# **Pre-Training Review**



INSTRUCTIONS: PLEASE PRINT ALL DETAILS CLEARLY

COL	DCFI	NEOD	MATION	
	RSFI	NFUR		

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] ?

Document name	Pre-Training Review	Author	Compliance Consultant	Approved by	CEO	RTO Code	41340
Date Updated	January 2022	Date to be reviewed	December 2024	Version no	5.1	CRICOS Provider No	03450E
	Document control management – Uncontrolled when printed					Page 1	of 5



E A DAULA							
	G ACTION PLAN	vnorionco in i	relation to the course you are a	hoosing to stur	4v2		
5. DO Y	ou nave any work e	xperience in i	relation to the course you are c	noosing to stud	iy?		
□ YES	5 □ NO						
lf yes,	please describe you	r experience:	Please write down your last tw	o job titles and	a brief d	escription of your	main
-		-	etails of work experience paid/	-			
			the industry that relates to this	-	.,		
	0,		· · · · · · · · · · · · · · · · · · ·				
6 Do 1	ou have completed	cimilar cours	as in the nast2				
6. DO y	ou have completed	similar course	es in the past?				
□ YES	5 □ NO						
If ves.	vou may be able to a	apply relevan	t units, credits or experience to	this course. Th	nis is refer	red to as Skills Re	cognitio
-	nition of Prior Learni						
-							
Would	you like to apply for	RPL? 🗆 YES	(please fill RPL Application Form	) 🗆 NO			
المريد الم	you like to apply for		(please fill CT Application Form)				
Please	write down any rele	evant, proven	qualifications you already hav	e partially or fu	lly compl	eted*:	
*******			· · · · · · · · · · · · · · · · · · ·				
*You wi	If be asked to provide cop	ples of your certif	ficate and/or statement of attainment	or proof of qualifie	cation/s you	i already have partially	or fully
complet	ed.						
-			- 6'+		l		
7. How	<i>i</i> do you think this co	ourse will ben	efit you? What employment/c	areer outcomes	s do you h	iope to gain from i	underta
thic au	alification(s)?						
unis qu	anneation(s)?						
8. In 14	our nast learning ev	neriences hav	ve you encountered any barrie	s or difficulties	to learni	ng? Give a hrief de	scrinti
-				s of annuulles	to rearran	-5. Give a bilei ue	scripti
your p	ast learning experie	nces (the goo	d and not so good ones)?				
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9. Is there anything that you feel can be an obstacle in completing this qualification?

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.

### LANGUAGE LITERACY AND NUMERACY (LLN)/ENGLISH LANGUAGE ASSESSMENT

#### INTERNATIONAL STUDENTS ONLY

All international students must provide evidence of suitable English Language entry requirements /proficiency prior to being issued a full offer and prior to enrolling with Dalton College. They may still be required to complete the PTR form onshore during orientation (if not completed prior orientation) or if there is any doubt of the authenticity of the LLN test results or if it is identified during an interview or during orientation that they are struggling to communicate/complete forms etc.

ENGLISH PROFICIENCY
11. Have you undertaken IELTS or other official English Test?*
□ Yes □ No
If Yes, what was your result?
How often do you speak English?
*You will be asked to provide Certified / Notarised English Proficiency Results

#### INTERNATIONAL STUDENTS

Dalton Representative or Trainer will ask you to complete a Language, Literacy and Numeracy (LLN) Assessment as part of this Pre-Training Review. The assessment has been designed to ensure that you have the ability to complete the course or to identify any support needs that you have. The LLN assessment will be conducted by a qualified ELICOS and EAL trainer and assessor, and the results will be reviewed by the Director of Studies of Studies who, in conjunction with the ELICOS/EAL trainer, ELICOS/EAL trainer will verify that you have the skills needed to complete the qualification as per the course entry requirements. If it is identified that you need further English skills prior to commencing your VET course, you may be offered a conditional offer based on you enrolling into an ELICOS course prior to your VET course. This would be at an additional cost.

### THANK YOU! Please submit this completed form to your Dalton College Representative.

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Document control management – Uncontrolled when printed						Page 3	<i>of</i> 5



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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.		
INDICATIVE ASSESSMENT SUMMARY - Language Proficiency		
IELTS or similar English Test has been verified   SCORE:		
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 offer	ed:	
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 N				No			
The predicte	he predicted student's capacity to benefit from this course is? [please tick]						
Poor	🗆 Fair	□ Good	Very Good	Excellent			
RPL / Credit	Transfer suital	ole					
Training Plan	Training Plan to be established based on the information provided						

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	Document control management – Uncontrolled when printed					Page 4	<i>of</i> 5



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	

# **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	c/General Manager:							
Signature	2:							
Date:								
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Document control management – Uncontrolled when printed						Page 5 of 5		