PRE TRAINING REVIEW POLICY AND PROCEDURE

Policy

The Pre-Training Review Policy and Procedure is concerned with determining whether Alpine Institute courses are suitable and appropriate to the learning needs of prospective students. The policy establishes an approach to ensuring students are enrolled in courses and programs relevant to their career aspirations, academic interests, and learning competency.

1. Procedure

The Pre Training Review process will apply to all students seeking enrolment within Alpine Institute’s certificate based programs.

The process ensures compliance with the obligations set down in the 2016 VET Funding Contract (Victorian Training Guarantee Program) between Alpine Institute and the Department of Education and Early Childhood Development.

The following procedures apply to the implementation of the Pre Training Review Policy:

2.1 The Pre Training Review will be completed when the prospective student attends an interview with the relevant trainer / enrolment officer. The interview will require:

- The completion of the Pre Training Review Form by the prospective student
- A discussion of the outcomes and observations arising from the completion of the Pre Training Review Form
- The completion of the Language, Literacy and Numeracy (LLN) Assessment

2.2 Prospective students must be fully informed before commencement of the Pre Training Review of the purpose of the review.

2.3 Prospective students must be fully informed, before the LLN Skills Assessment, of the purpose of the review and be provided with the opportunity to request an alternative approach for their LLN skills assessment.

2.4 Prospective students must complete the Pre Training Review Form in full to be considered for enrolment.

2.5 Through the Pre Training Review process the trainer will identify the most appropriate course for the prospective student to undertake. The trainer will also determine if the proposed training and assessment strategies and materials are appropriate for that individual or if reasonable adjustments are required. A Training Plan will be developed and provided for each enrolled student on the basis of their Pre Training Review.

2.6 The Training Plan will acknowledge where appropriate additional support needs of the student, and document the approach to the provision of such support.

2.7 The trainer / enrolment officer must identify areas of competency previously acquired and ensure that all eligible students are offered Recognition of Prior Learning and Credit Transfer before commencement of structured training. The process for this is addressed separately in the Credit Transfer Policy, National recognition Policy and RPL Policy.

2.8 The Pre Training Review will constitute part of the students training records.