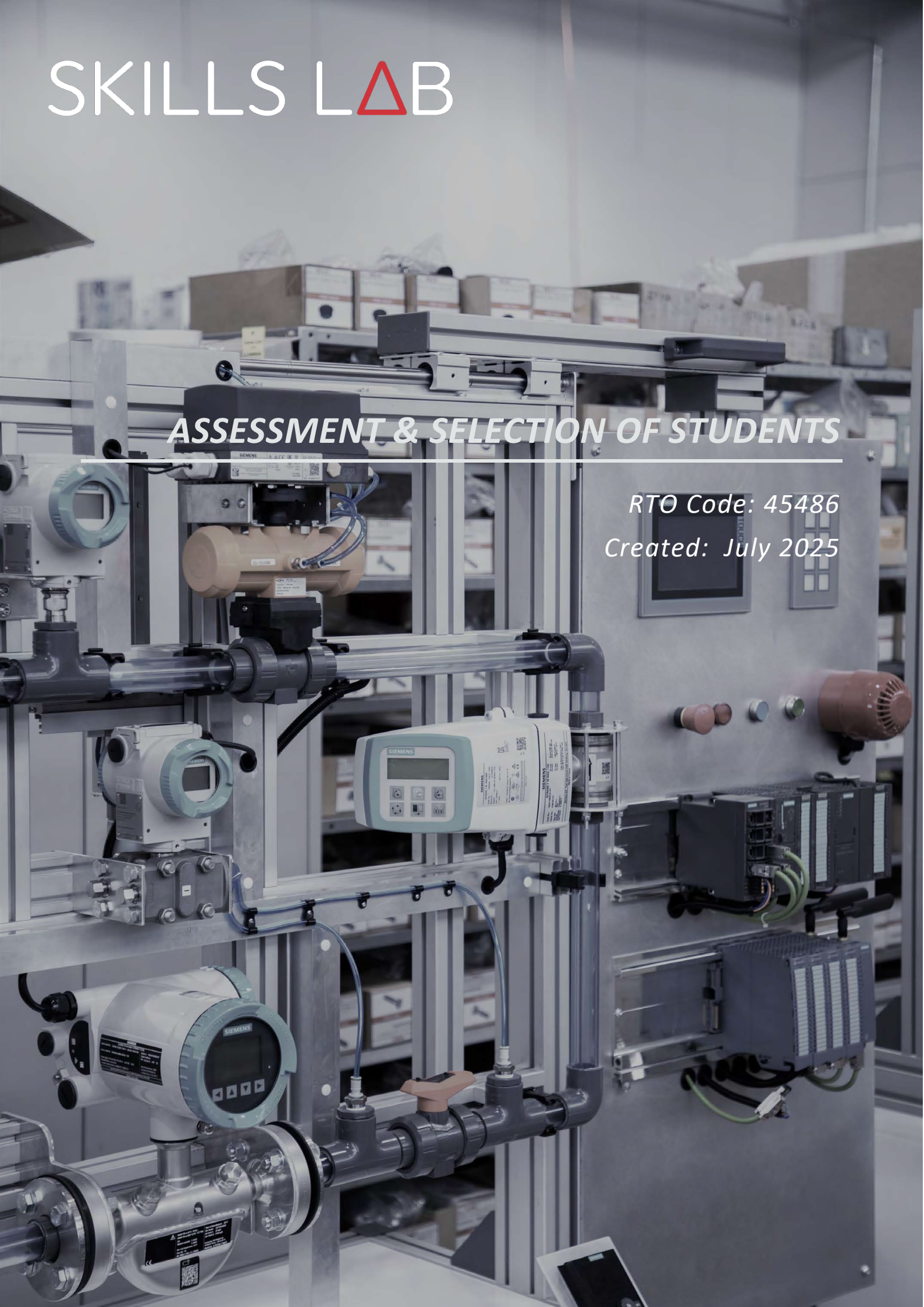


## ASSESSMENT & SELECTION OF STUDENTS

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## References

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Privacy Policy POL026

Confidentiality Policy POL003

Records Management & Control Policy POL027

Appeal Policy POL002

Complaint Policy POL020

[National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025 - Federal Register of Legislation](#)

[National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025 - Federal Register of Legislation](#)

[National Training Register](#)

## Purpose

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This policy provides stakeholders with clear insight into Skills Lab's assessment and student selection processes, ensuring these processes meet ethical obligations, support student potential, and comply with Outcome Standards for Registered Training Organisations 2025 and other relevant guidelines.

## Scope

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This policy covers all applicants for all qualifications offered by Skills Lab.

## Definitions

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### Access and Equity

Refers to the policies, procedures and approaches that ensure that Skills Lab training programs are responsive to the diverse needs of all employees, students and other stakeholders.

Being accessible and equitable means ensuring that people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location.

It includes:

- Providing and promoting non-discriminatory, inclusive practices and processes; and
- Ensuring equal opportunities for all students to achieve their learning outcomes through reasonable adjustment of services, learning and assessment; and
- Commitment to treating all students or prospective students fairly.

Appeal	: An appeal arises when a stakeholder is not satisfied with a decision taken by Skills Lab.
ACSF Pre Training Assessment	: all candidates must undertake an assessment to confirm that their language, literacy, numeracy and cognitive capacity are of a level that ensures their capacity to successfully complete the qualification level chosen.
Pre training Review	: a meeting of the candidate and Skills Lab representative at which the ACSF Pre Training Assessment is conducted, relevant information is shared and a decision to offer and accept entry into the course/qualification is made.
Orientation	: workshop to inform candidates about Qualifications, VET and Skills Lab information and requirements to assist them to determine appropriateness of study.

## Policy

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Skills Lab is committed to ethical, fair and inclusive assessment and selection of all prospective students.

Skills Lab's assessment and selection policy is aligned with access, equity and fairness principles to assist students to achieve their full potential.

Any staff member found to be practising selection that does not meet access, equity, fairness principles and/or are not consistent, ethical and inclusive, will face disciplinary action.

Skills Lab is committed to providing all prospective students with the following information to ensure that their decision to apply to study with us is made with full knowledge:

- All Students:
  - Course Entry Requirements (*Academic, Language, Literacy and Numeracy proficiency requirements*)
  - Accurate description of courses and outcomes (*refer Student Handbook and course information brochures*)

- Accurate description of training facilities and resources (*refer Student Handbook and course information brochures*)
- Fee schedule and refund policy (*refer Fee & Refund Policy, Student Handbook*)
- Study requirements including options for RPL and credit transfer (*refer Recognition of Prior Learning & Credit Transfer Policy and Applications, Student Handbook*)
- Student Support Services (*refer Academic Progress Monitoring Policy, Student Handbook*)
- Complaints and Appeals Policies (*refer Complaint Policy and Appeals Process Policy, Student Handbook*)
- Transport Options (*refer Student Handbook*)
- Special Needs (*refer Student Handbook*)

Skills Lab's assessment and selection processes will be informed by industry and community engagement, using evidence gathered through the Industry Consultation Register and Feedback-to-Action Table. This ensures student selection criteria remain current and reflect industry expectations.

Where selection processes are conducted through third parties, Skills Lab retains ultimate responsibility for the fairness, transparency, and compliance of the assessment and selection outcomes.

## Procedure

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### Guidelines

#### Privacy & Confidentiality

Privacy Principles are to be maintained at all times during the assessment and selection process in line with the Australian Privacy Principles, and Skills Lab's Privacy and Confidentiality Policies.

#### Records Management

All candidate records are to be maintained and managed in line with Skills Lab's Records Management & Control Policy.

#### Australian Core Skills Framework Assessment

The ACSF Assessment is conducted on-line using BKSb on-line Foundation Skills Assessment Tool.

The duration of the assessment will range greatly depending on the competency of the candidate.

The candidate may choose to undertake the assessment from a private location in their own time or at Skills Lab's premises during the Pre Training Review process.

## Information for All Students

Information that must be provided to or clarified with the candidate at the Pre Training Review which includes relevant policies and guidelines where they are not included in the Student Handbook:

- Skills Lab's scope of registration
- Course/Qualification applied for and expectations including:
  - Modes of delivery
  - Modes of assessment including reasonable adjustment where applicable
  - Duration – including the effect of RPL/RCC and Credit Transfer
  - Orientation/Induction process
  - Contact schedule include hours and times
  - RPL/RCC and Credit Transfer application, process and cost where applicable
- Access Equity and Fairness Policy
- Complaints Policy
- Appeals Process Policy
- Fee and Refund Policy

## Application Process

Due to the requirement for notated copies of evidence applications lodged by email will not be accepted unless prior special arrangements have been made and original or notated copies are sighted by Skills Lab.

## Administrative Receipt

When an application is received, administration will:

- register receipt of the application in aXcelerate;
- confirm USI (Unique Student Identification)

Where a student does not have a USI assist them to apply for one via

<https://www.usi.gov.au/students/create-your-usi>

- ensure application form is complete and all required attachments accompany the application form;
  - where the application is incomplete contact the candidate in writing explaining the issues and details of how to ammend the application;
- or



where the application is complete;

- forward a letter to the candidate including:
  - confirmation of receipt of application;
  - student handbook;
  - information regarding orientation session (domestic and off-shore students);
  - invoice to be paid on confirmation of enrolment.

Each step of the above process is to be registered in Accelerate SMS to ensure the application can be tracked at all times.

## Skills Lab Team

Once an application for enrolment has been received from a domestic student, Skills Lab will initiate the following process:

### *Australian Core Skills Framework Assessment and Pre Training Review*

- conduct an ACSF Assessment
- or
- where a candidate provides verified and recent evidence of their Language, Literacy and Numeracy competence the Training and Operations Manager or their delegate may in their qualified and experienced opinion determine that the verified evidence is sufficient and the ACSF Assessment is not required.
- determine the candidate's capacity to undertake the qualification level chosen and
  - where the candidate achieves the required level continue onto the interview process.
  - or
  - where the candidate does not achieve the required level suggest and assist them to access Foundation Skills training.
- conduct a Pre Training Review using the Pre Training Review Checklist form and including:
  - confirm computer literacy through either interview or an assessment;
  - identification of the candidates preferred learning mode;
  - discuss any factors that may require supports for their learning and complete the Voluntary Support Disclosure form;
  - discussion re potential for Recognition of Prior Learning and/or Credit Transfer if applicable;
  - develop and agree an appropriate training plan that includes supports and where necessary reasonable adjustment;



- review the application for completeness and eligibility;
- verify qualifications and other relevant evidence provided by the candidate;
- when verification is complete and it is confirmed that the candidate meets eligibility and entry criteria
  - either confirm acceptance into the course/qualification or
    - provide the candidate with an opportunity to provide additional supporting evidence or resit the ASCF Assessment and re apply or
    - decline entry into the course/qualification ensuring to provide explanation of decision and information related to how the candidate can improve their eligibility
  - forward application to Administration.

Skills Lab will ensure that all applicants complete an Upfront Assessment of Need using approved foundation skills assessment tools appropriate to their funding and program requirements. This may include tools such as the ACER Snapshot Reading and Numeracy Indicator (SRNI), the Core Skills Profile for Adults (CSPA), or the BKSb assessment for non-subsidised applicants. Digital literacy needs will also be considered and documented as part of the Upfront Assessment of Need, consistent with the Outcome Standards for Registered Training Organisations 2025 and the Australian Core Skills Framework Digital Literacy Progression.

Staff conducting selection assessments, including ACSF or RPL evaluations, must hold current vocational education credentials consistent with the Skills Lab Credential Policy 2025.

## Administrative Finalisation

Administration will within 10 days of receipt of approved enrolment:

- confirm that enrolment details are complete and all required attachments are appropriately notated i.e.
  - ACSF assessment result reviewed by the Training and Operations Manager
  - Computer literacy evidence
  - Notated academic evidence or access to USI transcript
  - Finalised Recognition of Prior Learning and/or Credit Transfer applications
  - Voluntary – Support Disclosure Form
  - Application Form
  - Completed Pre Training Review checklist
- Forward enrolment and course commencement details to the candidate.

## English Language Proficiency

Students must satisfy Skills Lab's English language proficiency requirements for admission to one of its programs. The English language proficiency requirements are as follows:

- The student's first language is English, or
- The student has:
  - successfully completed an Australian Year 12 Program; or
  - successfully completed an English language course approved by Skills Lab from a registered English Language Intensive Course for Overseas Students (ELICOS) Provider.
  - An overall International English Language Testing System (IELTS) band score of at least 5.5; or
  - a Test of English as a Foreign Language (TOEFL) score of at least 520, or at least 190 in the computer-based TOEFL.

Prospective students are required to submit acceptable notated evidence of their English proficiency at the time of application to study with Skills Lab e.g. an IELTS document showing their score. This evidence must be no more than 18 months old.

## Academic Requirements

Skills Lab's academic requirements for the qualifications it offers are:

- Minimum Year 11 or international equivalent
- Where a student is unable to provide evidence of minimum entry requirements or their evidence is not at the minimum level, in appropriate circumstances, Skills Lab may assess the student towards confirming the minimal level.
- Basic computer literacy to the level required to complete qualification studies and vocational requirements.

## Recognition

### Recognition of Prior Learning

RPL provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units that they are about to commence and as a result may exempt them from studying these units. There is a cost related to obtaining Recognition of Prior Learning. As the process requires students to gather evidence confirming their competency, it is essential that the assessor must hold a qualification at least one level above that which they are assessing. Please refer to Skills Lab's RPL policy.

**AND/OR**

## Recognition of Current Competency

The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained. There is a cost related to obtaining RCC. RCC is based on agreements between Registered Training Organisations in relation to the credit value to be given for specific units of competency and learning outcomes within a course or qualification.

**AND/OR**

## Credit Transfer

Credit transfer involves assessing a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within their current course of study. It should be used when the student is seeking credit for a course or subject that they have already completed. Credit Transfer can also be across sectors e.g. Vocational Education and Training in School (VETIS) units credited against the relevant qualification offered through Skills Lab.

## Physical Requirements

Skills Lab is committed to open access and equity for everyone.

To assist Skills Lab to ensure the safety and success of all students it is requested that the Disclosure Support Form be completed by students who have a physical or mental illness or impairment that will require support or flexibility of course delivery. Completion of the Disclosure Support Form is voluntary and highly confidential with only persons directly involved in the student's training having access to minimum required information.

Skills Lab, its employees, contractors or other representatives will not be responsible for the well-being, safety or success of a student where an illness or impairment has not been disclosed prior to commencement of training.

Depending on the qualification applied for and due to the Work Health & Safety requirements there may be physical limitations for some people. For example, in electrical work wires are colour coded and a person who has colour blindness will not be able to discern the difference between one wire and another.

## Reasonable Adjustments

Skills Lab will offer reasonable adjustments to ensure equitable access to the course selection and admission process, in line with the Disability Standards for Education 2005 and Outcome Standards 2.3–2.6.

## Authenticity of Evidence

Please note that copies of evidence **must be notated** by an appropriately authorised person to indicate that the original document has been sighted and that the copy is an exact replica of the original.

Such authorised people include:

- Justice of the Peace

- other person duly authorised to certify passports and statutory declarations
- Skills Lab staff member who has been provided with both the original and the copy.

Additionally, evidence supporting Entry Requirements, RPL/RCC or Credit Transfer need to be current and directly related to the issue it is evidencing.

RPL/RCC third party and other evidence should not be older than 12 months.

Credit Transfer evidence should not be older than 5 years and no more than one upgrade in qualification as per [www.training.gov.au](http://www.training.gov.au)

Entry Requirements must be current within 3 months of the application.

## Appeal

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If a candidate believes that their assessment and selection has not been fairly administered they may appeal Skills Lab's decision. *Please refer to Appeal Policy.*

All appeals relating to assessment and selection decisions will follow the principles of natural justice, including the right to be heard, unbiased review, and a reasoned decision.

## Continuous Improvement

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The Learning and Assessment Committee will review data from assessment and selection outcomes, industry consultation registers, and feedback-to-action summaries annually to inform continuous improvement.

Records of industry consultation that inform assessment and selection practices will be documented in the Consultation Register, with changes recorded in the Feedback-to-Action Summary Table.

## Responsibilities

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### General Manager

It is the responsibility of the General Manager to ensure equitable and transparent application and assessment policy for all students.

### Training and Operations Manager

It is the responsibility of the Training and Operations Manager to:

- ensure that only the most current and up to date hardcopy, electronic or verbal information is provided to prospective students
- provide an accessible, transparent and timely application and enrolment process for all applicants
- inform all applicants fully of all requirements and options to ensure the fair and equitable assessment and selection of students
- assess individual applications and provide honest, open feedback
- ensure that all candidates are aware of the complaint and appeal process
- assist and provide support to Administration in all matters related to student enrolment
- assess supporting application evidence equitably and completely
- provide equitable and accessible RPL, RCC and CT opportunities and processes for candidates
- assess and develop appropriate support mechanisms and/or flexible learning for students requiring these.

## Administration

It is the responsibility of Administration to ensure that they meet the requirements of this policy at all times.

## Student Support & Children's Protection Officers

Student Support Officers are tasked with assisting the Training and Operations Manager in the development of support mechanisms and reasonable adjustments for students requiring them.

## Candidates

It is the responsibility of the candidate/student to:

- provide sufficient evidence to support their application and claims for Recognition and Credit Transfer
- to disclose any issue that may require support or flexibility for the safe and successful completion of their training
- ensure that enrolment forms, evidence and other required attachments are complete and notated where required
- ensure that all of the information they provide is true and accurate.

## Applicable Standards

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This policy aligns with the Outcome Standards for Registered Training Organisations 2025, including Standard 1.1 (training suitability), Standard 1.2 (industry and community engagement), and Standards 2.3 to 2.6 (equity and learner wellbeing), along with Compliance Requirements 2025 Sections 12–13 and the Skills Lab Credential Policy 2025.