



## Australian Computer Society Policies and Procedures: Pre-Training Review

**Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015: 1.2, 1.7**

### Definition

**Credit Transfer** may apply if a student has previously completed some units of competency in the ICT50115 or their equivalent at another institution. If the units are deemed to be equivalent by ACS assessors, then these units may be credited against the qualification offered by the ACS.

**Recognition of prior learning (RPL)** involves the assessment of previously unrecognised skills, and knowledge that an individual has achieved outside a formal education and training system. RPL assesses this unrecognised learning against the required learning outcomes of a subject taught and/or assessed by ACS.

### Purpose and Scope

This policy applies to all qualifications on the scope of registration for ACS and applies to all ACS Partners ("Partners" Third Party Arrangements/Agents) and staff.

This policy and procedure is to assist ACS Partners and staff to ensure that students are suitable to undertake the chosen qualification.

Under this policy, applicants seeking to enter a program of education offered and/or assessed by ACS may be granted formal recognition of knowledge and skills achieved through previous training, education and experience and, as a consequence, gain exemption, in the form of Credit Transfer and/or Recognition of Prior Learning (RPL), in particular units of competency within a Nationally Recognised Qualification on the Scope of ACS.

Under Standards 1.7 Support Learners, ACS is required to ensure that it:

***"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".***

This policy and procedure also relates to National Code Standard 3 & Standard 6

### Responsibility

- The **Director of Education** is responsible for this policy.



- The **Education Program Manager** is responsible for the implementation of this policy and responsible for the day to day management of this policy.
- The **Education Compliance Manager** is responsible for the maintenance and update of this policy

## Policy

1. ACS will determine the suitability of the student to undertake their chosen qualification before formal enrolment into the course.
2. A Pre-training Review will be developed for each qualification level on ACS scope of registration and will align with the requirements of the related training package for the qualification.
3. The Pre-training review will be developed with reference to the Australian Core Skills Framework (ACSF) and the Training and Assessment Strategy (TAS) for the qualification.
4. The pre-training review, may consist of:
  - a. *Application for enrolment*
  - b. *Student self-assessment*
  - c. *Language Literacy and Numeracy test*
  - d. *Essay*
  - e. *IELTS score appropriate for the qualification level (if international student)*
  - f. *Student interview (face to face, skype, or phone) if required*
  - g. *Recognition of prior learning (RPL) – documentation assessed (if applicable)*
  - h. *Pre-requisite knowledge quiz (if required)*
5. The pre-training review of the student will be assessed by a LLN qualified trainer and assessor.
6. Where additional support is identified, the LLN qualified trainer and assessor, will recommend and document the supporting mechanisms.
7. Additional support will be in line with the Student Support Services policy, but not limited to.
8. If the student is not suitable for the course, they have applied for, the LLN qualified trainer and assessor will recommend other courses, or support services the student may access.
9. The pre-training review will be retained on the student file.
10. Pre training review process will be documented in the student hand book and made available on the website.
11. Pre-training reviews will be reviewed:
  - a. Annually
  - b. When changes to qualifications on training.gov.au occur
  - c. TAS is updated.
  - d. Feedback is received from trainers, staff, students, partners or other relevant party.
12. Updates to the pre-training review will be recorded in the continuous improvement register.



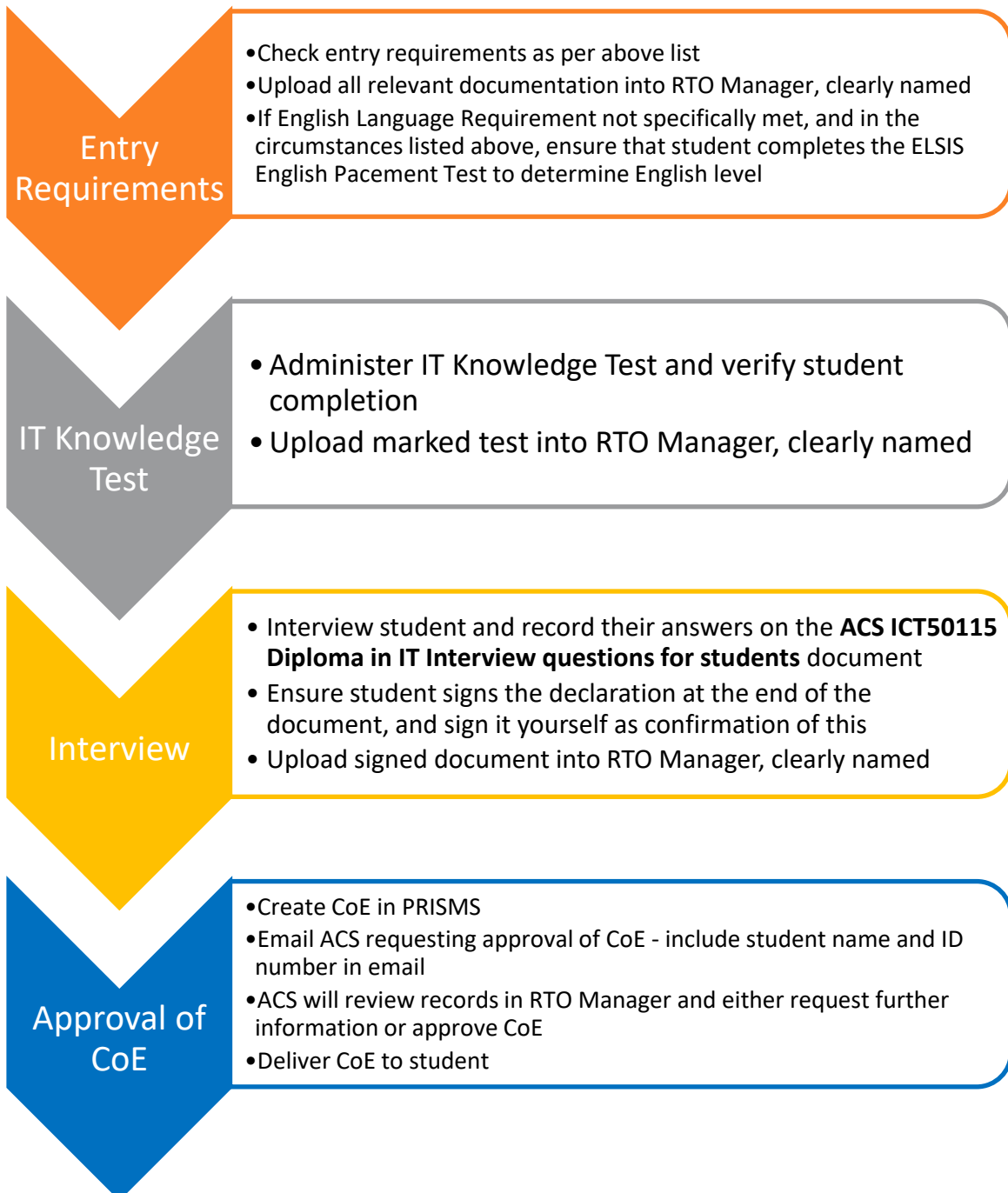
## Procedures

1. Administration provides student with Pre-training review documentation or student downloads Pre-training review documentation.
2. Pre-training review is completed by student.
3. Student submits pre-training review.
  - i. if required evidence of IELTS is submitted.
  - ii. Documentation is provided from student in reference to RPL (if applicable)
4. Pre-training review is assessed by LLN qualified trainer and assessor.
  - i. if required, interview is undertaken.
5. If required, support needs are identified and documented.
6. Student is advised of the result of Pre-training review.
7. Enrolment into course is formalised or
8. Enrolment into course is not recommended.

## Related Documents

- ACSF
- Training and Assessment Strategies
- Student Enrolment Form
- Student Support Services Policy and Procedure
- Formalisation of Enrolment Policy and Procedure
- Student Handbook
- Academic Credit, Credit Transfer and RPL Policy
- DIT Student Pre-Enrolment Process

## Process



For further information relating to the above process refer to DIT Student Pre-Enrolment Process



**End of Document  
Pre-Training Review**

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**Version History**

Date	Version	Revision History	Author /Reviser
July 2015	1, 1.1	Creation of first draft document to comply with Standards for RTOs 2015, edited by Education team	Tania Giovanoglou
August 2015	1.2	Corrected filename and made small changes, plus added pre-requisite knowledge quiz to list of possible elements to be reviewed	DS
October 2015	1.3	Updated policy to include RPL process	GA
November 2017	1.4	Grammar amendments, added DIT Student Pre-Enrolment Process to related document section, updated process diagram to reflect the same as in the DIT Student Pre-Enrolment Process. Custodian updated to reflect the current EDU director.	Glanyce Attard

**Approvals**

This document requires the following approvals.

Date of issue and version details must be entered upon approval.

Name	Title	Date of Issue	Version
Simon Taylor	Director, Education	July 2015	1
Simon Taylor	Director, Education	August 2015	1.2
Simon Taylor	Director, Education	October 2015	1.3
Allyn Radford	Director, Education	November 2017	1.4

**Distribution**

This document has been distributed to:

Name	Title	Date of Issue	Version

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<b>Responsible Business Group:</b>	Education



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