

## INFORMATION AND INSTRUCTIONS FOR COURSE APPLICANTS

- This form assists VU staff to determine whether this course is the most suitable one for you at this time, and also to identify any support needs you may have once you commence your studies.
- If you are undertaking a **Foundation Skills** course, you are **NOT** required to complete this form. All other students must complete the form and return it at least one week prior to your scheduled enrolment date.
- Complete this form electronically and email it to your course contact person, or print the form and bring it with you to your Course Pre-enrolment session.

## ABOUT THE VICTORIA POLYTECHNIC COMPACT FOR LEARNER SUCCESS

Victoria Polytechnic (VPoly) is committed to providing all students with the opportunities they need to succeed in their learning program. The VPoly Compact for Learner Success is a framework of support for all learners from application to completion and may include:

- undertaking a Pre-Training Review to ensure that you enrol in the course that is right for you and identifies any support you need to succeed in that course;
- ensuring your existing learning and skills are reviewed at enrolment and any opportunities for RPL identified so that you don't spend time studying things you already know and can complete your course more quickly;
- providing blended courses that combine scheduled workshops and classes led by expert vocational teachers with high-quality flexible online learning resources that allow you to study at your own time and access your teachers when you need them
- combining technical skills and work-related skills which will help you be job-ready if you are entering the workforce or help you to develop new skills for your job if you are already employed;
- monitoring your progress throughout your course to keep you on track and provide additional support when you most need it;
- providing ongoing literacy, numeracy and digital support and skills development services throughout your course, which may include:
  - ✓ online learning resources to help you develop the underpinning literacy, numeracy, learning and digital skills in your course (Cert II to IV courses);
  - ✓ team-teaching where a second specialist teacher actively supports your class / group to complete course requirements;
  - ✓ targeted workshops delivered by specialist support teachers throughout the duration of your course that focus on the literacy, numeracy, learning and digital skills you need to succeed;
  - ✓ intensive individual learning support provided by a specialist teacher through one-to-one support sessions.

## PRE-TRAINING REVIEW

## STUDENT DETAILS

Full Name		Date of Birth		Student ID (if known)	
Course Code		Course Title			
Email Contact		Phone contact			

## ADEQUATE INFORMATION PROVIDED

To enable you to make an informed decision about whether or not to proceed with your course application, you should have access to all the information below. If 'Yes' you have the information you need, please tick the relevant box. If you tick the "Need more Information" box for any item, a VU representative will contact you to provide you with the information you request.

Do you have access to enough information to make an informed decision about your enrolment in this course at Victoria Polytechnic? Let us know if you have questions or need more information.	Where to find this information	Check relevant box	
		Yes	More Information
<b>COURSE INFORMATION</b>			
Entry requirements for your proposed course	Course information pack or Course Brochure Or visit <a href="#">VU TAFE Course Search</a> and search for your Course Information web page	<input type="checkbox"/>	<input type="checkbox"/>
Content of your proposed course			
Duration of your proposed course			
Campus at which classes will be conducted			
Whether or not your course includes a work placement			
Any licences or registrations that you must hold for work placement or for employment after your course is finished			
Delivery method (i.e. class/workshop based, distance / online or a combination)			
How assessment will be conducted during your course			
Any materials or protective clothing you must supply			
Any other organisation that will be involved in providing training or assessment in your course			
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.			

VICTORIA POLYTECHNIC COMPACT FOR LEARNER SUCCESS			
About the VPoly Compact for Learner Success (only available to Certificate II-IV level applicants)	<a href="#">VPOLY CLS</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SERVICES, FACILITIES ,COMPLAINTS &amp; APPEALS</b>			
Disability support services	<a href="#">Disability Support</a>	<input type="checkbox"/>	<input type="checkbox"/>
Support services for Aboriginal & Torres Strait Islander students	<a href="#">Indigenous Support at VU</a>	<input type="checkbox"/>	<input type="checkbox"/>
General student support services	<a href="#">Student Support</a>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities and services available on campus (e.g. Library, computers, cafeteria, parking)	<a href="#">Facilities</a>	<input type="checkbox"/>	<input type="checkbox"/>
Victoria University's complaints and appeals management processes	<a href="#">Complaints and Appeals</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FEE INFORMATION &amp; PAYMENT SCHEMES</b>			
Your eligibility to access Victorian Government funding for your course	<a href="#">Eligibility for Skills First</a>	<input type="checkbox"/>	<input type="checkbox"/>
The fees and other charges you will incur	<a href="#">TAFE Course Fees</a>	<input type="checkbox"/>	<input type="checkbox"/>
Payment schemes that may assist in paying your fees			
How the Commonwealth VET Student Loan Scheme works, if it is available for your course and your later repayment obligations.			
Statement of VET Tuition Assurance	<a href="#">TAFE Course Refunds</a>	<input type="checkbox"/>	<input type="checkbox"/>
Victoria University's refund policy			
Would you like any further information about the items listed above? If yes, please list: _____ _____ _____ _____		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**SUITABILITY OF THIS COURSE FOR YOU**

To determine whether this course is the best one for you to undertake at this time, we need to know about your career goals and your educational history. After you submit your application, a representative from the course area may contact you to discuss this further.

Why do you want to do this course? <i>Check all that are applicable</i>	I'm progressing from a lower level course in this area ..... <input type="checkbox"/> To find employment ..... <input type="checkbox"/> As a stepping stone to further study ..... <input type="checkbox"/> Required for my current employment ..... <input type="checkbox"/> I'm exploring career options ..... <input type="checkbox"/> I'm an apprentice or a trainee ..... <input type="checkbox"/> I want to learn more in this area for personal interest ..... <input type="checkbox"/> It will give me useful skills that may help me find work ..... <input type="checkbox"/> Other reason - please write below ..... <input type="checkbox"/>																						
	Other Reason/s: _____																						
What is your main career goal?	_____																						
What is the highest level you successfully completed at school?	Year 12 ..... <input type="checkbox"/> Year 11 ..... <input type="checkbox"/> Year 10 ..... <input type="checkbox"/> Year 9 or equivalent ..... <input type="checkbox"/> Year 8 or below ..... <input type="checkbox"/> Never attended school ..... <input type="checkbox"/>																						
What year did you finish school?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																						
Have you completed further qualifications since leaving school?	Yes – complete next question ..... <input type="checkbox"/> No – skip next question ..... <input type="checkbox"/>																						
If you have completed further qualifications since leaving school, please choose <b>one</b> of these codes (A, E or I) for each qualification level that you have successfully completed. <b>A – Australian</b> – means you have achieved this level qualification in Australia <b>E – Australian equivalent</b> – means you achieved this level	<table border="0"> <thead> <tr> <th></th> <th>A</th> <th>E</th> <th>I</th> </tr> </thead> <tbody> <tr> <td>Miscellaneous Education .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Certificate I .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Certificate II .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Certificate III .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				A	E	I	Miscellaneous Education .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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qualification overseas but have had it mapped against an Australian equivalent. If you also hold an Australian qualification at this same level, choose <b>A</b> instead of <b>E</b> . <b>I – International</b> – you achieved this qualification overseas and don't have any Australian qualification at this level.	Certificate IV ..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma ..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree ..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or higher ..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
How well do you speak English?	Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all <input type="checkbox"/>
Do you regularly use any of these digital technologies? <i>Check all that are applicable</i>	Desktop or notebook computer ..... <input type="checkbox"/> Tablet or Smart Phone ..... <input type="checkbox"/> Internet ..... <input type="checkbox"/> Applications like Microsoft Word, Excel or PowerPoint ..... <input type="checkbox"/> Other - <i>please list below</i> ..... <input type="checkbox"/> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>
How do you rate your skills in the use of the digital technologies listed?	Beginner <input type="checkbox"/> Limited <input type="checkbox"/> Capable <input type="checkbox"/> Advanced <input type="checkbox"/>
Have you ever completed any learning program online?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have access to a computer and the Internet?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### YOUR LEARNING PREFERENCES

We collect this information to help ensure that each's student's preferences are catered for in the delivery of the course.

How do you like to learn? <i>Check all that are applicable</i>	Being shown how to do something and then trying it myself with some supervision ..... <input type="checkbox"/> Researching and reading to find information I need..... <input type="checkbox"/> Learning in a structured way from someone who has the knowledge and experience ..... <input type="checkbox"/> Working with others on the same problem or activity ..... <input type="checkbox"/> Working in class with teacher and other students..... <input type="checkbox"/> Working by myself in class ..... <input type="checkbox"/> Doing most of the work at home or in my own time ..... <input type="checkbox"/> Other - <i>please list below</i> ..... <input type="checkbox"/>	
	How you like to learn	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

### PRIOR LEARNING AND SKILLS

If you indicate **Yes** to either of the below questions, a representative from your course area will contact you to commence the process of Credit Transfer (CT) or Recognition of Prior Learning (RPL). You may want to refer to VU website (<https://www.vu.edu.au/pathways-to-vu/credit-for-skills-past-study/tafe-students>) for more information on CT or RPL.

Have you previously undertaken <b>formal learning</b> that you think might be used to provide <b>credit</b> towards this course? Formal learning means a recognised course for which you have received a qualification and/or a statement of attainment or statement of results.	No <input type="checkbox"/> Yes <input type="checkbox"/> <i>provide further details</i>												
If <b>Yes to credit question above</b> provide further details, including the course studied, the education provider and the year(s) when you undertook the course	<table border="1"> <thead> <tr> <th>Course</th> <th>Training Provider Name</th> <th>Year(s)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Course	Training Provider Name	Year(s)									
Course	Training Provider Name	Year(s)											
Have you previously gained <b>work skills/experience, or other life skills/experience</b> that might be used to provide recognition of prior learning (RPL) towards this course?	No <input type="checkbox"/> Yes <input type="checkbox"/> <i>provide further details</i>												

# TAFE STUDENT PRE-TRAINING REVIEW FORM

If Yes to RPL question above provide further details, including employer name/s, position level and length of employment.	Employer Name	Position held	No. of years

Only sign below if you intend to hand in this form in person. Otherwise, your email sending the form to us will be used to confirm your lodgement.

Applicant Name		Signature		Date	
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## OFFICE USE ONLY:

### COURSE SELECTION OFFICER

Confirm additional information provided to applicant as requested	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Review suitability of applicant for the course based on information provided by the applicant in the PTR and information about the proposed course as published on the Victoria Polytechnic website.	Yes <input type="checkbox"/>	
Complete TAFE Applicant Admissions Checklist for this applicant.	Yes <input type="checkbox"/>	
Refer copy of applicant PTR and Admissions Checklist to Manager/Course Coordinator for RPL/Credit Transfer Consultation prior to enrolment	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Communicate admission decision to the Admissions Centre or the Teaching Area person responsible for sending offers to successful applicants.	Yes <input type="checkbox"/>	

Selection Officer Name		Signature		Date	
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*This completed form to be stored with the TAFE Applicant Admissions Checklist, and any other relevant documents in the course file.  
For those who subsequently enrol, the forms must then be placed in the student file.*