**PRE-TRAINING REVIEW FORM – *Participant to complete***

# This Form must be completed by all participants in the CI Card Course, evaluated by Victorian Chamber trainer and finalised prior to participants’ enrolment.

**Instructions**

This pre-training review aims to identify if your English, literacy and numeracy skills are sufficient for this course or you may need additional support, also to ensure that our training and assessment strategy, methods and materials are appropriate for your situation, and that you will get every opportunity to complete your course successfully.

The following table incorporates the basic English abilities (such as reading, speaking, understanding, writing) and the numeracy and employment skills (such as problem solving) that are essential for your performance in this course.

Your trainer will evaluate your answers before your enrolment is finalised, and if necessary, they may contact you for clarification.

If the trainer’s opinion is that your level of English is not sufficient to ensure you will be able to participate in and complete your course successfully, your enrolment in the CI Card course will not proceed.

Please answer the following questions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task / Ability** | **How confident are you?** (tick) | | | |
| I can do it | | I’m not sure | I can’t do it |
| 1. Locate and recognise numbers commonly used in safety signs | ☐ | | ☐ | ☐ |
| 1. Ask questions to clarify instructions | ☐ | | ☐ | ☐ |
| 1. Listen to instructions to identify key safety information | ☐ | | ☐ | ☐ |
| 1. Tell another person about a construction problem or hazard | ☐ | | ☐ | ☐ |
| 1. Explain a simple procedure to another person | ☐ | | ☐ | ☐ |
| 1. Follow simple pictorial safety instructions | ☐ | | ☐ | ☐ |
| 1. Follow simple safety instructions that are written in English | ☐ | | ☐ | ☐ |
| 1. Follow simple but strict procedures written in English, such as how to respond to an emergency | ☐ | | ☐ | ☐ |
| 1. Select risk control measures once you have been explained how | ☐ | | ☐ | ☐ |
| 1. Use the internet and electronic devices | ☐ | | ☐ | ☐ |
| 1. Can navigate on the internet – find the information that I want on the internet & able to evaluate the information that I found on the internet. |  | |  |  |
| 1. Can use digital media to create my own texts |  | |  |  |
| 1. Able to manage the information that I find e.g. organise, save and etc. |  | |  |  |
| 1. Able to decide if the information that I find on the internet is honest (not breaching copyright), relevant and useful. |  | |  |  |
| 1. Able to communicate with others digitally by  * exchanging information, * sharing knowledge, and * creating information products to suit the audience, with the relevant context and the right medium. |  | |  |  |
| 1. Can use ICT appropriately and responsibly |  | |  |  |
| 1. Can you operate online portals and apps such as below but not limited to:  * Gotomeeting * Online learning portal * Zoom * WhatsApp * Facebook * Instagram * Etc. |  | |  |  |
| 1. Can use MS Office (Word/Excel/PowerPoint/Other) |  | |  |  |
| I declare that the information provided in this Pre-Training Review (PTR) is true and correct. If the LLN assessment was undertaken as part of this PTR, I confirm that I personally completed the assessment without assistance (Assistance includes the use of electronic devices or aids). 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. | | | | |
| Student Signature | | **Date** | | |

**PRE-TRAINING REVIEW EVALUATION - *Trainer/Assessor to complete***

Trainers/ Assessors must use this section to evaluate the completed Pre-Training Review Form, to determine if participant’s LLN skills level are appropriate and sufficient for this course, to recommend any additional support if required or to inform the decision that this course is not suitable for the participant’s current English abilities or situation.

The evaluation should be made in the context of this course and the level of LLN skills that the unit of competency and the construction industry require.

|  |  |  |
| --- | --- | --- |
| **Pre-Training Evaluation Checklist** | **Yes** | **No** |
| Appropriate and sufficient language, literacy and numeracy level for this course |  |  |
| Participant requires additional LLN support to participate in this course  *Enrolment should not proceed if the minimum LLN requirements are not met\** | \* |  |
| Current training and assessment strategies, methods and materials appropriate for the participant |  |  |
| Participant requires adjustments other than LLN  *What adjustment is needed?\*\** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \*\* |  |
| Participant requires additional Digital Literacy support to participate this course |  |  |
| Predicted participant’s ability to complete this course successfully is? 🞏 Poor 🞏 Fair 🞏 Good 🞏 Very Good | | |
| **Additional interviews or other pre-enrolment evaluation notes (if applicable) / Comments:** | | |
|  | | |
| **Trainer/ Assessor’s Recommendation** | | |
| Enrolment to proceed in the standard / online\_ Zoom course **☐ YES** **☐ NO** | | |

|  |  |  |
| --- | --- | --- |
| **Trainer/ Assessor Name:** | **Signature:** | **Date:** |