

13Pre – Training Review (PTR) and enrolment requirements

13.1 Enrolments requirements

Purpose

JTI clients are provided with accurate and sufficient information to make an informed choice about their enrolment and/or agreement. The agreement between JTI and the clients is clearly defined and accurate improvement to client information services are demonstrated.

Scope

JTI comply with the eligibility criteria under VET funding contract and Follow the SRTOs 2015 clause regarding enrolment.

Policy

After initial interview and prior to the commencement of training all students must;

- a) Complete Pre-Training Review (PTR) – Delegate MUST sign
- b) Complete Language, Literacy and Numeracy assessment via LLN Robot
- c) Complete Student Enrolment via Vet enrol.
- d) Training Plan with confirmation of enrolment email
- e) Complete Post enrolment form
- f) Orientation checklist.
- g) JTI will not recruit student under **18 year of age** at the time of commencement.

The above forms can either be completed at an official Student Induction, Online or Face-to-Face with a delegate (enrolment officer/student support officer) or Admissions Manager. These forms will be collated and audited by a delegate and saved under the student's file.

At JTI our approach to enrolment and induction/orientation is to provide a pathway for students to make informed decisions about their training and assessment and enter a training pathway that is the right fit and free from discriminatory barriers.

To achieve this, we will:

- Inform prospective students about prerequisite requirements for their desired training program and pathways to obtain these before enrolment;
- Assess a student's language, literacy and numeracy skill levels to ensure they have adequate skills and abilities to meet the requirements of their desired training program;
- Provide accurate and ethical marketing and pre-enrolment information that enables them to make confident and suitable decisions about selected training programs;
- Determine if the student has any need for reasonable adjustment at the point of enrolment to allow training programs to be suitably adjusted;
- Ensure there are no barriers for people with a disability;
- Provide comprehensive administrative support that allows the student to complete enrolment efficiently and commence training at an agreed time and place; and

- Inform prospective students about alternate pathways to training such as gaining credit for current competence or recognition of prior learning pathways.
- The JTI will comply with relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration.
- The JTI will ensure that its staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training
- The JTI must provide the following fee information to each client:
 - The total amount of all fees including course fees, Enrolment fees and any other charges (refer fee and refund policy).

Procedure

Giving Information on enrolment prior to enrolling student.

- Individual students may enrol online, JTI will provide the assistance during the enrolment process.
- Before enrolment form link send to student, admissions manager/delegate will conduct PTR and LLN assessment MUST be completed with student to identify their needs and support.
- During this PTR process, delegate will go through with students needs and providing the course information and about the funding eligibility.
- Students will be required to complete an enrolment form (vetenrol), after initial Pre-training review and completing the LLN assessments, where JTI delegate provide advice to the student suitable for the desire course.
- Student MUST read the JTI policies and procedures, visit JTI website, read the course information before enrolments.
- Student before enrolment needs to understand their rights and obligations as a student before or during PTR/LLN assessment.
- Enrolments are processed as they are received and a Welcome letter (confirmation of enrolment (CoE), training plan of course confirmation, student handbook should be sent electronically to the student before one week of student commencement date. Statement of Tuition Fees need send to student prior to their commencement.
- JTI **will not** accept fee in advance more than \$1500 before the course commencement.

1. Verifying student eligibility for course enrolment and funding availability

- JTI authorised delegates are to confirm which course/s the student is applying to enrol in.
- JTI authorised delegates are to confirm if the student is able to enrol at level requested by checking if pre-requisites are required to enter the course.
- Student is to fill in all areas and sign the student declaration on the “enrolment eligibility form”
- JTI authorised delegates are then to confirm all student areas are completed correctly on the “enrolment eligibility form” and the declaration has been signed.
- JTI authorised delegates are then to collect and copy appropriate identification from the student to confirm funding eligibility and sign that the original document has been sighted. If the ID is unable to be copied due to the location then the signed declaration is sufficient, but this is not to be considered general practice. If the original documentation has not been sighted by the JTI authorised delegate it must be a certified copy by an authorised person. Students using certified photocopies of their original documents will be required to present or mail them to the RTO. For the purpose of the Evidence of Eligibility and Student Declaration, certified photocopies that are scanned or faxed are not sufficient to meet this requirement and will not be accepted.
- ID’s will be verified either using **DVS or original sighted**.

- JTI authorised delegates are to discuss funding eligibility with the student and any student cost involved confirming the cost of the course with the student as per JTI fees and charges service agreement. The service agreement has an allowance for a payment plan if required.
- JTI authorised delegates are then to fill in the “JTI authorised delegates only” area and signed “enrolment eligibility form”.
- Whilst this is happening the JTI authorised delegates can be having the student complete a “pre training review” and other feedback form including orientation checklist sign off.

2. Student is enrolled only after the above procedure is completed.

JTI authorised delegates are to:

- Pre enrolment discussion with student carried out as per procedure.
- Confirm with student what course they would like to enrol in
- Confirm if there are any pre-requisites for this course as per JTI as per training and assessment policy and procedure.
- Confirm student has completed the “enrolment eligibility form” correctly.
- Have student signed the “student declaration” and date it.
- Collect and copy all identification requirements sighted as original and signed the document as original sighted. If documents have been mailed in by students they must be signed by an authorised person noted on enrolment form. If location of sign up does not prevail for a copy to be taken then it is sufficient to sight the identification and have the participant sign the declaration
- Complete “JTI authorised delegates area” of the “enrolment eligibility form”
- Signed “enrolment eligibility form” as JTI authorised delegate
- Process payment of invoice with the administration team. – upfront payment or have completed direct debit form completed
- Complete this JTI authorised delegates Check list.
- Give completed “enrolment eligibility form” and identification to administration staff for processing in VETtrak to have “letter of offer and invoice/receipt printed and mailed to student.
- Hand over all paperwork to administration team for student file to be made up – student is now enrolled
- Confirmation of enrolment (COE) will be sent (emailed) to the student.

JTI Staff Responsibilities

Step one: Obtaining pre-enrolment information

- Admission manager needs to obtain the enrolment form from student to enter the student information in VetTrak.
- Student need to sign the enrolment form and agreed on term and conditions on Enrolment form in acceptance section.
- QA Manager ensures and checks the accuracy of the information of courses and detail on the enrolment form for AVETMISS data entry.
- JTI will audit the files in their quarterly internal audit

Step two: Pre-Training Review (PTR)

- Once students submit the Expression of Interest, admission manager or QA Manager or delegate will conduct the Pre – Training Review after Student Completed the LLN assessments.
- Admissions Manager or delegate sign off the Pre-Training Review (PTR) from
- Delegate will inform student the can now complete the enrolment form (VETenrol)
- QA Manager or delegate will advise student if any changes in offer due to the outcome of PTR and student is not eligible or very low ACSF outcome from LLN assessment.
- Admission Manager or Delegate will complete training plan and training schedule including face to face workshops and assessments due date, signed by student.

Step Three: Recognition of Prior Learning (RPL)

- Admission manager advice how student can apply for RPL.
- RPL base on the course information provide and might arise during PTR
- Student encouraged to apply RPL on the basis of their previous learning
- If student eligible general manager provide the details and supply application for RPL including RPL tool kit.

Step Four: Confirmation of Enrolment/Welcome Letter

- Admission manager will follow up with student to complete the formulation of enrolment
- Admission manager will complete the documentation requirement to enrol the student and Data enter into VetTrak
- One week prior to commencement Admission manager or delegate will send the confirmation of enrolment email with welcome letter to students with the following attachments:
 - o Confirmation of Enrolment (COE) Letter.
 - o Student handbook
 - o Post enrolment feedback form
 - o Orientation Pack
 - o Orientation checklist to sign off.
 - o Training plan/Timetable
 - o Statement of Fee
- Three days prior to commencement, JTI send the commencement reminder date, time and trainer.
- Two days prior to commencement Zoom link /Moodle Login and resources will be sent to student before commencement of the training.
- At the time of orientation, JTI will explain the Moodle login and accessing the online resources.

13.2. Pre-Training Review (PTR).

Purpose

This process has been developed to ensure that JTI has systems in place to ensure that a Pre-Training Review of current competencies, including literacy and numeracy skills prior to training are conducted for each Eligible Individual.

Scope

To comply with the legislative requirement under SRTOs, 2015, identifying the client needs. JTI will ensure the students are aware of the training program, assessed their course suitability, support identified and LLN checked.

Policy

1. For each Eligible Individual (please see eligibility check policy and procedure), JTI must conduct a Pre-Training Review (PTR) of current competencies including literacy and numeracy skills prior to commencement in training. The Pre-Training Review must:
 - a) Identify any competencies previously acquired (Recognition of Prior Learning (RPL), or Credit Transfer)
 - b) Finding the reason for taking the course (for example, seeking job in the industry)
 - c) Ascertain the most appropriate qualification for that student to enrol in, including consideration of the likely job outcomes from the development of new competencies and skills; and
 - d) Ascertain that the proposed learning strategies and materials are appropriate for that individual in consideration of Language, Literacy and Numeracy.
 - e) Identify the proposed learning strategies where necessary, steps to overcome any barriers
 - f) Student must not exceeded two course in one calendar year
 - g) Identify the individuals' objectives for enrolling in the course

2. JTI **must** have a clear documented business process in place for conducting the Pre-Training Review that demonstrates how JTI determines which qualification/s the student enrolled in and why this was the most appropriate training option for that student. Delegate will complete the PTR form and LLN assessment before sending the vetenrol link to complete the enrolment form.
3. The JTI business process and related documentation use by JTI to conduct the Pre-Training Review must store in student admin file and will be made available to the Department for audit or review processes
4. JTI must not enrol an Eligible Individual in a course or qualification that is at an inappropriate level for that student, including but not limited to enrolling students in courses on the Foundation Skills List that would not provide additional relevant competencies
For example, it would be inappropriate to enrol a student assessed at Australian Core Skills Framework Level 3 in all core skills area in either Certificate I in General Education for Adults or Certificate II in Skills for Work and Vocational Pathways
5. Consider the individual's during PTR:
 - a. Existing education attainment and capabilities during the Pre-training review
 - b. Complete the LLN assessment and delegate will complete the LLN assessment cover sheet
 - c. Digital capability, where the individual needs to access the JTI online resources via Moodle or completing the assessment in PDF writable file or attending the Zoom virtual classes or simulation assessments face to face.
6. JTI PTR **MUST** document why it determined the program each Skill First student enrolled in was suitable, and the most suitable, program for that individual, with consideration all items in VET Funding Contract Clause 4.3 of Schedule 1.
7. JTI will provide information during PTR regarding two course per calendar year for Skills First subsidised training.

The Pre-Training Review (student) must be completed prior to student taking LLN assessment and office only page **MUST** be completed once LLN assessment completed, and the outcomes are recorded and documented, prior to the student's commencing enrolment.

Procedure

JTI will ensure that the Pre-Training Review is conducted for all Eligible Individuals prior to the commencing enrolment (please check Eligibility criteria policy and procedure)

1. The JTI Delegate or Business Development Consultant (JTI Employee) will complete the PTR form, LLN assessment will be conducted through LLN robot and JTI Admissions Manager (delegate) will conduct an interview to complete the office use only portion of PTR form.
2. LLN Assessment:
Student needs to complete LLN robot online test, JTI delegate will monitor the test or call to verify the LLN test and Pre-Training Review with the student to:
 - a) Determine whether any arrangements for additional language, literacy, numeracy or other support is required. If necessary, this will be discussed, explained and documented on the Pre-Training Review
 - b) Identify any competencies previously acquired. Ensure that the student understands the concepts of RPL and CT, and review the student's work / life experience to identify any relevant prior formal / informal learning that may be applied to the course they wish to enrol in. Individuals with prior formal training or relevant experience to the qualification they are enrolling into will be encouraged to apply for RPL or CT.
 - c) The JTI delegate will ask each student to advise if they have completed any previous formal training. If so, the individual will be asked to provide documentation of this such as a Statement of Attainment. If applicable the Trainer/Assessor will document on the Training Plan any units that can be applied as a CT or RPL. These would also be documented on a Credit transfer form with the supporting documentation attached to enable JTI's administration team to process this within their Student Management System (SMS).

- d) Ensure that the qualification that the student is enrolling into:
 - i) is the most appropriate training option
 - ii) determine that the likely job outcomes and development of new skills align to the individual's needs.
 - iii) Is the appropriate AQF level in comparison to the level of skills measured against the ACSF graph on the Spiky Profile.

A brief explanation will be provided on the Pre-Training Review which outlines why the qualification the individual wishes to enrol into is the most suitable option
 - e) Ascertain that the proposed learning strategies and materials are appropriate for that individual and apply reasonable adjustment where necessary
 - f) Ensure that the training location has access to required equipment and resources for training and assessment (as per facilities checklist)
 - g) Discuss and review the Training Plan which must be sent/emailed to students before the training commencement or no later than four weeks of training commencement.
 - h) Ensure that the enrolment form has been completed
 - i) Fees and charges explained
 - j) Student handbook discussed
 - k) Responsibilities of the student in regard to attendance of classroom training
 - l) Responsibilities of the student and mentor in relation to workplace-based training
 - m) Assessment centre explained and academic/non – academic support available to student
3. JTI will make available the Pre-Training Review to the Department as requested for audit or review purposes
 4. JTI will not enrol an Eligible Individual in a course or qualification that is considered as an inappropriate level for that student.

13.3. RPL, RCC and CT identification

During the enrolment process students will be made aware JTI's RRL and CT Process. This process explains how a student can go about applying for an RRL and CT.

All queries will be addressed by the JTI representative during enrolment (or in the case of an online enrolment, within 24 hours) and student will be directed to the relevant forms and processes.

Refer to JTI RPL & CT Process

13.3.1. RPL application

If a student applies for an RPL/RCC they will be required to complete the RPL/RCC Kit for the corresponding course. All evidence will be submitted to JTI for review.

Refer to JTI RPL RCC CT Process

13.3.2. CT application

All students wishing to apply for a Credit Transfer must complete JTI's Credit Transfer Application Form and submit to JTI for review.

Refer to JTI RPL RCC CT Process

13.3.3 Recording RPL, RCC and CT results

After the RPL, RCC or CT application has been granted/denied all relevant documentation and records will be updated into JTI's SMS and saved.

- a) JTI Assessor will record and update results into SMS
- b) All records will be saved into student file by an Administrator

Also see JTI's Records Management Policy

Delegate for Assessing and Evidence Eligibility.

CEO/General Manager/Training Coordinator/QA manager/Compliance Officer

Enrolment Team/Marketing Team/ Admissions Team

Relevant Clauses for Assessing and Evidence Eligibility

- Schedule 1, Clause 2.7 – 2.10