

Pre-Training Review Evaluation

STUDENT TO COMPLETE AS PART OF THE ENROLMENT OR PRIOR TO COURSE COMMENCEMENT

The Victorian Government is directly responding Victoria’s Royal Commission into family Violence and is introducing a series of initiatives to aim to meet the commitments made in the Industry Plan through training of universal service workers.

For each Skills First student, Box Hill Institute (BHI) must conduct a Pre-Training Review, as part of enrolment, or prior to the commencement of training, to ascertain if an individual is eligible for government funded Family Violence Skill.

Student’s Legal Name:	<input style="width: 90%;" type="text"/>		
Student’s Date of Birth:	<input style="width: 150px;" type="text" value="dd/mm/yyyy"/>	Age:	<input style="width: 40px;" type="text"/>
	BHI/CAE Student ID No. <input style="width: 200px;" type="text"/>		
Have you ever enrolled at Box Hill Institute before? Yes <input type="checkbox"/> No <input type="checkbox"/>			

National Skill Set Code/Title	22510VIC Course in identifying and responding to family violence risk
National Unit Code/Title	VU22733 Identify and provide initial response to family violence risk
Date of Program Commencement:	

1. What is your highest qualification? (full title)

Your highest qualification was issued* in Australia Overseas

If overseas, was the course completed in English language?* Yes No^

Have you completed Language, Literacy and Numeracy (LLN) test at another TAFE in the last 5 years?* Yes No^

*Please upload certified copies of your certificate and statement of results listing subjects completed or your LLN document. See How to have a document certified for instructions and a list of people who can certify your document/s.
^You will be contacted by a staff member to discuss the LLN requirements.

2. To receive Victorian and Commonwealth government funding, an Individual must be employed as a ‘universal services’ professional. (Universal Services include organisation such as schools, early childhood, justice, community and health services, sport and recreation organisation and faith-based institutions).

Please tick your universal service organisation type

<input type="checkbox"/> School	<input type="checkbox"/> Early Childhood
<input type="checkbox"/> Justice	<input type="checkbox"/> Community and Health Services
<input type="checkbox"/> Sport and Recreation	<input type="checkbox"/> Faith-based Institution
<input type="checkbox"/> Other, list:	

3. Have you been referred to this course by Gender Equity Victoria (GEN VIC)?

Yes No

If you have answered Yes, please uploaded your referral letter from the Gender Equity Victoria with this document.

4. What are your reasons for enrolling in this skill sets?

As applicable, consider and document: • Strengths and Weaknesses • Your expectation and objectives

5. Thinking about the skill set you are applying for and your past learning experiences, will the learning strategies and materials proposed for this course pose any potential issues/challenges/barriers to you?

As applicable, consider and document any challenges, difficulties to learning or any concerns including:

Adequacy and/or appropriateness of learning methods

<input type="checkbox"/> Mental health support	<input type="checkbox"/> Support in Reading	<input type="checkbox"/> Support in speaking & presentation skills
<input type="checkbox"/> Special needs	<input type="checkbox"/> Support in Writing	<input type="checkbox"/> Support in learning skills
<input type="checkbox"/> Your personal circumstances	<input type="checkbox"/> Support in Numeracy	<input type="checkbox"/> Support with your English language
<input type="checkbox"/> Disability (autism, physical, deaf-blind, visual, neurological, speech, psychiatric, other)		

Any additional support or adjustments you may require:

6. Have you previously acquired any relevant competencies for the course you are applying?

- Recognition of Prior Learning
- Recognition of Current Competency
- Credit Transfer

7. Digital Capacity Self-Assessment

- You will be required to access your learning material from the Institute’s student website or your skill set may be delivered using videoconferencing applications such as Skype or MS Team.
- Please complete the questions below to assess your digital capability and therefore ability to successfully complete this skill set either via remote learning or online learning.

a. Please indicate the devices and operating system you have and can use efficiently (please tick)

Computer/Laptop.....	<input type="checkbox"/>	Tablet/iPad	<input type="checkbox"/>	Smart Phone	<input type="checkbox"/>
Microsoft Windows	<input type="checkbox"/>	MacOS Apple	<input type="checkbox"/>	PDF Reader	<input type="checkbox"/>
Headphone or Microphone	<input type="checkbox"/>	Webcam	<input type="checkbox"/>	None of the above	<input type="checkbox"/>

b. My Internet Connection and Data Plan - Download and Streaming details (please tick) (please tick)

Unlimited Data Plan (no issues with video and graphics)	<input type="checkbox"/>	I do not have internet access at home	<input type="checkbox"/>
Limited Data Plan (may have issues streaming)	<input type="checkbox"/>	(unable to access online resources)	

c. I can...(tick one or more applicable to you)

Use search engines (e.g. Google, Internet Explorer, Firefox, Bing etc.).....	<input type="checkbox"/>	Download/upload/attach documents on OneDrive, LMS	<input type="checkbox"/>
Send email and text	<input type="checkbox"/>	Use videoconferencing applications (e.g. Skype, Zoom, MS Team).....	<input type="checkbox"/>
Follow content of Wiki, blogs and podcast <input type="checkbox"/>		Access online help/guidance where required.....	<input type="checkbox"/>
Use Photoshop, PowerPoint, video creation/editing	<input type="checkbox"/>	None of the above.....	<input type="checkbox"/>
Use Learner Management System (LMS) (e.g. Moodle)	<input type="checkbox"/>		

d. I am familiar with... (tick one or more applicable to you)

Microsoft Office (MS) Suite (e.g. Word, Excel, Access, Email etc.)..	<input type="checkbox"/>	Social Media (e.g. Facebook, Twitter, Instagram etc.)	<input type="checkbox"/>
Finance Management System (e.g. MYOB, Finance One etc.).....	<input type="checkbox"/>	Other (e.g. Human Resources Management, Programming etc.).....	<input type="checkbox"/>
Windows Media Player, iTunes, VLC Media Player.....	<input type="checkbox"/>	None of the above.....	<input type="checkbox"/>

e. Would you like some support with your digital skills or access to necessary technology?