Pre Enrolment and Pre Training Review

(AUSTRALIAN CITIZENS OR PERMANENT RESIDENTS RESIDING IN VICTORIA, MUST BE 18 YEARS OF AGE TO ENROL)

Name of Course(s) or Qualification(s):
1 …………………………………………………………………………..................... ...............................
2 …………………………………………………………………………..................... ................................

Student Name: ………………………………………...................... ..........................................................
Date of Birth: ……………………… ......................... Age: ……………………… ..........................

Introduction

A Pre-Training Review ensures that the learning and assessment strategy meets your individual needs and your workplace requirements. The pre-training review ensures that VIT:

- Understand your objectives for undertaking this course
- Explores your current competencies and provides opportunities for these to be assessed through Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer (CT)
- Determines your eligibility for government subsided training and fee concession

Part A: Your expectations and experience

1) Your expectations - What do you hope to gain from undertaking this qualification(s)?

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2) Previous Experience and Current Competencies – One way we can assess your current competencies is to look at the different job roles within your work history and ascertain their relevance to the course(s) you intend to undertake.

a) Please write a brief description of your current position OR attach a Position Description.

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b) Provide your last 3 job titles and how long you were employed in each position.

1. ............................................................................................................................................................... 

2. ............................................................................................................................................................... 

3. ...............................................................................................................................................................
c) Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer Eligibility. (Proof should be submitted for consideration)

I. Have you acquired any formal training in any of the qualification(s) you wish to enrol into?

☐ Yes  ☐ No

(Please obtain a course structure from the admissions officer or website or current brochure)

II. Do you wish to apply for RPL?  ☐ Yes  ☐ No

(The Trainer or Course Coordinator will explain the RPL process and the documents required as evidence for your claim)

Part B: Language, Literacy and Numeracy

1. At school and/or at work, have you had any difficulties in any of the following skills:

(Please tick one box):

<table>
<thead>
<tr>
<th>Skills</th>
<th>Yes</th>
<th>No</th>
<th>Please give an example of a difficulty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Please tick what is important in your current job:

<table>
<thead>
<tr>
<th>Area</th>
<th>Yes</th>
<th>No</th>
<th>Please give an example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td>Mathematics</td>
<td></td>
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</tr>
</tbody>
</table>

3. Please complete the following:

\[
\begin{align*}
285 - 80 &= \underline{ } \\
20 \times 5 &= \underline{ } \\
120 + 57 &= \underline{ } \\
25 + 5 &= \underline{ }
\end{align*}
\]

\[
\begin{align*}
125 \times 3 &= \underline{ } \\
20 \% \text{ of } 200 &= \underline{ } \\
100 \div 10 &= \underline{ } \\
73 - 23 &= \underline{ }
\end{align*}
\]

4. John bought 4 kgs of apples at $2 per kg. What was the total cost of the apples? 

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5. What is the value of 8 in 584? Tick the correct box.

☐ 8 Ones  ☐ 8 Tens  ☐ 8 Hundreds  ☐ 8 Thousands
Part C: Student Eligibility for Government Funded Training Program (GFTP)

Please Note: All questions should be completed in order for VIT to assess your eligibility to access Victorian Government Funding. If any of the questions 4 to 6 in Part C are marked as “Yes”, you will not be eligible for the GFTP. If you believe you are eligible for an exemption, please contact the admission officer who will help you through the process.

1) Are you:
   • An Australian Citizen or
   • A New Zealand Citizen or
   • An Australian Permanent Resident or
   • An Asylum Seeker or Victim of Human Trafficking person?

   [ ] Yes  [ ] No

   (Students must provide proof of his / her status – proof can be an Australian birth certificate or Australian citizenship certificate or Current Australian or New Zealand passport or GREEN Medicare card. A copy of the VISA page of your passport is also valid proof to confirm status or any other formal Australian Department of immigration document to prove your status or a signed declaration by a relevant referee.

   Note: If the document doesn’t show the student’s date of birth, then supplementary documents—such as a current driver license or current learner permit or Proof of Age card or Keypass card, should be provided.

   Note: Asylum Seekers and Victims of Human Trafficking applicants must produce a Referral Form from the Asylum Seekers Resource Centre or Red Cross, for Citizenship criteria to be excluded).

1.1 If you are an Asylum Seekers and Victims of Human Trafficking applicant, is a referral document supplied with this form?

   [ ] Yes  [ ] No

2) Do you reside in Victoria?

   [ ] Yes  [ ] No

   (Student must provide the proof of residence - can be a current Victorian driver’s license or learner permit or a utility bill with your name and residential address)

3) Are you seeking a higher qualification level than the highest qualification you already hold?

   [ ] Yes  [ ] No

4) Did you commence or are you scheduled to commence more than 2 government subsidised courses in the current year?

   [ ] Yes  [ ] No

5) Are you currently enrolled in two or more Victorian Government subsidised courses?

   [ ] Yes  [ ] No

6) Are you enrolled in a school (excluding a School Based Apprentice / Trainee) and undertaking accredited Vocational Education and Training (VET) that has been arranged by the school?

   Note: If you are enrolled at a school, you will not be able to receive a government-subsidised training place for a course through the Victorian Training Guarantee.

   [ ] Yes  [ ] No
7) In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now?

Note: Don’t answer this question if you are seeking to enrol in any of VIT’s English courses (foundation courses).

0  1  2  3  4+  (circle number)

Part D: Student Eligibility for Fee concession or Fee waivers

(If any of the questions in Part C is marked as “Yes” you may be eligible for Fee concession or Fee waivers. Proof should be submitted for fee concession consideration)

8) Do you have a current concession card? □Yes □No
9) Are you an Indigenous student under the Indigenous Completions Initiative? □Yes □No
10) Are you registered with an Employment Services Provider (ESP)? □Yes □No
11) Are you a participant in the Commonwealth Government’s Community Development Employment Program and/or Access Program? □Yes □No

I declare that the information I have supplied on this form is correct and complete.

_____________________________________
Applicant’s Signature

Date: _________________________________