



Student Pre-Enrolment Policy

1.Purpose:

This policy establishes Yarra College Australia's (YCA) approach to ensuring that all prospective students—both domestic and international—are appropriately assessed for suitability and readiness prior to enrolment.

The purpose of this policy is to ensure that:

- Students are enrolled in courses that align with their skills, experience, learning capacity, and career goals
- Students receive accurate, clear, and comprehensive information prior to enrolment, enabling informed decision-making
- Language, Literacy, Numeracy and Digital Literacy (LLND) capabilities are assessed using validated tools and benchmarked against course requirements
- Any learning support needs, reasonable adjustments, or risks to progression are identified early
- Opportunities for Recognition of Prior Learning (RPL) and Credit Transfer (CT) are appropriately assessed prior to enrolment
- The RTO maintains compliance with:
 - Standards for RTOs 2025 – Outcome Standard 2.2 (Learner Suitability and Support)
 - National Code of Practice 2018 – Standard 2 (Clauses 2.1–2.5)
 - ESOS Act 2000 (for international students)

YCA ensures that no student is enrolled unless their suitability has been assessed, documented, and confirmed.

2.Scope:

This policy applies to:

- All prospective domestic and international students
- All nationally recognised training products on the RTO's scope of registration
- All staff involved in:
 - Student recruitment and course advice
 - Pre-enrolment assessment
 - LLND assessment
 - Enrolment and compliance processes
- All pre-enrolment activities, including:
 - Pre-Training Review (PTR)
 - LLND assessment
 - RPL and Credit Transfer consideration
 - Suitability decision and enrolment approval

3.Definitions:

Term	Definition
LLND	Language, Literacy, Numeracy and Digital Literacy skills required to successfully undertake training and assessment
Pre-Training Review (PTR)	A structured process used to assess a student's background, goals, experience, and support needs prior to enrolment
Suitability Assessment	A determination of whether a student has the capacity to successfully complete the course based on PTR and LLND outcomes
Training Product	A qualification, unit, or skill set on the RTO's scope of registration
Pre-Enrolment Information	Information provided prior to enrolment including course details, fees, obligations, and policies
CRICOS	Register of courses approved for delivery to international students
ILP	Individual Learning Plan developed to support students with identified learning needs

4. Legislative and Regulatory References:

This policy aligns with:

- Standards for RTOs 2025 – Outcome Standard 2.2
- National Code 2018 – Standard 2 (Clauses 2.1–2.5)
- Education Services for Overseas Students (ESOS) Act 2000
- National Vocational Education and Training Regulator Act 2011
- Training.gov.au (Training Package Requirements)

5.Policy Statement:

YCA is committed to ensuring that all students are:

- Fully informed prior to enrolment
- Appropriately assessed for suitability
- Supported to succeed in their chosen training product

The RTO ensures that all pre-enrolment processes are:

- Transparent and consistent
- Documented and auditable
- Aligned with regulatory requirements
- Supported by evidence and continuous improvement practices



5.1 Pre-Enrolment Information (National Code Clause 2.1)

YCA ensures that all prospective students receive accurate and comprehensive information prior to enrolment, including:

- Course code, title, structure, and delivery mode
- Duration, study load, and scheduled breaks
- Assessment methods and expected outcomes
- Tuition fees, payment terms, and refund policy
- Student obligations and participation requirements
- Available student support services
- Third-party arrangements (if applicable)
- Work placement or licensing requirements (where applicable)

This information is provided through:

- RTO website
- Student Handbook
- Pre-Training Review (PTR) process

5.2 Student Suitability Assessment (Outcome Standard 2.2)

YCA ensures that:

- All students complete a Pre-Training Review (PTR) prior to enrolment
- Suitability is assessed based on:
 - Prior education
 - Work experience
 - Career goals
 - Alignment with course requirements
- Suitability outcomes are documented as:
 - Suitable
 - Suitable with support
 - Not suitable

Students are only enrolled where suitability is confirmed.

5.3 LLND Assessment and Benchmarking

YCA ensures that:

- LLND assessments:
 - Are conducted using validated tools
 - Assess language, literacy, numeracy, and digital skills
- Results are:
 - Benchmarked against course requirements and TAS
 - Used to identify learning gaps
- Where gaps are identified:
 - Support strategies are implemented
 - ILPs are developed

5.4 Recognition of Prior Learning (RPL) and Credit Transfer (CT)

(National Code Clauses 2.3–2.5)

YCA ensures that:

- Students are informed of their right to apply for RPL and CT prior to enrolment
- Applications are assessed in accordance with:
 - PP5 – Credit Transfer Policy
 - PP8 – RPL Policy
- Where RPL/CT is granted:
 - Outcomes are documented and acknowledged by the student
 - Training plans are updated
 - Course duration is adjusted

For international students:

- Updated duration is reflected in:
 - Confirmation of Enrolment (CoE)
 - PRISMS reporting

5.5 Identification of Support Needs and ILP

YCA ensures that:

- Support needs are identified through:
 - PTR
 - LLND assessment
- Where required:
 - Individual Learning Plans (ILPs) are developed
 - Support services are provided
- Student progress is monitored to ensure support effectiveness

5.6 Enrolment Decision Framework

YCA applies a structured decision-making framework:



Outcome	Action
Suitable	Proceed to enrolment
Suitable with support	Develop ILP and proceed
Not suitable	Provide alternative pathway advice
All decisions are documented and retained.	

6. Procedure – Step-by-Step:		
6.1 Pre-Enrolment Information Provision		
Step	Action	Responsibility
1	Provide course information and disclosures	Admin
2	Direct student to official resources	Admin
6.2 Pre-Training Review (PTR)		
Step	Action	Responsibility
1	Collect student background information	Admin
2	Assess goals and suitability	Trainer
6.3 LLND Assessment		
Step	Action	Responsibility
1	Administer LLND tool	Trainer
2	Benchmark results against TAS	Trainer
6.4 Suitability Assessment		
Step	Action	Responsibility
1	Evaluate PTR and LLND outcomes	Trainer
2	Determine suitability outcome	Trainer
6.5 RPL / CT Assessment		
Step	Action	Responsibility
1	Offer RPL/CT options	Admin / Trainer
2	Assess applications	Assessor
6.6 Final Enrolment Decision		
Step	Action	Responsibility
1	Record decision in SMS	Admin
2	Attach all documentation	Admin
3	Proceed with enrolment	Admin
6.7 Post-Enrolment Support (If Required)		
Step	Action	Responsibility
1	Develop ILP	Trainer
2	Monitor student progress	Trainer / Support

7. Compliance Indicators:	
Outcome Standard	Evidence of Compliance
2.2	PTR forms, LLND results, suitability assessments, ILPs
2.1	Website, Student Handbook, PTR disclosures
2.3–2.5	RPL/CT applications, outcome letters, PRISMS updates

8. Recordkeeping Requirements:
YCA ensures the following records are maintained:
• Pre-Training Review (PTR) • LLND assessment results • Suitability assessment outcomes • RPL and Credit Transfer documentation • Training Plan updates • PRISMS records (where applicable)
All records are:
• Stored in the Student Management System (SMS) • Maintained for audit and compliance purposes

9. Monitoring and Continuous Improvement:
YCA ensures that:
• Pre-enrolment processes are reviewed: ○ Annually ○ During internal audits • Feedback is collected from: ○ Students ○ Trainers ○ Admin staff • Issues and improvements are recorded in the: ○ Continuous Improvement Register



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10. Related Documents:

- Pre-Training Review (PTR) Form
- LLND Assessment Tool
- RPL Kit
- Credit Transfer Forms
- Student Handbook
- Individual Learning Plan (ILP)
- Training and Assessment Strategy (TAS)
- PRISMS Reporting Procedure
- Continuous Improvement Register