Student Pre-Enrolment Policy

1. Purpose

This policy ensures that before enrolment, all prospective students—domestic or international—are assessed for their suitability and readiness to undertake their chosen course. It includes a structured Pre-Training Review (PTR) and Language, Literacy, Numeracy and Digital Literacy (LLND) assessment, aligned with the training product's requirements. It also ensures that overseas students receive comprehensive, current, and accurate information per National Code 2018 – Standard 2.

2. Scope

This policy applies to:

- All prospective domestic and overseas students
- All nationally recognised training products on the RTO's scope
- All staff involved in student recruitment, LLND assessment, and course advice
- Pre-enrolment compliance activities, including RPL/credit transfer consideration

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3. Definitions

Term	Definition
LLND	Language, literacy, numeracy and digital literacy
Pre-Training Review (PTR)	Structured review to evaluate a student's background, skills, and goals
Suitability Advice	Recommendation on a student's readiness for their chosen training
Training Product	A nationally recognised qualification, skill set or unit of competency
Pre-Enrolment Info	Details of the course, fees, requirements and policies provided upfront
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students

4. Legislative Reference

- *Standards for RTOs 2025 – Outcome Standard 2.2*
- *National Code 2018 – Standard 2 (2.1–2.5)*

- *National Vocational Education and Training Regulator Act 2011*
- *ESOS Act 2000 and related legislative instruments*
- *Training.gov.au and Foundation Skills Assessment tools*

5. Policy Statement

The RTO is committed to ensuring:

- All students complete a PTR and LLND assessment before enrolment.
- RTO staff assess suitability based on academic background, work experience, and LLND results.
- Students receive comprehensive, current, and plain English information prior enrolment aligned with National Code 2018 – 2.1 covering:
    - Entry requirements (English language, academic, experience, course credit)
    - CRICOS course details, course qualification, award, content, mode of study (online/classroom/work-based), and delivery location
    - Assessment methods and expected learning outcomes
    - Course duration, breaks, fees (tuition and non-tuition fees) including advice on the potential for changes to fees over the duration of a course, and cancellation/refund policies
    - Any third-party delivery arrangements (if applicable)
    - Work placement, online study, or licensing requirements (if applicable)
    - campus locations and facilities, equipment and learning resources available to students
    - the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
    - Accommodation and welfare support (for under 18s)
    - accommodation options and indicative costs of living in Australia.
    - ESOS framework and government-provided support information
- Credit Transfer and RPL options are disclosed before enrolment as per **2.3–2.5**.
- The student's CoE and PRISMS record are updated if RPL or credit shortens course length.
- No overseas student is enrolled without fulfilling entry requirements and documented pre-training review process.

6. Step-by-Step Procedure

Step	Action	Responsible Person
1	**Initial Enquiry Received** - Record student enquiry in CRM/SMS and explain the next steps in the enrolment process.	Admin Officer/ Student support
2	**Provide Pre-Enrolment Information** - Prospective student to visit website and refer course page, Student Handbook, **RTO policies. This includes:** - Entry requirements (academic & English) - CRICOS course code and delivery details - Duration, fees, and refund policy - Assessment and delivery modes - Third-party arrangements (if any) - ESOS Framework (link to Australian Government resources) - Other relevant information for the RTO, student and course.	Admin Officer/ Prospective students
3	**Conduct Pre-Training Review (PTR)** - Book a time for a PTR meeting or arrange digital completion. Include instructions for submitting documentation (e.g. qualifications, work experience).	Admin Officer/ Student support
4	**Conduct PTR Interview** **Complete the Pre-Training Review by assessing:** - Learning goals and career objectives - Prior qualifications and experience **English language proficiency** - Digital readiness and access - Confirm alignment with course outcomes Course credit and RPL Other course and RTO specific requirements	Trainer / Student Support Officer

5	**Administer LLND Assessment** - Use validated tools to assess Language, Literacy, Numeracy, and Digital Literacy.	Admin Officer / Trainer
6	**Compare Results Against TAS** - Match LLND results and pre-training review information. Identify gaps and suitability.	Trainer / RTO Manager
7	**Provide Suitability Advice** - Give clear recommendation to the student about course suitability, support required, or alternate pathways. Ensure written advice is documented and signed.	Trainer
8	**Offer RPL/Credit Transfer Option** - If applicable, assess RPL/CT eligibility and provide guidance. - If granted, notify student - Retain signed acceptance record (per National Code 2.4)	RTO Manager / Assessor
9	**Finalise Pre-Enrolment Decision** - Update student profile in SMS - Attach PTR, LLND, and RPL/CT documentation - Notify student	Admin Officer/ Student support
10	**Conduct Enrolment process –** refer Enrolment policy	Admin Officer/ Student support
11	**Post-Enrolment Monitoring** - If gaps identified during LLND, fill Individual learning plan and provide support - Monitor progress and refer students to learning support where required	Trainer / Student Support Officer

7. National Code 2018 – Standard 2 Compliance Table

Clause	Requirement	RTO Compliance Mechanism
2.1	Provide clear, accurate pre-enrolment info in plain English	Website, Student Handbook, PTR Form
2.2	Assess student's English proficiency and academic/work readiness	LLND tool, PTR interview
2.3	Assess RPL/CT, preserve integrity	PP5 and PP8 policies, RPL Kit, documented decisions
2.4	Provide written RPL/CT decision; retain record for 2 years	Outcome Letter + File checklist
2.5.1	Update CoE for reduced course duration	PRISMS & SMS updated
2.5.2	Report any post-visa course duration change	Admin to update PRISMS

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