

Pre-Training Review (Certificate III and above)

Student Name:	
Course:	
Trainer:	

Note: Please ensure each question is answered with as much detail as possible. You are encouraged to ask questions at any time. This tool will tell us if there are any areas you may need more support in. We may be able to provide extra help or else refer you to Specialist Support* to help you reach your learning goals. (* see notes on Page 3 regarding Specialist Support).

PART 1 can be completed by a student or the RTO Delegate

PART 1 – VERBAL SKILLS

1. Why you are interested in this course and what do you hope to achieve?

Trainer will give the information to complete the section below:
(Trainer to provide course overview and types of jobs this course may lead to)

Qualification/Skillset:		No. of Units:	
Course Start & End Date	Duration & Days per week:	Mode of Delivery: (e.g. Classroom)	
Assessment Types: (Written/verbal/ observation)	Practical Placement: (unpaid)	Course Fee:	

Refer to the Student Handbook then initial and affirm that the below listed policies, procedures have been understood and the required documents have been provided
(You can also access AETS student handbook on www.aets.edu.au)

Attendance requirements (Page 10)	Competency based assessment (including variation & re-assessment) (Page 5)	Issuing of AQF qualifications and Statements of Attainment (Page 9)	
Disciplinary action (Page 14 & 15)	Refund (if applicable) (Page 18/ AETS website)	Complaints and Appeals (Page 18 /AETS website)	
All legislation that may affect students (Privacy Act) (Page 19-21)	Proof of Identification Provided		

2. Based on the above description, are you confident this is the course/ industry that you want to study and/or work in?

3. Do you have any other experience in a similar industry? This will help us determine if you are eligible to apply for Recognition of Prior Learning (RPL)?

Note: RPL is the process of recognising skills and experience gained through work, life and industry. Please see the Student Handbook, visit our Website www.aets.edu.au or the AETS RPL Policy for further information.

4. Have you completed any other formal study? This will help us determine if you are eligible to apply for Credit Transfer (CT)?

Note: If yes, please provide a copy of your Statement of Attainment and/or Qualification to your Trainer.

5. This training course may assist you in your job-seeking endeavours, or provide you with an opportunity to apply for work in certain industries. AETS however, does not provide any guarantee that you will get a job if you complete this course.

Yes, I understand (go to next Question)

No (I need further information)

If you need further information or explanation on potential employment or further study outcomes of this course, please ask your Trainer:

6. Do you have any known physical, medical or learning conditions that may impact your ability to study?

No

Yes (You are not obligated to give detailed information, but any information you choose to give will help support your application)

7. Have you had difficulties with learning in the past?

No

Yes – if Yes please provide details below

8. Do you anticipate needing any additional support during the course?

- No Yes – if Yes what kind of support will you need?

E.g. Language and literacy, additional time to complete assessments.

(Applicants can be referred to Specialist Support Services (if required) such as: 26Ten Literacy Program (TAS); the Reading and Writing Hotline; the Skills for Education and Employment (SEE Program), the Adult Migrant English (AMES) Program, or the Adult Community Education (ACE) Training Providers (all States).

RTO delegate to complete:

I have (please tick):

- Provided an overview of the course
 Provided the student handbook (either electronically or in hard copy)
 Informed the applicant about the LLN screening tool

(LLN Screening Tool to be signed by the student and yourself on the last page)

LLN Screening Tool

This language, literacy and numeracy tool will assist us in identifying your current reading, writing and numeracy levels to assist you with your specific learning needs.

PART 2 – NUMERACY

Question 1 to 4 carries 2 marks each

1. Westshope has reduced everything by 20%. Complete the table to show the sale price of the items. Show how you worked out your answers.

ITEM	ORIGINAL PRICE	SALE PRICE after 20% off
Men socks	\$10	
Children Pyjamas	\$30	
Women Sports shoes	\$70	

2. Four pies are made from 1 sheet of pastry. A packet of pastry has 20 sheets. How many pies can you make from a packet of pastry?

Answer: _____

3. Tina has been asked to cater for a party for 60 people. The budget she has been allocated is \$11.00 per head. What is the total amount Tina can spend on catering for the party?

- a) 600 b) 660 c) 700 d) 690

4. If a block of land is 40m long and 200m wide, what is the total square meter?

Answer: _____ m²

Score :	/8
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PART 3 – READING AND WRITING

5. How to turn on a computer? Put the below five step by step instructions in the correct order (from 1 to 5).

- Log in _____
- Enter your password _____
- Enter your user id _____
- Locate the on button _____
- Push button until computer starts _____

6. The following text has 4 spelling errors. Circle the mistakes as you find them:

Good custmer service is the lifeline of any buisness. You can offfer promotions and cut prices but, unless you can get your customers to come back, your business won't be profittable for long.

7. Read the Lamb curry recipe and answer the following questions:

Ingredient list:

- 1 tbsp vegetable oil
- 1 onion, thinly sliced
- 1 garlic clove, chopped
- ½ tsp salt
- 2 tsp curry powder
- 1 can diced tomatoes, drained
- 1 tbsp tomato paste
- 1.2kg Lamb cubed

Method:

1. In a large skillet, heat vegetable oil over medium heat.
2. Add onion, garlic and salt; cook, stirring until softened 7 minutes.
3. Add curry powder and cook, stirring for 1 minute.
4. Stir in tomatoes and tomato paste
5. Add lamb and simmer until cooked through; 6 minutes.
6. Add coriander and enjoy

Tick the correct option

- | | | | |
|---|------------------------------------|---------------------------------------|--|
| a) What does kg mean? | <input type="checkbox"/> Kilowatt | <input type="checkbox"/> Kilogram | <input type="checkbox"/> Kilojoule |
| b) What ingredient has been left off the ingredient list? | <input type="checkbox"/> Coriander | <input type="checkbox"/> Garlic clove | <input type="checkbox"/> Vegetable oil |
| c) How much curry powder was used? | <input type="checkbox"/> 1 tsp | <input type="checkbox"/> 2 tsp | <input type="checkbox"/> 3tsp |
| d) What was done with the garlic clove? | <input type="checkbox"/> Grated | <input type="checkbox"/> Crushed | <input type="checkbox"/> Chopped |

8. Write at least a two-sentence response to each of the questions below:

What motivates you?

What do you most enjoy in your free time?

Thank you for completing the pre-training review. Please now complete the section below and hand this form back to your trainer.

I agree that I have read, understood and completed this Pre-Training Review

Student Name:

Signature:

Date:

Pre-Training Review Assessment - Trainer Use Only

Trainer Assessment MUST be completed prior to commencement of training:

Please check the student's response to the Question 1 - "Part 1". Has the student declared a relevant reason for undertaking this course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student applying for Recognition of Prior Learning? (Question 3) <i>(if yes, please fill out a RPL application form and provide all evidence)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student applying for Credit Transfer? <i>(if yes, please attach copy of the Award)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Based on the student's answers to Pre Training Review, Is this qualification relevant to their industry of choice? If "No" - please make notes in the "General Notes" section below and speak to the student about alternate study options / pathways to assist in their career choice.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the student's LLN skills adequate for this level course? Please note: a student may require assistance with LLN skills but still be able to undertake this level qualification. If you tick "No" for any of the next three questions, please document how you will provide the required support or referral to alternate training in the "General Notes" section below.		
• Part 1 (Verbal Skills)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Part 2 (Numeracy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Part 3 (Reading & writing) as well as the overall completion of the Enrolment Form (spelling, English skills, comprehension of questions asked)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is it your opinion that this qualification is the most appropriate for this student to undertake at this time? If "No" - please make notes in the "General Notes" section below and speak to VET Lead to discuss alternate pathways for this client.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
General Notes: 		
Trainer Name:		
Trainer signature:	Date:	