

## Admissions Policy

Admission to a TIV course is determined through a structured Pre-Training Review process designed to confirm to both the applicant and TIV that the course in which the applicant seeks to enrol is suitable, and the most suitable training for them.

Applicants are assessed on each of the following factors;

- Applicant's highest prior education achievement
- Any disability, impairment or long term condition to be accounted for in their training and/or assessment
- Reason for applying to undertake this qualification
- Basic computing skill capability
- Self-assessment Language, Literacy and numeracy capability
- On line testing of Language, Literacy and numeracy capability
- Validation of on line test results of Language, Literacy and numeracy capability
- Possible entitlement to Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) or entitlement to Credit Transfer (CT)
- Signed declaration of having read and understood the course duration, content and timetable
- Signed declaration of having read and understood the employability skills and industry/enterprise requirements of the qualification
- Signed declaration of having read and understood the recommended level of industry experience required to undertake the particular qualification
- A signed personal industry experience declaration (supported where required by a statutory declaration)

Possible Recommendations

- Recommendation 1. The course is suitable for the applicant
- Recommendation 2. The course is suitable for the applicant subject to reasonable adjustment
- Recommendation 3. The course is not suitable for the applicant

The applicant must be informed of a Recommendations 3 outcome **before** the course commences so that they may exercise their right to appeal in a timely manner.