

Upfront Assessment of Need Process Summary (UAN Streamlining Trial Oct-Dec 2023)

For school students please refer to the VETRO Process Map

The UAN occurs after eligibility and entitlement have been determined and prior to establishing a training account (timing varies for those in training contracts- see UAN Guidelines)

Step 1 - Assessment

Support Needs Assessment

Ensures early identification and planning for individual learning, personal or complex needs

Are there any learning or personal supports needed for the learner to achieve a successful training outcome?

First opportunity to refer an eligible learner to Learner Support Services (LSS)

Retain evidence of undertaking the support needs assessment for all seven areas (UAN Suitability and Support Needs Assessment Guide)

Suitability Assessment

Ensures a good fit between the individual and the qualification of choice

Are the learner and the course a good fit?

Retain evidence of undertaking the suitability assessment for all seven areas (UAN Suitability and Support Needs Assessment Guide)

Literacy and Numeracy Assessment

Ensures wherever possible the individual can, if otherwise suitable, undertake a vocational qualification with additional foundation skills supports

Not required for learners who have completed a Diploma or higher level qualification in last three years and learners seeking access to a skill set

Does the learner have the reading, writing and numeracy skills to be successful in the course?

- AQF III and below – supervised Reading & Numeracy Indicator (SRNI). If gaps, move to LaNCA.
- AQF IV and above – supervised Reading, Writing and Numeracy Assessment (LaNCA)
- If gaps with LaNCA, a CSPA Interpretation Report is undertaken by a qualified interpreter
- If foundation skills training required, refer learner for fee-free foundation skills bridging units or course
- Do not use SRNI or LaNCA for learners with low levels of English capability - refer to TAFE for English assessment and access to English training

RTO retains responsibility for ensuring a learner enrolls/completes foundation skills training

Step 2 - Decision to accept enrolment

1 **Accept enrolment** with no support needs

2 **Accept enrolment** with agreed supports and referrals (support needs and/or foundation skills bridging unit/s)

3 **Accept enrolment** after completion of the recommended foundation skills course

4 **Do not accept enrolment** and refer to Skills Infoline for other options

Step 3 Create Training Account

Prior to creating training accounts, providers must have a Skills SA approved Organisational Self Assessment, UAN documented procedure and a current LSS Agreement in place