

Pre-Training Review Checklist

How to conduct a Pre-Training Review (PTR)

A PTR is to be completed by each student prior to enrolment.

The PTR is the process undertaken between TAFE Gippsland and an eligible individual to determine the most suitable and appropriate training and provides information about support services where indicated.

Ensuring course suitability for clients is an audit requirement under both the Skills First VET Funding Contract and Standards for RTOs.

Section 1: Personal Details of Student			
Family Name:		First Name:	
Date of Birth:		Student ID (If known)	
Email Contact:		Phone contact:	
Course/Qualification Title:			
Course/Qualification Code:			

Section 2: Enrolment Suitability - Please ask the student the following questions:
<p>2.1 What are the main reasons for choosing this course (Aspirations and interests)?</p> <p><input type="checkbox"/> Gain and develop my knowledge or study skills</p> <p><input type="checkbox"/> Develop my skills for better job outcomes or change of career</p> <p><input type="checkbox"/> Develop my skills for my current job</p> <p><input type="checkbox"/> To gain employment</p> <p><input type="checkbox"/> Pathway into further study</p> <p><input type="checkbox"/> Other, please specify:</p>
<p>2.2 What are your reasons for enrolling in the course, including your expectations and objectives within the industry which you are applying to study? Include your interests and outline your strengths and weaknesses towards studying.</p>
<p>2.3 What do you hope to achieve from gaining this qualification?</p>

2.4 Do you regularly have access to any of these digital technologies?

	Yes	No
Desktop or notebook computer	<input type="checkbox"/>	<input type="checkbox"/>
Tablet or Smart Phone	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Power Point	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>

2.5. Select your level of capability for each digital technology

	No Capability	Limited	Capable	Advanced
Desktop or notebook computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tablet or Smart Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.6 Do you feel you face any challenges or barriers to physical access of digital technology that will affect your learning?

Yes No

2.7 How well do you speak and understand English?

Very Well Well Limited Understanding Not at all

2.8 Do you consider yourself to have a disability? Yes No

If Yes, please indicate the type of disability.

Is there anything that you feel may impact on your participation in training? *Eg. time commitments, physical limitations, barriers or difficulties to learning?*

Yes No

Previous Study

2.8 What is the highest level qualification you have successfully completed?

2.9 Do you have prior experience working or volunteering in the proposed area of study?

Section 3 Skills Recognition

3.1 Have you previously acquired any relevant competencies in previous study relevant to this application?

Yes No

3.2 If Yes, did you complete the full qualification or just some units of that qualification?

Completed the full qualification Completed part of the qualification
*You will need to provide evidence of completion of a **full qualification** prior to enrolment*

3.3 Have you completed any of the following? (Please tick all boxes that apply)

Traineeship Apprenticeship TAFE Program VET in Schools Program

Please specify:

3.4 Do you wish to apply for any Credit Transfers?

Yes No **'Yes' refer to SMC**

3.5 Do you wish to apply for Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC)

Yes No

If you have ticked yes, you are required to provide the relevant Statement of Results along with your enrolment documentation

3.6 Is there any other information we can provide for you in relation to this course?

Section 4: Learning Preferences – Please tick one or more of the following:

4.1 How do you prefer to learn?

- 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
- Continuous and regular communication with my teacher
- Self-directed tasks and activities
- Hands on tasks, role plays and activities
- Self-paced flexible learning books/resources
- On the job, workplace learning and assessment

Section 5 : LLN Testing – OFFICE USE ONLY

5.1 Are the proposed learning strategies and materials appropriate for the student? Do the learning strategies and materials pose potential issues/challenges/barriers for the student?

- Yes No

If 'No' please comment if you are proceeding with the enrolment:

5.2 Does the student face challenges or barriers with digital capability or access to necessary technology?

- Yes No

If 'Yes' what considerations/adjustments will be put in place prior to proceeding with the enrolment and how will this information be communicated to relevant teaching staff:

Course Level:	Type of LLN test to be completed:
Foundation (all)	CSPA
Certificates II and III	Snapshot
Unless they are ACSF Level 4 or above. Please refer to TAS document	CSPA
Certificate IV and Higher	CSPA

SNRI – SNAPSHOT

ACSF Areas	Reading	Numeracy

Course level requirement (ACSF Level)			
Online LLN results: SNRI - Snapshot	<input type="checkbox"/> Sufficient	<input type="checkbox"/> Difficulty	<input type="checkbox"/> Sufficient <input type="checkbox"/> Difficulty
Does the report state “Your results suggest you may have difficulty ...”			<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes” - the learner must complete a CSPA test to determine next steps (complete CSPA section below) If “No” proceed with standard enrolment.			
CSPA – Core Skills Profile Assessment			
ACSF Areas	Reading	Numeracy	Writing (If Required)
Course level requirement (ACSF Level)			
CSPA – Core Skills Profile			
CSPA Only - Gap between requirement and results:			
Gap of ONE level: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If ‘Yes’ - refer learner for LLN consultation (page 4) but proceed with enrolment If ‘No’ proceed with standard enrolment			
Gap of TWO level or more: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If ‘Yes’ - URGENT referral to a Learning Support and defer enrolment (except apprentices) If ‘No’ - Proceed with standard enrolment			
Note: to be eligible for VFH or VSL the learner must score at least 3 in Reading and Numeracy			
Section 6 : Assessment			
Following this discussion and the details recorded, it is determined that the course of study is the most suitable training option for the student and the proposed learning strategies and materials are appropriate for the student because the course...			
Minimises duplication of existing competencies (Section C) <input type="checkbox"/> Yes <input type="checkbox"/> No If ‘No’ refer to SMC			
Meets the Student’s aspirations and interests (Section B & D) <input type="checkbox"/> Yes <input type="checkbox"/> No If ‘No’ Comment:			
Links to likely future employment and/or study pathways (Section B) <input type="checkbox"/> Yes <input type="checkbox"/> No If ‘No’ Comment:			
Matches the Student’s current LLN Level (Section B, C & E) <input type="checkbox"/> Yes <input type="checkbox"/> No If ‘No’ refer to Learning Support			
Matches the students existing digital literacy and the student has access to appropriate digital technology (Section B) <input type="checkbox"/> Yes <input type="checkbox"/> No If ‘No’ refer to Learning Support			

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Meets the English language speaking skills and disability thresholds of the student (Section B)

Yes No If 'No' refer to EAL

If YES to all six of these criteria, then the course is suitable for the Student to proceed with enrolment.

If unable to select all of the above criteria, please complete a referral via Learning Support located on Staff Portal.

Teacher Rationale Statement: Assessment of PTR has confirmed the course is the most suitable and appropriate for the student to proceed with enrolment – Trainer/Assessor to provide a detailed rationale including justification for entry into qualification/course and any reasonable adjustment identified.

Yes No

Comment:

PLEASE NOTE: By signing – trainers/assessors, services or individuals may be contacted if deemed necessary.

Student/Client Signature:

Date:

Trainer/Assessor Name Conducting Review:

Date:

Trainer/Assessor Signature Conducting Review:

Date: