

POLICY	Pre-Training Review
ASQA Standards 2025	Outcome Standards 2025
AACI Ref:	AACI – PTR
Aim (Purpose)	<p>This Policy and Procedure ensures AACI undertakes a structured Pre-Training Review (PTR) process before enrolment so that prospective students can make an informed decision and AACI can determine whether the proposed training product is suitable for the applicant.</p> <p>The PTR process is designed to:</p> <ul style="list-style-type: none"> • provide clear, accurate and current pre-enrolment information • assess the applicant’s suitability for the training product • identify language, literacy, numeracy and digital capability needs • identify learner support needs, including disability disclosure and reasonable adjustment considerations where relevant • determine whether enrolment should proceed, proceed with support or conditions, or not proceed
Scope	<p>This Policy and Procedure applies to:</p> <ul style="list-style-type: none"> • all prospective AACI students • AACI staff and delegates involved in pre-enrolment advice, suitability review, LLN and digital capability review, learner support and enrolment decision-making
Policy statement	<p>AACI will not enrol a prospective student unless AACI has completed a Pre-Training Review sufficient to determine whether:</p> <ul style="list-style-type: none"> • the applicant has been given the information needed to make an informed choice • the training product is suitable for the applicant’s needs and intended outcomes • the applicant’s current LLN and digital capability levels are appropriate for the course, with support where required • AACI can provide or arrange any reasonable support required for the student to participate. <p>Where AACI determines that a course is not suitable, AACI will not proceed to enrolment unless the suitability concern has been resolved.</p>
Principles	<p>AACI will ensure that:</p> <ol style="list-style-type: none"> 1. prospective students receive clear, accurate and current information before enrolment 2. suitability decisions are based on a documented review, not on a single tool result alone 3. LLN, digital capability and learner support needs are considered before enrolment 4. applicants are advised of available support services and relevant course requirements 5. the PTR outcome and reasons are communicated clearly to the applicant 6. evidence of the PTR process is retained on file.
Definitions	<p>Pre-Training Review (PTR) means the documented process undertaken by AACI before enrolment to provide pre-enrolment information, assess the suitability of the proposed training product, identify support needs, and determine whether enrolment should proceed.</p>

	<p>Suitability means the extent to which the proposed course is appropriate for the applicant's existing capabilities, support needs, intended outcomes and likely ability to participate successfully with available support.</p> <p>LLN means language, literacy and numeracy.</p> <p>Digital capability means the applicant's ability to use digital tools and systems required for participation in the course.</p> <p>Pre-Training Review means the process undertaken between the RTO and the review of prospective student LLND level, course and support information and determining whether course is suitable and appropriate training for applicant.</p>
<p>Responsibility</p>	<p>Chief Executive Officer / RTO Manager Has overall responsibility for ensuring AACI maintains an effective Pre-Training Review system.</p> <p>AACI delegate responsible for PTR Reviews PTR information, interview outcomes and assessment results, determines course suitability, records the outcome and communicates the decision to the applicant.</p> <p>Student Administration / Enrolment staff Provide access to current pre-enrolment information, coordinate PTR documentation, collect declarations and retain records.</p> <p>Trainers, assessors or support staff involved in PTR Contribute to suitability discussions, identify support needs, and recommend learner support or reasonable adjustment options where relevant.</p>
<p>Policy Requirements</p>	<p>1. Information before enrolment Before an application proceeds to enrolment, AACI will provide or direct the applicant to current pre-enrolment information, including:</p> <ul style="list-style-type: none"> • course code and title • course requirements and expectations • delivery mode and participation requirements • foundation skills and digital capability expectations relevant to the course • learner support services available • admissions or entry requirements • student rights and obligations • fees, refund information and other key pre-enrolment documents where relevant. <p>2. Suitability review AACI will conduct a Pre-Training Review before enrolment to determine whether the course is suitable for the applicant, having regard to:</p> <ul style="list-style-type: none"> • the applicant's intended outcomes • current competencies and prior learning • LLN capability • digital capability • support needs • any relevant course entry or participation requirements • the availability of support or reasonable adjustment where needed.

3. LLN and digital capability review

AACI may use tools such as **LLN Robot** and **Digital Robot** to assist in identifying LLN and digital capability levels. These tools form part of the PTR process, but the final suitability decision must be made by AACI staff based on the full PTR evidence, not solely on an automated result.

4. Learner support and reasonable adjustment

Where the PTR identifies support needs, AACI will determine whether:

- the course remains suitable
- support can be provided or arranged
- reasonable adjustments should be considered
- the applicant should be referred to another pathway or advised not to enrol at that time.

5. Recognition pathways

As part of the PTR process, AACI will discuss any relevant recognition options, including:

- Recognition of Prior Learning (RPL)
- Recognition of Current Competency (RCC), where applicable
- Credit Transfer.

Where these options affect the applicant's pathway, duration or likely workload, this will be explained before enrolment.

Digital Robot is used by AACI to assess students' digital capabilities aligned with the Australian Digital Capability Framework (ADCF).

Digital Robot assesses student competence across the five ADCF focus areas:

1. Information and Data Literacy — ability to locate, interpret, and manage digital information and data.
2. Communication and Collaboration — ability to communicate and collaborate effectively using digital technologies.
3. Digital Content Creation — ability to create, edit and manage digital content.
4. Protection and Safety — ability to apply safe, secure, and ethical practices online.
5. Technical Proficiency and Problem Solving — ability to effectively operate digital devices, troubleshoot problems, and adapt to new technologies.

These digital skills and capability in the five ADCF focus areas include

- ability to log into a computer
- Access emails and click a link within an email;
- Login into an online database (LLN Robot and Digital Robot);
- Use a mouse and keyboard
- Read and respond to online text and tasks
- Navigate digital interfaces to locate and manage information

- Demonstrate safe and appropriate online behaviours

As Learners successfully undertaking the online Digital Robot Skills evaluation shall be considered to have meet the digital literacy requirements.¹ Students who are unable to complete their Digital Robot Online assessment will be evaluated individually to see whether they meet the minimum digital literacy requirements.

Digital Robot provides a reliable and valid measure of student digital literacy skills and forms an integral part of the overall LLND assessment process.

¹ AACI learner resources and assessments are delivered primarily via a learning management system (Google Classroom) over the internet and/or by email. Learners therefore will be required to have the skills to navigate this digital environment.

PROCEDURE:

Pre-Training Review

**Steps -
Action/Method**

Step 1 – Provide pre-enrolment information

The applicant is provided with, or directed to, the current AACI pre-enrolment information pack and relevant course information before enrolment proceeds.

Step 2 – Applicant completes PTR documentation

The applicant completes the AACI PTR application and provides the information required for suitability review.

Step 3 – LLN and digital capability review

Where required by AACI, the applicant completes:

- the LLN review process
- the digital capability review process.

AACI may also use interview questions, discussion or additional review where results require clarification.

Step 4 – Review prior learning and support needs

AACI reviews:

- current competencies and prior learning
- RPL/RCC/Credit Transfer possibilities
- support needs
- any course participation issues
- any required learner support or reasonable adjustment considerations.

Step 5 – Conduct suitability discussion or interview

An AACI staff member conducts and records a suitability discussion, interview, or equivalent documented review to confirm:

- the applicant understands the course
- the applicant understands the support available
- the proposed course matches the applicant's goals and capabilities
- any conditions or support needs have been discussed.

Step 6 – Determine outcome

The PTR outcome must be one of the following:

- **Suitable**
- **Suitable with support or conditions**
- **Not suitable at this time**

The decision must be documented, including reasons.

Step 7 – Communicate outcome

AACI communicates the PTR outcome and reasons to the applicant by interview, email, or other documented communication.

	<p>Where the applicant is assessed as suitable with support or conditions, AACI will explain the support arrangements or conditions before enrolment proceeds.</p> <p>Where the applicant is assessed as not suitable, AACI will advise the applicant accordingly and, where appropriate, suggest another pathway or further discussion.</p> <p>Step 8 – Applicant declaration</p> <p>The applicant must complete an electronic or written declaration confirming that they:</p> <ul style="list-style-type: none"> • have received and understood relevant pre-enrolment information • have completed the PTR honestly • understand the course suitability outcome and any stated conditions. <p>Step 9 – Recordkeeping</p> <p>AACI will retain evidence of the PTR process on file, including:</p> <ul style="list-style-type: none"> • PTR application • LLN and digital capability review results • interview or discussion notes • suitability decision and reasons • support/referral actions • applicant declaration • communication of outcome.
Applicant Declaration	<p>Applicants are required to complete, (sign and date electronically) a declaration that they have read and understood the PTR process.</p> <p>AACI shall retain a copy of the applicant’s declaration on file.</p>
AACI Determination	<p>After the completion of the PTR process ACI staff shall confirm with the applicant whether the course is suitable (with or without conditions) and whether they are able to continue to complete and submit an enrolment application.</p>
Monitoring and review	<p>AACI will review this Policy and Procedure at least annually and earlier where required by:</p> <ul style="list-style-type: none"> • changes to ASQA standards or guidance • feedback from applicants or staff • enrolment suitability issues • learner support issues identified after enrolment • internal audit or continuous improvement findings
Definitions	<p>See LLND Policy, Procedure and Process</p>

Related Regulation	<p>2025 ASQA Standards Outcome Standards for Registered Training Organisations) Instrument 2025 Relevant standards:</p> <ul style="list-style-type: none"> • Standard 2.1 – Information • Standard 2.2 – Suitability of training products
---------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Standard 2.3 – Training support <p>Relevant ASQA Practice Guides</p> <ul style="list-style-type: none"> • Practice Guide – Information <p>Practice Guide – Training support. Australian Core Skills Framework (ACSF) Australian Digital Capability Framework (ADCF) Australian Qualifications Framework (AQF)</p>
<p>Related Documentation</p>	<p>Pre-Training Review Application Form LLND Policy and Procedure LLND and Learner Support Policy and Procedure LLN Robot – Digital Robot Website – Pre Enrolment Pack Student Information Guide (Student Handbook) PTR Interview Questions LLND Support Resources -</p> <p>Building Strength with Numeracy - https://valbec.org.au/Building-Strength-with-Numeracy/</p> <p>AACI Skills Pathway Program Enrolment Policy and Procedure Compliance with Legislation Policy and Procedure</p>

VERSION CONTROL

Review / amendment history

Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: 1 June 2026

Version	Date	Details
1.0	4 August 2021	Policy approved and issued
2.0	1 March 2022	Minor Changes
3.0	1 September 2022	Updates – feedback from ASQA auditor during initial registration LLN, LLN Support, etc RTO Registration TOID and contact details
4.0	1 September 2023	Formatting changes
5.0	1 September 2024	Minor Updates
6.0	1 June 2025	Formatting Major Updates due to 2025 ASQA Standards Outcome Standards for Registered Training Organisations) Instrument 2025 Relevant standards: <ul style="list-style-type: none"> • Standard 2.1 – Information • Standard 2.2 – Suitability of training products • Standard 2.3 – Training support Relevant ASQA Practice Guides <ul style="list-style-type: none"> • Practice Guide – Information Practice Guide – Training support.