# Upfront Assessment of Need process summary

For school students please refer to the VETRO UAN process map

## Step 1

### Conduct 3 UAN assessments

The UAN process includes 3 distinct assessments that are of equal importance.

#### Suitability ✓

To ensure the right fit between the learner and qualification of choice.

Are the learner and the course a good fit?

RTOs must assess each learner against the 7 areas in the UAN suitability and support needs assessment guide.

#### Support needs ✓

To ensure early identification and planning for the learner's learning and personal support needs.

Does the learner have any learning or personal needs that require support to achieve a success training outcome?

RTOs must assess each learner against the 7 areas in the UAN suitability and support needs assessment guide.

#### Reading, numeracy and writing capabilities ✓

To ensure early identification and planning for the learner's reading, numeracy and writing development needs.

Does the learner have the reading, numeracy and writing skills as identified in the foundation skills assessment requirements to be successful in the qualification of choice?

RTOs must assess each learner using ACER's Core Skills Profile for Adults (CSPA) online assessment tool.

- If CSPA outcome is below requirement, a CSPA interpretation report is undertaken by a qualified CSPA interpreter.
- If foundation skills training is required, refer learner for fee-free foundation skills training.

RTOs retain responsibility for ensuring a learner enrols and completes the required foundation skills training as a condition of access to subsidised training.

## Step 2

### Decision to accept enrolment

**Outcome 1:** Accept enrolment with no support needs

**Outcome 2:** Accept enrolment with agreed supports This is the first opportunity to refer an eligible learner to Learner Support Services (LSS) and/or a foundation skills training

**Outcome 3:** Accept enrolment after completion of the required foundation skills training

**Outcome 4:** Do not accept learner's enrolment and refer to Skills SA Infoline for other options

### Need more info?

Download the UAN Guidelines for more information or contact a UAN mentor.

## Step 3

### Create training account

Once a RTO accepts an learner's enrolment, a training account can then be set up.

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