

International Student Pre- Training Review Form

Please complete all section in BLOCK letters.

Agent Stamp/Details



Course Location: ☐ Melbourne CBD (M) ☐ Footscray (F) ☐ Hobart (H)

A Your Personal Details

First Name:

Family Name:

Date of Birth (dd/mm/yyyy):

Gender: ☐ Male ☐ Female

Country of Birth:

Place of Birth:

Course/s you have applied for:

B You must answer the following questions

a. What are your reasons for selecting this course?

b. Do you hope to work in the industry of your course after you graduate?

☐ Yes. (If yes, please specify how this course will assist you to achieve your career goal?)

☐ No. (If no, please specify your intention for doing this course.)

c. Do you have any work experience related to this course? ☐ Yes ☐ No

If yes, please specify

d. Are you aware of learning outcomes of this course? ☐ Yes ☐ No

C Please identify your preferred learning style. You may tick more than one.

☐ Participating in classes face to face with teacher and other students.

☐ Group work with other students, discussion with other students

☐ Online completion of some units/subjects

☐ Continuous and regular communication with my teacher

☐ Self-directed tasks and activities

☐ Hands on tasks, role plays and activities

☐ Self-paced flexible learning books

☐ On the job, workplace training and assessment

D Computer and Internet Skills

a. Do you have regular access to computer devices and the internet? ☐ Yes ☐ No

If no, please specify how/where you intend accessing the internet?

b. Do you use MS Office applications, e.g. Microsoft Word, Excel etc.? ☐ Yes ☐ No

If yes, how would you rate your skills:

- ☐ Beginner (i.e. creating new documents, saving files, can use cut, copy and paste functions etc.)
- ☐ Intermediate (i.e. can generate graphs and use scaling options and most of functions)
- ☐ Expert (i.e. can use all functions in MS-Office)

c. Do you have any difficulties using search engines such as google and using internet in general? ☐ Yes ☐ No

If yes, please specify:

E

Answer the following questions if you are applying for Automotive Courses:

Tick (✓) the most appropriate response.

1. Hazards can be controlled in the workshop by.
- ☐ Cleaning up spills immediately ☐ Wearing the correct PPE
- ☐ Reading and following safety signage ☐ All of the above
- ☐ Removing hazards
2. The yellow and black markings on the workshop floor are.
- ☐ Machinery safety zones ☐ Teacher only zones
- ☐ Areas to be swept at the end of each lesson ☐ Areas where safety glasses must be worn
3. When operating any mechanical equipment, you should:
- ☐ wear earphones for hearing protection ☐ operate it correctly and safely and concentrate on the job
- ☐ keep all guards in place ☐ All of the above
4. When manual handling heavy objects:
- ☐ You should bend your knees before lifting ☐ If the object is over 15kgs you should use a trolley or another lifting/ carrying device
- ☐ You shouldn't lift any object over 15kgs on your own ☐ All of the above
5. PPE includes anything someone can use or wear to mitigate the threats that workplace hazards pose to health and safety. Please match the PPE tools in the left column with the correct uses in the right column. Please indicate your response under the table

PPE	Use in a Mechanical Workshop
a. Safety glasses	i. Protects feet/toes from injury caused by dropping heavy items.
b. Overalls	ii. Protects hands from solvents and fluids.
c. Gloves (light weight)	iii. Used to reduce hearing damage caused by loud noises such as air rattle gun, air chisel, hammering.
d. Face shield	iv. To protect eyes and face from flying materials created when grinding or drilling.
e. Steel capped boots	v. To protect eyes from debris when panels are sanded.
f. Ear muffs or ear plugs	vi. Protects against fluids or chemicals causing damage to clothing and skin. Essential when doing spray work.

a -

b -

c -

d -

e -

f -

Answer the following questions if you are applying for Business Courses

Tick (✓) the most appropriate response.

1. Which word does not describe the customer's needs regarding product?
- ☐ Functionality ☐ Empathy
- ☐ Price ☐ Convenience
2. What are types of media?
- ☐ Billboards ☐ Video games
- ☐ Television ☐ All of the above
3. Why is it important for companies to evaluate managerial decisions using a SWOT Analysis?
- ☐ It analyses strengths, weaknesses, opportunities, and threats
- ☐ It analyses strengths, weaknesses, obligations, and threats
- ☐ It analyses strengths, weaknesses, opportunities, and time
- ☐ It analyses strong points, weak points, opportunities, and threats

4. Financial statement is a report that shows the financial information of a business. What is not a part of financial statement? (Multiple choices question)
- ☐ Balance Sheet ☐ Cash flow statement
- ☐ Profit and Loss Statement ☐ Business plan
5. SMART is an acronym that you can use to guide your goal setting. What does SMART stand for?
- ☐ Specific, Measurable, Achievable, Relevant, Time bound
- ☐ Specific, Measureable, Acceptable, Relevant, Threaten
- ☐ Special, Modifying, Accurate, Reliable, Transferrable
- ☐ Special, Motion, Accurate, Reliable, Transferrable

Answer the following questions if you are applying for Graduate courses

Tick (✓) on the correct response

1. What is collaborative thinking?
- ☐ Procedure by which leader enforces team to follow his opinion
- ☐ Procedure by which members of team work together in a joint intellectual effort
- ☐ Procedure by which a member of the team makes a decision as a sole intellectual prowess
- ☐ Procedure by which a member of the team leaves the decision making to the manager
2. What is not considered as leadership in an organisation?
- ☐ Setting a clear vision
- ☐ Motivating employees
- ☐ Guiding employees
- ☐ Taking all the credit
3. Tick (✓) the three suitable steps to inspire employee engagement
- ☐ Communicate who you are
- ☐ Alienate employee
- ☐ Empower employee
- ☐ Reward and recognise risk
4. When will the need for coaching arise in the workplace? Tick (✓) two suitable options.
- ☐ Workplace problems
- ☐ When organisation is making profit
- ☐ Manager wants take a break
- ☐ Request for coaching from employees
5. Match the terms with their appropriate meaning. Please indicate your response under the table

Term	Meaning
a. Strategic plan	a. To explore environment outside organisation to identify the opportunities and challenges the organisation faces
b. External environment assessment	b. is the formalized roadmap that describes how your company executes the chosen strategy
c. Contingency plan	c. Concerned with an organisation and its individual's moral judgments about right and wrong
d. Benchmarking	d. Provide directions to operate personnel if unplanned events occur
e. Business ethics	e. Measuring the quality and effectiveness of a firm's policies, products and service delivery etc. against your past performance or industry standard

a -

b -

c -

d -

e -

F Additional Support Required

Do you require any additional support or anything that might prevent you from progressing through the training and assessment program?

- ☐ Yes ☐ No If yes, please specify:

FOR OFFICE USE ONLY

I. Pre-training evaluation (please tick)

<p>a. Considering the response on the PTR form and the LLN Test outcome does the applicant have appropriate literacy and numeracy skill levels to meet the requirement of this course?</p> <p>If No:</p> <p>With additional support is the applicant likely to be successful in the chosen course of study?</p> <p><input type="checkbox"/> Yes, What additional support should be provided:</p> <p><input type="checkbox"/> Delivery and assessment methods adapted by trainers, e.g. oral assessment</p> <p><input type="checkbox"/> Referral to Student Support Officers for out of class learning support</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> No, please provide further advice of options available to the applicant.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
---	--

b. Understands course and unit information	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

c. Appropriate work experience and level of skill and ability to undertake this course successfully	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

d. Student is eligible for RPL/CT	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------------------	--

e. Based on the information provided above:

Enrolment to proceed: ☐ Yes ☐ No

Enrolment to proceed with adjustment/ conditions: ☐ Yes ☐ No

Area requiring assistance/ recommendation for support of adjustment (if any):

Note: If additional assistance/ recommendation for support or adjustment is identified, please ensure proper processing to the Student Support Service/ Academic Departments.

f. PTR review conducted	Date:	Signature
-------------------------	-------	-----------

g. Supporting document verified	Date:	Signature
---------------------------------	-------	-----------

h. Offer letter issued	Date:	Signature
------------------------	-------	-----------