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Instructions for Applicant:

- Please complete sections 1, 2, 3 and 4** and bring to your pre-training interview.
- Please **attach copies of your certified academic transcript certificate** if you are applying for Credit Transfer. (Please bring the original documents with this completed form to your pre-training interview).
- Sections 5, 6 and 7 (where applicable) of this form will be completed at the pre-training interview by a FedUni representative.** To complete this section you will need to have completed the language, literacy and numeracy (LLN) review and received feedback prior to the interview. If you are unsure about how to access this test, contact a Federation College LLN Coordinator on 5327 6463.

This pre-training review form will assist in determining your eligibility and suitability to enrol in the program/course that you have applied for.

SECTION 1: Personal Details

Family name			
First name			
Other name			
Title	<input type="radio"/> Mr <input type="radio"/> Ms <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Dr <input type="radio"/> Other:		
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Email address			
Are you a Registered Apprentice or Trainee?	<input type="radio"/> Yes <input type="radio"/> No		

Notes:

- Your **legal** family name/surname
- Your first **legal** given name
- Your other legal name

If yes, RTO is to complete the 'Employer Pre-Training Review' on page 5 with the Employer.

SECTION 2: Course Information

1: What Course/Qualification have you applied for?	Course Code
Course Title	
2: Have you ever completed any of the following?	
<input type="radio"/> Year 12 or equivalent <input type="radio"/> Traineeship <input type="radio"/> Apprenticeship <input type="radio"/> Other N/A <input type="radio"/> VET in Schools Program <input type="radio"/> TAFE programs/course <input type="radio"/> University degree	

Please tick all applicable

List any TAFE or university programs/ courses you have completed.

Date Completed	Program/Course Title	Organisation/Institution
04 / 2010	CERTIFICATE III IN INDIVIDUAL SUPPORT	NMIT (FOR EXAMPLE)
<input type="text"/> / <input type="text"/>		
<input type="text"/> / <input type="text"/>		
<input type="text"/> / <input type="text"/>		

3: Do you wish to apply for 'Credit Transfers'? Yes No

If yes, please provide a certified copy of an academic transcript certificate or statement of results for these courses/units of competency you wish to apply for Credit Transfer. Attached

Credit transfer is a process that provides credit for an equivalent unit of competency previously achieved.

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SECTION 3: Skills Recognition

Do you wish to apply for RPL? Yes No

If yes, you will be required to complete *Part A – RPL Self-Assessment* for each course to determine your eligibility to proceed with RPL. You should discuss the RPL process with the teacher at the pre-training interview.

Recognition of Prior Learning (RPL) 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 for some or all of the units in the course you are applying for.

Relevant Employment/Work Experience

Have you any relevant employment or work experience? Yes No If Yes, please complete the table below

Dates	Position	Company	Duties	Hours per week
APR 2010 TO JUL 2012	CUSTOMER SERVICE	SERVICE	EG. SERVE CUSTOMERS, CASHIERING	10

SECTION 4: Goals and Preferred Learning Style

Briefly explain why you have chosen this particular course.
(EG. I WANT TO BE A NURSE)

What existing knowledge do you have of the industry you are applying to study in?
(EG. VOLUNTEER IN AGED CARE FACILITY)

What do you hope to achieve from this qualification?
(EG. SKILLS AND KNOWLEDGE TO GET A JOB IN THE FIELD)

Explain:

Tick one or more of the following:

- Job ready
- Undertake further education
- Promote/enable access to training for disadvantaged learners

How do you prefer to learn? (Tick one or more)

- Being shown how to do something, and then trying it myself with some supervision
- Researching, reading and discussing
- A mix of being shown how to do something, trying it out, and talking to someone who has done it
- Working with others on the same problem – I don't like going it alone
- Finding information on the Internet at a time and place that suits me, so learning can fit in with my lifestyle

Where do you prefer to learn?

- Outside, doing practical things with an end result that I can see
- In libraries, lecture theatres and places where I can discuss, read and research ideas
- In a relaxed environment with lots of discussion, where I can ask the teacher when I need help or guidance
- In a family-friendly environment where I learn from others' life experiences
- At my laptop or home computer, in an online/blended environment and at a time that suits me

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SECTION 5: Course Requirements:

All parts of Section 5 to be completed by the FedUni representative

Literacy and Numeracy Review

As part of determining the suitability of the course, it is important to have undertaken a review of the student's literacy (reading and writing) and numeracy (maths) skills. This allows for a comparison of their skills with the entry level literacy/numeracy skills for their desired course and an indication of the types of support that the student may require. The student will be given a score between 1 and 5 per skill area. This score is based on the Australian Core Skills Framework (ACSF) which is the national system used to measure adult literacy and numeracy skills.

	Reading	Writing	Numeracy
Applicant's ACSF level			
Entry level requirement for course (refer to TAS)			
Difference between ACSF levels			

Refer to Appendix 1 of pre-enrolment review for guidance on suitability to enrol into the course. Please tick most relevant outcome:

Applicant's ACSF levels are sufficient to enrol into the course	<input type="radio"/> Yes <input type="radio"/> No
It is recommended that the applicant enrol but will require additional LLN support	<input type="radio"/> Yes
It is recommended that the applicant undertake a foundation program prior to enrolling into this course	<input type="radio"/> Yes

Identify digital capability

It is expected that students will access FedUni email and learning resources and course evaluations online. Please indicate your ICT capability and access below.

Computer access	<input type="radio"/> Home	<input type="radio"/> Work	<input type="radio"/> None	<input type="radio"/> FedUni campus
Internet access	<input type="radio"/> Home	<input type="radio"/> Work	<input type="radio"/> None	<input type="radio"/> FedUni campus
Digital capability	<input type="radio"/> Novice	<input type="radio"/> Capable	<input type="radio"/> Advanced	

Funding Entitlements

The applicant has been provided with current information on Victorian Training Guarantee (VTG) funding:	<input type="radio"/> Yes <input type="radio"/> No
The applicant has been provided with current information on VET Fee Help (Diploma courses only):	<input type="radio"/> Yes <input type="radio"/> No

Course Pre-requisite Requirements (if relevant)

Any courses relevant to **Nursing, Community** and **Children Services** require students to undertake industry placement hours. The following requirements must be met by all students to successfully complete the course otherwise students could be withheld from their placement.

Requirements	Required?	Student holds?
Working with Children's Check (WWCC)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Satisfactory Police Check	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Meet Prescribed immunisations requirements set by placement organisations	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Other (please detail):	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

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SECTION 6: Determination of Appropriateness of Course:

All parts of section 6 to be completed by the FedUni representative

The following checklist provides a final determination of the applicant's suitability and eligibility to undertake the course. All questions with an asterisk* must be answered as yes in order to determine appropriateness of course.

Pre-training evaluation and rationale for enrolment		Yes	No
1*	Does the applicant have sufficient experience, knowledge and understanding of course requirements to undertake this qualification?	<input type="radio"/>	<input type="radio"/>
2*	Was RPL offered to the applicant?	<input type="radio"/>	<input type="radio"/>
3	Does the applicant's preferred learning style align to the delivery methods, proposed learning strategies and training materials for this course?	<input type="radio"/>	<input type="radio"/>
4*	Was the applicant able to explain sufficiently why they are undertaking the program/course?	<input type="radio"/>	<input type="radio"/>
5*	Was the applicant able to state what they hoped to achieve from this course?	<input type="radio"/>	<input type="radio"/>
6*	Does the applicant have the required LLN skills to undertake this course? Or	<input type="radio"/>	<input type="radio"/>
	Is the applicant able to undertake this course with recommended LNSUPPORT? <small>Refer to Appendix 1 of Pre-enrolment procedure for guidance in answering this question</small>	<input type="radio"/>	<input type="radio"/>
7*	Does this applicant have the digital capability to undertake this qualification?	<input type="radio"/>	<input type="radio"/>
8*	Does the applicant have the pre-requisites (if relevant) listed for this course?	<input type="radio"/>	<input type="radio"/>
9*	Which 'Skills First Program' objectives would this enrolment support (tick one)	Rationale:	
	<input type="radio"/> A. Job ready	A. To improve employment outcomes and opportunity	
	<input type="radio"/> B. Undertake Further Education	B. Re-engage, engage, re-skill or continue in lifelong learning	
	<input type="radio"/> C. Promote/enable access to training for disadvantaged learners	C. Opportunity to access education and training in a safe learning environment	
	Is the rationale aligned to the objective above?	<input type="radio"/>	<input type="radio"/>
	If not, please provide additional comment:		
10*	Is this qualification the most suitable qualification for this student?	<input type="radio"/>	<input type="radio"/>
	If not, which qualification would you recommend is more suitable for the student?		

FedUni Representative Recommendations

Enrolment to proceed	<input type="radio"/>	<input type="radio"/>
Enrolment to proceed with adjustments	<input type="radio"/>	<input type="radio"/>
Applicant has been provided with feedback on the outcome of this pre-training review	<input type="radio"/>	<input type="radio"/>

FedUni Representative Signature

Name	<input type="text"/>	Trainer/ Assessor Signature
Date	<input type="text"/>	

Applicant Signature and Declaration

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Federation University Australia ('University') of any place which may be offered. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

- I acknowledge I have received a Statement of Fees
 I acknowledge I have received the VET Student Loans Information Sheet (if applicable)

Name	<input type="text"/>	Applicant Signature
Date	<input type="text"/>	

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Employer Pre-Training Review

SECTION 7: Employer details

Employer			
Address			
Contact name		Telephone	
Apprentice name			
Qualification			

Employer Information

Employer has trained apprentices previously Yes No

Business type

--	--	--

Working environment

--	--	--

Total number of employees	Apprentices	Trade qualified people

Authorised supervisor/s

1	2
3	4

Notes:

Including specialisations and specialist equipment

Eg: on/off site or combination

Customers and client types: Eg: domestic, commercial etc.	Hours of operation: Eg: RDOs, breaks, shut downs, closed all of January etc.	Any other details/concerns relevant to training

Preferred method of contact to verify unit of competence

<input type="radio"/> Email:	
<input type="radio"/> Fax:	
<input type="radio"/> Post:	
<input type="radio"/> Visit:	

I confirm that I have discussed the above information with a FedUni trainer during the pre-training review.

Employer Name	Signature
Date	

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