



ADDITIONAL SUPPORT PROCEDURE

Global International College Additional Support Procedure	
PURPOSE	<p>This process serves as the guide and reference document for the assessment of need and identification of additional support for students.</p> <p>Changes to this procedure may only be made upon approval of the CEO.</p>
ROLE UNDERTAKING TASK	Admissions Team
DOCUMENT UPDATE	28/02/2019

STEP 1 –Pre Enrolment Process		
No .	Who	Actions
1.1	Student	a. Student goes through enrolment process and completes pre-enrolment forms: <ul style="list-style-type: none"> i. Enrolment Form ii. Competency Assessment Form
1.2	ADMISSIONS OFFICER	b. Receive enrolment form. c. Conduct review of enrolment and assessment of need: <ul style="list-style-type: none"> i. Course eligibility checking ii. LLN assessment iii. Determining amount of learning iv. RPL and credit transfer eligibility checking d. Collect student ID and supporting documents for processing and filing. e. Identify special needs requirements and notify trainers, assessors and students.
STEP 2 – LLN Assessment		
No .	Who	Actions
2.1	ADMISSIONS OFFICER	a. Conduct LLN assessment by checking the completed Competency Assessment Form against LLN criteria/ ACSF level requirements for the relevant training program. b. Record recommendation for support needs (if applicable) and assessment findings in the <i>Admissions Assessment</i> and <i>Support Needs Assessment</i> sections of the Competency Assessment Form.
2.2	ADMISSIONS OFFICER	Learners who fail to meet minimum ACSF level

		<p>c. When prospective learners are assessed to have below minimum ACSF levels, record the recommendation and support needs assessment findings in the <i>Admissions Assessment</i> and <i>Support Needs Assessment</i> section of the Competency Assessment Form.</p> <p>d. Recommend additional assessment to the learner or refer learner to external LLN support.</p> <p>e. Contact the learner to provide necessary information regarding additional assessment and /or support to be provided.</p> <p>f. Create a note on the learner record / training plan (if applicable) for learners requiring additional support and the details of support recommended.</p>
STEP 3 – Determining the Amount of Learning		
No	Who	Actions
3.1	ADMISSIONS OFFICER	a. Forward the completed pre-enrolment documents and Competency Assessment Form to the TRAINER AND ASSESSOR .
3.2	TRAINER AND ASSESSOR	<p>b. Review the Competency Assessment Form and determine how the learner’s existing skills, knowledge and experience impacts the amount and level of training required.</p> <p>c. Assess if the learner may be eligible for RPL and credit transfer, or if the learner is required to take a foundation skills course.</p> <p>d. Record the recommendation in the <i>Admissions Assessment Section</i> of the Competency Assessment Form.</p> <p>e. Send back the form to the ADMISSIONS OFFICER.</p>
3.3	ADMISSIONS OFFICER	<p>f. Provide RPL and credit transfer information to the student, if applicable.</p> <p>g. Update the student’s learner record and training plan, if applicable.</p> <p>h. Process the enrolment.</p>



Version Control Table			
Date	Summary of Modifications	Modified By	Version
07/09/2018	Document Creation Added RTO address, RTO #, added document name and number into the footer; changed version control table date	360RTO	v. 1.0
28/02/2019	Reviewed	GIC	v.2.0