

Supplementary to Pre-Enrolment Procedures – Compliance with Standard 2.2 (SRTOs 2025)

1. Purpose

This policy outlines the conditions and procedures under which a prospective student may be granted a waiver from completing the LLND assessment, while still ensuring compliance with Standard 2.2 of the Standards for RTOs 2025. It ensures that AAMC Training Group can determine the suitability of a training product for a student, even if a waiver is granted, by applying robust alternative methods for assessing a student's language, literacy, numeracy and digital (LLND) competencies.

2. Scope

This policy applies to:

- a) All prospective VET students seeking enrolment into a nationally recognised training product delivered by AAMC Training Group;
- b) All staff involved in student enrolment, advice, and assessment processes.

3. Related Standards

This policy supports compliance with **Standard 2.2** of the Standards for RTOs 2025.

3.1 Outcome Standard

VET students are advised, prior to enrolment, about the suitability of the training product for them, taking into account the student's skills and competencies.

3.2 Performance Indicators

An NVR registered training organisation demonstrates:

- a) it has procedures in place to review, prior to enrolment, the skills and competencies of prospective VET students, including their language, literacy and numeracy proficiency and digital literacy; and
- b) based upon the outcome of the review – it provides advice to each prospective VET student about whether the training product is suitable for them.

4. Principles

- a) AAMC Training Group is committed to ensuring students are placed in training products that match their LLND capabilities and vocational goals.
- b) The LLND assessment is the default method to confirm student suitability; however, exemptions may be granted where credible alternative evidence is available or applied where a cohort of students for a particular stream or a qualification, i.e. RPL, are deemed competent due to proven job role practices.
- c) Each LLND skill domain must be mapped independently against the requirements of the proposed course or stream.
- d) Higher-level AQF qualifications do not automatically satisfy course-specific LLND requirements (e.g. a Diploma in Business may not meet the numeracy level needed for a Certificate IV in Financial Services).

5. Conditions for LLND Waiver

A waiver may be granted under the following conditions:

5.1 Prior Evidence of LLND Competency

A waiver may be granted only where evidence can credibly demonstrate LLND competencies that match or exceed the course-specific requirements. Acceptable evidence may include:

- a) A previously completed AQF qualification at the same or higher level

Note: The assessor must still verify that the qualification demonstrates competencies in **each** LLND domain relevant to the new course (e.g. numeracy demands in FNS courses may exceed those in a Diploma of Leadership and Management).

- a) Verified LLND assessment results from another RTO (within the past 12 months)
- b) Industry or workplace documentation (e.g. job role descriptions, employer letters)
- c) Demonstrated capabilities during structured interviews with an AAMC Training Group officer

All evidence must be reviewed with a domain-by-domain mapping approach.

5.2 RTO Staff Discretion (Documented in LLND Waiver Form)

In exceptional cases, the Senior Assessor may approve a waiver where:

- a) The prospective student completes an interview and demonstrates sufficient LLND competency;
- b) The student has been referred via a third party (e.g. Job Active provider) with a suitability report;

- c) The student has been known to AAMC Training Group from a prior non-accredited training engagement.

All decisions must be documented in the LLND Waiver Justification Form and include a completed Mapping Table.

5.3 Non-Documented LLND Waivers

(as referenced in the associated Training and Assessment Strategy documentation)

An LLND Waiver Form is **not required** in the following circumstances:

a) **Recent Completion of Equivalent Qualification:**

Where a student has completed a qualification with the *same* LLND assessment tool within the past **12 months**, and both qualifications align to the same **ACSF levels** (e.g., *FNS40821 Certificate IV in Finance and Mortgage Broking* upgrading to *FNS50322 Diploma of Finance and Mortgage Broking Management*).

b) **Expired Enrolment with Valid Prior LLND Result:**

Where a student's previous enrolment has lapsed, but they have successfully completed the *same LLND test* within the last **12 months**.

c) **RPL and Exemption Pathway Applicants:**

For candidates applying through Recognition of Prior Learning (RPL) or exemption pathways who can demonstrate equivalent LLND skills through **current industry experience**, a **Pre-Eligibility Form** must be completed and reviewed by an AAMC Training staff member **prior to enrolment**. This form serves in place of an LLND test.

6. Mapping Evidence Against LLND Course Requirements

To comply with the requirement to assess student suitability *in relation to the training product*, all evidence submitted as part of an LLND waiver request must be **explicitly mapped** to the LLND skill levels required for the course, based on the ACSF (Australian Core Skills Framework) and the Digital Literacy Skills Framework where relevant.

6.1 Mapping Process

- a) Each LLND domain must be mapped individually to the skill level required for the course, using:
- The **Australian Core Skills Framework (ACSF)** for Learning, Reading, Writing, Oral Communication, and Numeracy
 - The **Digital Literacy Skills Framework** for digital skills

- b) This ensures:
- Course-specific LLND demands are met;
 - Waivers are not granted on the basis of generic qualifications alone;
 - Students are not placed in unsuitable or unsupported training products.
- c) Mapping is completed using the applicable LLND Waiver Justification Form, which includes a structured evidence-to-requirement table.
- d) The LLND requirements for each training product are identified using the Training Package and RTO's Training and Assessment Strategy (TAS).

6.2 Example Mapping Table (included in waiver form)

LLND Skill Area	Required ACSF Level	Evidence Submitted	Assessed Level	Meets Requirement (Yes/No)
Reading	Level 3	Year 12 Certificate	Level 3	Yes
Writing	Level 3	Resume and sample task	Level 3	Yes
Numeracy	Level 2	Employer letter	Level 2	Yes
Digital Literacy	Basic proficiency	LMS navigation demo	Meets requirement	Yes

7. Procedure

- a) **Initial LLND Requirement Notification**
 All prospective students are advised that LLND assessment is part of the pre-enrolment process to determine suitability.
- b) **Submission of Evidence for Waiver Consideration**
 Students may submit prior evidence or request an exemption based on prior qualifications or experience.
- c) **Review and Mapping of Evidence**
 The Senior Assessor:
- Reviews the submitted documentation;
 - Maps it against the LLND requirements of the course;
 - Completes the Mapping Table in the LLND Waiver Justification Form;
 - Determines whether the waiver is justified.

d) Provision of Advice

Based on the outcome of the review and mapping:

- i. If the waiver is granted, the student receives written advice on their suitability and any recommended support.
- ii. If the waiver is denied, the student must complete the LLND assessment before finalising their enrolment.

e) Recordkeeping

All waiver decisions and supporting documentation are retained in the student's LMS profile in accordance with AAMC Training's Records Management Policy.

8. Review and Audit

- a) The application and effectiveness of this policy will be reviewed annually as part of the AAMC's internal audit program.
- b) All waivers are subject to audit to verify compliance with Standard 2.2.

9. Responsibilities

Role	Responsibility
Senior Assessor	Assess waiver requests and approve/disapprove based on evidence and mapping.
Compliance Officer	Monitor adherence to the policy and maintain records for audit.
RTO Management	Ensure policy is implemented consistently and reviewed annually.