

1. SKILLS FIRST PRE-TRAINING REVIEW DOCUMENT**Applicant Details**

Administration: This form must be completed for each training program applicant

- after they have applied to complete their training with Triscott Educational Services, and
- prior to finalising their enrolment

The information in this document will be used:

- to determine that the course is suitable for the applicant, and
- to ensure that the training is aligned to the particular skills and type of employment that the applicant is seeking after completing the qualification

Each question requires relevant detail.

If the details are not provided, the applicant's enrolment might not be processed.

The following 'initial entry interview' covers the Pre-Training Review for students who are eligible to access the Victorian Training Guarantee funding.

APPLICANT NAME: (as on Enrolment Form)

Full Name:

QUESTIONS FOR APPLICANTS – all questions must be answered.

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| 1. Which course are you interested in undertaking? | <input type="checkbox"/> CHC30213 Certificate III in Education Support <input type="checkbox"/> CHC40213 Certificate IV in Education Support |
| 2. Why do you want to enrol in this course? <i>How do you feel that this course will assist you to further develop your goals, interests and objectives?</i> | |
| 3. After you have completed your training what type of employment / future study would you be seeking? | Future employment options / future study options: |
| 4. What additional knowledge and skills do you hope to gain from this training program? | |
| 5. Do you understand how enrolment in this course will affect your eligibility to access government funding in the future? <i>(a NO response requires clarification)</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="radio"/> a maximum of 2 subsidised courses can be commenced in a calendar year <input type="radio"/> a maximum of 2 subsidised courses can be undertaken at any one time <input type="radio"/> a maximum of 2 subsidised courses at the same level can be commenced in a lifetime |

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| <p>6. Are you currently employed or volunteering in the education sector?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please specify:</p> |
| <p>7. Have you had experience working or volunteering in the education industry? <i>Outline your role and responsibilities.</i></p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, outline your role and responsibilities:</p> |
| <p>8. <u>Previous courses</u> – have you participated in any courses or training in the past?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes - indicate any qualifications that you have attained in the past and relevant capabilities, you have developed:</p> |
| <p>9. <u>Credit Transfer / RPL / RCC</u></p> <p>(a) Have you completed any training that might give you Credit towards this course?</p> <p>(b) Would you like to make an application for Credit Transfer?</p> <p>(c) Do you already have relevant competencies related to the Course?</p> <p>(d) Would you like to consider RPL or RCC?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p><i>(a) – (d) Certified copies of transcripts and relevant supporting documents need to be provided.</i></p> | |
| <p>10. <u>Learning materials and strategies</u></p> <p>Identify the learning materials and strategies that assist you to learn best.</p> <p><i>Triscott will then consider whether:</i></p> <ul style="list-style-type: none"> • <i>the program's proposed learning strategies and materials will be appropriate</i> • <i>adjustments will need be made to suit individual needs, e.g. special needs, disability, current circumstances,</i> • <i>learning materials are adequate and/or appropriate</i> • <i>a student requires any additional support or adjustment</i> | <p>Identify your referred learning materials and strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> textbooks that I can read independently, in my own time <input type="checkbox"/> online materials that I can access and complete independently and when required <input type="checkbox"/> conducting my own research <input type="checkbox"/> power-point/visual support to reinforce in-class learning <input type="checkbox"/> pictures and diagrams support <input type="checkbox"/> group discussion with other students <input type="checkbox"/> practical application of knowledge and skills in a work-place situation <input type="checkbox"/> working through actual or simulated examples, e.g. a case study, a scenario <input type="checkbox"/> other: |
| <p>11. <u>Computer Access</u> I have access to a computer</p> <p><i>The student has been advised of minimum IT requirements for participation in assessment. The student has confirmed access to the necessary technology.</i></p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <ul style="list-style-type: none"> - access to the internet - basic computing skills - using computer, mouse and keyboard - using Word and Excel - saving files |

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| <p>12. <u>Submission of Assessments</u> I understand that assessment documentation is submitted to Triscott in a paper-based hard copy format – addressed to Triscott Educational Services – PO Box 1246, Healesville VIC 3777</p> | YES / NO |
| <p>13. <u>Additional Support</u> To complete your training successfully- do you feel you might require any additional support? Please specify:</p> | YES / NO |

APPLICANT DECLARATION

I confirm that that I have been provided with and understand the following documents:

- Course Outline
- Fees Summary – Statement of Fees
- Eligibility

Applicant Name: _____

Signature: _____

Date: _____