

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 enrolls at Bendigo Kangan Institute (BKI). A PTR is conducted to ascertain the most suitable Vocational Education and Training (VET) program to enrol in. The assessment review process incorporates several factors, including age, previous education, capabilities, aspirations, literacy, numeracy and digital skills to determine if the applicant may require additional support services 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), applicants applying for any of the following are required to undertake a PTR as a part of the enrolment process:

- An Approved Specialisation/Stream
- A Nationally Accredited Courses
- A Skill 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 course

This procedure does not apply to the following applicants:

- International (Onshore and Offshore)
- Corrections Victoria
- VET Delivered to Secondary Students (VETDSS)
- Continuing BKI students in their 2nd or 3rd year of training

The majority of BKI courses utilise the online PTR application process. A small proportion of BKI courses use a PTR paper-based form, generally due to limited internet access or low digital capability.

3.0 Legislative References

- National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025
- TAFE VET Funding Contract (Skills First Program)
- Education and Training Reform Act
- Education Services for Overseas Students (ESOS) Act 2000

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4.0 Procedural Steps

No.	Phases and steps	Name of role who actions
4.1	Assign a PTR Officer to lead the PTR	
4.1.1	When a dSR (digital Student Record) lead is captured (refer to the Enrolment Procedure), appoint a PTR Officer to lead the PTR who is familiar with the course. If the PTR Officer is listed as <i>Current</i> on the Authorised Enrolment Delegates (AED) Register or the Pre-Training Review (PTR) Staff Register go to step 4.2.1. If not, go to step 4.1.2.	Teaching Department Or Enquiries & Admissions Hub Or Apprentice & Trainee Hub
4.1.2	If the PTR Officer is not registered as current (or requires refresher training), email quality@kangan.edu.au to request access to the PTR training.	Teaching Department Or Enquiries & Admissions Hub Or Apprentice & Trainee Hub
4.1.3	Enable access to the PTR training for PTR officer. Note: PTR Officer training is Part 1 of the Authorised Enrolment Delegate (AED) training.	Academic Compliance
4.1.4	Complete the PTR training prior to conducting the PTR. Contact quality@kangan.edu.au once complete.	PTR Officer Or AED
4.1.5	Update the Pre-Training Review (PTR) Staff Register to include PTR Officer's name.	Academic Compliance

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4.2	Applicant completes PTR application (online)	
4.2.1	Course Application created in dSR (refer to the Enrolment Procedure).	AED
4.2.2	Provide an application link, instructions and contact details to the applicant. Ensure a Pre-Training Review Officer is available to answer any questions about the course or PTR process the applicant may have (refer to the Enrolment Procedure). If the applicant is to complete the PTR application on campus, provide temporary BKI network access to the applicant.	PTR Officer Or AED
4.2.3	Applicant completes the PTR questions then submits as per instructions provided.	Applicant
4.2.4	Check in Digital Student Record (dSR) that the 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 application is complete. - If NO is indicated, applicant has only partially completed the webform and may require a follow up call / and or assisted process.	PTR Officer Or AED
4.3	Applicant completes PTR application (paper based)	
4.3.1	If a paper-based PTR application is to be used, ensure approval has been granted by Academic Compliance. Approved paper based PTR forms are available on the Pre-Training Review intranet site. If approval has not been granted, email quality@kangan.edu.au . A valid rationale must be given.	Teaching Department
4.3.2	Provide the paper-based PTR form, instructions and PTR Officer's contact details to the applicant. Ensure a PTR Officer is available to answer any questions about the course or PTR process the applicant may have (refer to the Enrolment Procedure).	PTR Officer Or AED

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	If the course requires additional questions for the PTR, a template is available on the Pre-Training Review intranet site.	
4.3.3	Applicant completes the PTR questions, signs then submits as per instructions provided.	Applicant
4.3.4	Ensure all 'Student' questions have been completed on the application and that there is no discrepancy in the answers provided. Upload applicant's completed PTR form with relevant documentation (if applicable) into the applicants 'Document Associated Grid' in dSR.	PTR Officer Or AED
4.4	Language, Literacy, Numeracy Proficiency and Digital Literacy	
4.4.1	A Language, Literacy and Numeracy assessment must be conducted for the applicant unless they provide evidence of: - an Australian Year 12 Certificate and transcript that shows the minimum standards for literacy and numeracy have been met through the General Achievement Test (GAT). - successful completion of an Australian Qualifications Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English) Evidence in lieu of a Language, Literacy and Numeracy assessment must be uploaded into the applicants 'Document Associated Grid' in dSR. The evidence may be a certified copy, verified copy, authenticated USI transcript or a note stored in JR+ indicating the original has been sighted, date sighted and the name of the Pre-Training Review Officer who sighted the evidence. If the applicant's evidence meets the criteria above, then inform the applicant they are not required to sit a Language, Literacy and Numeracy assessment unless the TAS specifies otherwise.	PTR Officer Or AED

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	If the applicant is unable to provide eligible evidence during the PTR they will be required to sit the Language, Literacy and Numeracy assessment. Digital literacy is determined based on responses to specific questions in the pre-training review.	
4.4.2	The tool BKI uses for conducting a Language, Literacy and Numeracy assessment is the Basic Key Skills Builder (BKSB) system. A BKSB account is automatically created for the applicant via the dSR Course Application. The applicant is automatically emailed with instructions on how to log in and use the system. If the Teaching Department wishes to use an alternative to BKSB, they must contact Academic Compliance quality@kangan.edu.au to ensure it is suitable. Alternative Language, Literacy and Numeracy assessment evidence must be uploaded into the applicants 'Document Associated Grid' in dSR. With due consideration to any reasonable adjustments the applicant may need during the literacy and numeracy assessment. A Disability Liaison Officer can be contacted for advice.	PTR Officer Or AED Teaching Department
4.4.3	The applicant completes and submits the Language, Literacy and Numeracy assessment as per the instructions provided. If the applicant has previously completed a Language Literacy and Numeracy assessment using BKSB with BKI, these results can be used if the assessment is less than 2 years old.	Applicant
4.5	Provide VET Student Loan (VSL) information (if applicable)	
4.5.1	Check the <i>VET Student Loan Course Cap</i> found on the Registrar and Student Administration intranet site to see if the course is BKI VSL approved.	PTR Officer Or AED

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	Note: The VET Student Loan Course Cap is annually updated. Provide the applicant with the relevant branded VSL <i>Student Information Sheet</i> found on the Registrar and Student Administration intranet site if applicable.	
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4.6	Review applicant's PTR responses	
4.6.1	To guide the Pre-Training Review Officer through assessing the applicant's responses, go to the 'PTR Questions for Assessor' in dSR. If a PTR paper-based application is used, go to the 'Staff' section of PTR form. Ensure applicant's responses are clear, consistent, no discrepancies and align with any evidence provided by the applicant. Answer all questions in the 'PTR Questions for Assessor' / Staff section of paper-based PTR form. Include comments where applicable.	PTR Officer Or AED
4.6.2	Check the assessment results in the 'Literacy and Numeracy' section in dSR. The applicant's Language, Literacy and Numeracy assessment results can be obtained by clicking on the "Get BKSB score button" If the PTR is a paper-based application, record and assess the Language, Literacy and Numeracy results against the recommended level in the 'Staff' section of PTR. If the results are lower than the course recommended, discuss the possibility of Learning Support with the applicant.	PTR Officer Or AED
4.6.3	Either agrees or does not agree to additional Learning Support.	Applicant
4.6.4	If the applicant agrees, check the 'Yes' to 'If additional Learning Support has been recommended does the applicant agree to enrol'	PTR Officer Or

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	in the Literacy and Numeracy section in dSR. An automatic notification will be sent to the Learning Support Unit. If the PTR is a paper-based application, inform Learning Support by email to follow up with the applicant.	AED
4.6.5	If the applicant disagrees, it is up to the discretion of the Teaching Department whether to accept the applicant into their proposed course without the additional Learning Support recommendation.	Teaching Department
4.6.6	Either agrees or does not agree to additional Learning Support.	Applicant
4.6.7	If the applicant discloses something that might prevent them from progressing through the training and assessment of the course, the PTR Officer should, discuss potential support that could be provided. This may include contacting the relevant teaching department and / or following support areas to be involved with the discussion. • Learning Support • Counselling and Peer Support • Disability Support Services • Welfare Support • Indigenous Support • Child Safety Officers All potential reasonable adjustment considerations are made to ensure the applicant is provided with a fair and reasonable opportunity to participate in their chosen course, and/or alternative options and pathways support is provided to help them on their learning journey and in reaching their academic goals.	PTR Officer Or AED BKI Support Services Teaching Department
4.6.8	For under 18 applicants, PTR Officer/AED to include parent/caregiver in discussions related to potential barriers that might prevent them from progressing through the training and assessment course. PTR Officer to discuss support options as listed in 4.6.7, with	PTR Officer Or AED

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	the parent/caregiver and the applicant, unless the applicant is considered independent, then those discussions will be directly with young person. PTR Officer to provide the option for these applicants to be suitably supported during these discussions, from a BKI staff member or a person nominated by the applicant. This may include where appropriate a disability liaison officer, counsellor, indigenous support worker or skills and jobs support, if the applicant agrees. This provides support to the young person and choice around these options.	
4.6.9	Provide a valid rationale in the dSR comment fields if a judgement is made for the training to be customised, additional support to be provided or an alternative is recommended.	PTR Officer Or AED Teaching Department
4.6.10	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 the PTR is a paper-based application and an alternative course is more suitable, record the new course name in the Staff Declaration, and then sign and date. If the alternative course is within the same Teaching Department, then the PTR will be valid for the new course.	PTR Officer Or AED Teaching Department
4.6.11	The PTR review is only complete when all questions in 'PTR Questions for Student' and 'PTR Questions for Assessor' sections have been answered. If the PTR is a paper-based application, the review is only complete once all questions in both 'Student' and 'Staff' sections have been	PTR Officer Or AED

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	answered and confirmed and signed by the applicant and PTR Officer.	
4.6.12	As a part of the pre-enrolment process in dSR, once the Assessment Stage Gate is complete, dSR will move to the 'Send To JR+' stage gate. In the 'Validations' section, check that the 'PTR Assessment Validation Complete' is ticked.	PTR Officer Or AED
4.6.13	Check that all pre-enrolment validations are ticked, then click 'Send to JR+'. Once the 'Send to JR+' button is clicked, the field will become locked and will display 'Awaiting JR+ Update'.	AED
4.6.14	Email 'Offer Document Pack' to the applicant. The document pack includes the applicant's completed PTR form.	AED
4.6.15	Decides to proceed to enrol in the course that is deemed most suitable. The Application is officially accepted by the Applicant when the 'Offer Document Pack' is fully signed by the applicant and the status shows 'Completed' in JR+.	Applicant
4.6.16	Confirm that the applicant has signed the 'Offer Document Pack' then sign off to confirm enrolment.	AED
4.6.17	PTR Officer to ensure applicants and their parent/caregiver are informed about the process for providing feedback as per the Feedback Policy and Procedure (Compliments and Complaints) if they are unsatisfied with the outcome of their enrolment outcome.	PTR Officer Or AED
4.7	Additional Learning Support	
4.7.1	If an additional Learning Support recommendation is made, check that the applicant has enrolled into their VET program before offering	Learning Support Unit

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	learning support as it must be delivered as a dual enrolment alongside the VET qualification.	
4.7.2	Contact the applicant to discuss possible learning support options, times, locations etc.	Learning Support Unit
4.7.3	The applicant must be enrolled into the Team-Teaching Model delivery. Students are to complete the 'Study Support Consent Form' (Learning Support agreement between the student and BKI prior to enrolling).	Learning Support Unit
4.7.4	Applicant decides to proceed to enrol into the course with the additional Learning Support.	Applicant
4.7.5	For under 18 applicants requiring additional Learning Support, the Learning Support Unit to contact the parent/carer to ensure adequate support is implemented or speak to the applicant and their nominated support person directly, if considered independent.	Learning Support Unit
4.7.6	If the applicant has changed their mind, contact the Teaching Department of outcome. Go to step 4.6.5.	Learning Support Unit

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5.0 Roles and Responsibilities

Role	Responsibilities
Academic Compliance	- 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. - Staff BKSB account creation. - Conduct internal PTR compliance audits. - Annual PTR documentation review. - Communicate with Registrar (SMS Functional Support) for PTR updates in dSR.
AED (Authorised Enrolment Delegate)	- Determine student eligibility for Skills First funded training prior to enrolment. - Authorises student enrolment.
Applicant/ Prospective Student	Follow the Institutes' processes and procedures and supply the appropriate documentation.
Learning Support Unit	- 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' progress. - Retain Learning Support communications, attendance, and student activity evidence for audit purposes.
PTR (Pre-Training Review) Officer	A Teaching Department, Apprentice & Trainee Hub or an Enquiries & Admissions Hub representative that conducts and leads the Pre-Training Review.
Registrar (SMS Functional Support)	PTR updates in dSR.

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Role	Responsibilities
Teaching Department	- Ensures that all course information is accurate, current and easily accessible for the student (e.g. accessible on BKI's external websites) - Monitor students Learning Support. - Provides advice to applicant and/or Pre-Training Review (PTR) Officer about the course or alternatives as required.

6.0 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 is a tool which assists both specialist and non- specialist English language, literacy and numeracy practitioners describe an individual's performance in five core life and work skills of learning, reading, writing, oral communication and numeracy.
Australian Qualification Framework (AQF)	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's vocational education and training sector.
Authorised Enrolment Delegate (AED)	A BKI staff member authorised to provide enrolment advice and assess and certify a student's eligibility for Government Funded Training. An AED must have completed the AED training and be listed as 'Current' on the AED Register in order to determine eligibility for a Government Funded Training Place.

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Word/Term	Definition
Basic Key Skills Builder	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). Most courses at BKI use BKSB as the chosen Literacy and Numeracy assessment tool.
BKI Academic suitability	At BKI, an applicant is to complete a Literacy and Numeracy assessment if they are unable to provide appropriate evidence of an Australian Year 12 Certificate of Education and transcript or a Certificate IV or higher qualification in the Australian Qualifications Framework.
Course	A Training Product that includes Australian Qualifications Framework (AQF) Qualifications, Accredited Courses, Skillsets, Units of Competency, Short Courses, Approved Specialisation/Stream, Accredited Short Course or Modules.
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 training.
Digital Student Record (dSR)	The BKI management system used to manage and store the collection of student application, eligibility and enrolment information.
Dual Course Enrolment (DCE)	An agreed dual enrolment setup with the Teaching Department and the Learning Support Unit. This may include but is not limited to Language, Literacy, Numeracy and/or Digital skills support.
Job Ready Plus (JR+)	A Student Management System used to manage student information and data from application and enrolment, through training activity to completion of studies and certification.
Pre-Training Review (PTR)	PTR is the process undertaken between BKI and the applicant to determine the most suitable and appropriate training for the Eligible Individual prior to enrolment.

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Word/Term	Definition
PTR (Pre-Training Review) Officer	BKI staff member who has completed mandatory PTR training at BKI and is authorised to conduct a PTR with an applicant. A PTR Officer is a subset of the AED role. All current AEDs can perform the role of a PTR Officer. A PTR Officer must be an employee of BKI and be listed as a 'Current' on the PTR Staff Register or the AED Register.
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 and Assessment Strategy (TAS)	The TAS is a high level document at BKI that shows how a course will be delivered.
VET	Vocational Education and Training.
VET Accredited Course	A course that has been made privately by an individual, group or business that has not been employed or funded by the government. 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.

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Word/Term	Definition
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 while still at school.
VET Student Loan (VSL)	VSL helps students to cover tuition fees for VET courses. VSL is only available for approved courses at the diploma level and above.
VSL Approved LLN assessment tools	Approved assessment tools that meet the VSL Academic suitability requirements.

7.0 Related Documents

Document Name	
Learning Support Form	Pre-Training Reviews
Pre- Training Review (paper based) Bendigo	Pre-Training Reviews
Pre- Training Review Additional Questions Template (paper based) Bendigo	Pre-Training Reviews
Pre- Training Review (paper based) Kangan	Pre-Training Reviews
Pre- Training Review Additional Questions Template (paper based) Kangan	Pre-Training Reviews
VET Student Loans BKI Approved Course and Loan Caps	VET Student Loan Information

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8.0 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
4.1	27 Jul 2023	Registrar	JR+ inclusion. Additional Learning Support (LLN) section 4.17 Self-assurance Annual Work Plan Inclusion	Head of Governance, Risk and Compliance
5.0	08/09/2025	Manager, Enquiries and Admissions Hub	Amendments to reflect changes to dSR process and Service Delivery Hubs.	Registrar

9.0 Document Custodian and Approval Authority

Document Custodian	Approval Authority	Approval Date	Scheduled Review Date
Manager, Enquiries and Admissions Hub	Registrar	08/09/2025	08/09/2027

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