

**INFORMATION AND INSTRUCTIONS**

Master Plumbers uses this form to determine whether this course is the most suitable one for you at this time, and also to identify any support needs you may have once you commence your training with us. Complete this and email or bring a printed copy with you at the course Pre-enrolment/Induction session.

Please complete page 1 and 2 of this form and return to your trainer.

Page 3 will be completed by your trainer at the conclusion of your induction session.

Master Plumbers commitment is to ensure every student is provided the opportunity to achieve a successful outcome in the training undertaken. The support provided to all apprentices through this review may include:

- Ensuring that the course you are proposing to enrol in, will meet your career objectives and that any support you may need is identified;
- Confirming you are aware of your right to apply and have reviewed through RPL or Credit arrangements, skills and qualifications you may already have attained;
- Determine that the technical skills provided in the course will meet the skills required by you at your workplace;
- Overseeing your progression through the course and providing support when needed;
- Providing additional literacy and numeracy support either in the class or one on one with a specialist LLN teacher.

**PRE-TRAINING REVIEW**

**Apprentice Details**

<b>Apprentice name</b>		<b>Course code</b>	CPC32413
<b>Employer</b>		<b>Course Name</b>	Certificate III in Plumbing

**Pre-course Information supplied**

**Prior to commencing training, you will be provided information as part of your induction by a Master Plumbers trainer. In the table below tick YES if you feel you have been provided sufficient information. If you would like to receive more information on a particular point please tick the box 'More Information'.**

Have you been provided enough information to make an informed decision about the training you are about to undertake?	Yes	Please provide me with more information
The title of the course and potential employment/career pathways it may provide.	<input type="checkbox"/>	<input type="checkbox"/>
My eligibility to access funding through the Victorian Training Guarantee	<input type="checkbox"/>	<input type="checkbox"/>
My ability to access future funding and implications for current and future funded training should I be accepted and/or complete the course	<input type="checkbox"/>	<input type="checkbox"/>
My eligibility for general concession (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Details of all fees, charges and refund policy	<input type="checkbox"/>	<input type="checkbox"/>
Available payment and payment plan options – invoice posted, EFT, CC, cheque	<input type="checkbox"/>	<input type="checkbox"/>
My rights to apply for recognition of current competency, assessment of RPL and identification of credit transfer options based on current skills and/or training completed	<input type="checkbox"/>	<input type="checkbox"/>
Other training providers that may be involved in delivering parts of this course	<input type="checkbox"/>	<input type="checkbox"/>
The duration of course and attendance requirements	<input type="checkbox"/>	<input type="checkbox"/>
Training and assessment processes and expectations	<input type="checkbox"/>	<input type="checkbox"/>

My requirement to undertake a LLN assessment	<input type="checkbox"/>	<input type="checkbox"/>
Any PPE or equipment you will need to supply	<input type="checkbox"/>	<input type="checkbox"/>
The availability of support services and costs	<input type="checkbox"/>	<input type="checkbox"/>

## Course suitability

The following questions assist Master Plumbers in determining whether the course you are wanting to commence will meet your aspirations and objectives. Your trainer may contact you to discuss some of your responses.

**Q 1:** Briefly explain why you have chosen to do this course, what you hope to gain from it and how it meets your aspiration and interests?

**Q2:** Thinking about how you like to learn – please identify your preferred learning style/s

- Online self-directed learning    
 Face to face classes    
 Hands on tasks    
 On the job / workplace learning
- Power Points explained to me during classes    
 Conducting my own research    
 Researching, reading and discussing

**Q3:** Basic Skills Needs review – this ensures we provide you with appropriate support through your time with us.

Which of the following have you completed and can provide copies for our record	YES	NO
Certificate IV or higher qualification	<input type="checkbox"/>	<input type="checkbox"/>
VCE/VCAL (Senior) or Australian Senior Secondary Certificate of Education	<input type="checkbox"/>	<input type="checkbox"/>
Language Literacy and Numeracy Assessment	<input type="checkbox"/>	<input type="checkbox"/>

**Q4:** Please provide us with some brief details about your employment history.

Are you currently working?      YES – please provide details in next section

Full-time    
 Part-time    
 Casual

Briefly outline any relevant employment history you possess

**Q5:** Please provide us with details of any relevant courses/qualifications that you have completed

Qualification Level	Qualification Title:		
Was this qualification completed?	In Australia → Was it as an Australian VET in School program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Overseas → Has the qualification been recognised in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Q6: RPL/RCC & Credit Transfer (Please circle)**

Do you wish to apply for Recognition of Prior Learning (RPL) / Recognition of Current Competence (RCC)? Fees may apply  Yes  No

Do you wish to apply for Credit Transfer (CT)?  Yes  No  
*\*All credit transfer applications will need to be supported by appropriate academic transcripts*

**Q7: Digital capability**

How do you plan to access computers and the internet? (please tick)	At home <input type="checkbox"/>	PICAC Hub <input type="checkbox"/>	Public Library <input type="checkbox"/>	Family / Friends <input type="checkbox"/>
Do you use any of the following digital devices and if so how often?	Computer	Laptop	Smartphone	Tablet/iPad
Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Less than monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please tick any of the comments that apply to you**

- 4  I am confident in computer programming  
 3  I am comfortable in producing and saving documents and spreadsheets  
 2  I am comfortable in watching videos (YouTube etc.) and using social media  
 1  I am comfortable in researching on the internet and sending emails  
 0  I am not comfortable with any technology

**Q8: What additional support do you think you will need in order to complete this course successfully?**

- No additional support required;  Reading support;  One-on-one guidance;  
 English language support;  Writing support;  Additional resources:

Other:

**STUDENT CONFIRMATION**

**Student Name:**

**Signature:**

**Date:**

## To be completed by your trainer

PRE-TRAINING REVIEW OUTCOME			
	Yes	No	N/A
<b>Literacy &amp; Numeracy Result</b>			
Does the applicant have the appropriate literacy and numeracy skill levels for this course?			
<b>Course Suitability</b>			
If the student is under 17 do they have a completed 'Transition from School' form or evidence signed by a Department of Education and Training (DET) Regional Director?			
Proposed course of study provides access to training for disadvantaged learners			
Proposed learning and assessment strategies and materials are appropriate for the applicant's learning style & career aspirations? (refer to Q1 & 2)			
Do the learning and assessment strategies and materials pose potential issues/challenges/barriers for the applicant?			
Is the student interested in pursuing a higher-level qualification after completing this course?			
The student has sufficient digital capability for this course			
RPL / RCC / Credit Transfer arrangements have been discussed (refer to Q6)			
All entry requirements for the course have been met			

In the table below provide a rationale that supports the decision of the suitability/unsuitability of the apprentice to undertake the Certificate III in Plumbing apprenticeship. Decisions should be based on the applicant's aspirations, existing qualifications, capabilities, interests and employment prospect upon completion.

BASED ON THE ABOVE, IS THE INTENDED ENROLMENT SUITABLE TO PROCEED?					
<input type="checkbox"/> Yes	Reason:				
<input type="checkbox"/> Yes – with support	<input type="checkbox"/> LLN	<input type="checkbox"/> Academic Skills	<input type="checkbox"/> Digital Capability	<input type="checkbox"/> Wellbeing Support	<input type="checkbox"/> Career Counselling
	Comments:				
	Applicant's ACSF level	Reading	Writing	Numeracy	
	Entry Level Requirements as per TAS				
<input type="checkbox"/> No – state reason	Reason:				
Alternative offered?	Yes <input type="checkbox"/>	Course Code & Title:			
	No <input type="checkbox"/>	Reason:			

Authorised Master Plumbers Staff Member		
Name:	Signature:	Date:

Master Plumbers acknowledges that the apprentice has been recruited into the plumbing industry and employed as a plumbing apprentice under contract by an employer or Group Training Organisation. The employment relationship and the qualification the apprentice is seeking to enrol in have been approved by an Apprenticeship Support Australia organisation. The apprentice is registered on the DELTA system which has allocated the apprentice to the Master Plumbers' RTO. Pending the outcome of the apprentice's LLN review the apprentice may be referred to external support services if required.