

# Pre Training Review

RTO ID : 45392, CRICOS No: 03790G

Pre-Training Review of current competencies is conducted prior to commencement of training to ensure the suitability of the training to the individual's needs Blue Lotus College will conduct the pre-training review with the student to determine if the student has the required skills in language, literacy and numeracy to undertake their desired qualification and the outcome support the future goals.

<b>Student Name</b>	
<b>Qualification Applied For</b>	
<b>Employer</b>	

## Pre Training Interview

### COMPETENCIES PREVIOUSLY ACQUIRED

1. Do you have any work experience related to this course?  Yes  No

If yes, please specify \_\_\_\_\_

2. What are your role and responsibilities at work?

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3. Do you have any previous qualifications related to this course?  Yes  No

4. If yes, please specify \_\_\_\_\_

5. What is the highest qualification/Statement of Attainment you hold?

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6. RPL (Recognition of Prior Learning) is a form of assessment that recognises skills and knowledge gained through formal training conducted by industry or education, work experience and life experience.

Would you like to apply for RPL?  Yes (please fill RPL Application Form)  No

7. CT (Credit Transfer) a system whereby successfully completed units of study contributing towards a degree or diploma can be transferred from one course to another.

Would you like to apply for CT?  Yes (please fill CT Application Form)  No

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## EXPECTATION FROM THE COURSE

8. How is this qualification going to help you in your career or education goals?

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9. Is this course relevant to your current role at work or is it going to help you to change career?

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10. What skills do you want to improve on and how can you improve on these?

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## LLN, STUDY MODE AND LEARNING STYLE

11. At school and /or at work, have you had any difficulties in any of the following skills or do you need support (please tick one box):

Speaking  Yes  No

Reading  Yes  No

Writing  Yes  No

Mathematics  Yes  No

Please explain below the difficulty and support you expect

12. Do you require any other support due to special needs or disability (if any)?

Yes  No

If yes, please specify \_\_\_\_\_

13. Which mode of study best suits your needs?

Classroom Based

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- Workplace Based
- Apprenticeship/Traineeship
- School Based Apprenticeship
- Online

14. Which of the following are best suited to your learning style?

- Demonstration
- Role-play
- Written questions
- Oral questions / interview
- Computer based learning
- Hands on /practical based

15. Is there any extra assistance or adjustment that you might require to complete the qualification?

- Yes    No

If yes, please specify \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

16.

Low

High

Please rate your current technology skills (MS Word, Excel, web research, power point etc)	1	2	3	4	5
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16. Do you have any experience working on MYOB and XERO (Accounting students only)?

- Yes    No

If yes, please specify \_\_\_\_\_

17. How did you hear about Blue Lotus college ? Why did you choose Blue lotus college?

\_\_\_\_\_  
 \_\_\_\_\_

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<b>Student Name:</b>			
<b>Student Signature:</b>			
<b>Trainer Name:</b>			
<b>Signature:</b>		<b>Date:</b>	___/___/___

## TRAINER/ASSESSOR ONLY SECTION

<b>PART A</b>	<b>RESPONSE</b> (please indicate YES/NO in the process section)
Is the student under 17 years of age? If <b>YES</b> , does the student have a completed 'Transition from School' form?	
The student has the appropriate work and/or previous study experience to undertake this course successfully	
<b>PART B</b>	<b>RESPONSE</b> (please indicate YES/NO in the process section)
Proposed course of study will enable the student to obtain the required skills to make them job-ready	
Proposed course of study will assist the student to undertake further education	
Proposed course of study will promote/enable access to training for disadvantaged learners	
<b>PART C</b>	<b>RESPONSE</b> (please indicate YES/NO in the process section)
The student has sufficient digital literacy skills for this course (as observed during PTR)	
The student has the appropriate language, literacy and numeracy level for this course	
The selected course has the most suitable learning resources and delivery mode for this student	
The pre-requisites for the course have been met (if relevant )	

## TRAINER/ASSESSOR CONFIRMATION

<b>Trainer's Name:</b>	<b>Signature:</b>	<b>Date:</b>
Recommended support		<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
If YES, please Indicate the support	<input type="checkbox"/>	LLN Support
	<input type="checkbox"/>	Academic Skills

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recommended	<input type="checkbox"/>	Digital Literacy
	<input type="checkbox"/>	Wellbeing Support
	<input type="checkbox"/>	Career Counselling
<b>Rationale behind proceeding with the enrolment/ any other findings or support required:</b>		

## RESULT SHEET-OFFICE USE ONLY

<b>Student Name</b>	
<b>Qualification</b>	
<b>Assessment Date</b>	

### Assessor Instructions:

Based on the outcomes of the student's LLN assessment, the student's level of proficiency is indicated below as a tick. Please use the LLN Assessor instruction and result sheet along with this document.

Speaking and Listening					
<b>ACSF LEVEL</b>	1	2	3	4	5
<b>FINAL OUTCOME</b>					

Reading and Writing					
<b>ACSF LEVEL</b>	1	2	3	4	5
<b>FINAL OUTCOME</b>					

A

Numeracy					
<b>ACSF LEVEL</b>	1	2	3	4	5
<b>FINAL OUTCOME</b>					

### FINAL OUTCOME AND LEVEL ALLOCATION

To be completed by assessor: Find the average score for above 3 outcomes and select the appropriate level course below (tick one) for the student.

<b>ACSF LEVEL</b>	<b>Cert II</b>	<b>Cert III</b>	<b>Cert IV</b>	<b>Diploma</b>	<b>Advanced Diploma</b>
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<b>FINAL OUTCOME</b>					

**Other comments/findings/recommendation for support:**