Pre-Training Review and BKSB
Staff FAQs

The Victorian and Australian Governments require all new students commencing a Vocational Education (VE) program to complete a pre-training review **before** enrolment. This allows RMIT to ensure the program into which the student wants to enrol is suitable and appropriate for them.

As part of the pre-training review process, all VE students need to complete an language, literacy and numeracy evaluation. RMIT has implemented an approved test – this is referred to as BKSB.

There are two tests that students need to complete - one for English and one for Maths.

As part of the pre-training review process, the results of these tests are reviewed for each student in order to ensure the program into which they want to enrol is suitable and appropriate. It also enables the identification of any support services the student may require in order to successfully complete their studies.

For VET FEE-HELP purposes, students must achieve **Exit Level 3, Working Level 4 (L4)** on **both** the English **and** Math tests. Not achieving these results does not prevent the student from enrolling in the program.

What is BKSB?

BKSB refers to the Basic Key Skills Builder which consists of a number of online evaluations. The bskb product comes with a number of different tools. These tools have been aligned with the Australian Core Skills Framework. RMIT has purchased the following tools and resources:

- Initial tests - Maths and English
- Diagnostic tests - Maths and English
- Learning Resources
- E Portfolio
- Learning Styles Questionnaire

The Initial tests for Maths and English are being implemented at RMIT for the Semester 2, 2016 intake and used to meet VET FEE-HELP and Pre Training Review compliance requirements; however the additional resources are available for staff and students to access.

Should I complete the BKSB tests?

Yes! It is highly recommended that staff request a staff account and complete at least one of the tests. Upon completion of a test, it is then recommended that staff familiarise themselves with the reporting functionality. **It is important to read the instructions carefully.**

How do you I get help using BKSB?

Staff within your College and School have been nominated to provide support and advice for use of BKSB. This information should have been provided to you by your College or School. In addition, a support model is included in this document which describes who you need to contact and when.

Why are we implementing the BKSB now?

We are implementing these tests to ensure the University meets its VET FEE-HELP and pre- training review compliance requirements and to ensure RMIT provides suitable support for its students.

What is the difference between the tactical and strategic project?

The tactical project is a short term project, designed to achieve implementation of the BKSB product using a minimum viable product implementation strategy. This means that the solution will rely heavily on manual intervention.

The Strategic project has commenced and is currently seeking University funding. The Strategic project seeks to address the larger compliance issues and resolve them in a holistic and automated manner where possible.

Do all students need to complete the test?

All VE students need to complete a Language Literacy and Numeracy test in order to meet VTG VET Funding Contract and ASQA requirements. The BKSB test must be used for students entering into Certificate III, Certificate IV, Diploma and Advanced Diploma Programs.

How long will the tests take a student to complete?

It is recommended that students allow at least 45 mins to complete each test, however they may take longer and there is no time limit for completion.

How will students access the test?

Information about the test is contained within the VE Enrolment Guide. Students can access the tests link via the following link: https://rmit.BKSBlive2.com.au

When will students complete the test?

Students are asked to complete the test prior to enrolment. However, there is no mechanism currently in place to ensure this occurs before enrolment, or at all. They can access the test from a pc or tablet. It is not recommended that students complete the test using a mobile phone.

What have the students been told about the test?

Information for students has been included in the VE Enrolment Guide.

How many times can a student sit the test/s?

There are not any limits to how many times a student can sit each test. However, it is suggested that if a student has repeated the test numerous times without reaching the desired level (for VET Fee Help access purposes only), support be provided to the student rather than allowing them to continue to repeat the test.

If the student has trouble with the test, how do they get help?

For technical difficulties, the student can contact the RMIT Helpdesk.
For questions regarding VET Fee Help, they can contact RMIT Connect.
Colleges/Schools may also be able to provide general support. Of course, because this is a formal evaluation process, we are not able to assist students with specific test questions.

If a student doesn't achieve ACSF Exit Level 3, Working Level 4, can they still access VET Fee Help?

A student may be able to access VET Fee Help if they don't achieve **ACSF Exit Level 3, Working Level 4** for **both** tests. If they provide a copy of their Senior Secondary Certificate of Education they may be eligible to apply for VET Fee Help.

If the student has completed Year 12 in Australia, they should be encouraged to either email (using their RMIT student email account) a copy of your Senior Secondary Certificate of Education to hesa.unit@rmit.edu.au. Or they can take it in person to RMIT Connect.

Remember: the results of the English and Maths do not prevent the student from enrolling in the program. The suitability of the program for each individual student must be assessed and confirmed as part of the pre-training review process.

How do Schools know when a student account has been set up?

A daily extract from SAMS occurs for all students who have accepted offers in Certificate III, Certificate IV, Diploma or Advanced Diploma via the RMIT Admission System (RAS). These students then have their accounts set up in BKSB on a daily basis (Monday – Friday). School staff are able to run reports at a Program level to see test results.

What am I (the teacher) required to do?

You need to be aware of each student's results and ensure their results show the program they are enrolling in is suitable and appropriate for them on an individual basis. This is achieved by completing the pre-training review form and referencing their results from the BKSB English and Math tests. A pre-training review form must be fully completed and signed for each student. A copy of the students BKSB test results must be placed on the student file held within the School and be available upon request.

Is training going to be provided for me?

Hands on training has been delivered to a number of staff. Users Guides are available. Staff within each College or School have been identified as having responsibility for providing expert advice around the use of the BKSB system. Contact your Academic Services team for further information.

Access to BKSB for staff is available via requesting using this google form:
http://goo.gl/forms/oS1kTAeH97FAWc9g2.
Staff accounts are set up on a daily basis (Monday to Friday).

How will teachers get access to a student's LLN test results?

Teachers will either be able to log into BKSB to access reports, or nominated staff within the School/Program will be able to do this for them. Please speak to your School/Program Manager regarding this.

What sort of support am I expected to provide?

You need to be able to determine what sort of support a student might need in order for them to be successful in their studies and advise them of this. You may also need to follow up with student to ensure they have considered and/or accessed recommended support.

What sort of support is the University able to provide?

The University has a number of study support services and pastoral support services.

- You may refer students to the RMIT Study and Learning Centre
- The Study and Learning Center also has services staff may access. These services include class or program specific consultations and advice.
- The University also has a number of Student Wellbeing Services for use.

What am I (Program Manager/Coordinator) required to do?

Ensure your staff are aware of the requirements for students to complete the BKSB test and complete the Pre Training Review process prior to enrolment. You may want to consider booking extra computer labs for students to use on enrolment days.

Ensure you and your staff are aware of the support services provided by RMIT.

VET FEE-HELP Information

The University has prepared a VET FEE-HELP Student Entry Procedure as follows:

In accordance with the Higher Education Support Act 2003 and the associated Higher Education Support (VET) Guideline 2015, from 1 January 2016 all domestic students wishing to apply for a Commonwealth VET FEE-HELP loan must be assessed for academic suitability to undertake a high level Vocational Education program.

A student's eligibility to access VET FEE-HELP is not the same as their ability to meet program entry requirements. To be eligible to apply for a VET FEE-HELP loan, the student must be assessed as being academically suitable to undertake a nationally accredited Diploma, Advanced Diploma, VE Graduate Diploma or VE Graduate Certificate. To meet the academic suitability requirements, a student must either:

Provide a copy of their Senior Secondary Certificate of Education that has been awarded by an agency or authority of any State or Territory;

- or -

Complete an approved literacy and numeracy assessment *and* display competence *at or above* **Exit Level 3, Working Level 4** in the Australian Core Skills Framework (ACSF) in both reading and numeracy. RMIT must also be confident that the assessment has been completed independently and that the student has the necessary competence.

A student who does not meet these academic suitability requirements is not eligible to apply for a Commonwealth VET FEE-HELP loan. They may, however, be considered for a place in the program if they meet all other program entry requirements.

Information regarding VET FEE-HELP is available on the RMIT Website.

Further information is available from the following sites:

- Study Assist – VET Fee Help
- VET Fee Help – Department of Education

What is a Senior Secondary Certificate of Education?

A national title for senior secondary school qualifications recognised by the Australian Qualifications Framework and issued by the state and territory governments. The Senior Secondary Certificate of Education may include vocational education and training units leading to a relevant Certificates I-IV qualification. Each state and territory has its own Senior Secondary Certificate of Education as follows:

- Australian Capital Territory - ACT Year 12 Certificate
- New South Wales - Higher School Certificate (HSC)
- Northern Territory - Northern Territory Certificate of Education and Training (NTCET)
- Queensland - Senior Certificate of Education (QCE)
- South Australia - South Australian Certificate of Education (SACE)
- Tasmania - Tasmanian Certificate of Education (TCE)
- Victoria - Victorian Certificate of Education (VCE); Victorian Certificate of Applied Learning (VCAL)
- Western Australia - Western Australian Certificate of Education (WACE)

BKSB Support

Summarised below are resources available to assist in using BKSB.

Action	Area	Role	Responsibilities	If I still need help?
Access and use BKSB	**Students** **Staff**	VE Enrolment Guide – for Students Staff Guides BKSB website	Read user guides and follow instructions.	Contact either ITS, RMIT Connect or your School.
First level technical support	**ITS Service Desk**	First contact point for all staff and students	1. Troubleshoot student and staff BKSB access issues (e.g. check if account exists, reset password). 2. Assist staff and students with using BKSB (e.g. navigation - starting assessments, finding and printing results). 3. Escalate issues or questions if required.	If technical issues are still occurring, ITS will escalate either internally or to ODLT BKSB administrator. Issues are to be escalated via this form: http://goo.gl/forms/xRANIQF6RQicZZSe2
First level support – enrolment and fee enquiries, including VET Fee Help.	**RMIT Connect**	First contact point for all staff and students	1. Answer questions about access to eCAF form and VET FEE-HELP compliance requirements. 2. Escalate issues or questions if required.	College/School BKSB administrator Student Financial Services (as per existing business processes).
Second level support – BKSB use and account set up	**College/School BKSB administrators**	Key contact for students and staff within School/College	1. Create ad-hoc accounts for students. 2. Assist staff and students with using BKSB (e.g. navigation - starting assessments, finding and printing results). 3. Escalate issues if required.	RMIT BKSB administrator RMIT Connect for VET Fee Help/fee/enrolment queries ITS for technical issues
Second level support – address technical issues	**RMIT BKSB administrator**	Escalation point within RMIT	1. Investigate and troubleshoot technical issues that cannot be resolved by College/School BKSB administrators. 2. Escalate issues to vendor.	If issues are unable to be resolved, they are escalated to the Vendor - BKSB
Third level support	**Vendor - BKSB**	System support and external escalation point	1. Investigate and resolve issues that are unable to be resolved by RMIT staff.	

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