AUSTRALIAN TECHNICAL & MANAGEMENT COLLEGE

FORM AD222

PRE-TRAINING QUESTIONAIRE (PTQ)

The Pre-Training Review (PTR) ensures that you are enrolling in the most suitable and appropriate training option. This information will enable ATMC to understand your learning needs, your preferred learning styles, your previous and current competencies that relate to the course, and any special needs or skill gaps (such as language, literacy and numeracy (LLN)). ATMC will use this review to identify appropriate learning strategies and materials to support you to successfully complete the course that you choose. The PTR process includes three sections: Pre-training questionnaire (PTQ), LLN assessment, and Pre-training Interview (PTI) which must be completed for the review to be considered.

Applicant full name:	
Course you wish to enrol in:	

PART A: WORK EXPERIENCES AND CURRENT SKILLS

Q 1. Are you previously or currently employed? ☐ Yes ☐ No

If Yes, please answer Q2. If No, please proceed to Q3.

Q 2. What is your current or previous job role? Please provide a brief description if relevant to this qualification.

_____

Q 3. Have you acquired any skills from previous work experience related to the qualification in which you are enrolling?

☐ Prepare spreadsheets and presentations ☐ Read reports ☐ Comprehend material

☐ Assemble or make things ☐ Operate tools & machinery ☐ Customer service oriented

☐ Other: _____

Q 4. Have you gained any work experience or other skills that could be recognised to provide credit toward this course (Recognition Prior Learning)?

☐ Yes ☐ No

If **yes,** please complete the form SS105 and proceed with Recognition Prior Learning application procedure.

**Explanation note: Recognition Prior Learning (RPL) is the acknowledgement of skills and knowledge obtained through: (i) formal training or study, including courses at school college, adult education and training programs at work; (ii) work experience, including paid and volunteer work; (iii) life experience, including skills attained through leisure pursuits or hobbies.*

Form SS105 can be obtained at ATMC's Student Support Department. For more information on the RPL, refer to ATMC's website on https://vet.atmc.edu.au/forms/

Q 5. Have you taken an IELTS test or equivalent?

☐ Yes ☐ No

- If Yes, IELTS score:
  - Listening:_____
  - Speaking: _____
  - Writing: _____
  - Reading: _____
    - Test score: _____
    - Test date: _____

- Other equivalent English: _____ _____
  - Test score: _____
  - Test date: _____

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Q 6. Do you have access to any of these digital technologies? If Yes tick the appropriate box. Ensure you also tick your level of capability for each digital technology

	Beginner	Limited	Capable	Advanced
Desktop or notebook computer				
Tablet or Smart phone				
Internet				
Microsoft Word				
Microsoft Excel				
Microsoft PowerPoint				
Others				

PART B: PREVIOUS LEARNING EXPERIENCES

Q 7. What qualifications or courses have you completed or attended? Please list any qualifications or statements of attainment you previously gained.

_____

Q 8. Do you want to apply for Credit Transfer for this course**?** ☐ Yes ☐ No

***If Yes**, please complete form SS104 and proceed with Credit Transfer application procedure.*
Credit Transfer is the 'exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. It includes academic credit and recognition of prior learning. Form SS104 can be obtained at ATMC's Student Support Department. For more information on Credit Transfer, refer to ATMC's website on https://vet.atmc.edu.au/forms/.

PART C: EDUCATIONAL AND SUPPORT SERVICES

Q 9. Did you self-identify any barriers that would prevent you from undertaking the course successfully?

☐ Special educational needs (e.g. behavioural issues, limited or negative experiences in learning)

☐ Disability (e.g. physical, hearing impairment)

☐ Learning difficulties (e.g. dyslexia, autism)

☐ Further skill development in LLN/computer skills

☐ Medical conditions (e.g. depression)

☐ Other: _____

Note: ***If tick to any of the above, please send supporting documentation for self-identified medical conditions to*** vetadmissions@atmc.edu.au ***(so that the College can better support you).***

Q 10. Do you have any concerns that might prevent you from progressing through this course?

_____

_____

Q 11. What are your preferred learning styles?

☐ I am a visual learner and prefer visual input to remember things better, e.g. images, charts, and flow diagrams.

☐ I am an auditory learner and prefer auditory to remember things best when I hear them.

☐ I am a kinaesthetic learner and prefer input that is physical and concrete to remember things, e.g. action and movement.

☐ Others (please specify): ……

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PART D: EXPECTATIONS

Q 12. My aspirations for doing the course (Please select all relevant options):

☐ To get a job
☐ To get a better job or promotion
☐ To develop my existing business
☐ To develop extra skills for my job
☐ To meet the requirements of my job
☐ To start my own business
☐ To try for a different career
☐ To get into another course of study
☐ To pursue personal interest or self-development
☐ To enhance existing overseas acquired skills
☐ Other: _____

Q 13. What benefits do you think this course will bring to you personally and professionally?

_____

Q 14. What can you tell us about the industry this qualification will lead to employment in?

_____

Q 15. Are you aware of the following information as identified on the College's website: https://vet.atmc.edu.au/?

☐ Tuition and Material fees (if applicable)
☐ The delivery mode (e.g. face to face)
☐ Duration of the course
☐ The learning & assessment requirements (e.g. combination of theory and practical tasks, additional out of class study or projects)
☐ The hours of attendance required per week
☐ The training environment (e.g. simulated workplace) that is related to the course
☐ Credit Transfer/RPL

STUDENT'S DECLARATION

☐ I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application. I understand that I need to provide documental evidence supporting my claims.

Student Name:	Signature:	Date
		DD/MM/YYYY