

PRE-ENROLMENT ASSESSMENT POLICY AND PROCEDURE (VET)



CONTENTS

| | | |
|---|--------------------------------------------------------------------------------------------------------------|---|
| 1 | PURPOSE..... | 1 |
| 2 | SCOPE..... | 1 |
| 3 | POLICY STATEMENT | 1 |
| 4 | PROCEDURE | 2 |
| | Mainstream students and Start TAFE Now (STN) students | 3 |
| | Foundation skills and lower-level qualifications funding eligibility assessments | 3 |
| | User choice students (apprentices and trainees) | 4 |
| | Student cohorts studying through a commercial arrangement, Government funding, or a third-party contract...5 | |
| | Students applying for recognition of prior learning (RPL) | 5 |
| 5 | RESPONSIBILITIES | 6 |
| | Compliance, monitoring and review | 6 |
| | Reporting..... | 7 |
| | Records management..... | 7 |
| 6 | DEFINITIONS | 7 |
| | Terms and definitions..... | 7 |
| 7 | RELATED LEGISLATION AND DOCUMENTS | 8 |
| 8 | FEEDBACK..... | 8 |
| 9 | APPROVAL AND REVIEW DETAILS..... | 8 |

1 PURPOSE

- 1.1 This policy and procedure establishes a consistent method of pre-enrolment testing for prospective vocational education and training (VET) students at CQUniversity.

2 SCOPE

- 2.1 This policy and procedure applies to prospective students applying to undertake any VET accredited qualification (i.e., from Certificate I through to Advanced Diploma) at CQUniversity.

3 POLICY STATEMENT

- 3.1 The University will provide clear, accurate and accessible course information to prospective students prior to enrolment, and will conduct a pre-enrolment process to determine the suitability of a prospective student to their chosen course.
- 3.2 The pre-enrolment process allows the University to identify areas of educational need related to core skills and ensures that students are referred to the appropriate support as required.
- 3.3 Prospective students must complete a standardised pre-enrolment assessment, aligned to the [Australian Core Skills Framework](#) (ACSF), unless they can provide evidence of completion of an equal or higher qualification, or other exemption as detailed in this policy and procedure. The standard pre-enrolment assessment tool used is the Basic Key Skills Builder (BKSB) program.
- 3.4 The following students are exempt from pre-enrolment assessments:
- continuing students
 - successful returning students

- students enrolling in a non-accredited course or other session where no grades are awarded and/or the outcome is a statement of attendance
 - students enrolling in an accredited short course, skills set, unit or competency are exempt however a declaration must be signed identifying that the applicant has the necessary language, literacy and numeracy (LLN) skills to undertake the proposed study and/or will access LLN support if required
 - students who can provide evidence of the same level or higher qualification than the one they are choosing to enrol into. This evidence will need to be gained from DETConnect, the University's student management system (StudentOne), or provided in document form by the student, and
 - students who have been awarded recognition of prior learning (RPL) for part or all of a qualification.
- 3.5 Exemptions from pre-enrolment assessment may also be provided to students who are subject to other appropriate testing that determines their ACSF level and support needs, for example as part of a research project or outreach program. Such students must be provided with appropriate ongoing support as part of that project or program.
- 3.6 Alternative pre-enrolment assessments may be accepted in some circumstances however they must be approved by the Director Educational Quality and Integrity.
- 3.7 Any exemptions outside of these parameters must be approved by the Director Educational Quality and Integrity.
- 3.8 All pre-enrolment assessment evidence, must be available for compliance audits conducted by internal and external auditors, including the Australian Skills Quality Authority (ASQA).
- 3.9 Prospective students enrolling in a VET course must obtain and provide their Unique Student Identifier (USI) before enrolment. A USI is required to complete the standard pre-enrolment assessment, access VET Student Loans, and obtain the qualification or statement of attainment. The USI must be verified by the University.
- 3.10 During the pre-enrolment process, prospective students enrolling in a VET Student Loan eligible course must be provided with information on how VET Student Loans operate and the students' rights and obligations.

4 PROCEDURE

- 4.1 Prospective VET students (excluding the exemptions specified above) must provide evidence of completion of an equivalent or higher qualification, or complete standardised pre-enrolment testing.
- 4.2 This testing is mapped to the ACSF, and each University VET qualification level has been assigned a recommended ACSF level. These recommendations form the basis of advice provided to prospective students throughout the pre-enrolment process and the support offered post-enrolment.

| Qualification Level | Recommended ACSF Level |
|--------------------------------------------------------------------|------------------------------------|
| Certificate I | ACSF working level 2 |
| Certificate II | ACSF working level 2 |
| Certificate III (excluding Electrical, and Information Technology) | ACSF working level 3 |
| Certificate III in Electrical | ACSF working level 4 |
| Certificate III in Information Technology | ACSF working level 4 |
| Certificate IV | ACSF working level 4 |
| Diploma and Advanced Diploma | ACSF working level 4 |
| Students accessing VET StudentLoans | ACSF exit level 3, working level 4 |

- 4.3 The ACSF levels outlined in this document for entry into a qualification level are recommendations only, intended to facilitate the early identification of skills gaps and strengths, and facilitate the early implementation of appropriate support measures, if required.
- 4.4 To complete the standard pre-enrolment assessment, prospective students must provide their USI. Prospective students may be granted access to complete the online pre-enrolment assessment at first contact with an enrolment officer if their USI has been provided and verified by the University.

- 4.5 Where a prospective student has completed an alternative pre-enrolment assessment, details of that assessment and evidence of assessment outcomes must be made available to the University. Evidence could include previously met funding eligibility requirements where such requirements satisfactorily cover the assessment of foundation skills in a consistent and reportable manner. Students enrolling as part of a research project must include an audit-compliant release of information statement in their ethics application.

Mainstream students and Start TAFE Now (STN) students

- 4.6 At the point of application, prospective [mainstream students](#) and [STN students](#) will be provided information on the BKSB and will either be prompted to complete the BKSB pre-enrolment assessment or provide evidence of exemption. The University's National Admissions team will review the prospective student's BKSB results or validate evidence of an equal or higher qualification or other exemption.
- 4.7 If the prospective student has met the recommended level for the qualification or completed an equivalent or higher qualification, an offer of admission will be sent to the student.
- 4.8 If the prospective student has not met the recommended level for the qualification:
- a) a lower-level qualification will be offered, or
 - b) the prospective student may still choose to enrol in their original course and they will be made aware of support available to them.
- 4.9 If a prospective student chooses to continue with their original course, the student must acknowledge the LLN Declaration of advice and support (which includes the Further Study Program) before enrolment can be offered.
- 4.10 The prospective student will then receive an offer of admission, and be referred to the Coordinator VET Quality and LLN Services, who will offer assistance and support to the student and VET Teacher as needed.

VET student loans eligibility

- 4.11 Prospective students enrolling in a VET Student Loans eligible course who wish to access the VET Student Loan, must meet academic eligibility requirements as set out in the [VET Student Loans Act 2016](#) (Cwlth).
- 4.12 If a prospective student does not meet these requirements, they will be referred to the Coordinator VET Quality and LLN Services via the University's Customer Relationship Management System (SugarCRM), and asked to:
- a) complete an ACSF level 3 Maths and English resources and skills check on the BKSB platform, wait a minimum of two weeks and resit the standard pre-enrolment assessment, or
 - b) wait three months and resit the standard pre-enrolment assessment.
- 4.13 The Coordinator VET Quality and LLN Services will monitor these prospective students, organise a resit of the pre-enrolment assessment at the appropriate time, record results in SugarCRM, and if successful, refer the student's SugarCRM case to National Admissions for enrolment.
- 4.14 The workflow for mainstream and STN students and accompanying documentation is managed by National Admissions. Any changes to procedure or supporting documentation must be done in consultation with the Educational Quality and Integrity Directorate.

Foundation skills and lower-level qualifications funding eligibility assessments

- 4.15 Prospective students enquiring about foundation skills or lower-level qualifications funding under the [Certificate 3 Guarantee](#) will be referred to the Coordinator VET Quality and LLN Services in line with the process outlined below.

Accessing foundation skills funding

- 4.16 STN students are not eligible for foundation skills funding.

- 4.17 At point of application, prospective students will be provided information on the BKSB and will either be prompted to complete the BKSB Initial Assessments in Maths and English or provide evidence of exemption.
- 4.18 When the Initial Assessments are complete, National Admissions will review the results.
- If the prospective student is at ACSF level 3 or above, the student will be issued an offer of enrolment for the course as Fee for Service.
 - If the prospective student is below an ACSF level 3, the student will be referred to the Coordinator VET Quality and LLN Services and asked to complete the Writing Assessment.
 - When the prospective student has returned the Writing Assessment, the Coordinator VET Quality and LLN Services will conduct the Learning/Oral Communication assessment via phone or face to face.
- 4.19 The Coordinator VET Quality and LLN Services will then develop an ACSF profile of the prospective student in line with foundation skills funding requirements.
- 4.20 If the prospective student is eligible for foundation skills funding, the Coordinator VET Quality and LLN Services will complete a training and support plan and arrange signatures from the prospective student and teacher, National Admissions will then be advised to proceed with admission.

Accessing lower-level qualifications funding

- 4.21 Outside of delivery to STN students, the University, as a [Skills Assure Supplier](#) (SAS), may only deliver Certificate I and/or II level qualifications on the [Queensland Training Subsidies List](#) in the following circumstances:
- individual – where the prospective student is assessed as requiring this pathway, for example lower-level qualifications are supported for disadvantaged learners (see application process below)
 - pre-apprenticeship – where the qualification provides basic trade skills to facilitate entry into a traditional apprenticeship relevant to the basic trade skills delivered, and
 - cohort-specific programs – where the qualification is approved for delivery as part of project funding under [Skilling Queenslanders for Work](#) (SQW), Indigenous VET Partnerships or Strategic Industry Initiatives or where an exemption for a specific qualification is specified on the [Priority Skills List](#).

Process for individuals accessing lower-level qualifications funding

- 4.22 At point of application, prospective students will be provided information on the BKSB and will either be prompted to complete the BKSB Initial Assessments in Maths and English or provide evidence of exemption.
- 4.23 When the Initial Assessments are complete, National Admissions will review results.
- If the prospective student is an ACSF level 3 or above, the student will be issued an offer the course as fee for service, as they are not eligible to access lower-level qualification funding under the Certificate 3 Guarantee.
 - If the prospective student is below an ACSF 3, the student will be emailed the BKSB Writing Assessment by the Coordinator VET Quality and LNN Services.
 - When the prospective student has returned the Writing Assessment, the Coordinator VET Quality and LLN Services will conduct the Learning/Oral Communication Questionnaire via phone or face to face.
- 4.24 The Coordinator VET Quality and LLN Services will then develop an ACSF profile of the learner in line with lower-level qualifications funding requirements.
- 4.25 If the prospective student is eligible for lower-level qualification funding, the Coordinator VET Quality and LLN Services will complete a training and support plan. Once it has been signed by the prospective student and teacher, National Admissions will be advised to proceed with admission.

User choice students (apprentices and trainees)

- 4.26 Under the [User Choice program](#), the University will receive notification of a new prospective student from the Australian Apprenticeship Support Network (AASN) for apprentices and trainees.

- 4.27 National Admissions will firstly validate the prospective student's USI, create/update the student's study plan in StudentOne and, if the prospective student cannot provide evidence of an equal or higher qualification or other exemption, activate the student's BKSB account and email the pre-enrolment assessment link and Student User Guide.
- 4.28 Once the pre-enrolment assessment results have returned, National Admissions will process admission to the course, if the student has met the recommended level for the qualification. A TAFE Partnership Adviser (TPA) is assigned to the student who will send pre-enrolment assessment information to the employer.
- 4.29 If the student is below the recommended level, National Admissions will ensure the student acknowledges the LLN Declaration, (which includes the Further Study Program), and assign the case to the TAFE Partnerships team in SugarCRM. The student will be referred to the Coordinator VET Quality and LLN Services who will help and support the student and VET Teacher, and advise the LLN Team to follow up with the student as necessary.
- 4.30 The TPA will liaise with the employer and student to ensure pre-enrolment assessment is completed and they will conduct the student sign up process. Block enrolments will be processed by Student Operations and Student Engagement only after the pre-enrolment assessment has been completed.
- 4.31 The User Choice students' workflow and accompanying documentation is managed by National Admissions. Any changes to procedure or supporting documentation must be done in consultation with the Educational Quality and Integrity Directorate.

Student cohorts studying through a commercial arrangement, Government funding, or a third-party contract

- 4.32 Prospective students in this category must submit a Student Details Form and any additional evidence as requested.
- 4.33 If the prospective student does not hold an equal or higher qualification or other exemption, VET Contracts will activate the student's BKSB account and email a link to the pre-enrolment assessment for completion and the BKSB Student User Guide. VET Contracts will follow up if the pre-enrolment assessment is not completed.
- 4.34 Once the pre-enrolment assessment results have returned, and the prospective student has met the recommended level for the qualification, VET Contracts will refer the student's SugarCRM case to National Admissions for enrolment.
- 4.35 If the prospective student is below the recommended level, VET Contracts will ensure the student acknowledges the LLN Declaration, (which includes the Further Study Program) and then notify the Coordinator VET Quality and LLN Services via email, and refer the student's SugarCRM case to National Admissions for course admission.
- 4.36 The contracts students' workflow and accompanying documentation is managed by VET Contracts. Any changes to procedure or supporting documentation must be done in consultation with the Educational Quality and Integrity Directorate.

Students applying for recognition of prior learning (RPL)

- 4.37 To apply for RPL, a prospective student will be directed to their chosen qualification in the course handbook to apply via the RPL Apply feature and the following steps will be undertaken:
- The prospective student will be directed to complete the online self-evaluation tool, and application.
 - Once submitted, this application will be sent to the RPL Administration Team for processing.
 - The prospective student will then be advised to create their RPL Portfolio in the Ready Skills System (RSS) to enable assessment of their request.
- 4.38 Where a specific course is not yet available for online RPL processing, the RPL Apply feature will automatically prompt the RPL Administration Team to contact the prospective student to process their enquiry. In this event, the following steps will be undertaken.

- The RPL Administration Team will provide the prospective student with the RPL Application/Information Kit and create or update (as appropriate) a student record in StudentOne, validate the USI and notify the student that their RPL application has been received.
- The RPL Administration Team will then liaise with the prospective student to determine if they want to access:
 - a government subsidy and if so, obtain any required eligibility documentation and upload to StudentOne under Student Documents.
 - a VET Student Loan, and if so to check for eligibility. The prospective student is given the option to first produce an Australian Grade 12 Certificate, International Baccalaureate (IB) Diploma Programme or evidence of a qualification equivalent to or higher than AQF Level 4 (where the language of instruction was English) in the first instance to satisfy eligibility. If they cannot satisfy eligibility, the RPL Administration Team will email apps@cqu.edu.au requesting they contact the prospective student and provide them with the standard pre-enrolment assessment link to complete. The RPL Administration Team will also request that they be advised once this process has been completed, enabling them to progress the RPL application. If the prospective student is ineligible for the VET Student Loan, the student can choose to continue and pay Fee for Service.
- The RPL Administration Team will proceed with the RPL application process and arrange assessment of the prospective student's request.

4.39 Once a prospective student's RPL application has been assessed, the RPL Administration Team or the assessor will advise the student of the outcome:

- if all units in the qualification have been granted RPL, the student is deemed to have completed the qualification
- if some units in the qualification have been granted RPL, the student will be asked to contact Student Engagement to enrol in the remaining units, or
- if no units in the qualification have been granted RPL, the student will be asked to contact Student Engagement to enrol in all units.

4.40 The RPL workflow and supporting documentation is managed by the RPL Administration Team. Any changes to procedure or supporting documentation must be done in consultation with the Educational Quality and Integrity Directorate.

5 RESPONSIBILITIES

Compliance, monitoring and review

5.1 This policy and procedure establishes effective, consistent and reportable processes which ensure the University's compliance with the following legislative and funding requirements.

- [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwith)
 - Standard 1 clause 7. "The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses."
 - Standard 3 clause 6. "The RTO meets the requirements of the Student Identifier scheme, including: a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose."
 - Standard 5 clause 1. "Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies."
 - Standard 5 clause 2. "Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO...b) the training and assessment, and related educational and support services the RTO will provide to the learner."
- Current Skills Assure Supplier Policy (Certificate 3 Guarantee funding requirements)

- [Higher Education Support Act 2003](#) (Cwlth) (VET Student Loan eligibility requirements).

5.2 The Director Educational Quality and Integrity and Director Student Central are responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy and procedure.

Reporting

5.3 The Coordinator VET Quality and LLN Services will report on the number of students using the BKSB testing and subsequent enrolments, and the number of students taking advantage of the further assessments, interactive resources, and skills checks available within BKSB, to the relevant committees if/as requested.

Records management

5.4 Foundation skills and lower-level qualification assessments and training and support plans will be stored on the student's file in StudentOne.

5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.

5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Continuing student: a student who has enrolled in their course in consecutive VET Terms 1 and 2. Many VET courses are not offered in Term 3 so if a student does not enrol in Term 3 but enrolls in Term 1 the following year, they are still considered to be a continuing student in that course.

Mainstream student: VET student excluding:

- Start TAFE Now students
- students wanting to access foundation skills and lower-level qualifications funding
- user choice students
- student cohorts studying through a commercial arrangement, Government funding, or a third-party contract, and
- students applying for recognition of prior learning.

Non-continuing student: a student who enrolls in a term then does not enrol in the next available term (excluding Term 3).

Skills Assure Supplier: to be eligible to deliver training and assessment services subsidised by the Queensland government, CQUniversity is a registered Skills Assure Supplier. Refer to the [Department of Employment, Small Business and Training](#) for further information.

Start TAFE Now (STN) program: offers year 10, 11, and 12 high school students the opportunity to study a range of VET courses as part of their Queensland Certificate of Education (QCE). Refer to [Start TAFE Now](#) for further information.

Successful returning student: a non-continuing student returning to continue a qualification who has passed at least 50 per cent of all previously enrolled units.

Unsuccessful returning student: a non-continuing student returning to continue a qualification who has not passed at least 50 per cent of all previously enrolled units.

User choice program: enables eligible apprentices and trainees to access training which is subsidised by a government funding contribution. Refer to the [Department of Employment, Small Business and Training](#) for further information.

USI: The Unique Student Identifier is a reference number made up of 10 numbers and letters that creates a secure online record of a student's recognised training and qualifications gained in Australia, even from different training organisations.

7 RELATED LEGISLATION AND DOCUMENTS

[Higher Education Support Act 2003](#) (Cwlth)

[Higher Education Support \(VET\) Guideline 2015](#) (Cwlth)

[Skills Assure Supplier Audit: Evidence Requirements \(VET Investment Programs\)](#)

[Skills Assure Supplier Policy for Queensland VET Investment Programs](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

[VET Student Loans Act 2016](#) (Cwlth)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|------------------------------|--------------------------------------------|
| Approval Authority | Vice-Chancellor and President |
| Delegated Approval Authority | Vice-President (Academic) |
| Advisory Committee | N/A |
| Required Consultation | N/A |
| Administrator | Director Educational Quality and Integrity |
| Next Review Date | 08/09/2024 |

| Approval and Amendment History | Details |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Original Approval Authority and Date | Executive Committee of Academic Board 20/12/2016. |
| Amendment Authority and Date | Director, Governance 10/04/2018; Director, Educational Quality and Standards 05/02/2019; Editorial amendment 14/02/19; Acting Vice-President (Academic) 08/09/2021. |
| Notes | This document was formerly known as the Pre-Enrolment Assessment for Vocational Education and Training (VET) Students Policy and Procedure (last approved 14/02/2019). |