**Policy Rationale**
To accurately assess skills in reading, writing, numeracy, learning and oral communication to determine the Australian Core Skills Framework (ACSF) and Certificate of General Education for Adults (CGEA) level the student would be best suited for.

**Policy Aims**
- To respond effectively, efficiently and equitably to enquiries from potential students about enrolment.
- To respond effectively, efficiently and equitably to referrals originating from Centrelink, Job Search Agencies [JSA’s] and Campaspe-Cohuna Youth Connections [CCYC] to enrolment request.
- To develop Individual Training Plans [ITP] in consultation with clients and accurately record all pre-training assessment measures and training outcomes associated with the implementation of each ITP.

**Procedure – Enquiries + Referrals**
- Enquiries to be made directly to CCAE by potential students for enrolment into Foundation level programs, VET programs and ACFE programs.
- Referrals can be initiated by Centrelink, JSA’s, Juvenile Justice System, CCYC or a Secondary College. The referral advice is forwarded to CCAE. Once the client has contacted CCAE a suitable time for pre-training assessment is made.

**Procedure – Pre-Training Assessment**
- Assessment task are given to the student to complete. Instructions are given and staff ensure students understand how and what to complete.
- Assessment is completed and returned to CCAE
- The assessment results are discussed with the client, along with suggested learning options
- Any gaps in learning are also discussed
- Appropriate enrolment forms are then given to student to complete. Staff can assist students to complete these. Financial options are also discussed at this time.
- An audit compliant portfolio is set up with all sighted/verified original documentation.

**Procedure – Individual Training Plan [ITP]**
The ITP is discussed by Education Services Coordinator in consultation with student. It outlines the tailored training that student is to receive and compiles a record of the client’s training progress. The ITP uses the pre-training assessment results.
- The student is enrolled in the appropriate course or qualification with reference to the Pre-Training Assessment
- The student’s training load, days and times of training per week are given to the student (Delivery & Assessment Strategy)
- Commencement and completion dates are also given
- Assessors comments on employability attributes, qualities and characteristics are available for inspection

**Evaluation**
This policy will be reviewed bi-annually