

## P.V1 Pre- Training Review and LLN Test Policy and Procedure

### Purpose

This policy and procedure is in place to ensure:

1. that all applicants seeking entry into a nationally accredited course with Milestones International College (MIC) have the appropriate level of foundation/LLN skills in order to achieve the competencies of the vocational course
2. the staff and applicants make informed decisions about the suitability and relevance of the course the applicant is undertaking with MIC.
3. to identify and finalise any additional support a student may require completing the course

### Definitions

- **Pre-training Review (PTR)** is the process of determining suitability and relevance of the course based on the individual's current competencies, existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills
- **Foundation Skills (FS)** refer to learning, reading, writing, oral communication and numeracy as defined by ACSF. In this policy LLN refers to the foundation skills.
- **Australian Core Skills Framework (ACSF)** is a tool which assists both specialist and non-specialist English language, literacy and numeracy practitioners describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy
- **Language:** the tools we used to communicate with one another in many different situations and for many different reasons. Language involves speaking, listening, reading and writing.
- **Literacy:** the ability to read and use written information. It means being able to recognise, read and interpret documents, signs etc.
- **Numeracy:** involves being able to carry out mathematical operations and includes knowing when to use mathematics, what mathematics to use and how to do it.
- **LLN Robot:** The LLN Robot Online LLN Assessment has been designed to give an indication of a learner's abilities across the 5 core skills of the ACSF. The online assessment reacts dynamically to the answers of the learner and gets progressively easier or more difficult based on how the person is doing. This

prevents learners from being asked questions that are either too easy or too difficult to save on assessment time and reduce negative assessment experiences. LLN Robot uses a purpose-built diagnostic tool to determine the required ACSF/core skill levels of a unit of competency. The system uses a series of language analysis algorithms to scan the content of a unit of competency to identify trigger words and phrases and their associated values based on the training package, ACSF performance indicators and the AQF (certificate) level of the unit. This data is used to generate a training profile that reflects the core skills required to understand and perform the criteria outlined in the unit.

## Policy

1. Milestones International College will ensure that:

1.1 The Pre-Training Review and LLN test will be conducted on or prior to enrolment. This review and assessment will:

- ascertain the individual's aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills
- consider the individual's existing educational attainment and capabilities
- assess language, literacy and numeracy skills
- identify any competencies previously acquired (RPL, recognition of current competency (RCC) or credit transfer)
- ascertain that the proposed learning strategies and materials are appropriate for that individual
- Consider any special needs and or disabilities

1.2 For onshore student, the pre-training review and LLN test will be conducted face-to-face by the program coordinator at MIC campus.

1.3 For students offshore, the pre-training review and LLN test will be conducted, by the program coordinator online using Zoom meeting portal via an authenticated login for the applicant

## Procedure

1. Prospective student enquires about the desired course through the website, walk in and other methods of marketing.
2. Course information is provided to the students through website or on the request by the student via email or in hard copy.
3. PTR review and LLN assessment are scheduled with the student. Upon scheduling, the program coordinator will email the students an invitation advising them of the timing, mode of interview i.e. face to face or online, what to bring and expect on the day and other relevant information

4. Students are also advised to bring along with them their identification documents, previous certificates', statements of attainments to their PTR session.

Offshore students must supply certified and translated (if not in English) copies of any identification documents, previous certificates', statement of attainments relevant to the PTR assessment, on or prior to their scheduled PTR interview.

In an instance, where the student fails to produce identification document, the PTR review and LLN assessment will be not be held and will need to be rescheduled.

### **Pre-Training Review and LLN Assessment**

5. The program coordinator will explain the process of Pre-Training Review and LLN assessment and encourage student to relax;
6. The program coordinator will make notes during the assessment as verbal skills can be assessed during the entire session;
7. The program coordinator will take note of students questioning etc. and their overall speech levels as this is an area of assessment verbal core skills and learning;
8. The program coordinator will give verbal instructions on how to fill in the forms, assessment items and assist as necessary.
9. During the PTR session, course information is provided. The program coordinator will provide prospective students in print or soft copy, current and accurate information that enables the prospective student to make an informed decision about undertaking a training program. At a minimum, the information will contain:

- Course overview
- Training and Assessment information, and related educational and support services provided by MIC
- The estimated duration;
- The location/s at which it will be provided;
- The expected modes of delivery;
- The support services available for the student;
- Any work placement arrangements;
- Current competency will be discussed;
- Fees, charges and refunds;
- Entry requirements required to enrol into their desired qualification
- Student Code of Conduct

- Student complaints and Appeals
- Student rights and responsibilities

10. In assessing applicants' aspirations and interests. The following will be considered and analysed by the program coordinator based on the responses provided by the applicant in the pre training review:

- career aspirations
- interests
- strengths
- weaknesses
- reasons for enrolling into the course, including their expectations and objectives
- likely job or further study prospects resulting from the training program

11. The program coordinator will consider the applicants' current competencies and provides them with the opportunity for these to be assessed through Recognition of Prior Learning (RPL) or Credit if relevant. If the RPL /CT is relevant, the student will be advised on applying for RPL/CT as per the applicable policy and procedure

### **Language, Literacy and Numeracy Test (LLN)**

12. Applicants are required to undertake an LLN assessment test. The purpose of the LLN assessment test is to confirm language, literacy and numeracy skills. This test will assess the five (5) following areas.

- Reading
- Writing
- Numeracy
- Oral Communication
- Learning

13. Students enrolling with Milestones International College will be required to undertake a LLN assessment using the LLN Robot System.

14. The program coordinator will invite the student using the LLN Robot portal to undertake the assessment. The invitation will be sent via authenticated login to the student.

15. Upon completion of the assessment, the program coordinator will generate the LLN Skills report for the applicant from the LLN Robot system. The diagnostic report will be discussed with the student as part of the pre training review outcome.

## The Pre-Training Review Outcome

16. After the student has completed the PTR sessions and LLN assessment the student will be advised of the outcome.
17. The successful students are enrolled and requested to attend Orientation Day.
18. If relevant, the student will be encouraged and advised to apply for RPL and/or CT. Student will also be informed that where RPL and/or CT is successfully granted, their course duration, cost and training plan will be adjusted accordingly.
19. Where LLN gaps are identified, the program coordinator will discuss these using the diagnostic report generated from the LLN Robot system for the student. The report will reflect on current ACSF levels of the student and will provide indication on gaps.
20. The program coordinator will discuss support strategies that it may implement to assist the student in completion of their training.
21. In devising and finalising the support strategies, MIC will ensure:
  - students or potential students who have been identified as requiring support with LLN will not be discriminated against
  - any potential support strategies will not:
    - compromise the competency standard
    - act as a barrier in learning
    - significantly disadvantaging other students' involvement in the course
  - to make every reasonable effort that it can accommodate a student's needs. Those students that require or request additional LLN support, that can't be reasonably provided by MIC, will be referred to professional organisations. Students will be advised on any additional costs associated in organising external LLN support.
  - to meet the individual LLN needs as identified, the course materials and assessment tools are reasonably adjusted by qualified trainers and assessors only and approved by the RTO manager. Any such instances of reasonable adjustments must be recorded in the training plan for the student and kept on student file
  - the confidentiality of students who require additional support services and appropriate strategies are in accordance with its Privacy Policy

- Where the support is in the scope of MIC, an appropriate individual Training Plan will be developed for the student addressing the individual needs that have been identified.

### **Appeal**

1. A student may appeal against a decision made with respect to admission or enrolment process/outcome. The appeal must be lodged in writing in accordance to the processes for MIC's Complaints and Appeals Policy and Procedure.
2. Students have the right to appeal any decision made by MIC under this policy.
3. The affected parties will have access to MIC's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

### **Responsibility**

1. The RTO Manager is to ensure all requirements of this Policy and Procedure are met.
2. All staff and clients adhere to MIC's Policies and Procedures.
3. The RTO Manager, with direct access to the CEO, has the responsibility to ensure that MIC complies with all the statements and processes included in this document.
4. Any complaints or breaches in relation to this policy should be reported to Student Support in person or by email to:  
studentsupport@milestones.vic.edu.au

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### **Related documents:**

- P. V1 Pre-Enrolment Requirements Policy and Procedure
- P.V1 Entry requirements and Client Information Policy