disabilities / language requirements as a part of the enrolment process. Once such requirements are identified, relevant staff are alerted to the students' requirements and remedial processes can be implemented.

- Stirling Institute staff conducts the Pre-Training Interview for each student, at orientation day 1. In case the potential student is applying for a course off-shore and they are not required to have IELTS test (or equivalent), the PTR session will be organised online using the online meeting platform Zoom prior to issuing a letter of offer. Student will be provided a link via email and details on how to join the meeting. This task encourages students to talk about their current skills and their expectation of the course. A Pre-Training Interview ensures the training and assessment students are enrolling into takes into consideration their current skill levels and current competency. The pre-training interview will ensure the student:

  a. Understands the objectives of the course they are undertaking;

  b. Explores the students' current competencies and provides them with the opportunity for these to be assessed through Recognition of Prior Learning (RPL) or Credit if you have achieved a unit/s in the past;

  c. Identifies the support or reasonable adjustments the student may require to successfully undertake the course

  d. Confirms the verbal communication skills of the student

  e. Student enrolling in the course can also refer to the International Student Handbook and the website for details of the additional support services available.

- Applicants are considered on the basis of one of the following criteria:

  a. Must be at least 18 years of age or turning 18 years of age prior to the commencement of their course or studies

  b. Provide evidence of their prior education as stated in the entry requirements for the course in the course brochure

  c. Meet the minimum English language proficiency requirements. Applicants who do not satisfy this criterion will be recommended to undertake a General English program before applying again. Where students are using qualifications from their home country they can determine equivalency to Year 12 through the Victorian Curriculum and Assessment Authority https://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equiquals/equiv-yr12.aspx

  d. Meet any other specific entry requirements as outlined in the entry requirements for the course in the Course Outline.

During the Pre-training Review Session:

- The Pre-Training Review is conducted with each prospective student. During the Pre-Enrolment Interview, Stirling Institute staff will ensure the training product is appropriate to their needs. The following steps will take place:

  o RTO Delegate will explain the process of LLN assessment and encourage them to relax;

  o Make notes during the assessment, verbal skills can be assessed during the entire session;

  o Take note of prospective students questioning etc. and their overall speech levels as this is an area of assessment of verbal core skills and learning; and

  o Give verbal instructions on how to fill in the forms and assessment items supplied, encourage and assist as necessary.

- Stirling Institute staff conduct the Pre-Training Review for each prospective student. This task encourages individuals to talk about their current skills and expectations of the course. A Pre-Training Review ensures the training and assessment that the prospective students are enrolling into takes into consideration their current skill levels and current competency. The pre-training review will ensure the prospective student:

    o Understands the objectives of the course they are undertaking;

    o Explores the individuals current competencies and provides them with the opportunity for these to be assessed through Recognition of Prior Learning (RPL) or Credit Transfer if they have achieved a unit/s in the past;

    o Identifies the support the prospective student may require to successfully undertake the course; and

    o Can refer to the Student Handbook and the website for details of the additional support services available.

- The prospective student's learning strategy is identified and RPL/CT is offered. All the required documents for RPL / CT application is collected and propsective student is asked to fill in a RPL / Credit transfer form.

- During the session, all the required documents will be collected from the student and an approved RTO delegate will sight the originals, copy, and retain all copies of supporting documentation.

Assessing the Pre-training Reviews:

- Authorised RTO Delegates ensure the prospective student can complete the training course by identifying their Language Literacy and Numeracy (LLN) levels according to the ACSF

- The Authorised RTO Delegate conducts an LLN Assessment with the prospective student and where the prospective student has difficulties completeing the LLN Assessment or any issue is identified, a qualified trainer is requested to make a judgment on the individuals core skills

- The LLN Assessment is administered following the procedure outlined in the LLN Assessment Tool

- The Authorised RTO Delegate will explain the LLN assessment, this includes a one-to-one chat and time to complete the activities

- The prospective student completes the LLN assessment

- Upon completion of the LLN assessment the authorised delgate and the student wil develop the individual learning plan (if required).

Record keeping

- Stirling Institute will implement and administer a recordkeeping system that creates and maintains full and accurate hard copy and/or electronic Records for all Training Services provided, in sufficient detail to allow Stirling Institute's compliance with all regulations and legislations.

- Stirling Institute will maintain effective security measures to safeguard the Records from unauthorised access or use for as long as those Records are required to be maintained.

- Stirling Institute will retain and not dispose of any Records until three years after the end of the Term.

- Stirling Institute will implement and administer a recordkeeping system that creates and maintains records of AQF qualifications and statements of attainment issued for a period of 30 years on VETtrak.

6.   Appeal

A student may appeal against a decision made with respect to LLN assessment outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the International Students Complaints,Grievance and Appeals Policy and Procedure.

Students have the right to appeal any decision made by Stirling Institute's administration under this policy. Students must lodge their appeal within 20 days of the decision being made.

The affected parties will have access to Stirling Institute's International Students Complaints,Grievance and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

7. Responsibility

The Data and Finance Manager and Training Managers are to ensure all requirements of this Policy and Procedure are met.

All staff and clients adhere to Stirling Institute of Australia Policies and Procedures.

The Quality and Compliance Manager, with direct access to the CEO, has the responsibility to ensure that Stirling Institute of Australia complies with all the statements and processes included in this document. They must also maintain these standards across all the areas of operation of Stirling Institute of Australia.

Any complaints or breaches in relation to this policy should be reported to the CEO in person or by email to: info@sia.edu.au

8. Review Date

12 months from the date of this version, or as required.

9. Major Version History

Version Number	Date	Reason for change	Prepared By	Approved By
1	December 2018	Initial Release	Quality and Compliance Manager	CEO
V1.1	January 2020	Added PTR/LLN online for off-shore applicants prior their enrolment.	Quality and Compliance Manager (GDS)	CEO (DY)