



# PRE-TRAINING REVIEW POLICY AND PROCEDURE

Student

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Macquarie Commercial College Ltd (ABN 99 005 582 767) Registered Training Organisation (RTO No: 3923)

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**Version 1 – Authorised by CEO – Feb 2016 (Review Date Feb 2017)**

# Policy And Procedure for Pre-Training Review

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## Purpose

Macquarie Commercial College Ltd (MCC or the Institution) has developed this policy and procedure for the requirements under 2017 VET Funding Contract Schedule 1) Victorian Training Guarantee Program (VTG) Clause 5: Planning for Training and Assessment.

This policy is to be read in conjunction with the following:

- Training and Assessment Strategy and Practices Policy
- Pre-Enrolment Policy
- RPL Policy
- Course Credit Policy
- Enrolment Flowchart
- Pre-Enrolment Information Pack

## Scope

This policy and procedure applies to all potential Domestic learners (also referred as students or applicant) enrolling at MCC.

### Definitions

<b>Pre-Training Review</b>	Pre-Training Review means the process undertaken between the RTO and the <b>Review</b> prospective student to determine the most suitable and appropriate training for the Eligible Individual as described in Clause 5 of Schedule 1.
<b>Eligible Individual</b>	Eligible Individual means an individual who is eligible for government subsidised training in accordance with the eligibility requirements set out in this VET Funding Contract and related guidelines.

## Policy

- For each student deemed an Eligible Individual for the VTG Program, MCC will conduct a Pre-Training Review of current competencies. This will include literacy and numeracy skills prior to enrolment in training.
- The Pre-Training Review will:
  - a) explain, identify any competencies previously acquired (Recognition of Prior Learning (RPL), recognition of Current Competency (RCC) or Credit Transfer);
  - b) ascertain the most suitable qualification for that student to enrol in, based on the individual's existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills; and
  - c) ensure that the proposed learning strategies and materials are appropriate for that individual.
  - d) ensure that the applicant's current competencies including literacy and numeracy skills are adequate for the entry level for this qualification.
- MCC Pre-Training Review Policy and Procedures will be made available to the Department of Education and Training (or persons authorised by the Department) for audit or review purposes.
- MCC will not enrol an Eligible Individual in a course or qualification that is at an inappropriate level for that student.

## Procedure

1. Applicant are pre- checked for general and VTG eligibility.
2. An authorised MCC delegate assesses whether or not the applicant is an Eligible Individual for the VTG Program. If eligible,
  - a) An authorised MCC delegate contacts the applicant to confirm their eligibility for funding and schedule a Pre-Training Review. This information is communicated with the applicant.
  - b) The applicant attends MCC offices to complete the Pre-Training Review with a MCC Assessor relevant to their course.
  - c) At the conclusion of the Pre-Training Review, MCC provides feedback of the outcome of this review to the applicant. The Assessor will inform the outcome as part of this Pre-Training Review Assessment that this course is Best fit with a likely job outcome or Not Adequate for the applicant.
  - d) If the applicant agrees to continue the process, they must complete in person MCC's Enrolment Form. (See Enrolment Policy and Procedure).
  - e) MCC authorised delegate will inform the student of the Gap fee (difference in fees between VTG funded amount and MCC tuition fees), Enrolment fee, etc which may apply on their accepting the offer.

### Responsibilities

The CEO is responsible for the development, implementation and ongoing review of this policy and procedure.

### Primary Documents

- Schedule 1 Clause 5 (VET Funding Contract Victorian Training Guarantee Program)
- Pre-Training Review
- VTG Eligibility Outcome
- Pre-Enrolment Form

## **VERSION CONTROL**

### **Review/ amendment history**

**Policy Approved by:** Chief Executive Officer / RTO Manager

**Responsible Officer:** Chief Executive Officer / RTO Manager

**Next Policy Review Date:** July 2017

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	Feb 2016	Policy issued
2.0	Jan 2017	Updated to reflect 2017 VET Contract