

**Pre-Training Review Evaluation
STUDENT TO COMPLETE AS PART OF THE ENROLMENT OR
PRIOR TO COURSE COMMENCEMENT**



**BOX HILL
INSTITUTE**

For each nationally accredited course, Box Hill Institute (BHI) must conduct a Pre-Training Review, as part of enrolment, or prior to the commencement of training, to ascertain an individual's suitability to successfully complete the qualification.

Student's Legal Name:			
Student's Date of Birth:		Age:	
Previously Studied at BHI/CAE:	Yes	No	BHI/CAE Student ID:

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

Your highest qualification was issued in*:	Australia	Overseas	Overseas course completed in English Language?	Yes	No	^
Have you completed Language, Literacy and Numeracy (LLN) test at another TAFE?				Yes	No	^

*Please upload your certificate and statement of results listing subjects completed or your LLN document.
^You will be contacted by a staff member to discuss the LLN requirements.

2. National Skill Sets Code/Title	Tick the Short Course box you are enrolling in (tick one box only)	Tick the term and year you are enrolling in (tick one box only)							
		Term 1		Term 2		Term 3		Term 4	
		2021	2022	2021	2022	2021	2022	2021	2022
22550VIC Course in Public Sector Policy and Project Work									
22547VIC Course in Public Sector Administration									
22549VIC Course in Public Sector Management									
22548VIC Course in Public Sector Investigations									
22551VIC Course in Public Sector Procurement									
22553VIC Course in Public Sector Service Delivery									
Date of Program Commencement:									

3. What are your reasons for enrolling in this Short Course?

Consider the following and document:

- Career or work aspirations
- Interests
- Strengths and Weaknesses
- Your expectations and objectives
- The likely job or further study prospects resulting from the training

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4. Have you previously acquired any relevant competencies for the course you are applying? (see question 2)

Consider and document your current skills and knowledge or courses you have completed in order to apply for:

- Recognition for Prior Learning (RPL)
- Recognition for current competency (RCC)
- Credit Transfer (CT)

5. Learning Style – How do you learn best? (Please tick your most dominant style only)

- By seeing/reading/watching – Visual Learner
- By listening – Auditory Learner
- By doing – Kinaesthetic Learner

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

Consider the following and tick relevant boxes for any support you may need:

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

Any additional support or adjustments you may require:

7. Digital Capacity Self-Assessment

- You will be required to access your learning material from the Institute’s student website or your short course 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 course either via remote learning or online learning.

Do you have access to computer and internet outside of Box Hill Institute	Yes	No
Are you able to use computer and access learning materials available on online platform?	Yes	No
Are you able to access online help where required?	Yes	No
Do you need any support?	Yes	No