

## Pre Enrolment/Training Review

Student Name

Date of Birth  Gender  Male  Female  Undetermined

Qualification applying for

PTR conducted via:  Face to face  Telephone  Skype

### PURPOSE:

The Pre-Enrolment/Training Review (PTR) is a process undertaken to determine the most suitable and appropriate course and training for an individual conducted prior to the enrolment into course of studies to ensure that the training and assessment provided by St Peter Institute (SPI) is able to meet the student's individual needs and their host workplace requirements (if applicable).

Before we make an offer, SPI is required to conduct a review of a student's current competencies, including their literacy and numeracy skills, in order to enrol them in the most appropriate course to achieve their intended outcomes

| Course and Units Information (must be completed) (Please tick appropriate boxes)   |   |                          |                          |
|--|---|--------------------------|--------------------------|
| Did you have access to enough information to make an informed decision about your enrolment in this course?<br>Please tick the relevant and provide the relevant information accordingly so that student can make an informed decision, about the course and SPI | Where to find more information<br>SPI WEBSITE And SPI Student Handbook                                  | YES                      | NO                       |
| <b>Course Information (Discussed with Student)</b>   | Course Brochure Specific to student area of Study, SPI Website, www.spi.vic.edu.au SPI Student Handbook |                          |                          |
| Entry requirements for your course   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Any Pre-requisite Unit requirements for the course   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Duration of course   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Course location  |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Content of the course  |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Delivery method of course (e.g. on or off campus, face-to-face)  |   | <input type="checkbox"/> | <input type="checkbox"/> |
| How assessment is conducted during the course  |   | <input type="checkbox"/> | <input type="checkbox"/> |
| When and Where assessment will be conducted?   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Whether or not your course includes a work placement   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| English, Attendance and Academic Requirements  |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Fee information (Total Cost)   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuition and Non Tuition Fees   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Student support services   |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Referral Services  | <input type="checkbox"/>  | <input type="checkbox"/> |                          |

## Pre Enrolment/Training Review

|  |  |                          |                          |
|--|--|--------------------------|--------------------------|
| 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                               |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognition of prior learning (RPL)/Credit Transfer (CT) Option/Process Explained to the student<br>(Please attach copies of your certified academic transcript certificate if you are applying for Credit Transfer) |  | <input type="checkbox"/> | <input type="checkbox"/> |

### GOALS AND PREFERRED LEARNING STYLE:

What are your interests in this area and how do you hope this course will assist you to achieve new skills and knowledge?  
(Example:-Interested in Business, or experience etc)

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What existing knowledge do you have of the industry you are applying to study in? (Eg:- volunteer in individual care facility)

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What do you hope to achieve from this qualification? (Eg: - skills and knowledge to get a job in the field)

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Any support identified/required in Speaking, Listening, Reading or Writing and Numeracy?

Yes  No

Comments

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List any identified support required during the learning? (Must be advised to the relevant student support team member/ Trainer Assessor accordingly)

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### DIGITAL CAPACITIES /COMPUTER BASIC SKILLS:

The following questions will provide a holistic perspective of the student's access and abilities in using the computer and internet, which may be required as part of course i.e. assessments, research, Project, Assignments and Report etc.

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## Pre Enrolment/Training Review

| Computer Skills  | Support Required (please tick) | Support Not Require (please tick) | For SPI Only Follow up Support IT- Email Sent/Notified (please tick) |
|--|--------------------------------|-----------------------------------|--|
| Starting a computer and logging in using a username and password                                       | <input type="checkbox"/>       | <input type="checkbox"/>          | Dated _____  |
| Using the internet   | <input type="checkbox"/>       | <input type="checkbox"/>          | Dated _____  |
| Microsoft Word,<br>> Creating new documents, saving files, can use cut, copy and paste functions etc.) | <input type="checkbox"/>       | <input type="checkbox"/>          | Dated _____  |
| Using spreadsheets (e.g. Excel)  | <input type="checkbox"/>       | <input type="checkbox"/>          | Dated _____  |
| Making presentations (e.g. PowerPoint)   | <input type="checkbox"/>       | <input type="checkbox"/>          | Dated _____  |
| Communicating online using email and social media  | <input type="checkbox"/>       | <input type="checkbox"/>          | Dated _____  |

Any other area where the student need more support (Please specifies)

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|  | Yes (Please tick)        | No (Please tick)         |
|--|--------------------------|--------------------------|
| <b>Credit Transfer/RPL</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the applicant applying for credit transfers/RPL?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>If Yes;</b><br>Has the student supplied & Submitted the completed application form for Credit transfer form and associated evidence and Referred to appropriate Course Co-ordinator for RPL?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Literacy/Numeracy</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Considering the responses on their pre-training review form and the LLN assessment result, does the applicant currently have the appropriate level of literacy and numeracy skills to meet the requirements of their course of choice? | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>If Yes:</b><br>The learning strategies and materials are appropriate to this learner  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>If No:</b><br>With additional support is the applicant likely to be successful in their chosen course of study?   | <input type="checkbox"/> | <input type="checkbox"/> |

## Pre Enrolment/Training Review

### SUITABILITY OF THE COURSE: - FOR OFFICE USE ONLY

|   |   |
|---|---|
| <b>DECISION / COMMENTS (must be completed)</b>  |   |
| <b>The course is suitable for the applicant:</b>  | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with assistance |
| <b>If Yes, Please Tick the appropriate statement</b>  |   |
| The course will provide the individual with the required skills to make them job-ready  | <input type="checkbox"/>  |
| Assists individuals to undertake further education  | <input type="checkbox"/>  |
| This qualification is the most suitable course and training option for the student because the applicant: (please tick the appropriate statements): | <input type="checkbox"/>  |
| • Has completed other studies in this area  | <input type="checkbox"/>  |
| • Past Experience in the same Industry  | <input type="checkbox"/>  |
| • Can gain further skills to gain employment  | <input type="checkbox"/>  |
| • Can use the chosen course as an appropriate pathway for future studies  | <input type="checkbox"/>  |
| <b>Comments: -</b>  | <div style="border: 1px solid black; height: 40px; width: 100%;"></div>                               |

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT SIGNATURE AND DECLARATION:

I declare to the best of my knowledge the information I have provided through my responses are true and accurate to the best of my knowledge and I have not wilfully suppressed any information. I understand that SPI may refuse, reverse or terminate my enrolment on the basis of untrue, misleading or incomplete information. I understand that if there are any changes to the information provided by me in this interview, I will notify SPI immediately.

I also acknowledge that I have been provided an opportunity to ask questions.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_