

MITP89 – PRE-TRAINING REVIEW POLICY AND PROCEDURE

Policy Summary for Students

PURPOSE OF THIS POLICY

This policy explains the Pre-Training Review (PTR) process that happens before you enrol at Menzies Institute of Technology. The PTR ensures you choose the right course for your skills and goals, identifies any support you might need to succeed, and helps both you and the Institute make informed decisions about your training journey.

KEY SECTIONS OF THE POLICY

What is a Pre-Training Review?

A Pre-Training Review is an assessment process that determines whether your chosen course is suitable for you based on your current skills, knowledge, experience, language and literacy abilities, digital literacy, and support needs. It's not a test to pass or fail – it's a conversation and assessment to ensure your success.

Why Do We Conduct PTRs?

To ensure course suitability for your current skill level and career goals. To identify language, literacy, and numeracy (LLN) capabilities. To assess digital literacy skills needed for your course. To identify reasonable adjustments if you have a disability. To determine what support services you'll need. To help you make an informed decision about enrolling. To comply with national VET standards ensuring student success.

Who Conducts the PTR?

Marketing and Student Recruitment Manager, Student Admissions Officers, and Student Services Officers work together to conduct your PTR and develop your support plan.

Key Terms You Should Know

Foundation Skills (LLN): Your abilities in learning, reading, writing, oral communication, and numeracy measured against the Australian Core Skills Framework (ACSF).

Digital Literacy: Your ability to use computers, software, the internet, and digital tools effectively for study.

Reasonable Adjustments: Modifications to training delivery or assessment methods to help students with disability participate equally.

Cultural Safety: An environment that's spiritually, socially, emotionally, and physically safe, particularly for First Nations students.

Individual Learning Plan (ILP): A customised action plan addressing your specific learning needs and support measures based on your PTR results.

UNDERSTANDING THE PRE-TRAINING REVIEW PROCESS

When Does the PTR Happen?

Initial Screening: During your initial inquiry phase when you first contact the Institute.

Comprehensive Assessment: Within 5 days of submitting your application.

Results Discussion: Within 7 days of completing assessments, you'll meet to discuss results.

Support Planning: Completed before enrolment confirmation.

What Does the PTR Assess?

Educational and Career Aspirations

What are your career goals? Why have you chosen this particular course? What do you hope to achieve? How does this course fit your long-term plans? What are your expectations about the course?

Existing Skills and Knowledge

What relevant work experience do you have? What previous education or training have you completed? What skills have you developed through life experience? Is Recognition of Prior Learning (RPL) or Credit Transfer appropriate?

Language, Literacy and Numeracy (LLN) Capabilities

Can you read and understand course materials? Can you write clearly for assignments and assessments? Can you understand spoken instructions and lectures? Can you communicate effectively in discussions? Do you have adequate numeracy skills for your course?

The Institute uses standardized LLN assessments to determine your ACSF level. Different qualifications require different ACSF levels – for example, Certificate II typically requires ACSF Level 2, while Diploma courses typically require ACSF Level 3-4. See Appendix 1 in the full policy for specific requirements.

Digital Literacy Capabilities

Can you use basic computer functions (keyboard, mouse, files, folders)? Can you navigate Learning Management Systems (LMS)? Can you conduct online research effectively? Can you use email and digital communication tools? Can you use software applications required for your course (Microsoft Office, industry-specific software)?

Disability and Reasonable Adjustments

Do you have any disabilities that might affect your learning? What adjustments might help you participate equally? What assistive technology do you use? What has worked well for you in previous education? What documentation do you have about your disability?

Wellbeing and Support Needs

Are you experiencing any personal circumstances that might affect your studies? Do you have caring responsibilities that require flexible arrangements? Do you need financial support or counselling services? Are you experiencing housing instability? Do you need mental health support?

Cultural Safety Considerations (Especially for First Nations Students)

Do you have cultural obligations or community responsibilities? Do you need connection with cultural advisors? Are there cultural sensitivities the Institute should be aware of? Do you need flexible arrangements for Sorry Business or cultural ceremonies? Would you benefit from connection with other First Nations students?

The PTR Assessment Components

- **Step 1: Application Form (MFS01)**

You complete a detailed application form providing information about your background, goals, education history, work experience, and support needs.

- **Step 2: LLN Assessment**

You complete a Language, Literacy and Numeracy assessment. This isn't a pass/fail test. It identifies your current ACSF level and determines if additional support is needed. The assessment is conducted in a supportive, non-threatening environment. Results are used solely to help you succeed.

- **Step 3: Digital Literacy Assessment**

You complete a practical digital literacy assessment evaluating your ability to use computers and technology, navigate online learning platforms, conduct research, use software applications, and communicate digitally.

- **Step 4: Genuine Student Test (GST) - For International Students**

International students complete an additional Genuine Student Test (MFA45) to demonstrate genuine intention to study and benefit from the course, understand course requirements and outcomes, and meet visa requirements for course enrollment.

- **Step 5: Interview and Discussion**

You meet with admissions staff to discuss assessment results, explore your goals and motivations, identify support needs, discuss course suitability, and ask any questions you have.

After Your PTR: What Happens Next?

Outcome 1: Course is Suitable - No Additional Support Needed

If your skills and capabilities match course requirements, you'll receive a Letter of Offer and Student Agreement (LOO). You can proceed to enrolment without additional support. You'll still have access to all student support services if needed later.

Outcome 2: Course is Suitable - Support Recommended

If support would help you succeed, you'll develop an Individual Learning Plan (ILP) or Individual Support Plan identifying specific support services needed, reasonable adjustments required, foundation skills development strategies, digital literacy support, wellbeing services, and review schedule.

Your support plan is implemented from the start of your course. You and the Institute sign off on the plan. Regular reviews ensure support remains effective.

Outcome 3: Course Not Currently Suitable

If the assessment shows the course isn't suitable for your current skill level, you'll receive clear written explanation of why the course isn't suitable, information about what skills or knowledge you need to develop, recommendations for bridging courses or foundation programs, alternative course options better matched to your current level, and pathways to eventually undertake your desired course.

This isn't a rejection – it's guidance toward success. The Institute wants you to succeed, which means starting at the right level.

SUPPORT SERVICES AVAILABLE BASED ON PTR RESULTS

Foundation Skills (LLN) Support

If your LLN skills need development, support includes:

For Learning Skills: One-on-one learning skills coaching, study strategy development, time management training, goal-setting assistance, and self-directed learning support.

For Reading Skills: Scaffolded reading activities, chunking complex texts, glossaries of technical terminology, visual aids and diagrams, and guided reading strategies.

For Writing Skills: Writing workshops and tutorials, templates and models, structured feedback, grammar and sentence structure help, and incremental writing tasks.

For Oral Communication Skills: Role-playing communication activities, pair and small group work, whole class discussions, presentation practice, and oral development activities with visual support.

For Numeracy Skills: Contextualized numeracy tasks, visual representation strategies, calculator use training, step-by-step problem solving, and practical application examples.

Digital Literacy Support

If digital skills need development, support includes:

Learning Management System (LMS) Navigation: Step-by-step guides with screenshots, practice activities in test environment, dedicated help desk support, and tutorials on key LMS functions.

Online Research Skills: Guided tutorials on effective searching, information literacy workshops, curated resource lists, and structured research activities with support.

Digital Communication: Templates for professional communication, guidelines for online etiquette, practice activities for digital collaboration, and feedback on communication attempts.

Software Applications: Targeted workshops for program-specific applications, access to online learning resources, scaffolded activities to build competence, and additional support sessions for complex applications.

Reasonable Adjustments for Students with Disability

If you have a disability, the PTR identifies adjustments you need. These might include extra time for assessments, alternative assessment formats, assistive technology, accessible learning materials, flexible attendance arrangements, or preferential seating.

All adjustment planning follows MITP83 Reasonable Adjustment Policy. Your disability information remains confidential. Adjustments are implemented from day one of your course.

Cultural Safety Support

For First Nations students and others needing cultural support:

Connection with cultural advisors. Flexible arrangements for cultural obligations. Incorporation of cultural perspectives in learning. Connection with community organizations. Support networks with other students from similar backgrounds. Staff cultural competency training to ensure respectful interactions.

KEY POINTS TO REMEMBER

The PTR is Not a Barrier - It's a Support Tool

The PTR isn't designed to keep you out – it's designed to help you succeed. Honest assessment leads to appropriate support.

The Institute wants you to complete your course successfully. Early identification of needs prevents problems later.

Be Honest During Your PTR

Provide accurate information about your skills and circumstances. Don't understate or overstate your abilities. Disclose any disability or support needs. Share any concerns you have about the course. Ask questions if anything is unclear.

Support Services Are Free

All support services identified in your PTR are included in course fees. LLN support, digital literacy training, and reasonable adjustments come at no additional cost. Don't avoid disclosing needs due to cost concerns.

Your PTR Results Are Confidential

Assessment results are stored securely and confidentially. Information is only shared with staff who need to know to provide support. You control who accesses your PTR information. Privacy is protected under the Privacy Act 1988.

Support Plans Are Flexible

Your Individual Learning Plan can be updated as needs change. Regular reviews (at least quarterly) ensure support remains appropriate. You can request additional support at any time during your course. Circumstances change and support plans adapt.

Foundation Skills Can Be Developed

If your LLN skills aren't quite where they need to be, the Institute provides comprehensive support to develop them. Many successful students have benefited from foundation skills support. With support, you can achieve the required skill levels. Foundation skills development happens alongside your course.

Alternative Pathways Exist

If your chosen course isn't suitable yet, alternative pathways can get you there. Foundation or bridging programs can build necessary skills. Lower-level qualifications provide stepping stones. The Institute provides clear guidance on alternative pathways. Delayed enrollment doesn't mean no enrollment – it means successful enrollment when ready.

International Student Considerations

International students must meet English language proficiency requirements. The Genuine Student Test (GST) ensures visa compliance. Course suitability must align with visa conditions. Support services help with cultural adjustment and language development.

PTR Results Inform Course Delivery

Trainers receive information about cohort support needs (with your consent). Teaching strategies adapt to student capabilities. Assessment methods consider reasonable adjustments. LLN and digital literacy are embedded in course delivery.

ADDITIONAL INFORMATION

Monitoring and Evaluation

The Institute monitors PTR effectiveness through tracking correlation between PTR outcomes and student success rates, collecting student feedback after course commencement, gathering trainer feedback on PTR accuracy, and conducting quarterly reviews of PTR processes.

This ensures the PTR process continuously improves and effectively supports student success.

How PTR Connects to Other Processes

The PTR feeds into your admissions process (MITP11), informs your orientation program, determines reasonable adjustments (MITP83), identifies support services needs (MITP28), and shapes your individual learning journey.

Continuous Support Throughout Your Studies

The PTR is just the beginning of support. Ongoing monitoring ensures you're progressing well. Additional support can be accessed anytime. Regular check-ins identify emerging needs. The Institute maintains commitment to your success throughout your course.

What If Circumstances Change After Enrollment?

If your circumstances change during your course, you can request a support plan review. Notify Student Services of any changes affecting your studies. Additional support services can be accessed. Reasonable adjustments can be added or modified. The Institute remains flexible and responsive to your needs.

Appeals and Complaints

If you disagree with PTR outcomes or course suitability decisions, you can appeal through MITP07 Complaints and Appeals Policy. You have the right to independent review of decisions. All decisions are made fairly and can be challenged. Appeals are based on evidence and procedural fairness.

NEED HELP OR HAVE QUESTIONS?

Student Admissions, 1300 244 002, admission@menzies.vic.edu.au

Marketing and Student Recruitment, 1300 244 002, marketing@menzies.vic.edu.au

For questions about Pre-Training Review, assessment processes, course suitability, or support services, contact the admissions team before applying.

RELATED POLICIES YOU SHOULD KNOW

- MITP11 – Admissions Policy and Procedure
- MITP28 – Student Support Services and Welfare Policy and Procedure
- MITP83 – Reasonable Adjustment Policy and Procedure

- MITP15 – RPL and Credit Transfer Policy and Procedure
- MITP07 – Complaints and Appeals Policy and Procedure

All policies are available on the Menzies Institute of Technology website or from Student Services.