



# PP11 – Student Pre-enrolment Policy

## 1. Purpose

This policy ensures that prior to enrolment, all prospective students are assessed for the suitability of their chosen training product. The review considers each student's language, literacy, numeracy proficiency and digital literacy (LLND). It supports the student to make an informed enrolment decision and promotes positive learning outcomes.

## 2. Scope

This policy applies to all prospective VET students enrolling in any nationally recognised training product on the RTO's scope. It includes actions by admin, trainers, compliance, and student support staff involved in the Pre-Training Review (PTR), LLND assessment, and course suitability advice.

## 3. Definitions

| Term                      | Definition                                                                                                                  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| LLND                      | Language, literacy, numeracy proficiency and digital literacy                                                               |
| Pre-Training Review (PTR) | Structured review process to evaluate a prospective student's skills, experience, goals and readiness to undertake a course |
| Training Product          | A nationally recognised qualification, skill set or unit of competency                                                      |
| Suitability Advice        | Recommendation given to a student about their readiness and alignment to a course, including alternatives if needed         |
| Pre-enrolment Information | Key course and enrolment details provided through the RTO's website and Student Handbook                                    |

## 4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standard 2.2
- National Vocational Education and Training Regulator Act 2011
- Foundation Skills Training Package tools
- Training.gov.au training product specifications



## 5. Policy Statement

The RTO is committed to ensuring that all students are informed and supported in choosing suitable courses. Prior to enrolment:

- All students complete a Pre-Training Review
- LLND is assessed using validated tools
- Suitability advice is provided based on their goals, current skills and course requirements
- Students are given accurate pre-enrolment information via the website and Student Handbook
- Where needed, support or alternative pathways are discussed with the student

No student will be enrolled until this process is completed and documented.

## 6. Procedure – Step by Step

| Step | Action Description                                                                                                                    | Responsible Person                |
|------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1    | Receive enquiry and schedule Pre-Training Review                                                                                      | Admin Officer                     |
| 2    | Provide pre-enrolment information (via website link + Student Handbook) , provide information for CT and RPL information and PTR Form | Admin Officer                     |
| 3    | Conduct LLND assessment using approved RTO tools                                                                                      | Trainer / Admin Officer           |
| 4    | Compare LLND outcomes and prior experience against TAS and course entry requirements                                                  | Trainer / Compliance Manager      |
| 5    | Provide clear advice to the student on suitability and discuss expectations and outcomes                                              | Trainer                           |
| 6    | If student is not suited, discuss support options or offer alternative training pathways                                              | Trainer / Student Support Officer |
| 7    | Record decision and signed PTR + LLND results in student file / SMS                                                                   | Admin Officer                     |
| 8    | Monitor and provide LLND or digital support where needed during study                                                                 | Trainer / Student Support Officer |



## 7. Related Documents

- Pre-Training Review (PTR) Form
- LLND Assessment Tool
- Student Handbook
- Website Course Pages
- TAS Document
- Student Support Referral Form
- SMS and Student File Records

## Student Pre-enrolment Process

