

Policy & Procedure

PRE – TRAINING REVIEW POLICY & PROCEDURE

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Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	Operational / RTO	Review Date:	Oct 2026
Approved and adopted by:	Board of Governance	Next Review Date:	Oct 2029

Scope

This policy applies to the CEO, Training Coordinator, Trainers and Assessors, administrative staff and other personnel involved in the Pre-Training Review process.

It applies to prospective students seeking enrolment in nationally recognised training delivered by NRCHI, including government-funded training where applicable.

This policy should be read in conjunction with the NRCHI Enrolment Policy, LLND Policy and Reasonable Adjustment Policy.

Purpose

The purpose of this policy is to ensure that NRCHI conducts a Pre-Training Review for prospective students to determine whether their proposed training product is suitable for their skills, experience, learning needs and career goals.

The review identifies existing competencies, relevant qualifications, opportunities for Recognition of Prior Learning (RPL) and Credit Transfer, and any language, literacy, numeracy, digital literacy, accessibility or learning support needs that may affect participation in training and assessment.

The review also ensures prospective students receive appropriate information about the training product, its requirements and available support so they can make an informed enrolment decision.

Policy Statement

NRCHI will conduct and document a Pre-Training Review before enrolment to determine the suitability of the proposed training product for each prospective student.

The review will consider the student's existing skills, knowledge, qualifications, experience, goals, learning needs and capacity to participate in the proposed training and assessment arrangements.

NRCHI will discuss the suitability of the proposed training with the student and consider alternative options where appropriate. Identified support needs will be considered alongside the requirements of the training product and the support NRCHI can reasonably provide.

Students will not be considered unsuitable solely because they require additional learning support or reasonable adjustment. Suitability decisions must be based on the student's individual circumstances and the requirements of the training product, without compromising required competencies, assessment integrity or safety.

The Pre-Training Review is an initial assessment of suitability and support needs. NRCHI will continue to respond to support needs identified during training.

Responsibilities

The CEO is responsible for ensuring that appropriate policies, resources and systems are in place to conduct Pre-Training Reviews and meet applicable regulatory and funding requirements.

The Training Coordinator is responsible for conducting the review, assessing suitability, identifying support needs, discussing available options and documenting the outcome.

Trainers and Assessors provide information about training and assessment requirements, contribute to identifying appropriate support arrangements and implement agreed arrangements within their responsibilities.

Administrative staff maintain Pre-Training Review records in accordance with NRCHI's recordkeeping and privacy requirements.

All staff must treat student information confidentially and use it only for legitimate training, assessment, support and compliance purposes.

Pre-Training Review Procedure

Conducting the review

Before enrolment, the prospective student will participate in a Pre-Training Review conducted by the Training Coordinator.

The review will involve an interview, completion of the Pre-Training Review Form, discussion of the proposed training product and consideration of relevant qualifications, experience and screening or assessment results.

The review will consider the student's reasons for undertaking training, career goals, previous education and qualifications, employment experience, existing skills and competencies, and understanding of the proposed training requirements.

NRCHI will also consider the student's ability to participate in the proposed delivery and assessment arrangements, including practical activities, work placement where applicable, time commitments, technology requirements and access to learning resources.

The review must consider the actual requirements of the proposed training product and must not rely solely on the student's stated preferences or general interview responses.

Determining suitability

The Training Coordinator will document the suitability decision and the reasons for that decision, with reference to the prospective student's objectives, existing competencies, educational attainment, literacy and numeracy skills, relevant digital capability, and the suitability of the proposed learning strategies and materials. For Skills First students, the review must also establish and document why the selected program is suitable and the most suitable option for the individual in accordance with the applicable funding requirements.

Where the proposed training is not considered suitable, NRCHI will discuss the reasons with the student and consider alternative qualifications, training options, delivery arrangements or referrals where appropriate.

Where a material issue affecting the suitability of the proposed training remains unresolved, NRCHI will clarify the issue with the prospective student and consider appropriate options before making an enrolment decision. The need for additional learning support or reasonable adjustment will not, by itself, be grounds for determining that a student is unsuitable. The suitability decision, reasons and any required actions will be documented. The student must be advised of the outcome before enrolment.

Skills First funding

Where a prospective student seeks government-subsidised training under the Skills First Program, NRCHI will conduct the Pre-Training Review in accordance with the applicable Skills First VET Funding Contract and guidelines.

The review will consider the student's goals, existing competencies, educational attainment, literacy and numeracy skills, relevant digital capability and whether the proposed training is suitable and the most appropriate option for the individual.

Skills First eligibility verification, evidence requirements, student declarations, fees, concessions, fee waivers and associated funding records will be managed in accordance with NRCHI's Student Enrolment Policy and Procedure and the current Skills First VET Funding Contract and applicable guidelines.

Language, literacy, numeracy and digital literacy

NRCHI will use appropriate screening and assessment methods to identify whether the student's foundation skills may affect participation in the proposed training and assessment.

NRCHI currently uses the LLN Robot online assessment system to assist in identifying LLN skill levels. The results will be considered alongside the Pre-Training Review and the requirements of the proposed training product.

Where potential support needs are identified, NRCHI will discuss appropriate assistance, further assessment or referral options with the student. Where a student cannot complete an online assessment due to limited digital skills, disability or, language needs, an appropriate supported or alternative assessment method will be considered.

Identified needs and agreed actions will be documented where relevant, and appropriate staff will be informed of support arrangements subject to privacy requirements.

Further requirements are outlined in the *NRCHI Language, Literacy, Numeracy and Digital Literacy Policy and Procedure*.

Recognition of Prior Learning and Credit Transfer

During the Pre-Training Review, NRCHI will inform prospective students about opportunities to apply for RPL and Credit Transfer where applicable.

Students will be advised of the relevant application processes, evidence requirements, fees where applicable, timeframes and how decisions will be communicated.

RPL and Credit Transfer applications will be assessed in accordance with *NRCHI's RPL Policy and Credit Transfer Policy*. Decisions will be documented and communicated to the student.

Where RPL or Credit Transfer is granted, the student's training plan or relevant training records will be updated to reflect the outcome. Where an application is pending, NRCHI will explain any implications for training arrangements and course progression.

Student support and training arrangements

Information obtained during the Pre-Training Review will be used to identify whether the student requires additional learning support or specific training arrangements.

Support may include additional learning resources, structured learning activities, foundation skills assistance, reasonable adjustment or referral to external services.

Where ongoing support is required, NRCHI will document the agreed arrangements in an individual training plan or appropriate student support record, identifying relevant actions and responsibilities.

Support arrangements will be reviewed where necessary, including when the student's circumstances change or progress indicates further assistance may be required.

Further requirements are outlined in the *NRCHI Student Support Policy and Procedure* and *Reasonable Adjustment Policy and Procedure*.

Inclusive practice and reasonable adjustment

NRCHI will conduct Pre-Training Reviews in a respectful, inclusive and culturally appropriate manner.

Individual communication needs, previous educational experiences, cultural obligations, disability and other circumstances that may affect participation will be considered where relevant. Staff must not make assumptions about a student's abilities or support needs based on cultural identity, ancestry, first language or educational background.

NRCHI will consider reasonable adjustments for students with disability in consultation with the student, where appropriate, and in accordance with applicable legislation and the requirements of the training product.

Adjustments must enable participation without compromising essential competency requirements, assessment validity, safety or mandatory assessment conditions. Where a requested adjustment cannot appropriately be implemented, NRCHI will explain the reasons and discuss other options.

Further requirements are outlined in the *NRCHI Access and Equity Policy* and *Reasonable Adjustment Policy and Procedure*.

Work placement

Where work placement is required by the training product, NRCHI will discuss the placement requirements with the prospective student during the Pre-Training Review.

Placement arrangements, supervision and applicable workplace requirements will be managed and confirmed in accordance with *NRCHI's Practical Placement Policy* before placement commences.

Records and Documentation

NRCHI will maintain a completed Pre-Training Review Form for each prospective student, identifying the reviewer, date, information considered, suitability outcome and reasons for the decision.

Records will include relevant screening results, qualifications or experience considered, advice provided to the student and any identified support needs, referrals or agreed actions.

The completed review must be retained in NRCHI's approved recordkeeping system, with access restricted to authorised personnel. Records will be managed in accordance with applicable privacy, regulatory and funding requirements.

Related Documents

This policy should be read in conjunction with the following NRCHI documents, where applicable:

- Enrolment Policy.
- Student Support Policy.
- Language, Literacy, Numeracy and Digital Literacy Policy.
- RPL Policy.
- Credit Transfer Policy
- Reasonable Adjustment Policy.
- Access and Equity Policy.
- Pre-Training Review Form.
- Practical Placement Policy
- Individual Training Plan.
- Student Handbook.

Related Legislation and Compliance

Victorian Registration and Qualifications Authority (VRQA) *Guidelines - Standards for Vocational Education and Training Providers*, including the **2025 Standards for Registered Training Organisations (RTOs)**

Skills First program requirements and applicable VET Funding Contract

Applicable Commonwealth and State Government Funding Agreements, Contracts and Guidelines

Applicable VET legislation, data reporting requirements and regulatory instruments.

Applicable training package requirements, assessment conditions and other regulatory or funding obligations.

Document Locations

Electronic file folders accessible by NRCHI Administration staff
Policy and Procedure Manual

Date reviewed	Version	Details of changes (if any)	Date of next review
28/11/23	4	Reasonable Adjustment added to PreTraining Review Policy	November 2025
Oct 2026	5	Revision of policy to improve clarity, comply with VRQA Guidelines and 2025 Standards for RTO's and reformat	Oct 2029