

Pre-Training Review and Interview Certificate IV & Diploma Level Study

Name:		Phone:	
Course applying for:			

Note: This form must be completed by a Quality Service Skills (QSS) appointed and qualified staff member. Please ensure each question is answered with as much detail as possible. Failure to address all questions may lead to the applicant's enrolment being rejected. The Quality Service Skills Trainer is to use their discretion when completing the form based upon the learner's needs. Encourage the applicant to ask questions at any time. Tell the applicant:

The purpose of this Pre-Enrolment Interview is to collect information that will determine your skill levels in language (written and oral) and literacy and numeracy (LLN), as well making sure you have a good understanding of the course content and the industry you have selected. Once we have finished this section, you will be asked to complete an LLN screening tool which will tell us more about your suitability for studying your chosen course or qualification, and if there are any areas where you may need more support. We may be able to provide extra help or refer you to specialist support to help you reach your learning goals.*

*** see notes on Page 3 regarding Specialist Support**

Ask the following questions orally and record the applicant's answers in the spaces provided. Try to keep it a free-flowing conversation.

PART 1: VERBAL SKILLS
1. How did you find out about this course?
<input type="checkbox"/> QSS website <input type="checkbox"/> My Skills website <input type="checkbox"/> Email campaign <input type="checkbox"/> Referred by another party: _____ <input type="checkbox"/> Other _____
2. Why are you interested in this course? What has drawn you to this field of study?
_____ _____ _____ _____
3. Are you currently working or volunteering in the industry?
<input type="checkbox"/> Yes: name of employer / Organisation: _____ <input type="checkbox"/> Position held _____ For how long? _____ <input type="checkbox"/> No – go to next question

4. Do you have any other experience in a similar industry? This will help us determine if you are eligible to apply for Recognition of Prior Learning (RPL).

Note: RPL is the process of recognising skills and experience gained through work, life and industry. See the Student Manual, our website www.qss.edu.au or the QSS RPL Policy for further information. There is an application process for RPL and there may be a cost involved. Attach additional pages if required.

5. Have you completed any other formal study? This will help us determine if you are eligible to apply for a Credit Transfer (CT). Note: If yes, please provide a copy of your Statement of Attainment and/or Qualification to your Trainer. There is NO charge for Credit Transfer.

At this point, refer to the QSS Course Overview for a summary of each accredited course, qualification or non-accredited program QSS deliver. Advise the applicant you are going to give them information about the course and the industry, as well as additional information specific to studying with QSS. Refer to the Student Manual (hard copy or electronic version) and ensure the student is understands the expectations of both parties.

Read out the relevant sections:

- Qualification name and National Code, and number of units
- Qualification overview (description)
- Types of jobs this course may lead to

Complete the first three rows to ensure the applicant understands the course requirements, then have the **applicant initial** the last three rows to confirm they have accessed and understood the listed policies, procedures and expectations:

Length of course		Days per week		
Study requirements <i>(e.g. homework, research)</i>		Mode of delivery <i>(e.g. classroom, online, workshops)</i>		
Assessment types		Practical placement <i>(unpaid)</i>		
Attendance requirements		Competency based assessment		Disciplinary action
Issuing of AQF qualifications		Refund (if applicable)		Complaints and appeals
Legislation that may affect students (Privacy Act)		USI Provided		Photo ID provided

6. Based on the above, are you confident this is the course/industry that you want to study and/or work in?

7. Do you have any questions at this point? (Trainer to make notes about any questions asked)

8. Do you understand and agree that although this training course may assist you in your job-seeking endeavours, or provide you with an opportunity to apply for work in certain industries, that QSS is not promising or providing any guarantee that you will get a job if you complete this course?

- Yes, I understand (go to Question 9)
- No. *If the applicant requires further information or explanation on potential employment or further study outcomes of this course, document below:*

9. Do you have any known physical, medical or learning conditions that may impact on your ability to study?

- No – go to question 10
- Yes – tell the applicant they are not compelled to give detailed information, but any information they choose to give us will help support their application
- Physical Medical Learning Other _____

10. Have you had difficulties with learning in the past?

- No – go to Question 11
- Yes – ask the applicant to explain

11. Do you anticipate needing any additional support during the course?

- No – go to Question 12
- Yes – what kind of support will you need? (e.g. Language and literacy, additional time to complete assessments. Applicants can be referred to Specialist Support Services (if required) such as: 26Ten Literacy Program (TAS); the Reading and Writing Hotline; the Skills for Education and Employment (SEE Program), the Adult Migrant English (AMES) Program, or the Adult Community Education (ACE) Training Providers (all States).)

12. Who will be paying for the course? (explain policy on student fees, maximum amount that can be charged for individuals who are paying for their own study, refunds etc.)

13. Resources – would you prefer:

- Hard copy learner resources – three units to a folder (with online access for assessment submission)
- Online learner resources (with online access for assessment submission)

Please note:

- There is no difference in the price for resources.
- For the full qualifications, the hard copy learner resources come in a folder of three units.
- Whilst you may change your mind during your qualification, it would be for the remaining units (e.g. if you choose hard copy and that is delivered to you, you must complete the first three units as hard copy and then future units can be online, or vice-versa. If you wish to change after less than three units, there is an additional fee of \$19 per unit to swap)
- Hard copy resources are yours to keep. They are in an A4 ring-binder folder.
- Online resources are unable to be printed (as they are copyrighted), and you do not have access once you have completed the qualification.

As the interviewer, I have:

- Provided an overview of the course
- Provided the student handbook (either electronically or in hard copy)
- Informed the applicant about the LLN screening tool

Trainer signature: _____ Date: _____

*Ask the student to now complete the LLN Screening Tool.
There is a final section to be completed by both you and the applicant on the last page.*

Language, Literacy and Numeracy (LLN) Screening Tool

This LLN tool will assist us to identify your current reading, writing and maths levels so we can take into account your specific learning needs.

PART 2: NUMERACY

1. Read the following case study and answer the questions below: You are working as a carer looking after a young man named Sam. Sam has a part time job at the supermarket which pays \$15 per hour. Sam regularly works 4 hours per week. He also receives a small benefit from Centrelink.

Question	Answer
a) Sam receives \$120 per week from Centrelink. How much does Sam get in total per fortnight from Centrelink and his job at the supermarket?	
b) Sam's electric bill is \$50 per fortnight. How much money does Sam have left over after paying his bills each fortnight?	
c) Sam's board is \$40 per week. How much money does Sam have left over at the end of each (4 week) month after he pays his rent and electric bill?	

2. Jessica needs to find someone to fill in for a 5-hour shift at Sunny Steve's carwash. No staff member is allowed to work for more than 38 hours per week or more than 5 days in a row. For every 8 hours worked, there is an unpaid one-hour meal break (total 9 hours in the workplace). Look at the roster below. Who could be asked to fill the shift next Saturday from 12.00-5.00pm?

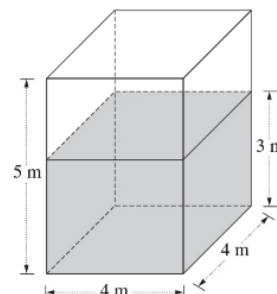
- Sue John Jason Eloise

Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Sue	9.00-4.00	10.00-5.00		1.00-9.00	10.00-9.00		1.00-5.00
John		9.00-2.00	9.00-2.00	4.00-9.00	4.00-9.00		12.00-5.00
Jason	9.00-5.00		9.00-5.00		12.00-9.00	9.00-5.00	
Eloise		10.00-3.00	9.00-5.00	9.00-5.00			9.00-5.00

3. If a loan is taken out for 2 years on \$50,000 at 10% interest per annum, calculated annually, what is the amount of interest paid after 2 years if no money is paid off the principal? Answer: \$ _____

4. To the right is a picture of a water tank. The shaded area shows how much water is already in the tank. What volume of the tank is NOT filled with water?

- 32m³
 48m³
 60m³
 80m³



5. If a meat-slicer cuts 3.5mm thick slices from a piece of pork that is 28cm long, how many slices can be cut?

- 35 56 80 85

6. A helicopter flying north has turned clockwise 180 degrees. In what direction is the helicopter now flying?

Answer: _____

PART 3: READING AND WRITING

1. Which of the following can be used as a linking word?
 “You must attend training _____ the coach will be annoyed”
 otherwise nevertheless unless despite

2. Which of the following is correct?
 “May I borrow/lend a pencil? I promise not to lose/loose it”
 Borrow / lose borrow / loose lend / lose lend / loose

3. Which word in the following sentence needs an apostrophe to show ownership?
 “The apprentices signed their leave forms in the supervisors office before picking up their payslips”
 Apprentices Forms Supervisors Slips

4. What is meant by the term “impulsive”?
 A decision made of behalf of another person
 A decision that has been well thought out
 A decision without considering all of the facts
 A decision made by a family member

5. Which of the following is true about the word “unfriendly”?
 It contains a prefix
 It contains a suffix
 It contains both a prefix and a suffix
 It contains neither

6. The word “millennium” means: _____

7. Write at least a three-sentence response to each of the questions below:

7a. How you will ensure your assessments are handed in by their due date?	
7b. How you will approach the at-home study requirements of this course?	

**Thank you for completing the pre-training review.
 Please now complete the section below and hand this form back to your trainer.**

I have read, understood and completed this Pre-Enrolment Application and Pre-Training Review.			
Name:		Date:	
Signature:			

Pre-Training Review Assessment – Trainer Use Only

Trainer Assessment

MUST be completed prior to commencement of training

<p>Check student’s response to the Question 2 - “Study Reason”.</p> <p>Has the student declared a relevant reason for undertaking this course?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Is the student applying for Recognition of Prior Learning? (Question 4)</p> <p><i>(if yes, please fill out a Credit Transfer / RPL application form and provide all evidence)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Is the student applying for Credit Transfer?</p> <p><i>(if yes, please fill out a Credit Transfer / RPL application form and provide all evidence)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Based on the student’s answers to Questions 6 & 7 is this qualification relevant to their industry of choice?</p> <p>If “No” - please make notes in the “General Notes” section below and speak to the student about alternate study options / pathways to assist in their career choice.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Are the student’s LLN skills adequate for this level course?</p> <p>Please note: a student may require assistance with LLN skills but still be able to undertake this level qualification. If you tick “No” for any of the next three questions, please document how you will provide the required support or referral to alternate training, in the “General Notes” section below.</p> <p>Remember to check:</p> <ul style="list-style-type: none"> • Part 1 (Verbal Skills) • Part 2 (Numeracy) • Part 3 (Reading and writing) as well as the overall completion of the Enrolment Form (spelling, English skills, comprehension of questions asked) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Is it your opinion that this qualification is the most appropriate for this student to undertake at this time?</p> <p><i>If No, make notes below and speak to your Training Coordinator or Business Development Manager to discuss alternate pathways for this applicant.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>General notes:</p> 			
<p>Trainer name:</p>		<p>Date:</p>	
<p>Signature:</p>			



Quality Service Skills

RTO Code 90791

Copyright to Quality Service Skills

www.gss.edu.au