**St Peters International College**

RTO No: 45063   CRICOS No: 03559C

| Student Name | |
|---|---|
| Date of Birth | | Gender    Male    Female    Undetermined |
| Qualification applying for | |

PTR conducted via:    Face to face    Telephone    Skype

## Purpose:

The Pre-Enrolment/Training Review (PTR) is a process undertaken to determine the most suitable and appropriate course and training for an individual conducted prior to the enrolment into course of studies to ensure that the training and assessment provided by St Peters International College (SPIC) is able to meet the student's individual needs and their host workplace requirements (if applicable).

Before we make an offer, SPIC is required to conduct a review of a student's current competencies, including their literacy and numeracy skills, in order to enrol them in the most appropriate course to achieve their intended outcomes

| Course and Units Information (must be completed) (Please tick appropriate boxes) | | | |
|---|---|---|---|
| Did you have access to enough information to make an informed decision about your enrolment in this course? Please tick the relevant and provide the relevant information accordingly so that student can make an informed decision, about the course and SPIC | Where to find more information SPIC WEBSITE And SPIC Student Handbook | YES | NO |
| **Course Information (Discussed with Student)** | Course Brochure Specific to student area of Study, SPIC Website, www.spic.qld.edu.au SPIC Student Handbook | | |
| Entry requirements for your course | | | |
| Any Pre-requisite Unit requirements for the course | | | |
| Duration of course | | | |
| Course location | | | |
| Content of the course | | | |
| Delivery method of course (e.g. on or off campus, face-to-face) | | | |
| How assessment is conducted during the course | | | |
| When and Where assessment will be conducted? | | | |
| Whether or not your course includes a work placement | | | |
| English, Attendance and Academic Requirements | | | |
| Fee information (Total Cost) | | | |
| Tuition and Non Tuition Fees | | | |
| Student support services | | | |
| Referral Services | | | |

**V1.0**

**Angel Education Group Pty Ltd T/A St Peters International College**

Level 1, 8 Short Street - Southport Queensland - 4215, Australia   I   T.: +61 7 5635 1735   I   info@spic.qld.edu.au   I   www.spic.qld.edu.au

| | | | |
|---|---|---|---|
| The requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before enrolment to determine any support needs you may have during your study | | | |
| Recognition of prior learning (RPL)/Credit Transfer (CT) Option/Process Explained to the student (Please attach copies of your certified academic transcript certificate if you are applying for Credit Transfer) | | | |

# Goals and Preferred Learning Style:

What are your interests in this area and how do you hope this course will assist you to achieve new skills and knowledge? (Example:-Interested in Business, or experience etc)

_____

_____

_____

What existing knowledge do you have of the industry you are applying to study in? (Eg:- volunteer in individual care facility)

_____

_____

_____

What do you hope to achieve from this qualification? (Eg: - skills and knowledge to get a job in the field)

_____

_____

Any support identified/required in Speaking, Listening, Reading or Writing and Numeracy?

   Yes            No

Comments _____

_____

_____

List any identified support required during the learning? (Must be advised to the relevant student support team member/ Trainer Assessor accordingly)

_____

_____

_____

# Digital Capacities /Computer Basic Skills:

The following questions will provide a holistic perspective of the student's access and abilities in using the computer and internet, which may be required as part of course i.e. assessments, research, Project, Assignments and Report etc.

_____

_____

_____

_____

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| Computer Skills | Support Required (please tick) | Support Not Require (please tick) | For SPIC Only Follow up Support IT- Email Sent/Notified (please tick ) |
|---|---|---|---|
| **Starting a computer and logging in using a username and password** | | | **Dated** _____ |
| **Using the internet** | | | **Dated** _____ |
| **Microsoft Word,** › **Creating new documents, saving files, can use cut, copy and paste functions etc.)** | | | **Dated** _____ |
| **Using spreadsheets (e.g. Excel)** | | | **Dated** _____ |
| **Making presentations (e.g. PowerPoint)** | | | **Dated** _____ |
| **Communicating online using email and social media** | | | **Dated** _____ |

Any other area where the student need more support (Please specifies)

_____

_____

_____

| **FOR OFFICE USE ONLY** | Yes (Please tick) | No (Please tick) |
|---|---|---|
| **Credit Transfer/RPL** | | |
| Is the applicant applying for credit transfers/RPL? | | |
| **If Yes;** Has the student supplied & Submitted the completed application form for Credit transfer form and associated evidence and Referred to appropriate Course Co-ordinator for RPL? | | |
| **Literacy/Numeracy** | | |
| Considering the responses on their pre-training review form and the LLN assessment result, does the applicant currently have the appropriate level of literacy and numeracy skills to meet the requirements of their course of choice? | | |
| **If Yes:** The learning strategies and materials are appropriate to this learner | | |
| **If No:** With additional support is the applicant likely to be successful in their chosen course of study? | | |

## Suitability of the Course: - For Office Use Only

| DECISION / COMMENTS (must be completed) | | | |
|---|---|---|---|
| **The course is suitable for the applicant:** | **YES** | **NO** | **YES with assistance** |
| **If Yes, Please Tick the appropriate statement** | | | |
| The course will provide the individual with the required skills to make them job-ready | | | |
| Assists individuals to undertake further education | | | |
| This qualification is the most suitable course and training option for the student because the applicant: (please tick the appropriate statements): | | | |
| • Has completed other studies in this area | | | |
| • Past Experience in the same Industry | | | |
| • Can gain further skills to gain employment | | | |
| • Can use the chosen course as an appropriate pathway for future studies | | | |
| **Comments: -** | | | |

Staff Name: _____

Staff Signature: _____   Date: _____

## Applicant Signature and Declaration:

I declare to the best of my knowledge the information I have provided through my responses are true and accurate to the best of my knowledge and I have not wilfully suppressed any information. I understand that SPIC may refuse, reverse or terminate my enrolment on the basis of untrue, misleading or incomplete information. I understand that if there are any changes to the information provided by me in this interview, I will notify SPIC immediately.

I also acknowledge that I have been provided an opportunity to ask questions.

Student Name: _____

Student Signature: _____   Date: _____