

Core Skills Assessment Policy

Australis College Pty Ltd
RTO Number 31518

PURPOSE

Australis College is committed to offering equal opportunity to all potential students to access and participate in learning as per the Access and Equity Policy. The College will act with honesty and integrity in all dealings with students including determining student suitability for a course and conducting the Core Skills Assessment.

This policy outlines the framework for how Australis College identifies the learning needs of students and delivers training, assessment and support services to meet these needs to achieve successful outcomes for students.

SCOPE

This policy assists Course Consultants, Trainers/Assessors and Student Support in:

- Determining student academic suitability according to funding/loan application and qualification level.
- Identifying students that may have Literacy, Language and Numeracy (LLN) challenges impacting on their ability to learn successfully through the implementation of government approved assessment tools.
- Addressing these challenges appropriately (in a fair and non-discriminatory manner).
- Providing practical support or referrals to relevant services.

POLICY STATEMENT

1. STUDENT ACADEMIC SUITABILITY

1.1 At the pre-enrolment stage, the Course Consultant will ask a series of questions to the potential student to determine their suitability for the training product/course they wish to enrol into. The purpose of these questions is to determine:

- That the course meets the students' career goals.
- Whether the student is academically suited to the level of the course they are enrolling into.

(Suitability is assessed against eligibility criteria specified in the VET Student Loans Rules 2016, VET Student Loan Manual and Queensland Department of Education and Training policies. Refer to Enrolment Policy, Student Entry Procedure for VET Student Loan Eligibility and ID and Evidence Requirements.)

- Any barriers to study (physical challenges, learning disability, mental health concerns, time-commitments).
- The student has access to a computer or can operate and use technical systems (as the College's courses are predominately delivered and assessed online).

1.2 Students will need to provide evidence of their Senior Secondary Certificate of Education, and/or previous AQF qualifications attained for the below funding/loan options and qualification level. Depending on the

evidence supplied, the enrolling student may need to sit the Core Skills Profile for Adults matched to the [Australian Core Skills Framework](#) (ACSF).

1.3 VET STUDENT LOANS ACADEMIC SUITABILITY – DIPLOMA OR HIGHER QUALIFICATIONS.

- 1.3.1** VET Student Loan applicants for a diploma level qualification or above, are required to hold and provide evidence of their:
- Australian Senior Secondary Certificate of Education, **OR**
 - A certificate of an AQF qualification at a Level IV or above **and** the qualification was delivered in English.
- 1.3.2** If the student is unable to provide the evidence detailed in [1.3.1](#) or the Course Consultant is concerned about their suitability for the course, they will be referred to the **Core Skills Profile for Adults** (refer to [2](#)).
- 1.3.3** Students who have previously completed an approved LLN Assessment at or above an Exit Level 3 within the past three (3) months may be exempt from re-sitting the assessment providing the College is able to attain a formal copy of the results, and is satisfied that there is no change to the student's circumstances or indication of a LLN issue during pre-enrolment conversations. Only [LLN assessment tools](#) approved by the Secretary will be accepted.

1.4 FEE FOR SERVICE AND LOWER LEVEL QUALIFICATION ACADEMIC SUITABILITY.

- 1.4.1** Applicants enrolling under a Fee for Service agreement, or a Certificate IV and lower level qualification (including those applying for a Queensland-funded program) will be referred to the **Core Skills Profile for Adults** (refer to [2](#)) prior to enrolment if during pre-enrolment discussions the Course Consultant or Student Support is concerned with:
- The applicant's prior level of learning (lower than Year 11, or Year 10 for Certificate III qualifications) and no further study undertaken, **AND/OR**
 - The student has indicated a learning disability in discussions, or on application forms, **AND/OR**
 - An observation is made that the applicant is unable to communicate effectively.
- 1.4.2** Results will assist Student Support in consultation with the Head of Faculty to identify:
- Any learning gaps or challenges in literacy and numeracy.
 - Gauging the students' communication skills and ability to maintain the selected level of study.
 - Students' ability to study.
 - A clearer understanding of the resources and support including reasonable adjustment strategies (refer to Training and Assessment Policy) that a student may require prior to engaging in study.
 - Whether a student may need to be referred to an external support agency.

2. CORE SKILLS PROFILE FOR ADULTS (CSPA)

- 2.1** The Core Skills Assessment Profile for Adults assesses students against five (5) performance levels for Core skills in the areas of; reading, numeracy and writing.

- 2.2** Students applying for the VET Student Loan scheme will need to complete this assessment at an Exit Level 3 or higher before their enrolment is finalised by Student Services. If the student fails the Level 3 standard, a minimum of three (3) months needs to pass before the student is able to re-sit the CSPA. Results will be documented appropriately and retained with the student’s file for a minimum of five (5) years.
- 2.3** Students enrolling under a FFS agreement, lower level qualification or state funding referred to the CSPA may still proceed through to enrolment if they fail the Exit Level 3, providing the Head of Faculty determines that the LLN gap identified will not prevent the student from completing the requirements of the course satisfactorily and/or the Faculty can provide reasonable adjustment.
- 2.3.1** For students enrolling into Queensland-funded programs – where LLN concerns are identified, these concerns must be documented in the student’s training plan together with appropriate training support and reasonable adjustment strategies. (Refer to Pre-qualified Supplier Training and Administration Procedure.) Results will be retained with the student’s file for a minimum of six (6) years.
- 2.4** Students who successfully complete the CSPA will continue through the enrolment process. The enrolment process, census dates for students applying for a VET Student Loan (if applicable) are communicated to the student so they are informed of the ability to withdraw from their course prior to their census date without incurring fees.
- 2.5** Where a student is identified as lacking the skills to successfully complete the qualification, they may be referred to an external agency that specialises in LLN remedial assistance with the goal that the student can enrol at a later date.
- 2.6** For lesser challenges, reasonable adjustment may be agreed between Student Support, Head of Faculty and the student. Any reasonable adjustment(s) are to be recorded in the Student Management System.

3. COUNSELLING/RECOMMENDATIONS

- 3.1** Student Support will assess and document the CSPA results.
- 3.2** After the assessment, Student Support will provide feedback to each student on their results from the CSPA as soon as practical and will make appropriate recommendations. This will be carried out with sensitivity and confidentiality.

4. MONITORING

- 4.1** The effectiveness of this policy is determined by the student cohort enrolling in training products and is also dependent on the type of qualifications and training services offered by Australis College. Therefore, this policy and the Core Skills Assessment Procedure will need to be monitored in line with continuous improvement processes.

5. COMMUNICATION, TRAINING AND RECORDKEEPING

- 5.1** *For internal use only* - refer to the Communication, Training and Recordkeeping Procedure.

6. REFERENCES/SUPPORTING DOCUMENTS/DEFINITIONS

- 6.1** A list of applicable legislation is detailed within the *legislation tab* in the Quality Management Register.

- 6.2 [Language](#). Language is the main way we make and understand meaning as humans. Includes speaking, listening, reading, writing, and visual communication. In its broadest sense, language involves the words, verbal structures and gestures we use to convey meaning. It also refers to using words and grammatical structures and other meaning support system (e.g. gestures when speaking and listening; punctuation and formatting when reading and writing to make meaning of or to understand someone else’s meaning).
- 6.3 [Literacy](#). Literacy is the ability to read and use written information as well as to write in a range of contexts. Literacy involves the integration of speaking, listening and critical thinking with reading and writing.
- 6.4 [Numeracy](#). Numeracy is the ability to use the mathematical concepts needed to function effectively in work and social contexts. Numeracy involves the practical application of mathematical skills to absorb, use and critically evaluate information in numerical and graphical form. This can include number skills, spatial and graphical concepts, the use of measurement, problem-solving.
- 6.5 [Crux of the Matter](#).
- 6.6 [Inclusive Learning - A way forward](#).
- 6.7 [NQC/Foundation Skills in VET Products for the 21st century](#).
- 6.8 [AQF levels](#).
- 6.9 Core Skills Assessment Procedure.
- 6.10 Access and Equity Policy.
- 6.11 Enrolment Policy.
- 6.12 Pre-enrolment Application Procedure.
- 6.13 Student Entry Procedure for VSL Eligibility.
- 6.14 Training and Assessment.
- 6.15 FFS – Fee for Service (Self-funded course).
- 6.16 [Australian Core Skills Framework](#) (ACSF).
- 6.17 CPSA – [Core Skills Profile for Adults](#).
- 6.18 LLN Assessment Tool Approval List – <https://www.education.gov.au/language-literacy-and-numeracy-lln-assessment-tool-information>.

APPROVAL AND AUTHORISATION

Completion of the following signature blocks signifies who is responsible for the creation, implementation, review and approval of this policy.

	Name	Job title	Date
Prepared by	Sharleen Ejlertsen	Quality Officer	07/02/2017
Owned by	Marshall Newton	Chief Operations Officer	07/02/2017
Approved by	Marshall Newton	Chief Operations Officer	07/02/2017

SUMMARY OF REVISIONS

Australis College is committed to maintaining systematic control over its documentation. This includes the accurate recording of amendments and versions of documents through the Quality Management Register.

This policy document will be reviewed two (2) years from its effective date or sooner as required.



Effective Date	Name	Job Title	Version Number
15/12/2014	Sharleen Ejlertsen	Quality Officer	1.0
28/04/2015	Sharleen Ejlertsen	Quality Officer	1.1
07/02/2017	Sharleen Ejlertsen	Quality Officer	2.0
10/07/2017	Sharleen Ejlertsen	Quality Officer	2.1
29/01/2018	Crystal Seddon	Student Support Administrator	3.0
25/05/2018	Erin Threlfall	Student Services Manager	3.1
31/01/2019	Sharleen Ejlertsen	Quality Officer	3.2