Purpose

A Pre-Training review is a process undertaken to determine the most suitable and appropriate course and training for an individual. At William Angliss Institute the Pre-Training Review is used to determine your current competencies and is an essential component of the selection process.

As part of the Pre Training review process you will also complete a Language, Literacy and Numeracy assessment. This is the Pre-Training Review Part B.

The information gathered from the Pre Training Review and the Language, Literacy and Numeracy assessment will assist in determining your training and assessment needs.

Instructions

1. Complete sections 1- 4.

2. If you are applying for Skills Recognition, attach supporting documentation of academic results and employment experience. Please attach copies and bring the original documents to your Pre-Training interview.

3. Please bring this completed form and supporting documents with you to your Pre-Training interview. Do not post this document.

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 the 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.

Applicant's signature: _____   Date: _____

Please Note: Unsigned forms will not be processed.

Section 1: Course Information (must be completed)
(Please tick appropriate boxes)

Do you have access to enough information to make an informed decision about your enrolment in this course at William Angliss Institute? Let us know if you have any questions or require any additional information	Where to find information	Yes	No (require more information)
Course Information			
Entry requirements for your course			
Duration of course			
Course location			
Content of the course			
Delivery method of course (e.g. on or off campus, face-to-face)	William Angliss Course Guide or course brochure or visit WAI course search and search for your course information web page		
How assessment is conducted during the course			
Whether or not your course includes a work placement			
Any materials or protective clothing that you must supply			
Fee information			
Student support services			
The requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before enrolment to determine any support needs you may have during your study			

Section 2: Personal Information (**must be completed**)

Please list the name of the qualification and course code that you wish to enrol in:

Do you wish to study fulltime or part time? Please indicate your preference.

Study: Fulltime ☐ Part Time ☐

Surname:	Given name/s:
Date of birth:	Unique Student Identifier (USI)
Address:	
	Postcode:
Telephone (Home):	Mobile/Other:
Email:	
Gender:	

Section 3: Educational Experience

3.1 Secondary Education (**must be completed**)

Secondary school attended:

Highest level completed: Year completed (e.g. 2009):

3.2   Post-Secondary Education (**must be completed**) If not applicable tick here ☐

List any courses/qualifications you have previously completed

Date Completed	Course	Institute

3.3   Credit Transfers

In your previous studies, if you have already completed equivalent units of competency then you will be granted a credit transfer for these units. You will be required to present your evidence (usually a statement of results) at the time of enrolment and to complete an application for credit transfer form which will be provided to you.

Do you wish to apply for '**Credit Transfers**'?   ☐ Yes   ☐ No

3.4 Skills Recognition

Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC) is an assessment process that recognises the skills and knowledge you have already gained. If you have completed other courses, if you have relevant work experience and work-based training or life experience, you may be able to apply for RPL/RCC for some or all of the units in the course you are applying for. Please attach copies of supporting documents.

Do you wish to apply for **RPL/RCC**?   ❍ Yes   ❍ No

(If you choose yes, please contact the RPL officer in the relevant teaching Centre. You must supply supporting evidence which may include your resume, work references, position description or duty statement)

Section 4 Reason for study, learning style, background, and digital capability

4.1 Reasons for study

From the list below select the main reasons for choosing this course (**you may tick more than one**)

To gain employment	❍
To gain knowledge and build study skills	❍
To access pathways into further study	❍
Develop skills for my current job	❍
Develop skills to get a better job or promotion	❍
Develop skills for a change of career	❍
I'm progressing from a lower level course in this area	❍
I'm an apprentice or trainee	❍
For personal interest or self-development	❍
Other (please specify)	❍

_____

_____

4.2   Learning style

Indicate below your preferred learning style(s) (**you may tick more than one**).

My learning style includes:

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 teachers	◯
Self-directed tasks and activities	◯
Hands on tasks, role plays and activities	◯
Self-paced flexible learning books	◯
On the job, workplace training and assessment	◯

4.3   List any work experience (including volunteer experience) related to the course that you wish to study.

_____

_____

_____

4.4   What do you know about your intended area of study or related industry?

_____

_____

_____

4.5   What do you hope to achieve by gaining these skills or qualification?

_____

_____

_____

4.6   Digital Capability/Access

a)   Please indicate your skills in the following by ticking the appropriate box:

	Beginner (rarely use)	Capable (use frequently)	Advanced (Have high level skills)
Starting a computer and logging in using a username and password			
Using the internet			
Producing and saving documents (e.g. Microsoft word)			
Using spreadsheets (e.g. Excel)			
Making presentations (e.g. PowerPoint)			
Online learning platforms			
Communicating online using email and social media			

b) Where do you plan to access computers and the internet? You may tick more than one option

At home ❍	Campus Library ❍	Public Library ❍	Other ❍

c) Which devices do you plan to use to access the internet? You may tick more than one option

Computer ❍	Laptop ❍	Smartphone ❍	Tablet/iPad ❍

Interviewer to Complete

Credit Transfer/RPL

Is the applicant eligible for credit transfers?	❍ Yes ❍ No
If Yes:	
Has the student supplied the completed application for credit transfer form and associated evidence?	❍ Yes ❍ No
Has the applicant indicated they will apply for RPL/RCC?	❍ Yes ❍ No
If Yes:	
Has the student been referred to the appropriate teaching centre for the RPL/RCC to be commenced?	❍ Yes ❍ No

Literacy/Numeracy

Literacy and numeracy assessment results

Date assessment completed: _____

Signature of supervising staff: _____

Assessment used:	CSPA Cores Skills Profile for Adults (full)	OR	SNRI Snapshot Reading and Numeracy Indicator
Result Reading:	Working at ACSF Level _____		Above or Below * (Please circle one)
Result Numeracy:	Working at ACSF Level _____		Above or Below *(Please circle one)

Information for Interviewer

- **Above** indicates Australian Core Skills Framework Working at Level 3 (=Exit Level 2) or higher
- **Below** indicates Australian Core Skills Framework Working at Level 2 (=Exit Level 1) or lower

Students who have a "Below" result in both Reading and Numeracy need to be re-assessed using the full CSPA before enrolment.

Considering the responses on their pre-training review form and the LLN assessment result, does the applicant currently have the appropriate level of literacy and numeracy skills to meet the requirements of their course of choice? ❍ Yes ❍ No

If Yes: ❍ Yes ❍ No
The learning strategies and materials are appropriate to this learner

If No:

With additional support is the applicant likely to be successful in their chosen course of study? ❍ Yes ❍ No

DECISION / COMMENTS (must be completed)

The course is suitable for the applicant:

Yes (please go to No.1 below) ❍

Yes, with assistance (please specify below in No. 2) ❍

No (please specify below in No. 3) ❍

1. If **Yes**, please tick the appropriate statements

   The course will provide the individual with the required skills to make them job-ready ❍

   Assists individuals to undertake further education ❍

This qualification is the most suitable course and training option because the applicant: (please tick the appropriate statements):

Has some experience in the industry ❍

Has completed other studies in this area ❍

Needs to develop further skills to gain employment ❍

Can use the course as an appropriate pathway to further studies ❍

Comments:

_____

_____

_____

2. If **Yes with assistance** please list the additional support the student requires: (please tick)

Delivery and assessment methods adapted by trainers, e.g. oral assessment   ❍
Referral to Learning Advisors for out of class learning support   ❍
Referral to Counselling and Disability Support   ❍

Other: Please provide further advice of options available to the applicant

_____

_____

_____

_____

_____

_____

3. If **No**, please give reasons:

_____

_____

_____

_____

_____

_____

_____

Interviewer's Name: _____   Interview Date: _____

Interviewer's Signature: _____   Interview Time: _____

Administration Use

Checked by Administration: Yes   ❍

Adminstrator's Name: _____

Administrator's Signature: _____