

## MCOHB Pre-Training Questionnaire Form

The Pre-Training Review (PTR) ensures that you are enrolling in the most suitable and appropriate training option. In addition to determining the most suitable training program for you, the Pre-Training Review is to ascertain whether training can be delivered as planned or whether adjustments need to be made to suit your needs. This thorough and well-documented Pre-Training Review process provides a direct input for the development of an appropriately tailored Training Plan, including any necessary support services to meet your needs. This PTR will enable MCOHB 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)).

MCOHB 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.

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### *Student details:*

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Student ID:

Date of Birth:

Family Name (as per enrolment registration):

Given Name (as per enrolment registration):

### **Course Details**

Course Code:

Course Title/Name:

Original Start Date:(as per CoE/offer letter)

### **PART A: ASPIRATIONS AND INTERESTS**

Q 1. My reasons for enrolling in the course (Please select all relevant options):

- |  |  |
|--|--|
| <input type="checkbox"/> To get a job                                    | <input type="checkbox"/> To get a better job or promotion    |
| <input type="checkbox"/> To develop my existing business                 | <input type="checkbox"/> To develop extra skills for my job  |
| <input type="checkbox"/> To meet the requirements of my job              | <input type="checkbox"/> To start my own business            |
| <input type="checkbox"/> To try for a different career                   | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To pursue personal interest or self-development |  |
| <input type="checkbox"/> To enhance existing overseas acquired skills    |  |
| <input type="checkbox"/> Other:  |  |

Q 2. What benefits do you think this course will bring to you personally and professionally?

Q 3. What likely job or further study may this training lead you to?

## **PART B: EDUCATIONAL ATTAINMENTS AND CAPABILITIES**

Q 4. What qualifications or courses have you completed or attended? Please list any qualifications or statements of attainment you previously gained.

Q 5. Do you want to apply for Credit Transfer for this course?     Yes                     No

If Yes, please complete the credit application form 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. The Credit Transfer Form can be obtained at Student Support. For more information on Credit Transfer, refer to MCOHBs website on [www.mcohb.edu.au/](http://www.mcohb.edu.au/)

Q 6. Are you previously or currently employed?                     Yes                     No

If Yes, please answer Q7. If No, please proceed to Q8.

Q 7. What is your current or previous job role? Please provide a brief description if relevant to this qualification.

Q 8. Have you acquired any following skills from previous work experience related to the qualification in which you are enrolling?

- |   |  |
|---|--|
| <input type="checkbox"/> Prepare spreadsheets and presentations | <input type="checkbox"/> Read reports            |
| <input type="checkbox"/> Comprehend material                    | <input type="checkbox"/> Assemble or make things |
| <input type="checkbox"/> Operate tools & machinery              | <input type="checkbox"/> Customer service skills |
| <input type="checkbox"/> Other:                                 |  |

Q 9. Have you gained any work experience or other skills that could be recognised to provide credit toward this course?

Recognition of current competency (RCC)                     Yes                     No

Recognition Prior Learning)?                     Yes                     No

If yes, please complete the 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.

RPL application form is available on MCOHB website or the Student Support Department. For more information on the RPL, refer to MCOHB website on <https://www.mcohb.edu.au/>

Q 10. Do you have access to any of these digital technologies?  Yes  No

If Yes, tick the appropriate box below. Ensure you tick your level of capability for each digital technology.

User skill level:

Beginner  Limited  Capable  Advanced

Desktop or notebook computer

Tablet or Smart phone

Internet

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Other

Q 11. 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:**

Name of test:

Where test was taken (i.e. what city & country)

Test score: Test date:

## PART C: EDUCATIONAL AND SUPPORT SERVICES

Q 12. Did you self-identify any barriers that would prevent you from undertaking the course successfully?

- Special educational needs (e.g. limited or negative experiences in learning) explain briefly
- Disability (e.g. physical, hearing impairment) explain briefly
- Learning difficulties (e.g. dyslexia, autism) explain briefly
- Further skill development in LLN/computer skills explain briefly
- Medical conditions (e.g. depression, anxiety) explain briefly
- Other:

Note: If you have ticked to any of the above, please send supporting documentation for self-identified medical conditions to [reception@mcohb.edu.au](mailto:reception@mcohb.edu.au) (so that the RTO can better support you).

Q13. Do you have any concerns that might prevent you from progressing through your chosen course?

Q 14. 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.
- Unsure

Q 15. Are you aware of the following information is identified on the RTO's website: <https://www.mcohb.edu.au/>? (tick the item you have found on the MCOHB website)

- 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