

What is a Pre-Training Review (PTR)?

A Pre-Training review ensures that the Training and Assessment Strategy and Training Plan delivered by Victorian Chamber is designed to meet your individual needs, and to determine the most suitable and appropriate training for you.

The information you provide will enable Victorian Chamber to understand your training needs, your current competencies that relate to the course, opportunity for Recognition of Prior Learning (RPL) and Credit Transfer (CT) and to ensure that your current Language, Literacy and Numeracy (LLN) skills are at the level required of your chosen course. Where we assess your responses as needing assistance to complete the course we can develop and or implement strategies to assist you while you complete the course.

Completing a Pre-Training Review ensures that Victorian Chamber:

- Understands your reasons for undertaking this course.
- Explores your current competencies and provides opportunities for these to be assessed through Recognition of Prior Learning (RPL) and Credit Transfer (CT).
- Ascertains the most suitable course(s) for you to enrol in based on your current educational attainment, capabilities including language, literacy and numeracy, aspirations and interests.
- Determines your training and assessment needs.

Victorian Chamber will use this Pre-Training Review to provide you with the support you require in areas such as language, literacy, learning and assessment, while ensuring you will get the maximum outcomes and benefits from the course you are enrolling in, according to your learning objectives, career aspirations and skill level.

Refer to the course information, eligibility requirements and course fees associated for the course you are intending to undertake and review this in light of your expectations and your previous experience.

Why do you want to do this course?

What is your preferred learning style? (may be more than one)

- Attending face-to-face classes
- Attending online classes
- Group work and discussions with other students
- Doing work in class by myself
- Self-directed learning and activities
- Researching and reading to find the information I need
- Hands-on tasks, role plays and activities

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CPCWHS1001 Prepare to work safely in the construction industry



Do you consider yourself to have any specific learning needs or difficulties?

Please tick the relevant box and complete the table below in relation to any specific learning needs or difficulties which you may have.

- I do not consider myself to have any specific learning needs or difficulties
- I do have specific learning needs or difficulties (complete below table)

Learning need or difficulty	
Assistance required	

Do you have any medical conditions which may affect your participation in training?

Where necessary, reasonable adjustment can be made to accommodate any illnesses, injuries or disabilities which may affect your ability to participate fully in practical activities. Where reasonable adjustment is applied, assessments are still required to collect evidence or performance to the same standard as all other learners to confirm that learners have the necessary skills and knowledge to perform job roles effectively.

Please note that if you have any medical conditions which may pose a risk to your health and safety throughout the duration of the course, you will be required to provide a doctor certificate or other form of medical clearance prior to commencement of the course.

Please tick the relevant box and complete the table below in relation to any medical or physical needs.

- I do not have any medical conditions which may affect my participation in training
- I do have medical conditions which may affect my participation in training (complete below table)

Medical Condition	
Assistance or adjustments required	

Application declaration

- I agree that the course I have chosen is the most suitable for me based on my educational attainment levels, capabilities, aspirations and interests.
- I declare that the information provided in this document is true and correct, and that I personally completed the document without assistance
- I accept that if these declarations are untrue my course application and/or course enrolment may be cancelled by Victorian Chamber of Commerce and Industry.

Signature	
Date	

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Evaluation - Trainer/assessor to complete

Trainers/assessors will use this section to evaluate the completed Pre-Training Review document to determine if the applicants Language, Literacy and Numeracy (LLN) skills are appropriate and sufficient for the course that they are enrolling in and recommend support arrangements, if needed, or to inform the decision that this course is not suitable for the student.

When evaluating the completed document, Trainers/assessors will use their knowledge of the course requirements, Training and Assessment Strategy and training resources, as well as their knowledge of addressing learners' LLN and employability skills in line with the Australian Core Skills Framework and the Core Skills for Work guidelines, and according to the Pre-Training Review Policy.

Based on the applicant's responses within the pre-training review,		Yes	No
Does the applicant have the appropriate Language, Literacy and Numeracy to meet the requirements for the course? <i>If no, an Individual Learner Support Plan must be developed.</i>		<input type="checkbox"/>	<input type="checkbox"/>
Trainer/assessor recommendations			
<input type="checkbox"/> Enrolment to proceed			
<input type="checkbox"/> Enrolment to proceed with adjustments			
<input type="checkbox"/> Enrolment in this course should not proceed			
Trainer/assessor name			
Signature			
Date			



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