

## 1. Pre-Enrolment Information Provision

Enrolment officers must provide all prospective students with detailed, accessible information materials that include:

- Course learning outcomes, content, duration, delivery modes (e.g., face-to-face, online, blended)
- Assessment methods and requirements
- Entry requirements, including any prerequisite qualifications or experience
- Expected language, literacy, numeracy (LLN), and digital literacy levels
- Possible support services such as language assistance, counselling, academic support, and reasonable adjustment options
- Fees, refund policies, and payment plans

Information must be communicated clearly in plain English and available via multiple channels (e.g., website, brochures, information sessions)

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## 2. Conducting Pre-Enrolment Assessments

Prospective students must complete a pre-enrolment suitability assessment before finalising enrolment. This assessment includes:

- A language, literacy, and numeracy (LLN) test relevant to the complexity of the course materials and assessments
  - An assessment by the school to determine the students suitability.
  - A digital literacy check to evaluate the student's ability to participate in online learning components if applicable
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## 3. Assessment of Results and Suitability Determination

Enrolment officers and trainers review assessment results to determine whether the student meets the minimum entry standards.

If a student does not meet minimum requirements:

- Discuss the outcome with the school sensitively and provide tailored advice
- Recommend suitable alternative pathways such as foundation skills training or bridging courses
- Outline available support services and the implications for successful course completion

# Student Suitability Assessment Procedures



For students who meet the requirements, confirm enrolment eligibility and provide enrolment documentation.

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## 4. Identification and Management of Special Needs

Students are invited to voluntarily disclose any disabilities, medical conditions, or other circumstances that may affect their participation during the pre-enrolment interview or form.

Upon disclosure, a student support officer from the school will:

- Conduct a confidential discussion to understand the student's needs
- Collaborate with training staff to determine reasonable adjustments (e.g., altered assessment conditions, assistive technology support, flexible scheduling)
- Document the agreed adjustments and communicate them to relevant staff while maintaining confidentiality

Ensure ongoing monitoring and review of adjustments during training to adapt as needed.

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## 5. Ongoing Support and Monitoring

Provide all students access to support services such as tutoring, counselling, language assistance, and digital skills development.

Implement a system for regular monitoring of student progress with early identification of learning or wellbeing issues.

Engage with schools to proactively intervene early with support measures if challenges arise.

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## 6. Record Keeping and Privacy

Maintain accurate, up-to-date records of all pre-enrolment assessments, discussions, and support arrangements in secure student management systems.

Ensure all student information is handled in accordance with privacy legislation and organisational privacy policies.

Access to sensitive student information is limited to authorised personnel only.

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