



Prospective Learner Academic Suitability Assessment Policy and Procedure

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1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) prospective learner academic suitability assessment policy and procedure. It sets out guidance to staff to assist them in determining if a prospective learner holds the pre-existing skills and knowledge needed to successfully complete their chosen course.

2. SCOPE

- 2.1 This document applies to all staff and learners in the College.

3. DEFINITIONS

- 3.1 *Academic suitability* means meeting the mandatory entry requirements of the course as described in the relevant Training Product, and any language, literacy, numeracy and digital capabilities required to progress and complete the course.

4. POLICY STATEMENT

- 4.1 The College is committed to ensuring each prospective learner is enrolled in their chosen course only if they can demonstrate they have the academic suitability to progress and complete the course.
- 4.2 Admission and enrolment to the College for domestic and international prospective Learners is determined on the basis of the respective published entry requirements of the course of study, including previous academic achievements and previous work experience.
- 4.3 All domestic and international prospective Learners must meet the entry requirements for the respective course. In this way, the College is satisfied that applicants for a course have an adequate basis of knowledge and skills to successfully undertake and complete that course.
- 4.4 The entry requirements for each course are detailed in the corresponding training and assessment strategies and on each course information page on the College website and other marketing collateral.
- 4.5 The College ensures that entry requirements do not present unreasonable barriers to access.
- 4.6 All prospective learners seeking to enrol in a course of study, regardless of their background or circumstances, will be assessed for entry against the same published entry requirements and through the same process.

5. PROCEDURE

- 5.1 After submitting an application for enrolment, the information provided by the prospective learner will be reviewed by the Colleges administration and enrolment team.
- 5.2 If a prospective learner is *unable* to demonstrate they have the academic suitability for the course they wish to enrol in, the College will inform the prospective learner of the outcome and provide advice or a referral to a suitable alternative depending on the reasons for the refusal. The record of all correspondence with the prospective learner will be maintained.
- 5.3 If a prospective learner is *able* to demonstrate they have the academic suitability for the course they wish to enrol in, the College will progress the application to the next step of the enrolment process. Any special training or assessment needs identified during this process will then be recorded on the learner's file and appropriate arrangements made so they can be implemented. The record of all correspondence with the prospective learner will be maintained.

6. ADDITIONAL STUDENT SUPPORT

- 6.1 During the enrolment application process, all prospective Learners are asked to identify any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course
- 6.2 When the application is checked initially by the Administration and Enrolment Coordinator or delegated College representative, if a prospective Learner has identified any pre-existing learning difficulties, disabilities or other conditions that may inhibit their learning or ability to undertake their chosen course, they notify the College's Head of Product, who is responsible for reviewing all additional student support needs
- 6.3 At this stage, the Head of Product will review the information provided by the prospective Learner, and if required, request additional information.
- 6.4 After all of the required information has been collected, the Head of Product will make a determination on the College's ability to provide the required support to the prospective Learner. If external advice or support is required, the Head of Product will make arrangements to engage a suitable party, with any costs agreed with and incurred by the prospective Learner.
- 6.5 If it is deemed that the College can provide the required support to the prospective Learner, then the application will continue to be processed as normal. After successful enrolment and prior to course commencement, the agreed support strategies will be implemented. All affected staff will then be informed.
- 6.6 Implemented support strategies will be reviewed at the end of each term to ensure the Learner is being supported in an appropriate manner.
- 6.7 If it is deemed that the College cannot provide the required support to the prospective Learner, then the College will work with the prospective Learner to identify another provider that has the necessary support available. The prospective Learners application will be cancelled in this situation.

7. RESPONSIBILITIES

- 7.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R				X	X				
A	X								
S		X	X						
C									X
I						X	X	X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

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Revision History			
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12/06/2017	1.0	Original	Dan Wortley
14/06/2017	1.1	Document style and content edits	Dan Wortley
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21/11/2017	1.4	Modification to procedure to match implemented technology	Dan Wortley
13/03/2019	2.0	Change to company name. Amendment to the Policy Statement and Procedure description. Addition of Additional Student Support section	Dan Wortley
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