Pre-Training Review (PTR) Form

Pre-Training Review (PTR)	Prospective students at The College need to undertake a Pre-Training Review (PTR).
Purpose of PTR	Main objectives of the PTR are to: • Ascertain the individual's aspirations and interests with due consideration of the likely job outcomes from the development of new competencies and skills; • Consideration of Language, Literacy, Numeracy and Digital skills through an LLND test or meeting the course entry requirements. • Identify any competencies previously acquired (credit transfer); • Ascertain that the proposed learning strategies and materials are appropriate for that individual; All students are required to complete this PTR in order to gain entry into the course.
Instructions for all students	Prior to completing the PTR, make sure you have sufficient information about the course. In particular, you must have access to the following: • Training and Assessment arrangements i.e. duration of the course, training & assessment modes, days of training, assessments to be completed and attendance requirements; • Employment prospects – you should conduct your own research and have strong evidence of employability options on course completion; • Fees and charges applicable for the training; • Your obligation as a student i.e. participation in surveys, interviews, questionnaires, etc. • Your rights and obligations as a student at the institute; • Entry requirements into the course. • This is to be filled in and submitted along with the enrolment application form.

Instructions for completing the PTR	Please ensure each question is answered as accurately as possible. If you require more space to write your response to a question, please attach a second sheet and number the responses.
What are your aspirations and interests?	

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As applicable, consider and document:

- Career aspirations
- Interests
- Strengths
- Weaknesses
- Reasons for enrolling in the course, including expectations and objectives
- The likely job or further study prospects resulting from the training

Rationale:

The student should not be enrolled in a training program they are not interested in.

The chosen training program links to likely job, participation and/or further study opportunities and/or access to training for disadvantaged learners.

What course are you interested in?

Are you familiar with the proposed learning strategies and materials to be used in the chosen course?
❑ Yes ❑ No

Do you think that proposed learning strategies and materials may pose potential issues/challenges/barriers for you?

❑ Yes ❑ No

If yes, please specify:

Please consider and note:
- Special needs
- Disability
- The student's personal circumstances
- Preferred learning style
- Previously used methods of learning
- Adequacy/appropriateness of learning materials
- Any additional support or adjustments the student may require, to also be documented in the Training Plan

Rationale:
Proper consideration is given to whether the proposed learning strategies and materials in the TAS are appropriate for the student; and whether adjustments need to be made to suit the student's individual needs.

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Have you previously acquired any qualification or any relevant competencies?
❑ Yes   ❑ No

If yes, please specify:

As applicable, consider and document:
- Credit transfer
- The options offered to the student for applying competencies to this training program

Rationale:
The student does not undertake any unnecessary training that duplicates competencies.

If you would like to apply for Credit Transfer, please provide certified copies of these qualifications and we will assess your application and get back to you as soon as possible.

Are you familiar with entry requirements to gain entry into the qualification?
❑ Yes   ❑ No

Are you meeting the requirements to gain entry into the course?
❑ Yes   ❑ No

As applicable, consider and document:
- As applicable, consider and document:
- Results of LLND testing (if required) – as determined using the training provider's business process for literacy and numeracy testing
- The AQF level of the proposed qualification
- Secondary school results
- Issues that may prevent the student from successfully completing the training
- Any additional LLND support the student may require, to also be documented in the Training Plan.
- Other documents submitted with the application, which meet the entry requirements of the course.

Rationale:
This will indicate that the student has the ability to successfully complete the training program, or can be provided with reasonable and accessible support to assist them to complete the training.

Briefly explain why you have chosen this course?

❑To get a job

❑ To develop or start my own business

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❑ To try for a different career

❑ To get a better job or promotion

❑ It is a requirement of my job

❑ I want extra skills for my job

❑To improve my general educational skills

❑ To get skills for community/voluntary work

❑ To increase my self-esteem

Other reason (please specify)

What the institute Support Service are you most likely to use during your study?

❑ LLND Support

❑ Academic Support

❑ Employment Help

❑ Other support service (Please specify below)

❑ No support required

As you know, you may be required to participate in the role plays for your chosen course, is there anything that might prevent you from progressing through the training and assessment program? For example, physical injuries or language barrier etc.
❑ Yes   ❑ No

If yes, please specify

Are you aware of learning outcomes of this course?
❑ Yes   ❑ No

Note:(Students will be explained the learning outcomes of the course by the institute delegate and also you will be handed over the student Handbook during the orientation and induction session)

Are you aware of skills required to work in the industry you have chosen?
❑ Yes   ❑ No

Note: Students will be explained the skills required to work in the industry during the orientation and induction session.

Do you know about Credit transfer (CT) process of the institute?
❑ Yes   ❑ No

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Note: Students will be explained the CT process of the institute during the enrolment process.

Have you got any previous educational attainments and capabilities?
❏ Yes ❏ No

If yes, please specify below

As applicable, consider and document:
The student's existing educational attainment and capabilities including
- Prior learning
- Whether the course entry requirements and pre-requisites are met
- Employment experience
- Volunteering

Rationale:
The student is enrolled in a training program that is at the appropriate level for them.

Are you currently working in the industry in which you are seeking training?
❏ Yes ❏ No

Position/title: _____

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The following information will help us to determine your learning styles and if we are able to deliver courses that meet your learning styles. (Tick the most relevant)

☐ Textbooks that I can read and refer to in my own time;

☐ Power Points explained to me during classes;

☐ Pictures and diagrams;

☐ Group discussions with others;

☐ Conducting my own research;

☐ Listening to the lectures/ trainers;

☐ Practical application of skills and knowledge in a workplace or similar or watching videos;

☐ Working through real examples such as a case study or scenario;

☐ Other (please explain below):

What additional support do you think you will need in order to complete this course successfully?

☐ English language support;

☐ Reading support;

☐ Writing support;

☐ One-on-one guidance;

☐ Additional resources:

☐ No support required

Other:_____

The following information will ensure that you are aware of your rights and obligations as a student at the institute

Are you aware that you may be required to participate in NCVER or other surveys or interviews from different regulatory bodies? Ask the institute staff if you are unsure.

☐ Yes   ☐ No   ☐ N/A

Are you aware of any fees and charges applicable to your enrolment, including any refund policy? Ask the institute staff if you are unsure.

☐ Yes   ☐ No   ☐ N/A

Are you aware of complaints and appeals policy of the institute? Ask the institute staff if you are unsure.

☐ Yes   ☐ No

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As a student, are you aware of the fees and charges applicable to the course? Ask the institute staff if you are unsure.
☐ Yes   ☐ No   ☐ N/A
Student Name: _____
Signature: _____
Date: _____/_____/_____

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To be completed by an authorised delegate of the institute		
Instructions: Please review the information that student has provided on this form and if the information provided is not clear enough, interview the student and ask to elaborate. The information provided through the PTR is important to determine eligibility and applicability for the training. Please make sure that you consider all the documents submitted by the student along with the application and other documents.		
Assessment requirements	**YES**	**NO**
Is the course chosen aligned to the student's employment history/ career objectives and aspirations?		
The student is fully aware of the course training and assessment arrangements i.e. attendance requirements, training and assessment methods, and any practical training requirements?		
The student is fully aware of their rights and obligations as a student?		
Have you identified any support identified during the process?		
Training and assessment strategy is suitable and based on the student's learning needs and learning styles?		
Is the training suitable and appropriate based on the student's achievements, career history, experience, future goals, objectives, capabilities and career aspirations?		
The student is aware of CT arrangements and application process?		
Authorised Person's declaration		
Based on the information provided in this form, the student meets the requirements for this course, subject to the successful completion of LLND, which will be conducted prior to issuing the offer letter and acceptance agreement.		
Comments:		
Authorised Person's Name:		
Authorised Person's Signature:		
Authorised Person's Position		
Date: _____ / _____ / _____		