



Prospective Learner Academic Suitability Assessment Policy

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Revision History

VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
1	11/05/23	Eddie Blass	Initial document
	11/05/24	Eddie Blass	Reviewed; no changes
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Distribution

NAME	TITLE
All staff	All staff
All Learners	All Learners

Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	11/05/23
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1 Purpose

This document specifies Inventorium RTO Pty Ltd.'s (Inventorium RTO) prospective learner academic suitability assessment policy. 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

This document applies to all staff and learners in Inventorium RTO.

3 Definitions

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

- A. Inventorium RTO 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.
- B. Admission and enrolment to Inventorium RTO for prospective learners is determined based on the respective published entry requirements of the course of study, including previous academic achievements and previous work experience.
- C. All prospective learners must meet the entry requirements for the respective course. In this way, Inventorium RTO is satisfied that applicants for a course have an adequate basis of knowledge and skills to successfully undertake and complete that course.
- D. The entry requirements for each course are detailed in the corresponding Training and Assessment Strategies and on each course information page on the Inventorium RTO website and other marketing collateral.
- E. The Language, Literacy and Numeracy (LNN) abilities of the prospective learners will be assessed as part of the enrolment process against the Australian Core Skills

Framework (ACSF). This will involve a combination of self-review on the Application for Enrolment form; an interview with Inventorium RTO's enrolment team, and the completion of a standardized assessment tool by the prospective learner should this be required.

- F. Where the applicant demonstrates evidence of completion of a Senior Secondary Certificate of Education or a Certificate IV or higher-level program in Australia and in the English language, this will be accepted as evidence of academic capacity at ACSF Level 3-4 and the completion of the LLN may be waived.
- G. Inventorium RTO ensures that entry requirements do not present unreasonable barriers to access.
- H. 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.