

## F100A AIFL Pre-Training Review (Student)

The AIFL Pre-Training Review is designed to assist you and the AIFL to ensure that the most suitable and appropriate qualification/course is selected for you. It is designed to:

- Ascertain the most suitable qualification for each Student to enrol in, based on the individual's existing educational attainment, capabilities, aspirations and interests, literacy and numeracy skills, digital capabilities, and with consideration of the likely job outcomes from the development of the newly gained skills; and
- Ascertain that the AIFL's proposed learning strategies and materials are right for that individual.
- Identify any competencies previously acquired - Recognition of Prior Learning (RPL), recognition of current competency (RCC) or Credit Transfer (CT);

The Pre-Training Review process is reviewed by skilled AIFL staff who provide impartial advice and help to translate a Student's ideas about their future into suitable choices.

Once you have completed this form, please return it to AIFL by post at P.O. Box 228, Corryong, VIC, 3707 or email to [admin@aifl.edu.au](mailto:admin@aifl.edu.au) A Trainer/Assessor will discuss further information with you regarding your chosen qualification either over the phone or at an Information Session.

**If you have any questions about completing this form, please call 1300 854 987.**

### Student Details

Personal Details		
Given name (Legal Given Name)	Surname (Legal Given Surname)	Phone Number
Residential Address		Email Address
Highest Qualification Achieved		
Previous Qualifications achieved		

Intended Course of Study	
Course Code	Course Name

## Identification

AIFL requires photo identification of students prior to enrolment in a course or program. This identification assists in verification of the student's USI and for authenticity in assessment purposes. Please provide the AIFL certified copies of identification documentation to verify your full legal name and date of birth, using one of the documents listed below. These can be returned with this form.

Student Identification	
<b>Unique Student Identifier (USI):</b> Please enter your USI in the box below. If you do not have a USI, please follow this link <a href="https://www.usi.gov.au/">https://www.usi.gov.au/</a> and follow the directions on the website. Once you have obtained your USI, please enter it in the box below.	
Student USI:	

**IMPORTANT:** Students will need to provide documentation with their current address on it, if their photo ID does not have their current address on it.

Identification Requirements
<input type="checkbox"/> Passport (Current Australian Passport or International Passport).
<input type="checkbox"/> Driver's Licence - Australian with photo, must be current.
<input type="checkbox"/> Driver's Learners Permit - Australian with photo, must be current.
<input type="checkbox"/> Boat Operator's Licence - Australian with photo, must be current.
<input type="checkbox"/> Firearm Licence - Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current).
<input type="checkbox"/> Licence to Perform High Risk Work or equivalent photo certificate of competency, must be current
<input type="checkbox"/> State, Territory or Federal Government Employee ID card with photo.
<input type="checkbox"/> Other Australian Government issued ID card with photo.
<input type="checkbox"/> Photo identity card issued by a Tertiary Education Institution - must be current.
<input type="checkbox"/> Keypass ID Card with photo, must be current.
<input type="checkbox"/> Government issued Proof of Age Card with photo.

## Learning, Assessment and Digital Needs

These questions are to ensure that students are offered appropriate support to meet their needs where possible. All personal information will be handled confidentially. Please identify your needs below or speak to AIFL staff if this applies to you.

Learner Requirements & Needs			
Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often):</i>			
<input type="checkbox"/> No		<input type="checkbox"/> Yes	
If Yes, Please specify:			
<b>How well do you speak English?</b>			
<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all
<b>Do you require special assistance with language, literacy or numeracy?</b>			
<input type="checkbox"/> No		<input type="checkbox"/> Yes	
If Yes, Please specify:			

Do you consider yourself to have a disability, impairment or long-term condition?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have a need that requires learning content, materials and/or assessment to be adjusted to suit your unique circumstances? (E.g. printed resources in a large font)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>If you answered <b>Yes</b> to any of the questions above, please describe your needs below and talk to us about your support needs, so that we can arrange assistance where required and available.</p>	

Computer Skills	
Are you confident using computers and computer programs?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have the computer skills required to undertake this course, if part of your course is delivered online, on our Learning Management System Moodle?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have access to the necessary technology needed to complete your course, including internet access?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Please describe your needs in relation to computers and technology, so that we can assist you in this area:</p>	

**Please complete the following** - Please provide as much detail as possible using relevant language, punctuation and vocabulary for us to get an understanding of your level of skills and knowledge of the industry.

Industry Knowledge
What are your expectations of the course?

What capabilities and skills do you have that will assist you with this course?

If you were to gain employment in this area, what tasks do you think it would involve?

What are three personal qualities that are important for someone working in this industry?  
e.g. consideration

Why do you feel you are suitable to work in this industry?

Describe your knowledge or experience of the industry?

Why are you interested in this type of work/study? What are your aspirations?

## Practical Placement

AIFL organises and administers practical placement for students during course delivery where required. The AIFL offers all students who require practical placement as part of the qualification, the opportunity to undertake the placement at approved providers. The opportunity of practical placement provides:

- students with the opportunity to gain real world experience in their chosen industry;
- students with the opportunity to gain initial access to a potential future employer; and
- Host employers with the possibility to support and meet a student as a potential employee.

AIFL ensures that students with special needs are provided with opportunities on the same basis as other students. This includes identifying and liaising with the workplace around adjustments to the workplace to accommodate students with disabilities.

## Credit Transfer, Recognition of Current Competency & Recognition of Prior Learning

The AIFL ensures students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this, such as CPR.

Credit Transfer (CT) is a process that provides students with credit outcomes for components of a qualification based on the identified equivalence in content and learning outcomes from previous studies. Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process.

RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully. For RPL please see the AIFL website for further information or contact the AIFL on 1300 854 987 to discuss your RPL options further over the phone.

RCC is “Recognition of current competency applies if a client has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained.”  
(<http://www.skillsrecognition.net.au/key-terms>)

AIFL will finalise initial Credit Transfer and RPL applications prior to course commencement where students have provided the necessary evidence prior to enrolment or course commencement.

Recognition of Prior Learning/Credit Transfer/ Recognition of Current Competency		
Do you wish to apply for RPL?	Do you wish to apply for CT?	Do you wish to apply for RCC?
<input type="checkbox"/> Yes - RPL Application Form submitted (You will find detailed information about the AIFL RPL process on the AIFL website. Please ensure you have read the AIFL Applicants Guide to RPL and discussed your circumstances with the AIFL.)	<input type="checkbox"/> Yes - the AIFL will need to obtain a certified copy of your Result Transcript from you to be able to provide CT.	<input type="checkbox"/> Yes - you will need to arrange with AIFL to receive the assessment document or attend for practical assessment - please discuss with AIFL staff or Trainer/Assessor.
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

## Government Subsidy / Support Eligibility Assessment

Please complete the F71 AIFL Skills First Program Student Declaration form and return to the AIFL with this form if you believe that you are eligible for Government Funding. For more details on eligibility please see [www.aifl.edu.au](http://www.aifl.edu.au) or speak to the staff at AIFL.

Student Signature:	
Date:	