

Pre-Training Review Form – Part A

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

Name of Qualification(s):

1

2

Student Name:

Introduction

The Pre-Training Review ensures that VIT:

1. Understand your objectives for undertaking the qualification(s)
2. 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)
3. Ascertain the most suitable qualification(s) for you to enrol based on your current educational attainment, capabilities including language, literacy and numeracy, aspirations and interests
4. Determines your training and assessment needs

Note: This form is Part A of a two part selection process to ensure enrolment in to the most appropriate qualification(s). Part B (including language, literacy and numeracy assessment) will be completed by the Trainer prior to the commencement of your training, to finalise your suitability in to your chosen qualification(s).

Your expectations and experience:

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

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2. How can VIT help you achieve your professional goals?

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3. 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 qualification(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 previous employment/work experience and how long you were employed in each position, including any community service or voluntary work.

- 1.....
- 2.....
- 3.....

4. What existing knowledge do you have of the industry you are applying to study in?

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5. Have you completed any of the following? No Yes (Tick applicable boxes)

Traineeship Apprenticeship Short Courses VET in Schools Program Qualification(s)

Name of Qualification	Date Completed

Skills Recognition

If you have already completed equivalent units of competency then you may be granted a 'Credit Transfer' for those units. You are required to present your evidence (usually a certificate and or statement of attainment).

6. Do you wish to apply for 'Credit Transfer'? Yes No

Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC) is an assessment process that recognises the skills and knowledge you have already gained. If you have completed other courses, if you have relevant work experience and work-based training or life experience, you may be able to apply for credit for some or all of the units in the qualification(s) you are applying for. Please attach copies of supporting documents.

7. 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 – in general you must supply supporting evidence which may include your resume, work references, position description or duty statement)

Learning Strategy

8. What is your preferred mode of delivery? Classroom based On The Job Blended

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

Applicant's Signature: _____ **Date:** _____