



Considerations for student support strategies during pre-enrolment

These considerations can guide you, your trainers and assessors, and other support staff as you develop student support strategies at the pre-enrolment stage. They can help you comply with regulatory and legislative requirements and encourage best practice.

Completing this list does not guarantee compliance; it is the actions that follow that will determine that.

		<i>Tick when actioned or if N/A</i>
Consideration	Your training and assessment strategies allow for appropriate reasonable adjustment and/or alternative technologies	
Action required	<i>e.g. need to revise training and assessment strategy for delivery of CHC31313 to include better explanation of how to accommodate adjustments during work placement</i>	
Consideration	Suggested reasonable adjustments do not compromise the requirements of the training package. They align with real industry practice.	
Action required		
Consideration	You have clearly defined your student cohort and identified the needs of an individual or student group.	
Action required		
Consideration	You have consulted the industry on potential limitations that may prevent a student from being successful in the industry. If you are providing a reasonable adjustment for your student, this support needs to be replicable in a real-life workplace.	

Action required	
Consideration You have researched and consulted with support referral services that are relevant for students.	
Action required	
Consideration Your staff members, who are involved in the enrolment and recruitment processes, have access to information about available support services for students.	
Action required	
Consideration You have advised prospective students on the minimum requirements for enrolment in the course and provided advice on how the training product meets their needs.	
Action required	
Consideration <u>Your procedures:</u>	
<ul style="list-style-type: none"> • ensure students demonstrate necessary language, literacy, numeracy and digital literacy capabilities to be successful 	
<ul style="list-style-type: none"> • identify the absolute minimum capabilities for students that would allow them to succeed with additional support 	
<ul style="list-style-type: none"> • confirm that students are to be assessed against these capabilities before enrolment 	
<ul style="list-style-type: none"> • recommend the refusal of enrolment or offer of a more suitable course to those who may be unable to complete the course. 	
Action required	

<p>Consideration You have identified and planned support needs required by the prospective student in the training and assessment process.</p>	
<p>Action required</p>	
<p>Consideration Your enrolment records can confirm these checks have taken place with required follow up actions.</p>	
<p>Action required</p>	
<p>Consideration You have securely retained all records of pre-enrolment and enrolment discussions.</p>	
<p>Action required</p>	