Pre Training Review

Name of Student Apprentice/ Trainee	
Course/s you have applied for:	
Name of Employer/ Workplace Supervisor	
Name of Trainer	
Learning and assessment period (e.g. March to Sep)	
Preferred mode of study	☐ Full time ☐ Part time

A. Pre Training Review Discussion

1. List any courses/ qualifications you have previously completed: If you have completed equivalent units, you will be granted a credit transfer. You will be required to present evidence (statement of results) at the time of enrolment.	Date completed	Course
Do you wish to apply for Credit Transfer?	☐ Yes ☐ No	
2. Do you wish to Apply for RPL Recognition of Prior Learning (RPL) is an assessment process that recognises the skill and knowledge already gained. If you have relevant work experience and work based training or life experience, you may apply for course credit.	☐ Yes ☐ No (If you choose Yes, you must supply supporting evidence which may include your resume, work references, position description)	

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3. What are your objectives for choosing this program?	☐ To gain employment ☐ To gain knowledge and study skills ☐ To access pathways into further study ☐ Develop skills for my current job ☐ Develop skills for a change of career ☐ Other, please specify:
4. What benefits do you think the course will provide you personally and professionally?	
5. Please detail your pathway after completing the qualification.	
6. Have you worked or volunteered in an area related to your intended area of study?	
7. What do you know about your intended area of study or related industry?	
8. What is 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
9. What is your preferred delivery mode?	☐ Classroom ☐ Workplace ☐ Blended mode ☐ Online
10. Digital capability	

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i. How do you plan to access computers and the internet	☐ At home ☐ College ☐ Public Library ☐ Family/ Friends
ii. Do you use any of the following digital devices and if so how often? Daily Weekly Monthly Less than monthly None	(see table below)

	Computer	Laptop	Smart phone	Tablet/iPad
Daily	☐	☐	☐	☐
Weekly	☐	☐	☐	☐
Monthly	☐	☐	☐	☐
Less than monthly	☐	☐	☐	☐
None	☐	☐	☐	☐

iii. What do you use your computer for?	☐ Sending emails ☐ Finding information/surfing the internet ☐ Using Facebook/ YouTube etc. ☐ Online shopping ☐ Writing letters, reports ☐ For other office work
iv. How do your rate your computer skills?	☐ Very Good ☐ Good ☐ Fair ☐ Poor
v. Please tick any of the comments that apply to you	☐ I am confident in computer programming ☐ I am comfortable in producing and saving documents and spreadsheets ☐ I am comfortable in watching videos (You tube etc) and using social media ☐ I am comfortable in researching on the internet and sending emails ☐ I am not comfortable with any technology
11. Do you require any additional support or anything that might prevent you from progressing through the training and assessment program? *E.g. Physical injuries or language barrier, special needs or requests, disability, personal circumstances, suitability of learning materials.*	

B. Student Declaration

☐ I declare to the best of my knowledge that the information contained in this form is correct and complete. I acknowledge that the provision of incorrect information or withholding of relevant information relating to my academic record or work experience may result in the withdrawal by the institution of a place that may be offered and that this withdrawal may take place at any stage during the course I undertake.

☐ I declare that CAC has provided me with a Statement of Fees, which indicates the total cost for the course of study/enrolment including any eligibility for concession. I have been provided with the refund policy which outlines the information about withdrawal, course cancellation and other relevant information.

Applicant's Signature _____ Date: _____

C. Pre Training Review Outcome (To be completed by interviewer)

1. Language Literacy and Numeracy

a. LLN Test Conducted: ☐ Yes   ☐ No

b. 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?

☐ Yes   ☐ No

If No:

With additional support is the applicant likely to be successful in the chosen course of study?

☐ Yes, What additional support should be provided:
    ☐ Delivery and assessment methods adapted by trainers, e.g. oral assessment
    ☐ Referral to Learning Advisors for out of class learning support
    ☐ Other: _____

☐ No, please provide further advice of options available to the applicant.

2. Course suitability

a. If the student is under 17 years of age do they have a completed Exemption from School Application Form" or evidence signed by a Department Regional Director.	☐ Yes ☐ No
b. Proposed course of study provides access to training for disadvantaged learners	☐ Yes ☐ No
If the answer of the question b is Yes, Any support/ adjustments to proposed learning strategies or materials If Yes, please declare here:	☐ Yes ☐ No

c. Proposed course of study meets the applicant's learning style & career aspirations?	☐ Yes ☐ No
d. Is the student interested in pursuing a higher level qualification after completing this course?	☐ Yes ☐ No

e. Please tick <u>one</u> of the following stating that the training aligns with the:

☐ The individuals' aspirations and interests aligns with obtaining the required skills to make them job ready
☐ Assists individuals to undertake further education
☐ Promotes/enables access to training for disadvantaged learners

f. Taking into account the considerations made in this form, is enrolment in the proposed training program suitable and the most suitable training for the student? This qualification is the most suitable course and training option because (select one of the following):

☐ Yes, this qualification is the most suitable course and training option because (*select the most relevant of the following reasons*):

☐ Has some experience in the industry
☐ Has completed other studies in this area
☐ Needs to develop further skills to gain employment
☐ This course is an appropriate pathway to further studies
☐ Other (complete statement):

☐ The learning strategies and materials are appropriate to this learner

☐ Yes, with support/ adjustments. Document reasons and identified supports/adjustments:
E.g., LN support, digital capability support, wellbeing support, career counsellor support, adjustments to proposed learning strategies or materials

☐ No, Document reasons

g. Digital Capability/ Access Has the interviewer explained to the student about the minimum IT requirements for participating in the proposed course of study?	☐ Yes ☐ No

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Does the applicant have the required digital capability?	☐ Yes ☐ No
Does the applicant have access to technology to complete this course?	☐ Yes ☐ No

Additional Feedback/ Comments:

h. Alternative enrolment offered?   ☐ Yes ☐ No

Document reasons:

Interviewer Name:

Interview Date and Time:

Signature:

For office use only

Student Admin to complete:

RPL/ CT incorporated in the Training Plan: ☐ Yes   ☐ No

Signature: _____   Date: _____