

BUSINESS PROCESS

1. Preparation:

An Informative discussion is conducted with a student at the first point of contact (may be over the phone or face to face) to ensure that the student:

1.1 has information about the course including duration, delivery mode, and job outcomes.

1.2 is aware of all fees (Fees & Charges Statement) and eligibility requirements for Skills First Program including Exception/Exemption requirements.

2. Pre-training Review

Training Provider must not subcontract any aspect of the Pre-Training Review.

After the preparation stage, the student is asked to complete Pre-Training Review form by completing the following steps in order:

2.1 Identify Student's Interests/Aspirations, Previous Education and Experience

The delegated training officer must conduct Question 2 to 4 on the Pre-Training Review form to make sure that the course aligns to the student's interests or career goals and builds on their past education and experiences.

2.2 Current Competencies

The delegated training officer must complete Question 5 to determine whether the student's current competencies will effect change of training strategy or not.

2.3 Language Literacy and Numeracy

The delegated training officer must assess the student's language literacy and numeracy by using the LLN Assessment form and then record its results in Question 6 to determine if the student has the necessary LLN skills to participate in and complete the proposed training program.

2.4 Identify Preferred Learning Strategies

The delegated training officer must also conduct Question 7 to identify if any additional supports/adjustments required to proposed learning strategies.

2.5 Determine The Suitability of the Proposed Training Program

On Question 8, the delegated training officer takes into account the considerations made at Question 2 to 7 of the Pre-Training Review form to:

- determine whether the proposed training program is the most suitable training for the student or not, and
- recommend any additional supports for the student and any adjustment to the proposed learning strategies.

The authorised officer is responsible for going through the Pre-Training Review Checklist with the student to ensure they know and understand all items on the checklist.

The outcomes of items from 2.1 to 2.5 above must be documented and used to develop Training Plan to meet the eligible student's needs, prior to the commencement of training. In collaboration with trainers/assessors, the Training Administration Officer has responsibility to develop the Training Plan and provide it in soft or hard copies to the student prior to training commencement but no later than four (4) weeks after training commencement.

If there is any change during the training services, the Training Administration Officer must advise the student of this change as soon as possible, including changes to existing or new third party arrangement or changes in ownership.

3. Enrolment Process:

The authorised officer must ensure that:

- The student completes the enrolment form including testing student's eligibility for government subsidised training and any relevant concession or exemption/waiver of tuition fees, and explaining how their enrolment will impact their access to further government subsidised training under this VET Funding Contract and the Guidelines about Determining Student Eligibility and Supporting Evidence.
- Evidence of an individuals' eligibility for Skills First Program must be sighted and retained by the authorised officer, prior to commencement in training.
- The student provides Unique Student Identifier (USI). If they have not got a USI and want the RTO to apply on their behalf, they must complete and sign in the Consent Section.
- The student knows the possibility of receiving an NCVET survey, receiving an invitation to participate in the Department's endorsed projects or annual student outcome survey, and/or being contacted by the Department (or persons authorised by the Department) for audit, review or investigation purposes.
- Between enrolment date and course commencement date if the gap is more than 90 days, the authorised officer must complete the Pre-Training Review and Enrolment Process again to review students' eligibility status in accordance with the current VET Funding Contract. The authorised officer must follow the current Guidelines about Determining Student Eligibility and Supporting Evidence to re-assess the students' eligibility.

The authorised officer must give the fully completed enrolment form to the Training Administration Officer to verify before entering data to Student Management System.

4. Record Keeping

All of above documents must be kept in each student's file by the Training Administration Officer in hardcopy or electronic form and will be available upon the Department's request.

Version/date	Summary of changes made
V2.5 (17/04/2024)	Update to new AVWA logo
V2.4 (19/05/2023)	3. Enrolment Process Add re-assess students' eligibility status if enrolment date and course commencement is more than 90 days. Modify Record Keeping to allow keeping record in "hardcopy or electronic form"
V2.3 (18/02/2021)	Modification: revised steps in more details in "2. Pre-Training Review",
V2.2 (26/8/2020)	Adding "Training Provider must not subcontract any aspect of the Pre-Training Review" in item 3, "Pre-training review"
V2.1 (10/10/2019)	Updated information from 2018-2019 VET Funding Contract V3.0: "Training Plan must be agreed and signed by student, trainer/assessor and AVWA representative ..." is removed.
V2.0 (26/9/2018)	Modify "Enrolment Process"
V1.3 (28/2/2017)	Addition: (Third party) "Prior to the enrolment of students or the commencement of training and assessment, the training coordinator or training officer provides, including in relation to changes to existing or new third party arrangement or changes in ownership"
V1.2 (5/7/2016)	Addition: The authorised officer is responsible for going through the Pre-Training Review Checklist with students to ensure they know and understand all items in the checklist.
V1.1 (12/1/2016)	Addition: The outcomes of 2.1, 2.2, 2.3, and 2.4 must be documented and used to develop training plan to meet individual's needs, prior to the commencement of training.
V1 (12/1/2015)	Original