



PRE-TRAINING REVIEW POLICY AND PROCEDURE (DOMESTIC)

Purpose

This policy and procedure is designed to ensure ACE complies with the 2022 Standard Skills First Contract - Skills First Program, 2022 Guidelines About Eligibility Skills First Program; Student Eligibility for *Skills First*; *Skills Quality Charter*; 2022 Guidelines About Apprenticeship / Traineeship Training Delivery - Skills First Program; VET Funding Contract Skills first program Schedule 1 Clause 4.1 to 4.5: Planning for Training and Assessment and Fact Sheet: Considering Literacy and Numeracy Skills as Part of the Pre-Training Review.

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

- Student Engagement prior to Enrolment Policy and Procedure (Domestic)
- Formalisation of Enrolment Policy and Procedure (Domestic)
- Training and Assessment Strategies and Practices Policy and procedures
- Recognition of Prior Learning and Course Credit Policy and procedures
- Pre-Training Review documents (Hospitality & Automotive)

Scope

This policy applies to all potential Domestic learners (also referred as Skills First student or applicant) wishing to enrol at ACE.

Definitions

Pre-Training Review	means the process undertaken between the Training Provider and a prospective <i>Skills First</i> Student to determine the most suitable and appropriate training for that individual, as described in Clauses 4.1 to 4.5 of Schedule 1.
Department	means the State of Victoria acting through the Department of Education and Training (or its successor).
Evidence of Eligibility	means evidence of an individual's eligibility for <i>Skills First</i> subsidised training in accordance with the eligibility requirements set out in this Contract and the Guidelines About Eligibility.
Skills First Program	means the Victorian Government's program for funding individuals' <i>Skills First</i> Entitlement.
Skills First Student	means an individual who is eligible for <i>Skills First</i> subsidised training in accordance with the eligibility requirements specified in this Contract and who is enrolled at the Training Provider into such training.
Skills First Entitlement	means the entitlement to a government-subsidised place in training for persons who are eligible in accordance with the criteria set out in the Act or established under the Act, and reflected in this Contract.

Policy

This policy ensures that ACE meets its obligations as per Standard Skills First Contract - Skills First Program and Schedule 1 for delivering *Skills First* subsidised training

1. For each student deemed as an Eligible Individual for the Skills First Program, ACE will conduct a Pre-Training Review of their current competencies as part of the enrolment, or before the

Pre-Training Review Policy and Procedure (Domestic)	Version 4.0	Updated: Jan 2022
Authorised by CEO	CRICOS # 03219A	RTO # 22424
©Australian Careers Education Pty Ltd		Page 1 of 3



PRE-TRAINING REVIEW POLICY AND PROCEDURE (DOMESTIC)

commencement of training, to ascertain a suitable, and the most suitable, program for that individual to enrol in. This will include literacy and numeracy skills prior to enrolment in training.

2. The Pre-Training Review will:
 - a. identify the individual's objectives for training and the likely job or further study outcomes from the development of new competencies and skills; and
 - b. identify any competencies previously acquired (Recognition of Prior Learning (RPL), recognition of Current Competency (RCC) or Credit Transfer); and
 - c. consider 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
 - d. ACE will ensure that the applicant's current competencies including literacy and numeracy skills are adequate for the entry level as per the entry ACSF level for this qualification; and
 - e. ascertain that the proposed learning strategies and materials are appropriate for that individual.
3. ACE's Pre-Training Review Policy and Procedures will be made available to the Department (or persons authorised by the Department) for audit or review purposes.
4. ACE will not enrol an Eligible Individual in a course or qualification that is at an inappropriate level for that student.

Procedure

1. Applicant completes the *Pre-Enrolment Form*.
2. An Authorised ACE Delegate assesses whether or not the applicant is an Eligible Individual for the Skills First Program.
3. On confirming if they are eligible the following process is followed: -
 - a) The Authorised ACE delegate will contact the applicant to confirm their eligibility for funding and schedule a Pre-Training Review. This information is communicated with the applicant via email using a *Skill First Eligibility Letter*.
 - b) The applicant will have two hours to complete the Pre-Training Review with an ACE Authorised Delegate relevant to their course which they wish to enrol.
 - c) At the conclusion of the Pre-Training Review, ACE Assessor will provide feedback of the outcome of this review to the applicant. The Assessor will inform the outcome as part of the 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 and submit ACE's Enrolment Form after reviewing Formalisation of Enrolment Policy and Procedure available at www.ace.vic.edu.au.
 - e) ACE authorised delegate will verbally inform the student of the Gap fee (difference in fees between Skills First Funded amount and ACE tuition fees), Enrolment fee, etc. which may apply on them on accepting the course offer.

Responsibilities

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

Pre-Training Review Policy and Procedure (Domestic)	Version 4.0	Updated: Jan 2022
Authorised by CEO	CRICOS # 03219A	RTO # 22424
©Australian Careers Education Pty Ltd		Page 2 of 3



PRE-TRAINING REVIEW POLICY AND PROCEDURE (DOMESTIC)

Primary Documents

- Schedule 1 Clause 4 (2022 Standard VET Funding Contract - Skills First Program)
- Pre-Training Review documents (Hospitality & Automotive)
- Skills First Eligibility Letter
- Pre-Enrolment Form
- Skills Quality Charter – Principle 4 (Deliberate planning of training program)

Version History

Version	Date	Description of changes
4.0	17.01.2022	Updated document to reflect contract changes, add Version History section and other minor changes.
3.0	01.02.2021	Currently released version