

RTO	Builders Academy Australia (RTO ID 21583)
Type	External
Applicable standards	Standards for Registered Training Organisations 2015 Relevant State and Territory funding contracts and eligibility documents Government Student Loan Contracts Victorian Skills First Quality Charter HESA ACT 2003 Australian Core Skills Framework
Authorised by	National Quality Assurance and Compliance Manager
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Policy: Determining course suitability

Overview

Builders Academy Australia (BAA) is committed to ensuring that each student who enrolls with us has every opportunity to satisfactorily complete their course.

This means that prior to enrolment, BAA undertakes a number of checks to ensure course suitability and funding eligibility. These checks are collectively known as the 'Pre-Training Review' (PTR).

PTRs are undertaken to identify that a student:

1. Is academically suitable for the course they wish to undertake , and
2. whether they will need additional support to successfully complete the course, and
3. whether they are eligible to pay for part or all of their course via a government funded subsidy or government loan (VET Student Loan).

The purpose of these checks are to ensure that a student is fully informed and to ensure that BAA is meeting the quality requirements and obligation for each funding contract and student loan contract.

LLN Evaluation

One of the three LLN evaluations will be provided to the student:

1. Link to LLN Robot
2. Link to ACER LLN evaluation:
 - a. Only issued to students who are eligible to apply for the VET Student Loan payment option, and are required to complete an LLN to satisfy the academically suitable eligibility criteria (see page 4 VET Student Loans eligibility)
 - b. Or prior to 1 January 2017, students who applied for the VET FEE-HELP Student Loan payment option

These are typically provided to the student before completing the PTR; however, may be issued after holding the PTR conversation with the student. Where this is the case, the student will be advised that the enrolment into the course is dependent upon successful completion of the LLN.

All LLN tools break the outcomes into ACSF levels and provide an outcome for each level. Each course has the recommended minimum entry level documented and this varies from course to course. This information is available on our website www.buildersacademy.com.au.

Where a student does not meet the minimum level for one or more categories and they are enrolling into a Certificate I, II, III or IV qualification, they will be referred to LLN Coordinator (also known as the Individual Learning Needs Officer) who will then review the gaps the LLN indicates.

Where the student is one level below the recommended minimum, the LLN Coordinator will generally put the student forth for entry but will put together an Individual learning plan (ILP) for that student and provide this to the trainer.

Where the student is two or more levels below the recommended minimum, the LLN Coordinator will call together an LLN Panel. The LLN Panel consists of the LLN Committee and Training Managers.

The panel will make a determination as to whether the student can be admitted to the course, should be moved to a different stream, undertake a lower level course (where available) or not admitted to the course at this time.

Where the student is admitted to the course by the panel, an ILP is put together and provided to the trainer.

All students with an ILP are recorded and the LLN Coordinator contacts the trainer (and in some cases the student) to see how they are travelling and whether additional support is required.

In some cases, it may be identified that the student may also have welfare requirement and the Student Welfare Coordinator may be included in the panel or in the construction of the ILP as required.

More details of the LLN process is outlined in our Language, Literacy and Numeracy policy.

Pre-Training Review process

Once a student has registered an expression of interest, they are referred to a staff member within Student Services who is trained to hold a PTR conversation.

The staff member will work through a PTR form for the course. The PTR form varies from state to state and payment options to payment option to allow for different funding subsidy and legislation requirements.

The PTR form is a series of questions which is recorded in the form. Once the LLN Result is known, a determination is made as to whether the student will be admitted into the course.

The PTR form for Victoria also includes the Victorian Skills First eligibility form.

The PTR for Diploma students includes the VET Student Loans eligibility form.

The student is then sent a copy of the PTR and the Course Services Agreement which confirms that the student is academically suitable for the course and provides details of the course.

During the PTR conversation, students will be asked:

1. Their career goals and rational for wanting to undertake this course
2. Their recent work history
3. Their education
4. A self-assessment of their computer literacy
5. If they have any special requirements that BAA may need to be aware of (these include physical, medical, learning or other needs that we may need to be aware of)
6. Whether they can commit to the duration of the course and the number of classes per week
7. The amount of work they are required to undertake outside of class hours
8. Whether they are eligible for a government funded subsidy:
 - a. Whether this will pay for the full or partial cost of their tuition fees
 - b. How completing the course under a government subsidy (if eligible) may affect their eligibility for future funded courses
 - c. If they are eligible to have the partial cost subsidised, whether they are eligible for a concession or fee waiver
9. Whether they are eligible to apply for a VET Student Loan See the VET Student Loan section below
10. Payment options for students who are not eligible for a full government subsidy or a VET Student Loan
11. Verification of identify
12. Whether they already hold a USI or not and whether they give us verbal permission to create a USI for them (all calls are recorded)
13. Whether they would like to purchase printed copies of resources (if their course material is available online)
14. Whether they may be eligible for Credit transfer or would like to apply for Recognition of Prior Learning (RPL).

At the end of the PTR conversation, the Student Support Officer conducting the PTR will answer a series of questions about the students' oral communication.

VET Student Loan eligibility:

Students wishing to pay via a government student loan must be eligible and are required to complete an online Commonwealth Assistance Request Form (known as the eCAF).

To be eligible to apply for a VET Student Loan the student must:

- a) Be applying for the **CPC50210 Diploma of Building and Construction (Building)**, and
- b) Be an Australian citizen, Australian permanent humanitarian visa holder, or New Zealand Special Visa holder who meets the long-term residency requirements, and
- c) Be a resident in Australia for the duration of their study, and
- d) Not have already exceeded their FEE-HELP Limit, and
- e) Have a valid Unique Student Identifier (USI), and
- f) Hold or have applied for a Tax File Number (TFN), and
- g) Submitted a loan application form prior to the first census day, and
- h) Be assessed as being academically suitable to undertake the **CPC50210 Diploma of Building and Construction (Building)**. To meet this requirement, they must do **one** of the following:
 - a. Provide a copy of their successful completion of a Senior Secondary Certificate of Education (Year 12 certificate) as awarded by an Australian State or Territory, or
 - b. Provide a copy of a Certificate IV qualification or higher (providing that this qualification was delivered in English), or
 - c. Complete the ACER online Language, Literacy and Numeracy (LLN) evaluation and attain a minimum score of exit level three across all categories.

The Student Support Officer will determine if the student requires assistance or is not academically suitable.

Identification process

There are three mechanisms for BAA to obtain verification of student identification:

Mechanism	ID verification	Process
Over the phone: Green ID	Students are asked verbal permission to undertake Green ID Online verification	Students are required to take a photo of their ID and email to BAA.
In person: photo of ID	Original ID is photographed by BAA staff member	Photo is printed out and BAA staff member signs and dates that they sighted original documentation
Via traditional mail Student does not have ID with them in one of the above scenarios or feels uncomfortable with the green ID process	Original ID is photographed or photocopied by student and the copy certified by a Justice of the Peace	Student forwards certified copy via traditional mail

The identification required will depend on whether the student is eligible for a government funded subsidy, is paying for their course via government student loan or paying the course costs themselves (or via a third party such as a their employer).

The PTR provides guidance to staff member as to the type of ID required for each payment option.

Funding subsidies and student loans

If a student is eligible for a government subsidy, the student will also be required to complete a government form and declaration.

Course costs

During the PTR, students will be provided with an estimated outline of course costs.

Course Services Agreement and Training Plan

Upon completion of the PTR conversation, the PTR, enrolment form, training plan, government subsidy form and Course Services Agreement (CSA) are emailed to the student to electronically sign.

Students who are eligible for a Victorian Skills First funding subsidy are also provided with a link to the Victorian Skills First Quality Charter (within the enrolment form) as a commitment that BAA staff conduct themselves in line the with the charter.

If a student has requested a credit transfer, they are also sent a credit transfer verification form and are requested to provide either a Record of Results or Statement of Attainment form their previous RTO.

Their certification documentation will then be verified with the other RTO and any applicable credit transfers are then applied.

The student is then sent their training plan electronically. The Training Plan outlines key information regarding their course and whether they have been granted any Credit Transfers for their units.

The Training Plan will vary from state to state and will also vary depending upon whether the student is enrolling as an apprentice / trainee, school based trainee or not.

The Course Services Agreement confirms in writing whether they are eligible for funding or not, how they are paying for their course and basic details about their course.

They are also sent terms and conditions for their course and a number of key policies relating to their enrolment.

The student is not officially enrolled into their course until the CSA is returned signed.