Pre-Training Review Form

A pre-training review ensures that the training and assessment strategy is designed to meet individual needs of learners. This information will enable CTI to understand your training needs, your current competencies that relate to the course, opportunity for Recognition of Prior Learning (RPL) and to ensure that your Language, Literacy and Numeracy skills suit the training and assessment strategies.

CTI will use this review to provide you with the support you require in areas such as language, literacy and training and assessment, while ensuring you will get the maximum outcomes and benefits from the course you are enrolling in, according to your learning objectives, career aspirations and skill level.

Refer to the Course Information for the qualification you are intending to undertake and review this in light of your expectations and your previous experience. Where required, write a brief answer to the following questions (about 100 words each). All questions must be answered for the Review to be considered.

Student Name:	
Date of Birth:	
Date:	

PART A

1. Your Work Experiences and Current Competencies in relation to qualification(s) you wish to enrol in at CTI.

1. Read through the task list below and for each item, think about your current or previous job roles and indicate if you have any vocational experience in that area:

Sno.	Skills / Experience	Highly Experienced	Less Experienced	No prior experience

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2. Write a brief description of your current role and responsibilities; you may also refer to previous roles if relevant for this qualification.

[empty text box]

3. List any vocational qualifications or statements of attainment(s) you previously gained in Australia or overseas

[empty text box]

4. RPL / Credit Transfer

RPL is the acknowledgment of skills and knowledge obtained through:

- formal training or study, including courses at school, college, adult education and training programs at work
- work experience, including paid and volunteer work
- life experience, including skills attained through leisure pursuits or hobbies

RPL recognises this prior knowledge and experience and measures it against the course in which students are enrolled. A student possessing some of the skills and/or knowledge taught in the course may not need to complete all the units. For more information on the RPL / Credit Transfer, refer to the Student Information Booklet or get in touch with the Admissions Manager at CTI. Refer to the course outline and if you believe that you hold some of the competencies described in the course outline then state the units below and then complete an RPL application form.

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After reviewing the course outline, list the units for which you could provide evidence of your competency:

I would like to make an application for RPL: ☐ YES   ☐ NO

5. Do you have any disability that may hinder your performance. If yes, please give further details.

2. Your previous Learning Experiences:

6. In your past learning experiences, have you encountered any barriers or difficulties to learning? Give a brief description of your past learning experiences (the good and not so good ones)

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7. From the information that you currently have about the course, do you have any concerns that might prevent you from progressing through this training and assessment program? Give a brief description of your worries or any other perceived obstacles to achieving your desired learning outcomes.

Your Expectations

8. What do you hope to gain from undertaking this qualification?

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9. What benefits do you think this course will provide you personally and professionally? (List out your expectations from the course you wish to enrol in and briefly describe how the skills and knowledge gained will help you achieve your objectives)

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PART B

PRE-TRAINING EVALUATION - Trainer/Assessor to complete

Trainers/Assessors must use this form to evaluate students' Pre-Training Review to determine their LLN skills level and that the student is enrolled in a course according to their needs and abilities, and to recommend appropriate LLN, learning or other specific support arrangements.

This form may be used to record any additional pre-enrolment evaluations undertaken (e.g. interviews). Trainers/Assessors identify the language, literacy and numeracy information in the Training and Assessment Strategy or Training Packages to ensure appropriate training is delivered and assessments are fair, valid, flexible and reliable. They may also use the Australian Core Skills Framework as guidelines for their evaluation. In the context of the qualification and the job role and the level of language, literacy and numeracy that the vocation and industry requires, consider the following questions:

- What does the student have to listen to and understand?
- What does the student have to say?
- What does the student have to read?
- What does the student have to write?
- Does the student need to understand and interpret diagrams, pictures or symbols?
- What maths calculations does the student need to do?

Pre-Training Evaluation Outcomes	Yes	No
Appropriate work experience and level of skill and ability to undertake this course successfully		
Appropriate language, literacy and numeracy level for this course		
Appropriate proposed assessment instruments, learning materials and strategies		
Enrolment in this course aligned with the student's work/career plans		
Student requires additional LLN support to participate in this course		
Student requires additional English, learning or other types of support to participate in this course		
The predicted student's capacity to benefit from this course is? ☐ Poor ☐ Fair ☐ Good ☐ Very Good ☐ Excellent		
RPL/ Credit Transfer suitable		
Training Plan to be established based on the information provided		
Additional interviews or other pre-enrolment evaluation notes:		

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Areas requiring assistance / Recommendations for support or adjustment:
Other Comments, if any
Trainer/ Assessor's Recommendation:
Enrolment to proceed ☐ YES ☐ NO
Enrolment to proceed with adjustments ☐ YES ☐ NO
Training Manager's Signature _____ **Date_____**
Trainer/Assessor Name _____ **Signature_____ Date _____**
Feedback provided to student* ☐