



OZFORD COLLEGE OF BUSINESS **RTO No. 21442 (CRICOS: 02573B)**

Student Needs Assessment Policy

1. PURPOSE

To outline the process for assessing support needs of individual learners.

2. SCOPE

This policy applies to all staff and VET course applicants/students.

3. POLICY

- 3.1 Ozford determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.
- 3.2 Learners/applicants will be surveyed upon entry to Ozford College of Business to determine their learning and other needs using a pre-training review and LLN assessment.
- 3.3 A pre-training review will be completed by learners/applicants before commencement of studies.
- 3.4 At the beginning of each course intake, trainers will receive the needs analysis form and pre training review on learning needs and course expectations of their students.

4. PROCEDURES

- 4.1 Pre-training review is completed when students apply to for a course at Ozford. Students will be surveyed upon their reasons for studying/training and goals and outcomes to achieve to ensure the course they apply is appropriate for them.
- 4.2 Student Needs Analysis Questionnaire is conducted during orientation. This is to determine their learning and other needs according to their course enrolled.
- 4.3 The Pre-training review outcomes will be communicated to the relevant course trainers when students commence. Trainers are advised to take this into account when planning their lesson delivery. If there are significant issues and concerns, trainers can organise a time to meet individually with students and/or VET Coordinator to identify appropriate strategies to meet any special needs.
- 4.3 The Pre-training review will be stored in the student file.