



## Pre-Training Review Form

### Information and Instruction for Course Students

The Pre-training Review form assists Insight Institute of further Studies staff and yourself to determine whether this course is the most suitable for you and to also identify any support needs you may have once you commence your studies and to help you succeed in your chosen course.

The review also helps to identify skills recognition and credit transfers when applying for a vocational education course. This assists to determine your competencies, including your literacy and numeracy skills prior to you commencing the training.

### Enrolment Process

#### Stage 1: Pre-Training Review

- a) Complete Pre-Training Review form.
- b) Course Information.
- c) Confirm the marketing information provided.
- d) Discussion regarding tuition and other fees.
- e) Digital literacy.

#### Stage 2: Language, Literacy and Numeracy (LLN) Evaluation

- a) Complete Language, Literacy and Numeracy (LLN) test.
- b) Determine if LLN outcome is satisfactory to commence the desired course.
- c) Determine other support needs.

#### Stage 3: Enrolment

- a) Present or complete the Enrolment Application Form.
- b) Letter of offer signed.
- c) Confirm offer and arrange payment.
- d) Attend the orientation session (compulsory).

#### Stage 4: Commencement of training

- a) Timetable to the student
- b) Commence training and assessment.





## STAGE 1 – Pre-Training Review

### Section 1: Personal Information

Full name			
Date of birth		Gender	
Email contact			
Phone contact			

### Section 2: Course Information

<b>2.1 What Course/Qualification have you applied for?</b>			
Course code			
Course title			
<b>2.2 Do you wish to apply for 'Credit Transfers'?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide a certified copy of an academic transcript certificate or statement of results for the courses/units of competency you wish to apply for Credit Transfer.			
<b>2.3 Do you wish to apply for RPL?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, further information will be provided at the time of enrolment by your trainer.			

### Section 3: Digital literacy

	Beginner	Limited	Capable	Advanced
3.1 How would you rate your skills in the use of digital technologies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Do you regularly use any of the following digital technologies? (Tick all the applicable option/s)				
<input type="checkbox"/> Smart phone				
<input type="checkbox"/> Laptop/computer/notebook computer				
<input type="checkbox"/> Applications Microsoft Word, Excel, PowerPoint and Email				
<input type="checkbox"/> Internet				
<input type="checkbox"/> Other (List below):				
_____				
_____				

	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
3.3 I am comfortable communicating with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 I am comfortable problem-solving on my own?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 I am comfortable learning something new?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 I am comfortable watching videos (YouTube, etc.) and using social media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 I am comfortable in creating, editing different documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 I am comfortable researching on the internet and sending emails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 I am comfortable in using different applications and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Do you have access to a computer at home with a reliable internet connection to study?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Section 4: Adequate Information Provided

To enable you to make an informed decision about whether or not to proceed with your course application, you should have access to all the information below. If 'Yes' you have the information you need, please tick the relevant box. If you tick the 'No, require more information' box for any item, a Insight Institute of Further Studies representative will provide you additional information related to the topic.

4.1 Course Information	Yes	No, require more information
Entry requirements for your proposed course	<input type="checkbox"/>	<input type="checkbox"/>
Content of your proposed course	<input type="checkbox"/>	<input type="checkbox"/>



Duration and holidays of your proposed course	<input type="checkbox"/>	<input type="checkbox"/>
The campus at which classes will be conducted	<input type="checkbox"/>	<input type="checkbox"/>
Whether or not your course includes a work placement	<input type="checkbox"/>	<input type="checkbox"/>
Delivery method (i.e. class/workshop based, distance/online or a combination)	<input type="checkbox"/>	<input type="checkbox"/>
How assessment will be conducted during your course	<input type="checkbox"/>	<input type="checkbox"/>
Any materials or protective clothing you must supply and physical exertions required to complete practical tasks (lifting, handling)	<input type="checkbox"/>	<input type="checkbox"/>
Materials, equipment and resources that you will be supplied with as part of your fees	<input type="checkbox"/>	<input type="checkbox"/>
Any other organisation that will be involved in providing training or assessment in your course (If any)	<input type="checkbox"/>	<input type="checkbox"/>
The requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before commencement of the course to determine any support needs you may have during your study	<input type="checkbox"/>	<input type="checkbox"/>

<b>4.2 Services, Facilities, Complaints &amp; Appeals</b>	<b>Yes</b>	<b>No, require more information</b>
General student support services	<input type="checkbox"/>	<input type="checkbox"/>
Facilities and services available on campus (e.g. Library, computers, cafeteria, parking)	<input type="checkbox"/>	<input type="checkbox"/>
Complaints and appeals management processes	<input type="checkbox"/>	<input type="checkbox"/>
Student handbook	<input type="checkbox"/>	<input type="checkbox"/>



4.3 Fee Information & Payment Schemes	Yes	No, require more information
The fees and other charges you will incur (Fee for Service – full fee, tuition fee, material fees, enrolment fees)	<input type="checkbox"/>	<input type="checkbox"/>
Payment schemes and plans that may assist in paying your fees	<input type="checkbox"/>	<input type="checkbox"/>
Fees and refund policy	<input type="checkbox"/>	<input type="checkbox"/>

### Student Signature and Declaration

I declare the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Stanford Institute of Technology ('The Institute') of any place which may be offered. I agree to release and indemnify the Institute and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that an LLN assessment will be undertaken to assess my suitability for the program in Stage 2 of the enrolment process and propose any support that may be needed to support my study.

<b>Name:</b>		<b>Signature</b>	
<b>Date:</b>			

**Section 5: Suitability Evaluation – (Trainer to Complete)**

5.1 Marketing and Admissions PTR Checklist		Yes	No
5.1.1 Confirm enrolment information provided to student outlined in Section 5.		<input type="checkbox"/>	<input type="checkbox"/>
5.1.2 Has the following documented information been provided to the student? <ul style="list-style-type: none"> <li>• Fees and refund policy</li> <li>• Complaint and appeal policy</li> <li>• Student handbook</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
5.1.3 Does this student have the digital capability to undertake this qualification?		<input type="checkbox"/>	<input type="checkbox"/>
5.2 Initiation		Yes	No
5.2.1 Advise the student of the LLN assessment date and time.		<input type="checkbox"/>	
5.2.2 Provide additional information to student on LLN assessment process.		<input type="checkbox"/>	
<b>Name</b>		<b>Signature</b>	
<b>Date</b>			
<b>If this interview was conducted by Video Call or Phone Call as the prospective learner is either overseas or interstate, then provide the details below:</b>			
<b>Type</b>	<input type="checkbox"/> Skype, Zoom, FaceTime or other video calling <input type="checkbox"/> Telephone call <input type="checkbox"/> Other (specify)	<b>Time Start and End</b>	

**STAGE 2 – LLN Evaluation**

**Section 6: Language, Literacy and Numeracy (LLN) Evaluation - OFFICE USE ONLY**

The prospective student is to complete the LLN Assessment. The student will be given a score between 1 and 5. This score is based on the Australian Core Skills Framework (ACSF) which is the national system used to measure adult literacy and numeracy skills.



**Section 7: LLN Suitability – (Trainer to complete)**

Evaluation	Yes	No
Student’s ACSF levels are sufficient to enrol into the course.	<input type="checkbox"/>	<input type="checkbox"/>
<b>If no:</b> Discuss the outcome with PEO (Principal Executive Officer).		

**Section 8: Suitability Evaluation - (Trainer to complete)**

Taking into account the considerations made at section 5 to 7 is enrolment in the proposed training program suitable for the student?

<input type="checkbox"/> <b>Yes</b>	<b>Document reasons:</b>
<input type="checkbox"/> <b>Yes, with support/adjustments</b>	<b>Document reasons; and identified support/adjustments:</b>
<input type="checkbox"/> <b>No</b>	<b>Document reasons:</b>



Alternative enrolment offered?	
<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	<b>Document reasons:</b>  

**Trainer Details**

<b>Name</b>		<b>Signature</b>	
<b>Date</b>			
<b>Comments</b>			

**Student Signature and Declaration**

I acknowledge that I have received the outcome of the LLN test, provided support information (if any) and I have understood the course requirements provided by the Stanford Institute.

<b>Name</b>		<b>Signature</b>	
<b>Date</b>			





### STAGE 3 – Enrolment

On completion of Stage 2, the student will be advised of the enrolment procedure as below:

1. Complete the Enrolment Application Form
2. Issue the Letter of Offer
3. Review Letter of Offer
4. Sign Letter of Offer and arrange payment.
5. Confirm enrolment
6. Attend orientation session (compulsory).

### STAGE 4 – Commencement of training

On completion of Stage 3, the student will be advised of the commencement procedure as below:

1. Issue timetable to the student
2. Commence training and assessment.