

Applicant Details

Full Name		Date of Birth	
Email		Phone	
Course Code and Title			

Information and Instruction for Course Applicants

1. The Pre-training Review form assists iTAFE staff and yourself to determine whether this course is the most suitable for you and to identify any support needs you may have once you commence your studies and to help you succeed in your chosen course.
2. The review also helps to identify skills recognition and credit transfers when applying for a vocational education course.
3. This assists to determine your competencies, including your literacy and numeracy skills prior to you commencing training.

Enrolment Process

Stage 1: Pre-Training Review (this can be by phone or during individual interview)

- a) Assess eligibility (for government-funded training)
- b) Complete Pre-Training Review form
- c) Complete Enrolment Application form (include/attach IDs and concession evidence (if applicable))

Stage 2: Induction (attendance is mandatory)

- a) Present or complete the Pre-Training Review Form
- b) Present or complete the Enrolment Application Form
- c) Complete language, literacy and numeracy test
- d) Course Information/question and answer
- e) Sign Induction checklist
- f) Individual Training Plan signed
- g) Discussion regarding payment and Statement of Fees

Adequate Information Provided

Do you have access to enough information to make an informed decision about your enrolment in this course at iTFE? Let us know if you have questions or need more information.	Check Box	
	Yes	No
Course information including: <ul style="list-style-type: none"> • Entry requirements for course • Duration of course • Training centre locations • Delivery method of course • Work placement requirements (where applicable) • How assessment is conducted • Any materials or protective clothing you must supply 	<input type="checkbox"/>	<input type="checkbox"/>
Language Literacy and Numeracy (LLN): <ul style="list-style-type: none"> • Requirement for you to undertake an assessment of your LLN skills before enrolment to determine any support needs you may have during your study 	<input type="checkbox"/>	<input type="checkbox"/>
Support services including: <ul style="list-style-type: none"> • Academic skills support • Digital technology support • Campus facilities and services • Complaints and appeals process 	<input type="checkbox"/>	<input type="checkbox"/>
Fee information including: <ul style="list-style-type: none"> • Eligibility to access Victorian Government funding for your course • Fees and charges that apply • Refund policy 	<input type="checkbox"/>	<input type="checkbox"/>
Would you like any further information? If yes, please provide details below.	<input type="checkbox"/>	<input type="checkbox"/>
Click here to enter text.		

Suitability of Course

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 employment and educational history.

What is the main reason for you choosing to study this course?	To gain employment	<input type="checkbox"/>
	To gain knowledge and build study skills	<input type="checkbox"/>
	To access pathways into further study	<input type="checkbox"/>
	Develop skills for current job	<input type="checkbox"/>
	Develop skills for a change of career	<input type="checkbox"/>
	Other (please detail below)	<input type="checkbox"/>
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		



What is your preferred learning style?	Participating in classes face to face with teacher and other students	<input type="checkbox"/>		
	Working with others on the same problem or activity	<input type="checkbox"/>		
	Self-directed tasks and activities	<input type="checkbox"/>		
	Doing most of the work at home in my own time	<input type="checkbox"/>		
	On the job, workplace training assessment	<input type="checkbox"/>		
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"/>		
Have you completed further qualifications since leaving school?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, provide details below.				
Course	Institute	Year Completed		
Do you have work experience (including volunteer experience) related to the course you wish to study?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you currently employed?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employment history				
Position held	Employer	Length of time		
How well do you speak English?	Very Well	Well	Not Well	Not at All
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate your current skills in the use of technology?	Beginner	Limited	Capable	Advanced
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Skills Recognition

You may have already achieved competence in some workplace skills and knowledge, for example by completing other qualifications, passing examinations, or gaining experience while working. These achievements can be assessed and formally recognised.

Do you wish to apply for Recognition of Prior Learning (RPL)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you wish to apply for Credit Transfer (CT)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Applicant Signature		Date	
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To be Completed during Pre-Training Interview - Office Use Only

Careers Advisor Only Section

Part A	Check Box	
	Yes	No
Is the applicant 17 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes , does the applicant have a completed <i>'Transition from School'</i> form?	<input type="checkbox"/>	<input type="checkbox"/>
The applicant has the appropriate work and/or previous study experience to undertake this course successfully?	<input type="checkbox"/>	<input type="checkbox"/>
Part B	Yes	No
Proposed course of study will enable the student to obtain the required skills to make them job-ready	<input type="checkbox"/>	<input type="checkbox"/>
Proposed course of study will assist the student to undertake further education	<input type="checkbox"/>	<input type="checkbox"/>
Proposed course of study will promote/enable access to training for disadvantaged learner (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Part C	Yes	No
The applicant has sufficient technology skills for this course	<input type="checkbox"/>	<input type="checkbox"/>
The applicant has appropriate LLN skills for this course	<input type="checkbox"/>	<input type="checkbox"/>
The selected course has the most suitable learning resources and delivery mode for the applicant	<input type="checkbox"/>	<input type="checkbox"/>
The pre-requisites for the course have been met (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Careers Advisor Confirmation	Yes	No
Recommend Support. (If Yes , please indicate support recommended)	<input type="checkbox"/>	<input type="checkbox"/>
• LLN support	<input type="checkbox"/>	<input type="checkbox"/>
• Academic skills support	<input type="checkbox"/>	<input type="checkbox"/>
• Digital technology support	<input type="checkbox"/>	<input type="checkbox"/>
• Career counselling	<input type="checkbox"/>	<input type="checkbox"/>
Careers Advisor Name		
Careers Advisor Signature		
	Date	



