William Angliss Institute | Specialist centre for foods, tourism, hospitality & events

Score: /50

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Pre-Training Review Form

Name:

Hospitality, Events, Resorts, Travel, Tourism, Youth Learning

Instructions

1. Complete sections 1, 2 and 3.
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.**
4. Sections 4 and 5 will be completed at the pre-training interview.

Please note, this is a pre-training review form to assist in determining your current competencies, including your literacy and numeracy skills prior to you commencing training. This form is an essential component of the selection process for your enrolment into the most appropriate program.

The information contained in this form will assist in determining your training and assessment needs.

Please tick the program/s you have applied for:

Program	Mode of Study	Please tick ✓	
		Melbourne	Lilydale
Hospitality			
Certificate III in Hospitality SIT30616	Full time	❍	❍
	Part time	❍	❍
Diploma of Hospitality Management SIT50416	Full time	❍	❍
	Part time	❍	❍
Advanced Diploma of Hospitality Management SIT60316	Full time	❍	
	Part time	❍	
Events			
Diploma of Event Management SIT50316	Full time	❍	
	Part time	❍	
Advanced Diploma of Event Management SIT60216	Full time	❍	
	Part time	❍	
Resorts			
Diploma of Holiday Park and Resort Management SIT50216 Certificate III in Outdoor Recreation (Dive) SIS30413	Full time	❍	
Diploma of Holiday Park and Resort Management SIT50216 Certificate III in Outdoor Recreation (Water Recreation) SIS30413	Full time	❍	
Diploma of Holiday Park and Resort Management SIT50216 Certificate III in Outdoor Recreation (Alpine) SIS30413	Full time	❍	
Travel and Tourism			
Advanced Diploma of Travel and Tourism Management SIT60116	Full time	❍	
	Part time	❍	
Diploma of Travel and Tourism Management SIT50116	Full time	❍	❍
	Part time	❍	❍
Certificate IV in Travel and Tourism SIT40116	Full time	❍	❍
	Part time	❍	❍
Certificate IV in Guiding SIT40216	Full time	❍	
	Part time	❍	
Certificate III in Travel SIT30216	Full time	❍	
	Part time	❍	
Certificate II in Tourism SIT20116	Full time	❍	
Certificate III in Aviation (Cabin Crew) AVI30116	Full time	❍	
Youth Learning			
Certificate II in Tourism SIT20116	Part time	❍	
Certificate II in Hospitality SIT20316	Part time	❍	❍
Certificate II in Kitchen Operations SIT20416	Part time	❍	❍
VCAL Intermediate VCALINT001	Full time	❍	
VCAL Senior VCALSEN001	Full time	❍	

Section 1 Personal Information

Surname: Given name/s:

Date of birth: VTAC ID (if applicable):

Address:

Postcode:

Telephone (Home): Mobile/Other:

Email:

Gender: ❍ Male ❍ Female

Section 2 Educational Experience

2.1 Secondary Education

Secondary school attended:

Highest level completed: Year completed (eg. 2009):

2.2 Post Secondary Education

List any courses/qualifications you have previously completed

Date Completed	Course	Institute

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.

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

2.3 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 credit 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, you must supply supporting evidence which may include your resume, work references, position description or duty statement)

2.4 Eligibility

You may be eligible for a subsidised place to fund your study under the Victorian Training Guarantee (VTG). Please complete the following questions.

a) Will you be residing in Victoria for the duration of your study? ❍ Yes ❍ No

b) Are you an Australian Citizen or Permanent Resident, a New Zealand Citizen (visa 444), an East Timorese Asylum Seeker (referral form required) or a Temporary Protection Visa holder (referral form required)? ❍ Yes ❍ No

c) Are you seeking to enrol in an apprenticeship course? ❍ Yes ❍ No

d) Will you be 19 years of age or under on January 1 in the year you will start this course? ❍ Yes ❍ No

e) Are you enrolling in a VCE or VCAL course? ❍ Yes ❍ No

f) Is the course you are applying for at a higher level than the highest qualification you already hold? ❍ Yes ❍ No

g) Is the course you are applying for at the same level as other government subsidised courses you have previously commenced? ❍ Yes ❍ No

h) Will you be commencing more than two government subsidised courses for the calendar year? ❍ Yes ❍ No

Section 3 Background, learning style and reason for study

3.1 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 for a change of career

❍ Other (please specify

3.2 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 teacher

❍ Self-directed tasks and activities

❍ Hands on tasks, role plays and activities

❍ Self-paced flexible learning books

❍ On the job, workplace training and assessment

3.3 Are you/have you worked or volunteered in an area related to your intended area of study?

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

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

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.

SECTIONS 4 AND 5 WILL BE COMPLETED AT THE PRE-TRAINING INTERVIEW. DO NOT COMPLETE THESE SECTIONS PRIOR TO THE INTERVIEW.

Section 4 - Literacy tasks for pre-training review.

4.1 Briefly explain why you have chosen this particular course.

4.2 What existing knowledge do you have of the Industry you are applying to study in?
e.g. Hospitality, Tourism, Events, Resort, Travel, Cookery.

4.3 Briefly outline any activities or achievements (volunteering, sporting, citizenship awards, etc) you have completed or attained.

4.4 How can William Angliss Institute help you achieve your professional goal?

4.5 What do you hope to achieve from gaining this qualification?

Section 5 - Numeracy tasks for pre-training review.

During your course many of the units you do will include some maths or numeracy. They may be similar to the questions below:

5.1 A bar tender needs to make sure she has enough brandy to make 100 special cocktails for an event. Each serving needs 50mls of brandy. How much brandy does she need?

5.2 A hotel has a special offer on accommodation. The usual price is $140 per night. The deal is 25% off the price. What is the new discounted price per night?

5.3 Derrick needs to get to Southern Cross Station to get to William Angliss. Derrick will catch the 8:15am train from home and the journey will take 1 hour and 20 minutes. What time will Derrick arrive at Southern Cross station?

5.4 Rodrigo goes to the Farmers' Market every Sunday to sell produce from his farm. The following is a record of his production and sales for the month of September.

PRODUCE	TOTAL PRODUCTION (kg)	TOTAL SALES (kg)
Tomatoes	208 kg	?
Cucumbers	162 kg	160.5 kg
Carrots	333 kg	?
Spinach	100 kg	75 kg

a) How many kilograms of spinach does Rodrigo have left at the end of September?

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b) Rodrigo sells 50% of the tomatoes produced in September. How many kilograms of tomatoes does he sell in that month?

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c) Rodrigo is left with 122 kilograms of carrots at the end of September. How many kilograms of carrots did he sell?

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d) Which fraction best represents the total sales of spinach in relation to the total produced? Please circle. i) $\frac{3}{4}$ ii) $\frac{1}{2}$ iii) $\frac{1}{4}$

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	outstanding				poor
Personal presentation	5	4	3	2	1
Verbal communication skills	5	4	3	2	1
Motivation and enthusiasm	5	4	3	2	1

Credit Transfer/RPL

Is the applicant eligible for credit transfers? ❍ Yes ❍ No

Has the applicant indicated they will apply for RPL/RCC? ❍ Yes ❍ No

Literacy/Numeracy

Considering the responses on their pre-training review form, 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 No:

With additional support is the applicant likely to be successful in their chosen course of study?

❍ Yes What additional support should be provided: (Please tick)

- ❍ Delivery and assessment methods adapted by trainers, e.g. oral assessment
- ❍ Referral to Learning Advisors for out of class learning support
- ❍ Other: _____

❍ No Please provide further advice of options available to the applicant

Training Suitability

The training in this course aligns with (select one of the following):

- ❍ The individual obtaining the required skills to make them job-ready
- ❍ Assists individuals to undertake further education
- ❍ Promotes/enables access to training for disadvantaged learners

This qualification is the most suitable course and training option because (select one of the following):

- ❍ Has some experience in the industry
- ❍ Has completed other studies in this area
- ❍ Needs to develop further skills to gain employment
- ❍ This course is an appropriate pathway to further studies
- ❍ Other (complete statement)

_____

_____

_____

❍ The learning strategies and materials are appropriate to this learner.

Digital Capability/Access

Does the applicant have the required digital capability? ❍ Yes ❍ No

Does the applicant have access to technology to complete this course? ❍ Yes ❍ No

Comments:

Interviewer:

Interview date and time:

SIGNATURE: