

2025 VIC & NSW Pre-Training Review

The purpose of this document will be to determine whether the potential learner knows what is involved in the course; that they want to do the course; that it will lead to their career aspirations; that the course is appropriate to their literacy and numeracy levels; and that it will meet their needs. The Authorised RTO Delegate is required to ask the following questions to the potential learner and record their responses.

Potential Learner name	Course interested in		Rating (circle one number only)		
Delivery Mode: <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input type="checkbox"/> Apprentice/Trainee <input type="checkbox"/> Classroom <input type="checkbox"/> One-on-One					
Questions	Response – must be recorded				Rating (circle one number only)
Part A – Is this qualification suitable to you?					3=high 2=medium 1=low
Where did you hear about this course?	<input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Facebook	<input type="checkbox"/> Another learner <input type="checkbox"/> A staff member at TPG/PT <input type="checkbox"/> Other:	<input type="checkbox"/> Newspaper <input type="checkbox"/> Other: <input type="checkbox"/> Website		
Why do you want to study this qualification? (select one option only)	<input type="checkbox"/> I want to obtain the required skills to make me job-ready <input type="checkbox"/> I want to undertake further education <input type="checkbox"/> I want to access training as a disadvantaged learner <input type="checkbox"/> None of the above <input type="checkbox"/> Other (record response):				3 2 1
Do you want to make a career out of this qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No – consider if this qualification is suitable				3 2 1
*If the above answer is career driven, describe what you think a job using this qualification would involve?					3 2 1
Undertaking this qualification will impact your access to further government funded training. Do you believe this will be a problem?	<input type="checkbox"/> No <input type="checkbox"/> Yes – consider if this qualification is suitable				
Do you think this qualification is at an appropriate level to obtain the job you want or to further your education?	<input type="checkbox"/> Yes <input type="checkbox"/> No – consider if this qualification is suitable				3 2 1
Moving interstate or overseas at any time during your training and assessment will affect your Government Funding Training for this qualification. You may be ineligible in the State you are currently funded in, but you may be eligible for another States Government funding. Do you believe this will be a problem?	<input type="checkbox"/> No <input type="checkbox"/> Yes – consider if this qualification is suitable				

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Part B – Existing educational attainment and capabilities		
<p>Have you identified any credit transfers during the first stages of the enrolment process?</p> <p>*If yes, have they been processed?</p> <p>Note: CT must be submitted and approved before a place in the course can be granted. Refer to any applicable CT criteria from the learner handbook.</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>If you have completed any other qualifications that are similar to this one, why do you want to complete this qualification?</p>		3 2 1

Part C – Language Literacy Numeracy Digital		
<p>Study Support sessions are available to Personnel Training learners regardless of the language, literacy and numeracy (LLN) check and results. It can be requested by the learner or may be suggested by the trainer/ assessor during the course. Sessions will not necessarily be face-to-face, but rather via telephone, email, or video calls.</p> <p>ONLY NEEDED IF LLN CHECK IS NOT A PASS OR RAISES CONCERNS -</p> <p>If you had to complete an LLN check, the Learner Handbook outlines - If your LLN check identifies that you require assistance during your training, a Learner Support Plan will be developed for you and you will be required to commit and attend three sessions with our study skills specialist within the first three months of study.</p> <p>If you fail to attend scheduled sessions with our study skills specialist, then you risk losing your place in this course. Do you understand:</p> <ul style="list-style-type: none"> • That the results of the literacy and numeracy check may affect whether this qualification is suitable for you? • That, if relevant, a Learner Support Plan needs to be adhered to? <p>Learner has been made aware of the above points.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>How often do you currently use a computer?</p>	<p><input type="checkbox"/> Use every day for work / school (2)</p> <p><input type="checkbox"/> Often for personal use (1)</p> <p><input type="checkbox"/> Used them previously for work but not currently (1)</p> <p><input type="checkbox"/> Barely uses</p>	2 1

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What type of equipment would you be using for this course? Laptop or Computer is required – not tablet	<input type="checkbox"/> Mac <input type="checkbox"/> PC/Windows	
Where would you place your skill level?	(1) <input type="checkbox"/> Basic (2) <input type="checkbox"/> Intermediate (3) <input type="checkbox"/> Advanced	A.3 I.2 B.1
Which of the following programs do you have experience using?	<input type="checkbox"/> Word or Pages (1) <input type="checkbox"/> Dropbox or A Cloud Storage (1) <input type="checkbox"/> Excel or Numbers (1) <input type="checkbox"/> PDF Viewer (1) <input type="checkbox"/> PowerPoint or Keynote (1) <input type="checkbox"/> Canva (1) <input type="checkbox"/> Zoom or Teams (1) <input type="checkbox"/> Other:	7 6 5 4 3 2 1
Are you confident in identifying credible sources when researching?	<input type="checkbox"/> Yes, gives examples (1) <input type="checkbox"/> Not sure – ** Prompt how would they research a topic... Not Instagram, socials etc	1 0
A lot of communication will be received via email, do you have access to your emails set up so they are easily available?	<input type="checkbox"/> Has email address linked to app on their phone (2) <input type="checkbox"/> Log in to Outlook, Gmail etc. via internet (1) <input type="checkbox"/> Doesn't know / unsure (0)	2 1 0
Where would you find files or images you've downloaded from the internet?	<input type="checkbox"/> Notes dedicated folder (1) <input type="checkbox"/> No (or confused) (0)	1 0
Briefly explain how you would action the following?	<input type="checkbox"/> Create bookmark in internet browser (1) <input type="checkbox"/> Convert a doc file into a PDF (1) <input type="checkbox"/> Compress larger PDF to smaller file (1) <input type="checkbox"/> Take a screenshot on their computer/laptop (1) <input type="checkbox"/> Change the name in a Zoom (1)	5 4 3 2 1

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Part D – Training and assessment requirements		
<p>The training program will include (discuss as relevant to the qualification; for example: delivery style, days and dates, length of time, materials and resources used). Also discuss GWLB, GLA for workplace learners and Tutorial timetable for all learners, use of computer, learner management system (catapult and others), homework, study buddy groups (Interior Decoration), other extra time commitment.</p> <p>You will need to competently complete assessment tasks for this qualification in the timeframes set by the trainer and meet the practical work placement requirements (where relevant).</p>	<p>Do you believe this training program is suitable to you and will meet your needs?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No – consider if this qualification is suitable</p>	<p>3 2 1</p>
<p>How will you manage your time and organise your home study time?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No – consider if this qualification is suitable</p>	<p>3 2 1</p>
<p>Can you think of any weaknesses / areas of assistance (including disability, special needs) you may have that could affect your studying and can be supported by Personnel Training?</p>		<p>3 2 1</p>
<p>Do you have any upcoming holiday or activity dates in the next 12 months?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Only during School Holidays</p> <p><input type="checkbox"/> Yes. Please specify:</p>	
Part E – Essential requirements to specific courses		
<p>Early Childhood Education and Care - This qualification requires you to:</p> <p>a) Complete a first aid unit (at your own expense). You will need to complete this this unit and provide evidence of a current first aid certificate prior to the completion of the training</p> <p>b) Organise and undertake Practical Work Placement (minimum 160 or 280 hours) <u>within three months of course commencement</u></p> <p>c) You will be required to work in a service for at least 10 hours per week in order for the trainer to complete observations.</p> <p>d) Provide a current Working with Children Check (Vic and/or NSW) for Practical Work Placement</p> <p>e) Physical ability to bend, lift, kneel, squat and be on feet for extended duration</p> <p>f) If you are applying for the Diploma – Provide a copy of the Cert III (CHC3021 or CHC30113) transcript</p> <p>Important: show a copy of a completed LAG to provide an understanding of the assessment requirements</p>	<p>Do you believe this will be a problem?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – consider if this qualification is suitable</p>	<p>2 1</p>

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<p>Business - This qualification requires you to:</p> <p>a) Have access to a laptop b) Be of good health, reasonably fit for physical tasks and manual handling c) Commit to appropriate personal presentation requirements (nail length, minimal jewellery and appropriate clothing).</p>	<p>Do you believe this will be a problem?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – consider if this qualification is suitable</p>	<p>2 1</p>
<p>Individual Support - This qualification requires you to:</p> <p>a) Have a clear current police check to undertake Practical Work Placement b) Organise and undertake Practical Work Placement (minimum 120 hours).</p> <p><i>If you would like help you with your Practical Work Placement, please speak with your trainer.</i></p> <p>c) Physical ability to bend, lift, kneel, squat and be on feet for extended duration (Ageing Support); be of good health, reasonably fit for physical tasks and manual handling (Disability) d) Commit to appropriate personal presentation requirements (nail length, minimal jewellery and appropriate clothing).</p>	<p>Do you believe this will be a problem?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – consider if this qualification is suitable</p>	<p>2 1</p>
<p>Interior Decoration - This qualification requires you to:</p> <p>a) Have access to a laptop b) Supply your own drawing equipment approximate value of \$120.00. c) Membership of The Design Institute of Australia will be provided to each learner as part of the enrolment fee.</p>	<p>Do you believe this will be a problem?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – consider if this qualification is suitable</p>	<p>2 1</p>
<p>If conducting practical placement hours with their employer, the Training Plan must be signed by the employer.</p>	<p>Do you believe this will be a problem?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – consider if this qualification is suitable</p>	
Part F – Learner Handbook and other important information		
<p>Following key points from the Learner Handbook discussed:</p> <p><input type="checkbox"/> Payment information table – Enrolment fees must be paid in full if on enrolment or in agreed instalments; bank account or credit card details will need to be provided for direct debit at enrolment <input type="checkbox"/> Fees and other costs – PT caps learner payments to \$1500 at any one time; concession and exemption; additional fees for extension to training contract; missed mandatory classes or practical placement Learner <input type="checkbox"/> Support and Welfare, Disability support Learning support <input type="checkbox"/> Enrolment, eligibility and implications for further subsidised training <input type="checkbox"/> Learner Rights and Responsibilities <input type="checkbox"/> Learner Code of Conduct – misconduct and misbehaviour; plagiarism; USI <input type="checkbox"/> Policies – commitment to child safety, Child Safe Officer, feedback and complaints; deferring; refunds</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Summarise any learner questions or concerns:</p>	

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Explain that the learner may be contacted to participate in a survey conducted by the Australian Skills Quality Authority (ASQA), the Department of Education and Training (Victoria) or the Department of Industry, Skills and Regional Development (NSW). These surveys provide feedback on the quality of delivery and assessment delivered by Personnel Training; evaluate the learners experience in relation to the marketing and recruitment, enrolment, support and progression.

Also, The National Centre for Vocational Education Resource (NCVER) contract you for a survey anytime, for an annual student outcome survey and/or audit review or inventions processes.

Part G – Job / Industry Experience

Early Childhood Education and Care – We would like to know about your experience:

With young children and/or babies (including family members, babysitting, voluntary work etc)

*If yes for the above question please include whether the experience was personal or professional (long/family day care, OSHC)

Developing positive and respectful relationships with other people's children

Assisting children to play and nurture their creativity

What knowledge do you have of the learning framework used in early education and care?

Individual Support – We would like to know about your experience:

With palliative care patients

With dementia patients

In either an aged-care facility or home-based care

Assisting an older person with their medication

Have had experience developing positive and respectful relationships with a person with a disability

Have knowledge of the NDIS

Communicated effectively with someone who has a communication difficulty

Have assisted somebody with a disability to achieve a goal

Business – We would like to know about your experience:

In frontline customer service (e.g. retail or hospitality work, voluntary work etc)

Working in a team environment

Communicating electronically

Using electronic documents

Interior Decoration – We would like to know about your experience:

In the design or fashion industries (eg working in a boutique, working for an architect/real estate agent/builder)

Producing drawing to express an idea

Recommending an interior decoration product

Creating a design using a particular influence

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Potential Learner Declaration - I confirm that I participated in this Pre-training Review to ascertain whether the qualification is suitable to my needs and I have been sufficiently informed of the qualification and training program.	Signature	
	Date	
Additional notes or comments from the Authorised RTO Delegate (Including interpersonal requirements; eg demonstrated good eye contact, presentation, social interaction, communication)		

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Score and Rational – to be completed by Authorised RTO delegate			
Total score =		34-47 – qualification is suitable to the learner and learner is suitable to course or training program (70%+) 23-33 – consider whether the qualification is suitable to the learner and the learner is suitable to the course or training program (50-70%) 0-22 – the qualification is not suitable to the learner or the learner is not suitable to the course or training program (<50%)	
<input type="checkbox"/> The qualification and the training program is suitable and appropriate for the potential learner OR <input type="checkbox"/> The qualification is suitable for the potential learner but the training program will need to be adjusted to meet their individual needs (<i>must raise and discuss with Course Coordinator/relevant trainer and update the TAS as required</i>) – See below OR <input type="checkbox"/> The qualification is unsuitable for the potential learner – See below		Rational: <input type="checkbox"/> Interview questions, answers and scores appropriate for the course or training program <input type="checkbox"/> LLND level is appropriate for the course or training program <input type="checkbox"/> Need it for employment or career growth <input type="checkbox"/> Committed to complete in the required time frame <input type="checkbox"/> Other:	
Are adjustments required: Yes / No Rational: <input type="checkbox"/> LLND Support <input type="checkbox"/> Foundation Skills Training <input type="checkbox"/> Digital capability support <input type="checkbox"/> Adjustment to proposed learning strategies or materials <input type="checkbox"/> Other:		Was an alternative enrolment offered: Yes / No Rational: <input type="checkbox"/> LLND Level <input type="checkbox"/> Not completed pre-reqrite qualification <input type="checkbox"/> Qualification not what learner expected/required for career growth or employment <input type="checkbox"/> Other:	
Authorised RTO Trainer Name		Signature	
Authorised RTO Delegate Name		Signature	