



Pre Training Review policy and procedure

Scope

This policy applies to all potential students who wish to undertake any accredited course at The Centre of Excellence under Victorian Training Guarantee program. This is as per the guideline from the VET funding contract under selection process. Marketing, admission and admin staff are required to be completely aware of this policy and ensure that it is being followed.

Policy

- Identify the potential student who would like to undertake a course at The Centre of Excellence (COE).
- Provide all the information in terms of course, student support, fees, refund policy and procedure, complaints and appeals procedure, Government subsidies funding (if applicable) and student life at The Centre of Excellence.
- Identify the reasons why somebody would like to undertake the course and what job outcome are they looking at.
- Identify if any type of incentives have been promised or offered by anybody to enroll into the course at COE.
- Provide support and more information to assist them in choosing the right course but never force somebody to enrol. The intention of the Pre Training Review is to match the expectation of the student in terms of job outcome by choosing the right course depending on their academic qualification, experience and skill sets.
- Ask the potential student to fill out the Pre Training Review Form which need to be assessed before processing the enrolment. The outcome of the Pre Training Review has to be positive to enroll a student for the intended course.
- A potential student need to specify the motivation or reasoning of choosing the course and the institute.
- If management is not satisfied with the information provided in Pre Training Review form, the potential student will be advised to seek a more suitable course or another provider. COE representative may contact management if they feel necessary about the outcome of the Pre Training review.
- Pre Training Review is completed after completion of the LLN tests, depending on the course selection, which determines the level of a student. This informs COE if any additional support is required for LLN level of the student. Accordingly, relevant staff is informed and necessary steps are being taken.