

JTI Policy – Pre- Training Review (PTR) and Enrolment Requirements

1. Purpose

To ensure every enrolment is compliant, transparent and student- centred, meeting:

- ASQA 2025 Standards for RTOs (Outcome Standards + Compliance Requirements + Credential Policy)
- Skills First VET Funding Contract 2024- 25 and 2025 Guidelines (including Eligibility and Fees Guidelines)
- Victorian VET Student Statistical Collection Guidelines 2025
- Student Identifiers Act 2014 (USI)
- Privacy laws and Australian Consumer Law.

2. Scope

Applies to all domestic enrolments (including Skills First- funded, apprentices /trainees, fee- for- service) and all delivery modes (campus, workplace, online/ Zoom/Blended). International students are covered under the CRICOS Enrolment Policy.

3. Key Principles

- Accurate, current information for prospective learners —no enrolment incentives.
- A documented Pre- Training Review (PTR) conducted prior to enrolment to assess suitability and support needs.
- Eligibility checks for Skills First students including limits and physical presence in Victoria for online delivery.
- Issuing a Statement of Fees (SoF) before training commences that shows the approximate government contribution and student cost.
- Training Plan completed within four weeks of training start.
- Evidence of Participation (EOP) retained as per Skills First Fact Sheet 2025.
- Electronic signatures accepted where identity, consent and reliability are verified.
- Privacy notice acknowledged by students at enrolment.
- Records kept securely and retained for three years after completion or withdrawal.

4. Roles and Responsibilities

- CEO/Compliance Manager – approves policy and monitors compliance.
- EnrolmentManager – conducts PTR and eligibility checks, issues Statement of Fees and privacy notices.
- Trainer/Assessor – **reviews PTR outcomes and implements support strategies.** Trainers are informed of each learner's Pre-Training Review (PTR) results and identified support needs by the Admissions or Compliance team prior to course commencement. Trainers are required to review this information and apply any relevant support or reasonable adjustments in delivery and

assessment. Confirmation of trainer awareness is recorded either through VETtrak notes, internal emails, or team meeting records (MOM).

- Data & Reporting Officer – ensures AVETMISS/SVTS data accuracy and record retention.

5. Procedure

5.1 Marketing & Pre- Enquiry

- Maintain current website and Victorian Skills Gateway profile with accurate course and fee information.
- Do not offer any enrolment incentives or gifts.
- Retain dated screenshots of web information as evidence of currency.

5.2 Pre- Training Review (PTR)

- Conduct PTR prior to enrolment to determine course suitability and support requirements.
- Assess LLN and digital capability using appropriate tools.
- Document prior learning, career goals and barriers to learning.
- Develop a Support Plan if needed and provide to trainer prior to course start.
- Enter PTR summary and decision into VETtrak within 48 hours.

5.3 Eligibility Check (Skills First Students)

- Apply 2025 eligibility rules and training limits ('2 at a time' and '2 in a year').
- Verify citizenship/residency and retain Evidence of Eligibility & Student Declaration.
- Confirm student will be physically present in Victoria for online training.

5.4 Fees and Statement of Fees

- Issue SoF before training starts showing program code, title, total cost and approximate government contribution.
- Apply eligible concessions and waivers; record in SMS.

5.5 Training Plan and Placement

- Prepare Training Plan within four weeks of training commencement.
- For work placement, obtain signed Practical Placement Agreement before placement starts.

5.6 Evidence of Participation (EOP)

- Collect and retain approved EOP items for each subject as per Skills First Fact Sheet 2 025.
- Ensure timely evidence for subjects longer than 30 days (2 items required).

5.7 Electronic Signatures

- Accept e- signatures where identity and consent can be verified and records are tamper- evident.

5.8 Privacy and Records Management

- Include Victorian Government VET Student Enrolment Privacy Notice in enrolment forms.
- Store records securely for three years after completion or withdrawal and make available for audit on request.

6. End- to- End Evidence and Recordkeeping

JTI maintains complete, verifiable evidence for each Skills First enrolment covering Pre- Training Review, eligibility documentation, Statement of Fees, Training Plan, Evidence of Participation and all records of progress and withdrawal. Records are retained for a minimum of three (3) years post- completion and are readily retrievable for audit.

7. Monitoring and Internal Audit

- Monthly spot- checks of PTR and eligibility packs.
- Quarterly data quality reviews (SVTS and AVETMISS).
- Annual website and Skills Gateway review.
- Annual policy review or earlier if funding contract changes.

8. References and Related Documents

- ASQA Standards for RTOs 2025
- Skills First VET Funding Contract 2024- 25 and 2025 Guidelines (Eligibility, Fees, Apprentices/Trainees)
- Victorian VET Student Statistical Collection Guidelines 2025
- Skills First Fact Sheets 2025 (Evidence of Participation, Electronic Signatures, Record Keeping)
- Student Identifiers Act 2014 and Privacy Legislation.