Pre-Training Review Procedure

1.0   Purpose

This procedure is developed to identify the steps required to conduct a Pre-Training Review (PTR) before a student enrols at Bendigo Kangan Institute (BKI) to ascertain the most suitable Vocational Education and Training (VET) Product to enrol in. The assessment review process incorporates a number of factors including age, previous education, capabilities, aspirations, literacy and numeracy skills to determine if the applicant may require additional support services to achieve competency or alternative training suited to their needs.

2.0   Scope

To meet the requirements of the VET Funding Contract and Australian Skills Quality Authority (ASQA), the following BKI applicant(s) are required as a part of the enrolment process to undertake a PTR if applying for:

- An Australian Qualifications Framework (AQF) Qualification.
- An Approved Specialisation/Stream.
- A Nationally Accredited Courses.
- A Skills set.
- An Accredited Short Course.
- A Short Courses that includes an assessment result.
- Recognition of Prior Learning (RPL).
- Existing BKI students who are enrolling into a new Training Product.

This procedure does not apply to the following applicants:
- International.
- Corrections Victoria.
- VET Delivered to Secondary Students (VETDSS)
- Continuing BKI students in their 2nd or 3rd year of training.

By July 2021, the majority of BKI Training Products have transitioned over from a PTR form (paper-based PTR application) to an online PTR application (web-based PTR application). Only a small proportion of BKI Training Products still use the PTR paper-based form, generally due to remote workplace delivery with no internet access.

3.0   Policy Reference

Enrolment Policy

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4.0 Procedural Steps

PTR Application - Steps 4.1 to 4.7

Consideration of LLN - Steps 4.8 to 4.16

No.	Phases and steps	Name of role who actions
4.1	**Assign a PTR Officer to lead the PTR**	
4.1.1	Appoint a PTR Officer to lead the PTR who is familiar with the Training Product.	Teaching Department
4.1.2	Is the appointed PTR Officer PTR registered? To check, go to the PTR Information site and click on 'Pre-Training Review (PTR) Staff Register' and search for staff members name.	Teaching Department
4.1.3	If not registered (or requires refresher training), email quality@kangan.edu.au to request access to PTR training.	Teaching Department
4.1.4	Enable access to the PTR training for PTR officer. Note: PTR Officer training is Part 1 of the Authorised Enrolment Delegate (AED) training.	Quality Assurance
4.1.5	Complete PTR training prior to conducting the PTR. Contact quality@kangan.edu.au once complete.	Pre-Training Review Officer
4.1.6	Update the 'Pre-Training Review (PTR) Staff Register' to include PTR Officer's name.	Quality Assurance
4.1.7	For further information on PTR, visit the PTR Information site or contact quality@kangan.edu.au.	Pre-Training Review Officer
4.2	**Applicant completes online PTR application (web)**	
4.2.1	Provide information to the applicant on the Training Product that is clear, complete, accurate, relevant and transparent.	Teaching Department
4.2.2	Provide contact details to the applicant and be available to answer any questions about the Training Product.	Teaching Department
4.2.3	If the applicant is to complete the PTR application on campus, provide temporary BKI network access to the applicant as outlined in the 'BKI PTR Process' located on the PTR Information site.	Pre-Training Review Officer
4.2.4	Access the PTR application: • Click the yellow 'Apply Here' button on the Bendigo TAFE or Kangan Institute website (new application) or • Follow the instructions sent to your registered email from the Teaching Department.	Applicant

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No.	Phases and steps	Name of role who actions
4.2	**Applicant completes online PTR application (web)**	
4.2.6	Complete all questions, sign then submit.	Applicant
4.2.7	Check in Digital Student Record (dSR) that applicant has answered all questions on the application and that there is no discrepancy in the answers provided. dSR provides a progress status: • If YES is indicated, then the applicant(s) application is complete. • If NO is indicated, Applicant has only partially completed the form and may require a follow up call / and or assisted enrolment process.	Pre-Training Review Officer
4.3	**Applicant completes PTR application (paper based)**	
4.3.1	Provide information to the applicant that is clear, complete, accurate, relevant and transparent.	Teaching Department
4.3.2	Provide the applicant with 'Pre-Training Review – Kangan' or 'Pre-Training Review – Bendigo's paper based form, located on the PTR Information site.	Pre-Training Review Officer
4.3.3	Be readily available to answer any questions from applicant.	Pre-Training Review Officer
4.3.4	Complete the 'Student' section, sign and date.	Applicant
4.3.5	Ensure all 'Student' questions have been completed on the application and that there is no discrepancy in the answers provided.	Pre-Training Review Officer
4.3.6	Upload applicant's completed PTR form with relevant documentation (if applicable) onto the applicants 'Document Associated Grid' in dSR.	Pre-Training Review Officer
4.4	**Additional PTR questions (Training Product specific)**	
4.4.1	If the Training Product requires additional questions, to fully inform the applicant about the proposed course (for example work placement requirements), this is to be recorded in the 'BKI Training Product Entry Requirements' on the TAS. Note: A BKI entry condition applies to the whole cohort	Teaching Department
4.4.2	Complete the additional questions as a part of the PTR.	Applicant

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No.	Phases and steps	Name of role who actions
4.4	**Additional PTR questions (Training Product specific)**	
4.4.3	Upload the applicants completed additional questions onto the 'Document Associated Grid' in dSR with result outcome.	Teaching Department
4.5	**LLN academic eligibility check**	
4.5.1	Familiarise yourself with the BKI and VET Student Loan (VSL) academically eligibility requirements outlined in the 'BKI PTR Process' located on the PTR Information site. For a summary of the BKI and VSL academically eligibility requirements go to section 7.0, Definitions in this procedure.	Pre-Training Review Officer
4.5.2	Has the applicant provided all the relevant documentation required for academic eligibility?	Pre-Training Review Officer
4.5.3	If the applicants evidence meets the criteria then inform the applicant they are not required to sit a LLN assessment unless the TAS specifies otherwise.	Pre-Training Review Officer
4.5.4	Upload the evidence onto the applicants "Document Associated Grid' in dSR.	Pre-Training Review Officer
4.5.5	If the applicant is unable to provide eligible evidence during the PTR they will be required to sit the LLN assessment.	Pre-Training Review Officer
4.6	**Provide VET Student Loan (VSL) information (if applicable)**	
4.6.1	If the Training Product is BKI VSL approved it will be listed on the 'STAFF-CLC VET Student Loans Courses and Loan Caps' document located on the Registrar & Student Administration Intranet. Note: This is annually updated and the year is specified on the link.	Teaching Department
4.6.2	BKI VSL documentation and presentations for PTR can be found on the Registrar & Student Administration Intranet.	Pre-Training Review Officer
4.6.3	Ensure the LLN assessment tool used is an VSL Approved LLN assessment tool. Note: BKSB is an approved VSL LLN assessment tool.	Teaching Department
4.6.4	Provide the applicant with the BT or KI, 'VSL Student Information Sheet' located on Registrar & Student Administration Intranet. NOTE: dSR will provide an alert comment box as a prompt.	Pre-Training Review Officer

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No.	Phases and steps	Name of role who actions
4.7	**Review applicant PTR application**	
4.7.1	To guide the staff member through assessing the applicant's responses, go to the 'PTR Questions for Assessor' in dSR and answer the questions carefully, considering the applicant's answers provided. *If a PTR paper-based application, go to the 'Staff' section of PTR form and answer the questions provided ensuring when prompt to include comments.*	Pre-Training Review Officer
4.7.2	Ensure application answers are clear, consistent, no discrepancies and align with any evidence provided by the applicant.	Teaching Department
4.7.3	Check that the objectives for training and the likely job or further study outcome are suitable.	Pre-Training Review Officer
4.7.4	Check that the preferred 'learning styles' and "training delivery' are suitable.	Pre-Training Review Officer
4.75	Check whether the digital self assessment is suitable or should additional digital support be recommended.	Pre-Training Review Officer
4.7.6	Identify any competencies previously acquired and inform the applicant they will need to submit qualification evidence to the Teaching Department prior to enrolment for a possible Credit Transfer (CT) or Recognition of Prior Learning (RPL).	Pre-Training Review Officer
4.7.7	Consider the applicant's capabilities and needs (this includes physical, medical, learning and commitments) and whether training may need to be tailored.	Pre-Training Review Officer
4.7.8	Provide a valid rationale in the dSR corresponding comment fields if a judgement is made to accept the applicant into the Training Product that requires an explanation and/or if the training is to be customised. Refer to steps 4.7.1 to 4.7.7. *If a PTR paper-based application, provide a rationale in the corresponding question comment box in the 'Staff' PTR.*	Pre-Training Review Officer/ Teaching Department
4.7.9	Determine the most suitable training option for the applicant.	Pre-Training Review Officer/ Teaching Department

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4.7	**Review applicant PTR application**	
4.7.10	If an alternative course is more suitable, note this in the free comment section in dSR, then select the replace application functionality. All information rolls across apart from the 'PTR Questions for Assessor'. This needs to be redone for the new course. *If a PTR paper based application and an alternative course is more suitable, record the new course name in the Staff Declaration, sign and date. If the alternative course is within the same Teaching Department then the PTR will be valid for the new course.*	Pre-Training Review Officer/ Teaching Department
4.7.11	The review is only complete when all questions have been completed in the 'PTR Questions for Student' in dSR. Once the review is finalised, dSR will then move to the MAKE OFFER stage gate. *If a PTR paper based application, the review is only complete once all questions in both 'Student' and 'Staff' sections are complete; all applicant requests have been acknowledged and acted on prior to staff member signing the staff declaration.*	Pre-Training Review Officer
4.7.12	Once the PTR has been completed, generate a PTR staff and student form and upload it onto the applicant 'Document Associated Grid' in dSR. *If a PTR paper based application, upload the completed PTR form onto the applicant 'Document Associated Grid' in dSR.*	Pre-Training Review Officer
4.7.13	Decides to proceed to enrol in the course that is deemed most suitable course.	Applicant
4.7.14	If the applicant decides not to continue with the enrolment and informs BKI, note the reason in the free comment section in dSR.	Pre-Training Review Officer
4.8	**Assign Australian Core Skills Framework (ACSF) LLN levels to a BKI Training Product**	
4.8.1	Are the ACSF LLN levels specified in the Training Product or corresponding Implementation Guides?	Teaching Department
4.8.2	If specified, record the LLN levels in the 'LLN Training Product entry requirements' on the Training and Assessment Strategy (TAS).	Teaching Department
4.8.3	If not specified, determine the LLN levels by reviewing the language used in the units of competency 'Performance Criteria' and aligning it to the appropriate ACSF levels.	Teaching Department

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No.	Phases and steps	Name of role who actions
4.8	**Assign Australian Core Skills Framework (ACSF) LLN levels to a BKI Training Product**	
4.8.4	Determine the 'BKI recommended course entry ACSF levels' and record on the TAS. If these levels differentiate from the Training Product recommendations, provide a justification on the TAS. For example, Training Product may identify ACSF exit levels.	Teaching Department
4.8.5	Manually setup the LLN levels into dSR at curriculum setup.	Student Journey Team
4.8.6	Check that the 'BKI recommended course entry levels' displayed in the Product Catalogue are the same as the corresponding TAS as these levels are locked in dSR for the Training Product.	Teaching Department
4.8.7	If not the same, edit the LLN levels to align with the TAS.	Teaching Department
4.8.8	If the parent TAS ACSF LLN levels are changed, the updated levels entered in the Product Catalogue will require approval from the Portfolio Executive Director and change noted in the TAS 'Review History' section. Note: To access the BKI Product Catalogue you must have permission rights.	Teaching Department
4.9	**Assign LLN assessment tool to a BKI Training Product**	
	Determine the LLN assessment tool(s) for the Training Product? This will determine which LLN assessment process to follow. • BKSB LLN assessment tool. Go to step 4.10 to 4.12. • Alternative online LLN assessment (not BKSB). Go to step 4.13. • Paper based LLN assessment. Go to step 4.14. • Additional LLN assessment (writing and oracy). Go to step 4.15.	
4.10	**BKSB LLN assessment tool**	
4.10.1	If BKSB is the LLN assessment tool identified on the TAS, contact quality@kangan.edu.au to create a staff BKSB account (if required).	Pre-Training Review Officer
4.10.2	Familiarise themselves with the BKSB assessment tool and 'BKSB Staff User Guides' located on the PTR Information site.	Pre-Training Review Officer
4.10.3	Contact quality@kangan.edu.au if BKSB training is required.	Pre-Training Review Officer
4.10.4	Register their interest in a Training Product, either via the Bendigo or Kangan websites, or with the Teaching Department.	Applicant

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No.	Phases and steps	Name of role who actions
4.10	**BKSB LLN assessment tool**	
4.10.5	Collate applicant(s) contact details at a departmental level and enter the required details (mobile number, first name and last name) onto the 'Mass Upload' form located on the PTR Information site.	Pre-Training Review Officer
4.10.6	Email the complete 'Mass Upload' form to quality@kangan.edu.au at least 24 hours before the commencement of the BKSB assessment.	Pre-Training Review Officer
4.10.7	Once the BKSB account(s) are created, email confirmation to the PTR Officer identifying the applicant(s) BKSB login details and result status.	Quality Assurance
4.10.8	Check the applicants result status (English and Maths) outlined in the Quality Assurance confirmation email. If the student has already achieved results in BKSB that meet the BKI course entry levels (at or above) for the proposed course they are not required to sit the BKSB LLN assessment.	Pre-Training Review Officer
4.11	**Applicant completes BKSB LLN assessment (off campus)**	
4.11.1	If BKSB is to be sat off campus, tailor the 'PTR off campus applicant email template (Kangan)' or 'PTR off campus applicant email template (Bendigo)' as per template instructions, located on the PTR Information site.	Pre-Training Review Officer
4.11.2	Email the BKSB login details to the applicant and attach the 'Instructions on how to sit the BKSB English and Maths assessment (Kangan)' or 'Instructions on how to sit the BKSB English and Maths assessment (Bendigo)', located on the PTR Information site.	Pre-Training Review Officer
4.11.3	Follow the BKSB email instructions sent from Teaching Department, log onto BKSB and sit the English and Maths assessment by the completion date specified in the email.	Applicant
4.12	**Applicant completes BKSB LLN assessment (on campus)**	
4.12.1	Provide the applicant with the BKSB user name and password allocated to them in the Quality Assurance confirmation email.	Pre-Training Review Officer
4.12.2	Provide the applicant with a temporary BKI network user name and password to log onto the classroom network as outlined in the 'BKI PTR Process' located on the PTR Information site.	Pre-Training Review Officer
4.12.3	Log onto BKSB and sit the BKSB English and Maths assessment. Link to BKSB assessment: https://kanganinstitute.bksblive2.com.au/	Applicant

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No.	Phases and steps	Name of role who actions
4.13	**Applicant completes alternative online LLN assessment (not BKSB)**	
4.13.1	If the Training Product specifies a LLN assessment as an entry condition that is not BKSB, conduct the LLN assessment as per requirement at a Teaching Department level.	Teaching Department
4.13.2	Ensure the LLN assessment 'tool type' in the course Product Catalogue is set to 'other' and record the name of the LLN assessment tool used on the TAS.	Pre-Training Review Officer
4.13.3	Provide the applicant with instructions on how to sit the LLN assessment.	Pre-Training Review Officer
4.13.4	Sits the LLN assessment as specified by the Teaching Department internal process.	Applicant
4.13.5	If the LLN assessment tool is VSL Approved, upload the applicant's results certificate onto dSR via document upload.	Pre-Training Review Officer
4.13.6	If the LLN assessment tool is not VSL Approved, upload the assessment undertaken with the result outcome onto the applicant's 'Document Associated Grid' in dSR.	Pre-Training Review Officer
4.14	**Applicant completes paper based LLN assessment (not BKSB)**	
4.14.1	If a paper based LLN assessment is the proposed LLN assessment tool identified on the TAS, ensure approval has been granted by Quality Assurance.	Teaching Department
4.14.2	If approval has not been granted, email quality@kangan.edu.au and attach the following documentation to the email if the assessment is not a VSL Approved LLN assessment tool: 1. Assessment. 2. Assessment marking guide. Include a justification as to why BKSB is not the chosen LLN assessment tool.	Teaching Department
4.14.3	Review documentation and either Approve/Disapprove and send email confirmation to Teaching Department on the decision.	Quality Assurance
4.14.4	If approved, ensure the LLN assessment 'tool type' in the course Product Catalogue is set to 'paper' and the TAS identifies the LLN assessment tool as 'paper based'.	Teaching Department
4.15	**Additional LLN assessment (writing and oracy)**	
4.15.1	If the course uses additional LLN assessment based on cohort and BKI course entry requirements the assessment must have an accompanying marking guide.	Teaching Department
4.15.2	Ensure the additional LLN assessment requirement is recorded on the TAS in the 'BKI Training Product Entry Requirements section'.	Teaching Department

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No.	Phases and steps	Name of role who actions
4.15	**Additional LLN assessment (writing and oracy)**	
4.15.3	Completes the additional LLN assessment.	Applicant
4.15.4	Upload the completed additional assessment with result outcome onto the applicants 'Document Associated Grid' in dSR.	Teaching Department
4.16	**Review applicant LLN results**	
4.16.1	Obtain the applicant(s) LLN assessment results by either: 1. BKSB group result report. 'Refer to How to run a group (course) ACSF level result report in BKSB' located on the PTR Information site. 2. BKSB individual result. Refer to 'How to view an individual applicant(s) ACSF level result in BKSB' located on the PTR Information site. 3. View BKSB results from the applicant(s) dashboard if they sat the assessment on campus. 4. Locate alternative LLN results via Teaching Departments internal processes.	Pre-Training Review Officer
4.16.2	Record the LLN assessment results in the 'Literacy & Numeracy' section in dSR. If the results are lower than the recommended a yellow notification line appears to alert staff member to discuss the possibility of LLN support with the applicant. *If a PTR paper based application, record and assess the LLN results against the recommended course level in the 'Staff' section of PTR. If the results are lower than the recommended discuss the possibility of LLN support with the applicant.*	Pre-Training Review Officer
4.16.3	Either agrees or does not agree to addition Learning Support.	Applicant
4.16.4	If agrees, check the 'Yes' to 'If additional LLN Support has been recommended does the applicant agree to enrol' in the Literacy and Numeracy section in dSR. An automatic notification will be sent to the Learning Support Unit. *If a PTR paper based application, inform the Learning Support Unit by email to follow up with Learning Support for the applicant.*	Pre-Training Review Officer
4.16.5	If disagrees, it is the descretion of the Teaching Department whether to accept the applicant into their proposed course without the adittional Learning Support recommendation.	Teaching Department
4.16.6	Either agrees or does not agree to addition Learning Support.	Applicant

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No.	Phases and steps	Name of role who actions
4.17	**Additional Learning Support (LLN)**	
4.17.1	After the Teaching area enter the LLN results into dSR an automatic email is sent to the learning support team If the levels are lower than the 'BKI recommended course entry ACSF levels' with a link to the dSR application. *If a PTR paper based application, Learning Support will receive an email from the Teaching Department if the applicant agrees to learning support.*	Learning Support Unit
4.17.2	Click on the dSR application link for the applicant and go the 'Literacy & Numeracy' section in dSR and check the following: 1. If the learning support recommendation is correct. 2. How many levels below the 'BKI recommended course entry ACSF levels'? 3. Applicant agrees to additional learning support. 4. If the Training Product has a 'dual course enrolment' setup.	Learning Support Unit
4.17.3	If the learning support recommendation is not correct (their scores are above the required levels of the course), contact the applicant and inform them they are not required to enrol into Learning Support to assist them with their learning.	Learning Support Unit
4.17.4	Check the applicants LLN results: • If one level below, the recommendation is to enrol the applicant into additional learning support. • If two levels below, the recommendation is to enrol the applicant into Learning Support prior to enrolling into their proposed course.	Learning Support Unit
4.17.5	Check in dSR if the applicant agrees to learning support by referring to the L&N Follow Up Question, 'If additional LLN Support has been recommended does the applicant agree to enrol?'	Learning Support Unit
4.17.6	If the applicant agrees to learning support, contact the applicant to enrol them in the relevant learning support.	Learning Support Unit
4.17.7	Decide to proceed to enrol into the Training Product with the additional Learning Support.	Applicant
4.17.8	If the Training Product is a 'dual course enrolment', a notification will appear across the top of the application as a reminder. Go to the 'Application Admin Info' tab and click on 'Clone Application'.	Learning Support Unit

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4.17	**Additional Learning Support (LLN)**	
4.17.10	If the applicant has changed their mind, contact the Teaching Department of outcome and note this in the free comment section in dSR. Go to step 4.16.5.	Learning Support Unit
4.19	**Internal PTR Compliance**	
4.19.1	Monitor the Student's progress. Retain learning support communications, attendance and evidence for audit purposes	Teaching Department/ Learning Support Unit
4.19.2	Six monthly Internal PTR compliance audit.	Quality Assurance
4.19.3	Annual PTR staff Intranet documentation review.	Quality Assurance

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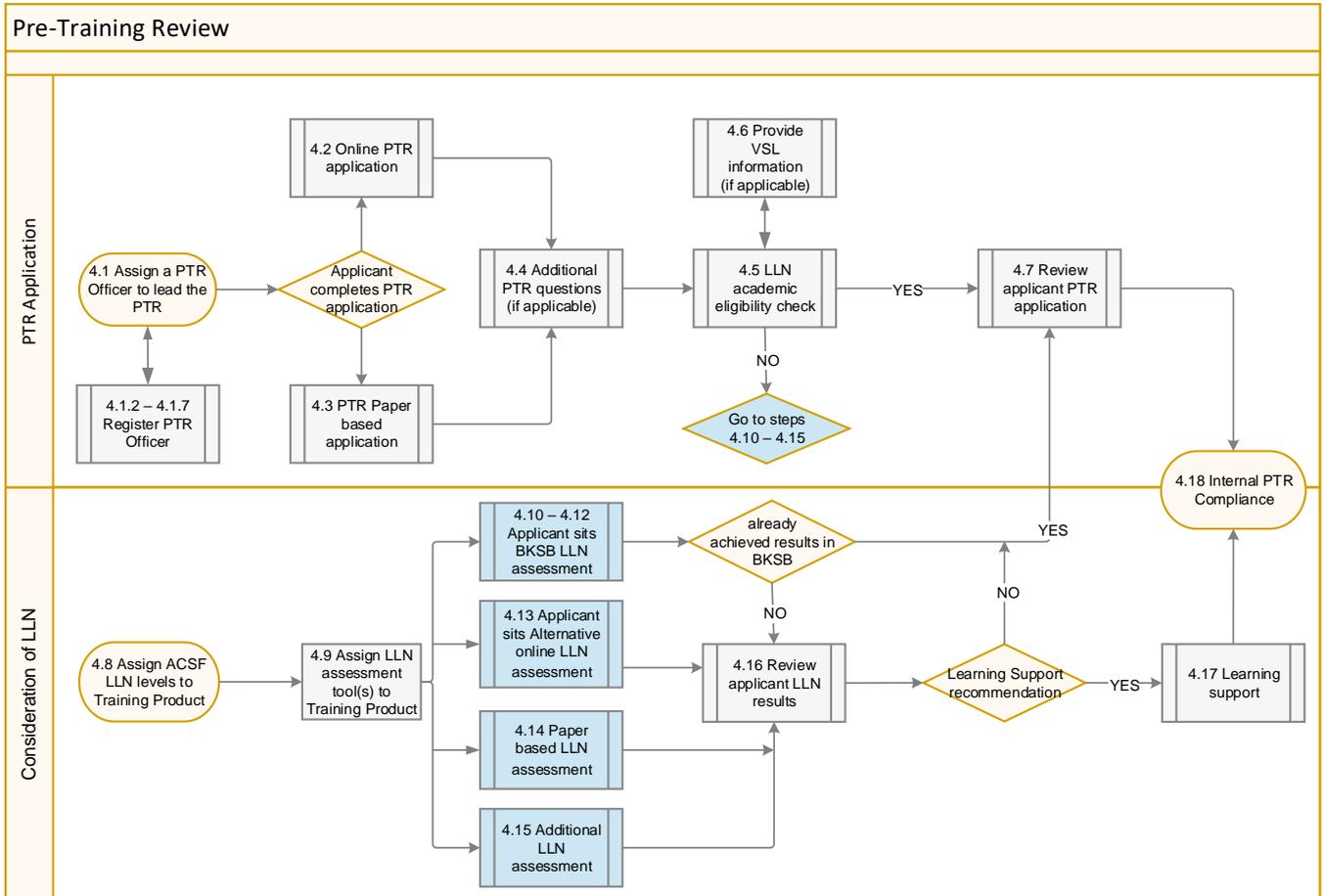Doc Custodian: Registrar   Version No: 4.0   Issue Date: 22 Mar 2022   Page 12 of 18

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5.0   Procedural Swimlane Flowchart

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6.0   Roles and Responsibilities

Role	Responsibilities
Learning Support Unit	Learning Support Unit responsibilities include: • Offer learning support to students at BKI. The support includes Language, Literacy, Numeracy, Digital Literacy, Study and Employability Skills development support. • Monitor the Learning Support provided, record attendance and outcomes and regularly update the Teaching Department on the students' LLN progress. • Retain Learning Support communications, attendance and student activity evidence for audit purposes.
Marketing	Marketing Support Unit responsibilities include: • Oversees the BKI Training Product setup for Bendigo Tafe and Kangan Institute websites. • Provide accurate and comparable information on the Victorian Skills Gateway website www.skills.vic.gov.au/victorianskillsgateway.
Pre-Training Review (PTR) Officer	PTR Officer responsibilities include: • A Teaching Department representative that conducts and leads the Pre-Training Review. • Must be an employee of BKI. The Training Provider must not subcontract any aspect of the PTR. • Registered as a PTR officer with Quality Assurance. • Complete mandated PTR training annually.
Quality Assurance	Quality Assurance responsibilities include: • Oversee the PTR process at BKI. • Align the PTR process to the VET Funding Contract and Australian Skills Quality Authority (ASQA) requirements. • Provide PTR training and support. • BKSB account creation. • Conduct six monthly Internal PTR compliance audit. • Annual PTR documentation review. • Communicate with Student Journey Team for PTR updates in dSR.
Student Journey Team	Student Journey Team responsibilities include: • Set up the 'BKI recommended course entry ACSF levels' for a Training Product in dSR • Communicate with Quality Assurance for PTR updates in dSR.
Teaching Department	Teaching Department responsibilities include: • Ensures that all Training Product information is accurate, current and easily accessible on the student accessible external websites • Determines if the Training Product is the most suitable training option for the applicant. • Ensure the PTR process is compliant and complete and all

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Role	Responsibilities
	documentation retained in dSR.
	• Document the additional Learning Support recommendation on the students Training Plan (TP).
	• Monitor students Learning Support.

7.0   Definitions

Word/Term	Definition
Approved Specialisation/ Stream	Elective units chosen from a specialist stream elective group embedded in the qualification.
Australian Core Skills Framework (ACSF)	The ACSF describes the five core life and work skills of learning, reading, writing, oral communication and numeracy.
Australian Qualifications Framework (AQF)	The framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.
Authorised Enrolling Delegate (AED)	BKI staff member authorised to provide enrolment advice and to assess and certify a student's eligibility for Government Funded Training.
PTR Information site	A BKI network for staff to access PTR information and documentation
Pre-Training Review (PTR) Officer	BKI staff member who has completed mandatory PTR training at BKI and is authorised to conduct a PTR with an applicant.
Australian Skills Quality Authority (ASQA)	The national VET regulator.
Basic Key Skills Builder (BKSB)	BKSB is an online tool that evaluates applicants learning strengths and weaknesses to determine their English and Maths levels against the Australian Core Skills Framework (ACSF). The majority of courses at BKI use BKSB as the chosen LLN assessment tool.
BKI Academic suitability	At BKI, an applicant is to complete an LLN assessment if they are unable to provide evidence of an Australian Year 12 Certificate of Education and/or an AQF Certificate IV or higher qualification.
Credit Transfer (CT)	An exemption from undertaking a unit of competency based on the acceptance that the unit has already been successfully completed through previous formal

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Pre-Training Review Procedure

Word/Term	Definition
	study.
Digital Student Record (dSR)	BKI Web based student management system.
Dual Course Enrolment (DCE)	An agreed LLN dual enrolment setup with the Teaching department and the Learning Support Unit for 'high risk' LLN Training Products. LLN support is linked to the Training Product, which means that the applicant can enroll into both at the same time and avoid enrolment duplication.
Mass Upload form	A BKI template to be completed by the Teaching Department to create applicant(s) BKSB user accounts.
Performance Criteria	Level of performance required to demonstrate achievement of the element, or overall outcome with respect to a job activity or task competency.
Product Catalogue	A BKI online system to create, quality assurance, update, approve and publish course information to the Bendigo and Kangan public websites. Access to the Product Catalogue is usually granted to the Portfolio Operation Manager and/or Admin from the associated Teaching Department.
Pre-Training Review (PTR)	PTR means the process undertaken between BKI and the applicant to determine the most suitable and appropriate training for the Eligible Individual as described in Clause 5 of Schedule 1, VET Funding Contract.
Recognition of prior learning (RPL)	An assessment process that assesses a person's formal, non-formal and informal learning to determine the extent to which they have met the requirements specified in a unit of competency or accredited module without the need to undertake a structured learning program.
Short course	Not a formal qualification, however it can provide skills and knowledge necessary to undertake a certain job.
Skills First **Program**	Victorian Government's program for funding individuals' Entitlement to Funded Training.
Skill set	One or more endorsed units of competency that have been packaged together to address a defined industry need or specific licensing/regulatory requirement. Skill sets are not qualifications.
Training Product	Includes Australian Qualifications Framework (AQF) Qualifications, Accredited Courses, Skillsets, Units of Competency, Short Courses, Approved Specialisation/Stream, Accredited Short Course or Modules that are developed via industry training packages or VET accredited courses.
Training and Assessment Strategy (TAS)	The TAS is a high level document at BKI that shows how a course will be delivered (Training) and assessed (Assessment).
Training Plan (TP)	The TP provides detailed information on training and assessment agreed to by the student and BKI. This information ensures that all parties are making informed decisions about the services required and the respective obligations in the delivery of these services.

Pre-Training Review Procedure

Word/Term	Definition
VET	Vocational Education and Training.
VET Accredited Course	Accredited courses are nationally recognised and accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF statement of attainment.
	A course that has been made privately by an individual, group or business that has not been employed or funded by the government.
VET Delivered to Secondary Students (VETDSS)	VET delivered to secondary students that allows students in Years 10, 11, and 12 to receive workplace skills and knowledge through nationally-recognised qualifications from industry-developed training packages or accredited courses while still at school.
VET Student Loan (VSL)	VSL helps students to cover tuition fees for VET courses. VSL is only available for approved Training Products at the diploma level and above.
VSL Approved LLN assessment tools	Approved assessment tools that meet the VSL Academic suitability requirements. For approved LLN assessment tools list go to.
VSL Academic suitability	If an applicant does not have an Australian year 12 Certificate or has not successfully completed an AQF Certificate IV or higher qualification, they are to sit an approved Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy.

8.0   Related Documents and Records Management

Title
(Form)
Pre-Training Review - Bendigo (paper based)
Pre-Training Review - Kangan (paper based)
Product Catalogue
Mass Upload form
PTR off campus applicant email template (Kangan)
PTR off campus applicant email template (Bendigo)
STAFF-CLC VET Student Loans Courses and Loan Caps
Learning support referral form

Executive Owner: Chief Quality and Governance Officer

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Pre-Training Review Procedure

Additional Questions template
(Guideline)
PTR session guide
PTR session form guide
Instructions on how to sit the BKSB English and Maths assessment (Kangan)
Instructions on how to sit the BKSB English and Maths assessment (Bendigo).

Title
How to run a group (course) ACSF level result report in BKSB
How to view an individual applicant(s) ACSF level result in BKSB
course BKSB assessment risk reports

9.0   Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
2.0	11 Nov 2018	Executive Director Academic Governance and Quality	-	BoS
3.0	16 Aug 2021	Executive Director Quality Assurance	dSR inclusion	
4.0	22 Mar 2022	Registrar	Minor amendments to reflect updated documentation.	Head of Legal, Governance, Risk and Compliance

10.0   Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Registrar	Head of Legal, Governance, Risk and Compliance	18 Mar 2022	22 Mar 2022	13 Dec 2023

Executive Owner: Chief Quality and Governance Officer

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