

Initial Skills Assessment (including LLN Assessment) Policy & Procedure

Purpose:

The purpose of this policy and procedure is to describe Real Estate Training Solutions' (RETS) approach to assessing prospective students' existing skills and competencies (including English language/ LLN proficiency) prior to enrolment or commencement of a course (whichever comes first) and to determine if the proposed qualification is appropriate for the prospective student.

This policy and procedure (in addition to other supporting policies, procedures and supporting documentation) supports compliance with the following Standards, Policies and/or Guidelines:

- *Standards for RTOs 2015: Clause 5.1, 1.7*
- *Smart & Skilled Operating Guidelines, Standards 2.3, 2.4*
- *ACT Standards (and Compliance Guide) for Delivery of Subsidised Training: Standard 2.3 and AA Requirements AA6*

Policy:

RETS will assess prospective students' exiting skills, knowledge, abilities (including Language Literacy and Numeracy (LLN) ability) and identify any specific needs to ensure that their chosen course is suitable for them.

RETS will use the information gained from the prospective student's assessment to advise them about the most suitable course of study for their existing skills, career goals and requests made during initial assessment communication.

When advising a prospective student about the most suitable qualification or course of study, RETS will consider:

- Specific requests made by the student
- The prospective student's current knowledge, skills, and abilities
- The appropriate pathway for the student to complete their course, for example, through course work, RPL, gap training, etc.

RETS will not direct a prospective student towards a course of study for any reason other than it being in the best interests of the prospective student.

Assessment of Existing skills and competencies

- The Initial Assessment is conducted at the time the prospective student contacts RETS or the prospective student is referred to RETS by an employer, an Apprenticeship Centre of a state training authority and before the student is formally enrolled into a course.
- The Assessment Officer will explore with the prospective student:
 - previous work record, if any
 - previous educational achievements
 - current knowledge, interests and aptitudes, particularly around the area of real estate/ strata management
 - future career goals
 - additional support needs that the prospective student may require to engage with their course of study
 - identification of additional support services to address identified support needs, if any

- Adjustments to the training and assessment strategy for the course of interest, for example, but not limited to, adjustments to the training delivery modes, training materials, adjustments to assessment strategies and tools, etc.

Provision of information:

- At the time of initial contract, RETS provides the prospective student with information about:
 - Recognition of Prior Learning (RPL) process
 - how the RPL process may be accessed
 - its Credit Transfer obligations to the prospective student.

LLN Assessment:

- RETS conducts a Language, Literacy and Numeracy (LLN) skills assessment for each prospective student to ensure their LLN skills are adequate for their chosen course of study before their enrollment is finalised and before commencement of training.
- The LLN Assessment has the following components:
 - *The Oral Communication Interview*
 - This component of the LLN Assessment occurs via phone call and at the time of initial contact by a Student Services Officer or during the induction.
 - *The LLN Written Assessment:*
 - This is sent to the student as part of their enrolment documentation.
 - This component of the LLN Assessment consists of:
 - 15 question item Numeracy assessment task
 - 10 question item reading/ comprehension task
 - A 300-word written task
- Question items in the LLN Written Assessment have been sourced from the NSW Government's Education Standards Authority to align with a minimum ACSF Level of 3.
- Completed assessment tasks are graded using the Australian Core Skills Framework (ACSF) level (1 – 5).
- The record of the completed LLN assessment includes an alignment of the assessment result with the ACSF Level 1 to 5 as appropriate.
- The LLN Assessment instrument has a corresponding 'Assessor Guide' which provides information about the evidence to be produced by the candidate in response to the task. In addition, the guide also provides scoring rubrics that allow the assessor to provide an ACSF score for the written and oral communication components of the assessment.

Addressing identified needs:

- RETS will put in place strategies to address the needs of applicants and to maximise the chance of an applicant to successfully complete their training.
- In addition, RETS will make all reasonable efforts to support the additional needs of students who experience disadvantage, for example, people with a disability, Aboriginal or Torres Strait Islander people and long term unemployed.
- RETS complies with the requirements in the Disability Standards for Education 2005 to ensure that students with disability can access and participate in education on the same basis as students without disability.
- Support needs are identified during the enrolment process and before the commencement of training. RETS will consult with prospective students about the appropriate support service(s) to address identified support needs. Support needs may include but are not limited to:
 - LLN support
 - Adaptations to technology to assist with training and/ or assessment
 - additional trainer/ assessor assistance

- amendments to training plans
- If an additional support service attracts an additional cost to the student, RETS will make this clear to the student during the enrolment process.
- If there are limitations to the support service to be provided, RETS will clearly describe these limitations to the prospective students before they enrol or commence the course.
- If unable to provide the support service required to address the identified student support need, RETS will inform the prospective student of this at the time of enrolment or before they commence a course.

ACT User Choice Additional Support funding:

RETS may apply for Additional Support funding available for ACT Australian Apprentices/ Trainees, where it is identified there will be additional cost associated with their training.

Trainee eligible for Additional Support funding include, but are not limited to:

- Aboriginal and Torres Strait Islander Peoples
- people that identify as having a disability for example, intellectual, mental health, physical
- people with identified language, literacy and/or numeracy (LLN) needs
- people from culturally and linguistically diverse backgrounds
- young people (15-19 years of age) at risk, particularly those who have been unemployed
- people over 40 years-of-age, particularly those returning to a formal learning environment
- apprentices working in high-risk workplaces.

Before applying for Additional Support funding RETS must explore the Disability Australian Apprentice Wage Scheme (DAAWS).

Changes to AA Status:

RETS does not complete an additional LLN Assessment for an AA in the following circumstances:

- the AA changes from one employer to another
- the AA changes from a superseded/deleted qualification to a new/replacement qualification and remains with RETS.

In such instances, RETS will:

- review and retain evidence of the original LLN assessment
- ensure the AA's circumstances regarding their LLN skills have not adversely changed, for example, where a student has been subject to an injury or impairment that impacts their learning.

Procedure:

- Contact RETS for details of internal Initial Skills Assessment and LLN Assessment procedures.

Pro-forma and supporting documents:

- FFS Initial interview – Suitability Checklist
- TPQ Initial student email
- TPQ Initial Interview – Suitability Assessment Checklist
- S/S Traineeship Pre-enrolment email
- S/S Traineeship Induction Script
- S/S Traineeship Induction Checklist
- LLN Assessment – Oral Communication Skills Record
- LLN Written Assessment
- ACT Traineeship Eligibility Email 1
- ACT Traineeship Eligibility Checklist
- LLN Assessment Score Sheet
- ACT Skilled Capital- Application for additional support funding

Version Control:

Title	Initial Skills Assessment (including LLN Assessment) Policy & Procedure			
Description	Describes processes used by RETS to assess a student's suitability for a course of study including LLN ability			
Created By	Joe Lynch			
Date Created	13.11.2021			
Maintained By	J Lynch			
Version Number	Modified By	Modifications Made	Date Modified	Status