

## 41. STUDENT PRE-TRAINING REVIEW POLICY & PROCEDURES (S)

### Note:

**PTR forms for Certificate III and IV Courses, availed to you prior to course enrolment, form part of this policy as appendices**

### PURPOSE

To ensure your current skills/competencies are assessed and to help you think through your course choice, for example why undertake a certain qualification and not another.

### The Pre-Training Review aims to:

- Ascertain your aspirations and interests with considerations of the likely job outcomes from the development of the new competencies and skills
- Include and assess the considerations of your literacy and numeracy skills (LLN)
- Consider your existing educational attainment and capabilities
- Identify any competencies previously acquired; namely, Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC), and/or Credit Transfer (CT).
- Ascertain the most suitable Course and /or Qualification for you to enrol in, including consideration of the likely employment outcomes from the development of new competencies and skills; and
- Ensure that the proposed learning strategies and materials are appropriate for you.
- Determine level of support you will require during the course

### Why the PTR review process:

- The PTR process requires you to complete a Language, Literacy and Numeracy (LLN) section. This helps identify if you have the necessary ACSF level required for the completion of the course. For Certificate III qualifications, a level 3 is required for Learning, Reading, Writing and Oral Communication while a level 2 minimum is recommended for numeracy. Completion of the LLN section also helps GTPS identify whether you will require a referral to an English course.
- The PTR process informs about your current or previous competencies that could be considered as part of your qualification as Credit Transfer (CT) or through Recognition or Prior Learning (RPL) process. It is therefore to your advantage the PTR process is thoroughly completed.
- The PTR process captures your preferred learning/study methods. Everyone is unique and you can be greatly disadvantaged if a specific learning method was applied as a “fit for all”. Some students are visual learners, others audio or both, others hands-on and so on.
- The PTR process also gathers information about your personal, cultural, medical, social, physical and emotional issues that can negatively impact your learning. As such if identified, we provide you with the required support up to and including adjusting your training plan.

## Pre-Training Review Procedure

- As outlined in the GTPS Eligibility/Enrolment policy and procedure, you shall, prior to enrolling to commence any qualification at GTPS, be provided with an opportunity to complete a Pre-Training Review process
- GTPS shall conduct the initial PTR upon your first contact with us, on phone or in person. This shall be documented as the initial and verbal PTR stage and shall form the basis for your invitation to complete the written PTR process. The written PTR process shall be completed in the presence or under the supervision of a GTPS Staff or Trainer
- You shall complete all the questions in the PTR form as honestly and as comprehensively as possible
- Once completed, the PTR form shall be passed on to a Trainer/Assessor for assessment.
- The Trainer/Assessor checks the ACSF level if appropriate. For example, certificate III courses offered by GTPS require a level 3 for Learning, Reading, Writing and Oral Communication and a level 2 minimum for numeracy.
- The Assessor shall also analyse all other information you have provided and make recommendations in relation to:
  - Any adjustment to the training strategy/plan
  - Any adjustment to the assessment tool/methods
  - Any additional supports required
  - Your suitability to undertake the course
  - Any referrals you may require
- The Trainer/Assessor shall take note of the recommendations that relate to training, delivery and assessment and pass them on to the allocated Trainer/Assessor prior to course commencement so you can get maximum support during your learning
- The Trainer/Assessor shall upon being satisfied that you are suitable to undertake the chosen qualification, pass the duly completed PTR form to the GTPS Enrolling Officer to proceed with the Enrolment process i.e. completion of the enrolment or student agreement form
- If you are unsuccessful at the PTR level, the Trainer/Assessor or a trained Enrolment Officer shall communicate the news to you and advise possible way forward e.g. a course at a lower level, completion of English course prior to a qualification etc.

This policy shall be reviewed at a minimum, annually during the internal audit period or at any other time as deemed necessary. Person responsible: Operations Manager or Designate

Forming part of this policy is:

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<b>Authorised:</b> CCR Executive Board Member	M.N.I	<b>Date</b>	Jan 2019
<b>Approved:</b> CCR Executive Board Member	F.O.A	<b>Date</b>	Jan 2019
<b>Reviewed by (SMT)</b>		<b>Date</b>	
<b>Implementation applicable to (circle)</b>	<b>Employees, Student, Trainer/Assessor</b>		