



Prospective Learner Academic Suitability Assessment Policy and Procedure

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1. PURPOSE

- 1.1. This document specifies Laneway International College's (the College) prospective learner academic suitability assessment policy and procedure. It sets out guidance to staff to assist them in determining if a prospective learner holds the pre-existing skills and knowledge needed to successfully complete their chosen course.

2. SCOPE

- 2.1. This document applies to all staff and learners in the College.

3. DEFINITIONS

- 3.1. *Academic suitability* means meeting the mandatory entry requirements of the course as described in the relevant Training Product, and any language, literacy, numeracy and digital capabilities required to progress and complete the course.

4. POLICY STATEMENT

- 4.1. The College is committed to ensuring each prospective learner is enrolled in their chosen course only if they can demonstrate they have the academic suitability to progress and complete the course.
- 4.2. To assist with the identification of barriers to learning, a learner academic suitability assessment is conducted with each prospective learner shortly after the application for enrolment has been received.
- 4.3. All prospective learners seeking to enrol in a course of study, regardless of their background or circumstances, will be assessed for entry against the same published entry requirements and through the same process.
- 4.4. The learner academic suitability assessment will be conducted cognisant of cultural sensitivities.

5. PROCEDURE

- 5.1. After submitting an application for enrolment, the prospective learner will receive the details required to complete the College's prospective learner academic suitability assessment.
- 5.2. The prospective learner academic suitability assessment will be conducted in a manner to allow the prospective learner to demonstrate they have some understanding of the industry they wish to be trained in. The assessment will also provide the prospective learner an opportunity to discretely disclose any non-vocational and vocational barriers to study and the types of support they may require, if applicable.
- 5.3. Prior to the commencement of the prospective learner academic suitability assessment, the prospective learner is provided with the general requirements of the course, including the course structure and content, the course hours, the learner responsibilities and commitment required, and the support available to learners once enrolled.
- 5.4. The applicant's responses to the prospective learner academic suitability assessment are recorded to allow the College to later demonstrate reasoning for their decision to accept or refuse enrolment.
- 5.5. If a prospective learner is *unable* to demonstrate they have the academic suitability for the course they wish to enroll in, the College will inform the prospective learner of the outcome and provide advice or a referral to a suitable alternative depending on the reasons for the refusal. The record of all correspondence with the prospective learner will be maintained.
- 5.6. If a prospective learner is *able* to demonstrate they have the academic suitability for the course they wish to enroll in, the College will progress the application to the next step of the enrolment process. Any special

training or assessment needs identified during this process will then be recorded on the learner's file and appropriate arrangements made so they can be implemented. The record of all correspondence with the prospective learner will be maintained.

6. RESPONSIBILITIES

- 6.1. The Chief Executive Officer is responsible for the implementation of this policy and procedure and to ensure that staff and learners are aware of its content.

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Revision History			
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12/06/2017	1.0	Original	Dan Wortley
14/06/2017	1.1	Document style and content edits	Dan Wortley
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21/11/2017	1.4	Modification to procedure to match implemented technology	Dan Wortley