

Pre-Training Review Form

Information and Instruction for Course Students

The Pre-training Review form assists Times International College staff and yourself to determine whether this course is the most suitable for you and to also identify any support needs you may have once you commence your studies and to help you succeed in your chosen course.

The review also helps to identify skills recognition and credit transfers when applying for a vocational education course. This assists to determine your competencies, including your literacy and numeracy skills prior to you commencing the training.

Enrolment Process

Stage 1: Pre-Training Review

- a) Complete Pre-Training Review form.
- b) Course Information.
- c) Confirm the marketing information provided.
- d) Discussion regarding tuition and other fees
- e) Digital literacy

Stage2: Language, Literacy and Numeracy (LLN) Evaluation

- a) Complete Language, Literacy and Numeracy (LLN) test
- b) Determine if LLN outcome is satisfactory to commence the desired course
- c) Determine other support needs

Stage 3: Enrolment

- a) Present or complete the Enrolment Application Form.
- b) Letter of offer signed.
- c) Confirm offer and arrange payment.
- d) Attend the orientation session (compulsory).

Stage 4: Commencement of training

- a) Timetable to the student
- b) Commence training and assessment.

STAGE 1 – Pre-Training Review

Section 1: Personal Information

Full name			
Date of birth	Click here to enter a date.	Gender	
Email contact			
Phone contact			

Section 2: Course Information

2.1 What Course/Qualification have you applied for?				
Course code				
Course title				
2.2 Do you wish to apply for 'Credit Transfers'?	Yes		No	
If yes, please provide a certified copy of an academic transcript certificate or statement of results for the courses/units of competency you wish to apply for Credit Transfer.				
2.3 Do you wish to apply for RPL?	Yes		No	
If yes, further information will be provided at the time of enrolment by your trainer.				

Section 3: Digital literacy

3.1 How would you rate your skills in the use of digital technologies?		Beginner	Limited	Capable	Advanced
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Do you regularly use any of the following digital technologies? (Tick all the applicable option/s) <input type="checkbox"/> Smart phone <input type="checkbox"/> Laptop/computer/notebook computer <input type="checkbox"/> Applications Microsoft Word, Excel, PowerPoint and Email <input type="checkbox"/> Internet <input type="checkbox"/> Other (List below) _____ _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 I am comfortable communicating with others?	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 I am comfortable problem-solving on my own?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 I am comfortable learning something new?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 I am comfortable watching videos (YouTube, etc.) and using social media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 I am comfortable in creating, editing different documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.8 I am comfortable researching on the internet and sending emails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 I am comfortable in using different applications and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Do you have access to a computer at home with a reliable internet connection to study?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		

Section 4: Adequate Information Provided

To enable you to make an informed decision about whether or not to proceed with your course application, you should have access to all the information below. If **'Yes'** you have the information you need, please tick the relevant box. If you tick the **'No, require more information'** box for any item, an Times International College representative will provide you additional information related to the topic.

4.1 Course Information	Yes	No, require more information
Entry requirements for your proposed course		
Content of your proposed course		
Duration and holidays of your proposed course		
The campus at which classes will be conducted		
Whether or not your course includes a work placement		
Delivery method (i.e. class/workshop based, distance / online or a combination)		
How assessment will be conducted during your course		
Any materials or protective clothing you must supply and physical exertions required to complete practical tasks (lifting, handling)		
Materials, equipment and resources that you will be supplied with as part of your fees		
Any other organisation that will be involved in providing training or assessment in your course (If any)		
The requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before commencement of the course to determine any support needs you may have during your study		

4.2 Services, Facilities, Complaints & Appeals	Yes	No, require more information
General student support services		
Facilities and services available on campus (e.g. Library, computers, cafeteria, parking)		
Complaints and appeals management processes		
Student handbook		

4.3 Fee Information & Payment Schemes	Yes	No, require more information
The fees and other charges you will incur (Fee For Service – full fee, tuition fee, material fees, enrolment fees)		

Payment schemes and plans that may assist in paying your fees		
Fees and refund policy		

Student Signature and Declaration

I declare the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Times International College ('The Institute') of any place which may be offered. I agree to release and indemnify the Institute and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that an LLN assessment will be undertaken to assess my suitability for the program in Stage 2 of the enrolment process and propose any support that may be needed to support my study.

Name		Signature	
Date	Click here to enter a date.		

Section 5: Suitability Evaluation – (Trainer to Complete)

5.1 Marketing and Admissions PTR Checklist		Yes	No
5.1.1	Confirm enrolment information provided to student outlined in Section 5.		
5.1.2	Has the following documented information been provided to the student? <ul style="list-style-type: none"> Fees and refund policy Complaint and appeal policy Student handbook 		
5.1.3	Does this student have the digital capability to undertake this qualification?		
5.2 Initiation		Yes	No
5.2.1	Advise the student of the LLN assessment date and time.		
5.2.2	Provide additional information to student on LLN assessment process.		
Name		Signature	
Date	Click here to enter a date.		
If this interview was conducted by Video Call or Phone Call as the prospective learner is either overseas or interstate, then provide the details below:			
Type	<input type="checkbox"/> Skype, Zoom, FaceTime or other video calling <input type="checkbox"/> Telephone call <input type="checkbox"/> Other (specify)	Time Start and End	

STAGE 2 – LLN Evaluation

Section 6: Language, Literacy and Numeracy (LLN) Evaluation - OFFICE USE ONLY

The prospective student is to complete the LLN Assessment. The student will be given a score between 1 and 5. This score is based on the Australian Core Skills Framework (ACSF) which is the national system used to measure adult literacy and numeracy skills.

Section 7: LLN Suitability – (Trainer to complete)

Evaluation	Yes	No
Student's ACSF levels are sufficient to enrol into the course.		
If no: Discuss the outcome with PEO (Principal Executive Officer)		

Section 8: Suitability Evaluation - (Trainer to complete)

Taking into account the considerations made at section 5 to 7, is enrolment in the proposed training program suitable for the student?

Yes	Document reasons:
Yes, with support/ adjustments	Document reasons; and identified support/ adjustments:
No	Document reasons:
Alternative enrolment offered?	
Yes/No	Document reasons:

Trainer Details

Name		Signature	
Date	Click here to enter a date.		
Comments			

Student Signature and Declaration

I acknowledge that I have received the outcome of the LLN test, provided support information (if any) and I have understood the course requirements provided by Times International College.

Name		Signature	
Date	Click here to enter a date.		

STAGE 3 – Enrolment

On completion of Stage 2, the student will be advised of the enrolment procedure as below:

1. Complete the Enrolment Application Form
2. Issue the Letter of Offer
3. Review Letter of Offer
4. Sign Letter of Offer and arrange payment.
5. Confirm enrolment
6. Attend orientation session (compulsory).

STAGE 4 – Commencement of training

On completion of Stage 3, the student will be advised of the commencement procedure as below:

1. Issue timetable to the student
2. Commence training and assessment.