

## Pre-Training Review

**INSTRUCTIONS: PLEASE PRINT ALL DETAILS CLEARLY**

### COURSE INFORMATION

**QUALIFICATION/S - COURSE NAME AND COURSE CODE**

### STUDENT DETAILS

**STUDENT'S FULL NAME**

**DATE:**

## ABOUT THIS PRE-TRAINING REVIEW

This Pre-Training Review is conducted for prospective students as part of the enrolment process. The purpose of the Pre-Training Review is to ensure that the qualification/s you are seeking to enrol into suit you and your future career plans.

Dalton College will use this review to provide you with the support you require to meet the language, learning and assessment needs to help you achieve the expected outcomes of the course.

This Pre-Training Review covers:

- Exploration of career goals, exploring your current skills, previous education and work history to determine the most suitable course for you.
- Language, literacy and numeracy [LLN]– determined to ensure you will be able to complete the course, and to ensure you have the required entry requirements for your course/s.

### LEARNING ACTION PLAN

**1. What is the main reason for you choosing to study this course?**

☐ to get a job ☐ improve my skills ☐ requirement of my job ☐ personal interest ☐ other [specify]: \_\_\_\_\_

**2. What is your highest qualification?** \_\_\_\_\_

**3 Do you have an understanding of the training program?** ☐ Yes ☐ No

**4. What are your career goals?**

**a. Short-term [next 6-18 months]**

**b. Long-term [5-years] ?**

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**LEARNING ACTION PLAN**

**5. Do you have any work experience in relation to the course you are choosing to study?**

☐ YES ☐ NO

**If yes, please describe your experience: Please write down your last two job titles and a brief description of your main duties. Or if appropriate/relevant, list details of work experience paid/unpaid that may serve as a relevant background to this course, including your exposure to the industry that relates to this course.**

**6. Do you have completed similar courses in the past?**

☐ YES ☐ NO

**If yes, you may be able to apply relevant units, credits or experience to this course. This is referred to as Skills Recognition - Recognition of Prior Learning (RPL) or Credit Transfer (CT).**

Would you like to apply for RPL? ☐ YES (please fill RPL Application Form) ☐ NO

Would you like to apply for CT? ☐ YES (please fill CT Application Form) ☐ NO

**Please write down any relevant, proven qualifications you already have partially or fully completed\*:**

\*You will be asked to provide copies of your certificate and/or statement of attainment for proof of qualification/s you already have partially or fully completed.

**7. How do you think this course will benefit you? What employment/career outcomes do you hope to gain from undertaking this qualification(s)?**

**8. In your past learning experiences, have you encountered any barriers or difficulties to learning? Give a brief description of your past learning experiences (the good and not so good ones)?**

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10. If the qualification for which you are applying is lower than your highest qualification as specified above, please state the reason(s) why you plan to undertake this course.

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**DALTON COLLEGE REPRESENTATIVE DECLARATION**
**STUDENT NAME:** \_\_\_\_\_

Based on the information provided by the student, I agree that:	Yes	No
Student was given all Pre-enrolment information including: Dalton Prospectus; Student Handbook? Course details including duration, delivery mode, employment pathways, UoCs, training location, and course fees.		
Enrolment in this course aligns with the student's work/career plan.		
The student has completed the ASCF aligned LLN Assessment and the completed assessment has been reviewed and retained for inclusion in the student records [if applicable]		
The student meets the entry requirements to undertake the course as stated in the Training and Assessment strategy for the course.		
The student is aware and commits to the hours of study recommended for this course.		
RPL / Credit Transfer have been discussed with the student.		
Assistance available in class and support services have been explained.		
The student has appropriate work experience and level of skill and ability to undertake this course successfully.		
Appropriate proposed assessment instruments, learning materials and strategies aligns with student's background and experience.		
The student has demonstrated appropriate language, literacy and numeracy level for this course.		
<b>INDICATIVE ASSESSMENT SUMMARY - Language Proficiency</b> <input type="checkbox"/> IELTS or similar English Test has been verified   SCORE: _____ <input type="checkbox"/> LLN Assessment Outcome [as determined by LLN Assessment completed by the student] Please detail LLN judgment decisions and outcomes of support services or referrals (if any) that have been offered:   		
Student requires additional English, learning or other types of support to participate in this course Please specify:		

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**DALTON COLLEGE REPRESENTATIVE DECLARATION Cont...**

Based on the information provided by the student, I agree that:	Yes	No
The predicted student's capacity to benefit from this course is? [please tick] <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent		
RPL / Credit Transfer suitable		
Training Plan to be established based on the information provided		

**Additional interviews or other pre-enrolment evaluation notes:**

**Areas requiring assistance / Recommendations for support or adjustment/ Other comments:**

**Dalton Representative Recommendation:**

**Enrolment to proceed**      ☐ **YES**      ☐ **NO**

**Enrolment to proceed with adjustments**      ☐ **YES**      ☐ **NO**

## DECLARATION:

I confirm that course arrangements are suitable and appropriate to the existing skills, knowledge and the experience of the student due to the reasons noted above and that the course mode of delivery is also suitable to the student's needs. The student can now progress to completing a Dalton Application for Enrolment Form.

**Dalton College Representative:**

**Signature:**

**Date:**

Verified by:

**Academic/General Manager:**

**Signature:**

**Date:**

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