

Student Suitability Policy and Procedure

Last Updated:

Approval:

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Director

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Purpose

Blended Learning International is committed to ensuring that all prospective VET students receive clear and accurate advice regarding the suitability of training products before enrolment. This process ensures that students are provided with training that aligns with their existing skills, competencies, and learning capabilities, in compliance with Standard 2.2 of the National VET Regulator (NVR) standards.

Scope

This policy applies to all prospective VET students seeking enrolment in any training product offered by BLI, as well as to all staff involved in student admissions and enrolment processes.

Policy Statement

- To assess the skills and competencies of prospective students before enrolment.
- To evaluate students' language, literacy, numeracy, and digital literacy proficiency (LLND).
- To provide informed advice to students on the suitability of the selected training product.
- To support students in identifying alternative training pathways if required.

Procedures

Pre-Enrolment Skills and Competency Review

Initial Enquiry & Information Provision

- All prospective students receive detailed course information, including entry requirements and expected competencies.
- The information is made available via the organization's website, brochures, and consultation with student support staff.

Completion of a Pre-Enrolment Assessment

- Prospective students must complete a Pre-Enrolment Assessment, which includes:
 - Self-Assessment Questionnaire: Covers prior learning, experience, and career goals.
 - Language, Literacy, and Numeracy (LLN) Assessment: Assesses reading, writing, numeracy, and comprehension skills.
 - Digital Literacy Evaluation: Determines proficiency in using digital tools relevant to the training product.

Trainer/Assessor Review

- The completed assessments are reviewed by a qualified trainer or assessor.
- If additional clarification is needed, an interview may be conducted to discuss the student's background and support needs.

Suitability Advice & Enrolment Decision

Determination of Suitability

- Based on the assessment outcomes, the following determinations are made:
 - Suitable: The student meets the necessary entry requirements and can proceed with enrolment.
 - Conditionally Suitable: The student requires additional support (e.g., LLN support, bridging courses) before or during the training.
 - Not Suitable: The student does not meet the entry requirements, and alternative options are recommended.

Providing Advice to Prospective Students

- If a student is conditionally suitable or not suitable, they are provided with:
 - A detailed explanation of assessment outcomes.
 - Recommendations for alternative training pathways or preparatory courses.
 - Support options available within the organization, such as tutoring or LLN support.

Student Acknowledgment and Enrolment

- Students acknowledge the suitability advice provided and make an informed decision about enrolment.
- If enrolling, they complete an Enrolment Agreement that confirms their understanding of the training product requirements.

Review and Evaluation

- This policy is reviewed annually by the Compliance Manager and approved by the CEO to ensure it remains current and effective.