

## Course Application Form

This form must be completed for each applicant prior to the finalization of enrolment and commencement of studies. The information provided will be used to determine the most suitable course for the applicant and ensure that the course is aligned to the particular skills and jobs the applicant wishes to achieve after completion.

Please ensure each question is answered with as much detail as possible. Failure to address all questions may lead to the student's enrolment or funding being rejected.

SECTION A – Student/Applicant Details			
Name:		Date of Birth:	
Address:			
		Postcode:	
Phone:	(      )	Email:	

SECTION B – Questions to be asked of the applicant	
1. What course/s are you interested in enrolling in?	
2. What do you hope to gain from enrolling in this (or one of these) course/s?  (Relevant to interests, capabilities, aspirations and job outcomes)	
3. Please describe your career goals including any jobs you would like to have in the future.	
4. What courses have you participated in in the past and what did you enjoy most about these courses?	
5. Have you had any experience in any area related to the course you would like to enroll in?	

**SECTION B – Questions to be asked of the applicant**

<p>6. What is your learning style and how do you like to learn?</p> <p><i>NOTE: You may also learn best through a combination of methods or through options not listed above. Those listed have been provided as examples.</i></p>	<p><input type="checkbox"/> Visual – Learn best through pictures, diagrams, watching etc.</p> <p><input type="checkbox"/> Hands on – Learn best through practicing, role plays, simulations etc.</p> <p><input type="checkbox"/> Reading – Learn best through research, reviewing text books, reading notes etc.</p> <p>Other:</p>
<p>7. What learning materials and strategies will assist you to learn best? Tick as many as apply.</p>	<p><input type="checkbox"/> Textbooks that I can read and refer to in my own time</p> <p><input type="checkbox"/> PowerPoint's explained to me during classes</p> <p><input type="checkbox"/> Pictures and diagrams</p> <p><input type="checkbox"/> Group discussions with others</p> <p><input type="checkbox"/> Online materials that I can access and complete when I need to</p> <p><input type="checkbox"/> Conducting my own research</p> <p><input type="checkbox"/> Practical application of skills and knowledge in a workplace or similar</p> <p><input type="checkbox"/> Working through real examples such as a case study or scenario</p> <p><input type="checkbox"/> Other (please explain):</p>
<p>8. What support do you think you will need in order to complete this course successfully?</p>	<p><input type="checkbox"/> English language support</p> <p><input type="checkbox"/> Reading support</p> <p><input type="checkbox"/> Writing support</p> <p><input type="checkbox"/> Study support</p> <p><input type="checkbox"/> One-on-one guidance with a trainer/assessor</p> <p><input type="checkbox"/> Additional resources</p> <p>Other:</p>
<p>9. Are you currently working in the industry for which you are seeking training for?</p>	<p><input type="checkbox"/> Yes – attach your current CV to this application and continue with the questions below</p> <p><input type="checkbox"/> No</p> <p>1. If answered Yes to the above, what is the name of your workplace?</p> <p>_____</p> <p>2. Will your employer support you in a workplace based training program to allow you to use workplace resources and allow your trainer/assessor to visit you in the workplace (if required)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. If Yes, what is the name of your supervisor?</p> <p>_____</p>

SECTION B – Questions to be asked of the applicant	
<p>10. Have you ever worked in the industry in which you are seeking training in?</p> <p>This will help us determine if RPL or RCC is a suitable option for you.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please outline what role you had, when you worked in the industry and how long for.</p> <hr/> <hr/> <hr/> <p>Will the student be applying for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11. What other information do you think would be important for us to know to ensure we can meet your needs or that may support your application for enrolment into this course?</p>	
<p>12. Have you completed any course that is likely to give you Credit for this course – i.e. would you like to make an application for Credit Transfer?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the applicant must supply certified copies of their transcripts.</p>
<p>13. Ask the student to complete the LLN assessment for the most relevant proposed course. International students will also require a minimum IELTS score</p>	<p>LLN Outcome:</p> <p><input type="checkbox"/> Has demonstrated they have the required level of LLN to enable them to complete the course successfully with minimal support in this area required.</p> <p><input type="checkbox"/> Does not have a sufficient level of LLN skills and may require extensive additional support to complete this course successfully.</p> <p><input type="checkbox"/> Has demonstrated they may require additional support with LLN and I am able to provide this.</p> <p><input type="checkbox"/> Attach evidence of IELTS score to this application</p>

<b>SECTION C – For courses that include an online or digital component</b> <input type="checkbox"/> Not applicable				
14. Do you have regular access to a computer and internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, discuss solutions and strategies for accessing online content when needed and document here. <hr/> <hr/> <hr/> <hr/>			
15. Approximately, how often do you use a computer and/or the internet?	<input type="checkbox"/> 3 hours or more a day <input type="checkbox"/> Less than an hour each day <input type="checkbox"/> A couple of times a week <input type="checkbox"/> Once a week <input type="checkbox"/> A couple of times a month <input type="checkbox"/> Never/ rarely Note: Students who answer A couple of times a month or never/rarely – should be referred to digital literacy assessment.			
<b>Please tick ✓ in the relevant column based on your ability</b>	<b>I can't do this</b> <b>0</b>	<b>I can do this with support</b> <b>1</b>	<b>I can do this on my own</b> <b>2</b>	<b>I can teach others</b> <b>3</b>
I can turn on and login to a personal computer				
I can send an email				
I can navigate to a website to locate required information				
I can create folders and subfolders and rename them as required				
I can find information using an internet search engine				
I can attach documents to an email				
I can save emails in different folders				
I can login to an online system and follow prompts				

**SECTION D – OUTCOME OF PRE-TRAINING REVIEW**

**To be completed by RTO representative**

<p>16. Are any of the courses provided by the RTO suitable for the student?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>17. If Yes, which course is suitable for the student and why?</p>	<p>Course: _____</p> <p>Why is this suitable for the student – giving reference to the individual's existing educational achievements, capabilities, aspirations, interests and likely job outcomes?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Delivery mode:</b></p> <p><input type="checkbox"/> Class-room based   <input type="checkbox"/> Workplace-based</p> <p><input type="checkbox"/> Online   <input type="checkbox"/> Blended</p>
<p>18. How does this Training Program align to the above-mentioned objectives?</p>	<p>_____</p>
<p>19. Please explain how and why the learning strategies and materials used in the above-mentioned course are appropriate for the student.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>20. What additional support will be provided to the student in order to ensure they are able to complete their program successfully?</p>	<p>_____</p> <p>_____</p> <p>_____</p>

**Other comments or notes**

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<b>Staff member declaration</b>			
I confirm that I have explained and provided the following information to the student:			
<input type="checkbox"/> Course outline including detailed information about the course and arrangements for delivery <input type="checkbox"/> Process for applying for RPL and Credit Transfers <input type="checkbox"/> Fees information including a Statement of Fees <input type="checkbox"/> Student handbook			
If the student is continuing with enrolment, the following forms have been completed to finalise the enrolment process.			
<input type="checkbox"/> Application/Enrolment Form <input type="checkbox"/> International student visa (if overseas applicant) <input type="checkbox"/> Statement of Fees - being an itemised quote for all costs relevant to the student's participation <input type="checkbox"/> Completed Language, Literacy and Numeracy Assessment			
Staff member Name:		Position:	
Signature:		Date:	

<b>Student declaration</b>			
I confirm that I have participated in the Pre-Training Review and this is a true and accurate record of the discussion. I have been provided with the above information as indicated.			
Student Name:		Date:	
Signature:			