

APPLICATION FOR ADMISSION

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including academic documents.
3. Students will be charged (non-refundable) Application Fee of AUD \$400.

1. Personal Details (Please choose by placing an X in the boxes that apply to you)			
Title:	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other	Gender:	☐ Male ☐ Female ☐ Other
Date of Birth: [Day/month/year]		Country of Birth:	
Surname:		Given Names:	
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Victorian Skills College Pty Ltd (VSC) to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document that you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.			

Do you identify as any of the following? (Tick all that apply)
VSC is committed to providing a safe, inclusive, and culturally respectful learning environment that supports all students, including those from diverse or First Nations backgrounds. We aim to offer flexible and inclusive training tailored to your individual needs and obligations. ☐ Aboriginal ☐ Torres Strait Islander origin ☐ Person with disability, impairment or long-term condition or learning difficulty (proceed to section 3B) ☐ Other (please specify): _____ ☐ Prefer not to say
Do you have any cultural needs or requirements, you'd like us to consider supporting your learning and assessment practices at VSC, please describe here (or indicate if you prefer to discuss privately ☐) Would you like to speak to Student Support Officer about additional support or adjustments during your training? ☐ Yes ☐ No
If you have indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: You may indicate more than one area: ☐ Hearing/Deafness. ☐ Physical ☐ Learning ☐ Intellectual ☐ Other ☐ Medical Condition ☐ Medical Illness ☐ Acquired Brain Impairment ☐ Vision If yes, do you require additional assistance because of this disability or any other support need during your study? ☐ Yes ☐ No Please provide details of what support you will require during your study or request a confidential discussion ☐
For further information on reasonable adjustments and support services available to assist individual learning needs, students may refer to the Student Support, Welfare and Wellbeing Policy available on VSC website www.vsc.edu.au. Alternatively, you can contact VSC by phone at +61 3 8000 3990/+61 401 804 725 or email us at info@vsc.edu.au for more information.

Do you have a Unique Student Identifier (USI) Number? Unique Student Identifier (USI):	☐ Yes, please specify this below. ☐ I will create it myself (visit www.usi.gov.au) ☐ I authorise VSC to create a USI on my behalf (read the information provided below in Appendix 2)							

Please note that from 1 January 2015, Victorian Skills College Pty Ltd (VSC) can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course, if you do not have a USI. In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI>.

Note: Students are required to read Unique Student Identifier (USI) information provided below in "Appendix 2" if the student authorises VSC to apply for a Unique Student Identifier. Students will be required to fill up the USI Application form during induction prior to course commencement.

2. Contact Details

Residential Address (Australia)

Address:			
Suburb:		State:	Post Code:
Phone no (home):		Phone work:	
Mobile no:		Email:	

Postal Address (if different from Residential)

Address:			
Suburb:		State:	Post Code:
Preferred method: ☐ Email ☐ Phone			

Emergency Contact Details

Name of the person:		Relationship to you:		
Address:		Mobile/phone no:		Email Id:

3. Photo Identity attached:

- ☐ Driver's license (refer to part 3A)
☐ Passport (refer to part 3B)
☐ Other, please specify

4. Unit(s) of Competency Selection (Please choose by placing an X in the boxes that apply to you)

Please be advised that as part of the application process, you will be required to fill up a pre-training review form that needs to be submitted along with the application form.

Intake Applying for:

Pleas e tick	Course Code and Name	Study Periods	Duration (Weeks) Including holiday breaks)	Total tuition fee (AUD)	Total material fee*	Application fees	Total Course Fee
☐	CHC52025 - Diploma of Community Services	4 SP (20 weeks each)	104 weeks (including 24 weeks of holidays)	\$27,000	\$1,500	\$400	\$28,900
☐	CHC33021 - Certificate III in Individual Support	3 SP of 12 weeks each and	52 weeks (including 6 weeks of holidays)	\$17,000	\$1,500	\$400	\$18,900

		1 SP of 10 weeks					
☐	CHC43015 - Certificate IV in Ageing Support	4 SP (11 weeks each)	52 weeks (including 8 weeks of holidays)	\$17,000	\$1,500	\$400	\$18,900
☐	BSB80120 - Graduate Diploma of Management (Learning)	3 SP of 12 weeks each and 1 SP of 10 weeks	36 weeks (including 2 weeks of holidays)	\$15,000	\$1,500	\$400	\$16,900
☐	CPC30220 Certificate III in Carpentry	4 SP (13 weeks each)	40 weeks (including 2 weeks of holidays)	\$25,500	\$1,500	\$400	\$27,400
☐	CPC50220 Diploma of Building and Construction (Building)	3 SP (16 weeks each)	38 weeks (including 3 weeks of holidays)	\$22,600	\$3,000	\$400	\$26,000
☐	MSF30322 - Certificate III in Cabinet Making and Timber Technology	4 SP (15 weeks each)	47 weeks (including 3 weeks of holidays)	\$24,600	\$1,500	\$400	\$26,500

Personal Protective Equipment (PPE) Requirements

For Carpentry, Cabinet Making and Timber Technology and Building and Construction, Personal Protective Equipment (PPE) is mandatory during all practical training and workshop sessions.

The PPE provided includes, protectives glasses, protective gloves, earmuffs and a hard hat. VET students are required to purchase their own overalls and steel-toe safety shoes, as these items are not included in the course materials. Learners may choose to source these items independently or purchase them directly from VSC approved supplier.

Material Fee

Carpentry, Cabinet Making and Building & Construction: Material fee covers the cost of printed reading materials, handouts and course textbooks and Personal Protective Equipment (except overalls and safety shoes).

Community Services (i.e., CHC52025, CHC33021, CHC43015) and Graduate Diploma of Management (Learning)- Material fees cover the cost of printed reading materials and handouts.

Fee towards Workshop Uniform

For Carpentry, Cabinet Making, and Building & Construction qualifications: Students are required to purchase a uniform kit from VSC at a cost of \$200. The kit consists of steel-toe safety boots, blue work pants, an orange full-sleeve shirt, protective glasses, protective gloves, earmuffs, a safety hat, and hand gloves.

For Community Services (i.e., CHC52025, CHC33021, CHC43015): Students are required to purchase the official college T-shirt featuring the VSC logo, available from VSC at a cost of \$35.

Please Note - The full set of **Carpentry, Cabinet Making and Building & Construction** uniforms, featuring the VSC logo, are supplied by VSC and must be purchased directly from the VSC College. Measurements will be taken at the college. For further details, please contact VSC at +61 3 8000 3990/+61 401 804 725.

Delivery Mode

All the courses at VSC will be delivered face-to-face in a classroom with access to a simulated environment.

Practical Placement

For Community service courses i.e., **CHC52025 - Diploma of Community Services, CHC33021 - Certificate III in Individual Support and CHC43015 - Certificate IV in Ageing Support:** the training will be delivered face-to-face in a classroom with a combination of opportunities to participate in the practical application of skills and knowledge through practical community service industry based simulated training activities and workplace participation for a minimum of 20 hours per week.

Students will be required to complete logbooks/workbooks and Work placement documentation.

For **CPC30220 Certificate III in Carpentry** and **MSF30322 Certificate III in Cabinet Making and Timber Technology**: Face-to-face theory learning in a classroom and practical training in a workshop.

Delivery Location:

Face-to-Face classroom learning: Suite2, Level4, 398 Lonsdale Street, Melbourne, VIC 3000

Practical Training in a Workshop:

CPC30220 Certificate III in Carpentry: 14/65 Mark Street, North Melbourne, VIC 3051

MSF30322 - Certificate III in Cabinet Making and Timber Technology: 14/65 Mark Street, North Melbourne, VIC 3051

For **CPC50220 Diploma of Building and Construction (Building)**, practical training in a simulated environment will be conducted at 407 High St, Outer Northern Trade Training Centre, Lalor, VIC 3075. For units requiring hands-on training in a practical setting, the institute has agreements with various providers/property owners to facilitate the necessary training. Further details will be provided by the trainer during the course.

Details of course information can also be found on VSC website www.vsc.edu.au or can be made available at the reception. **Please Note:** Students are required to attend a minimum of 20 scheduled supervised contact hours per week. In addition, students are expected to allocate time for self-study hours, as outlined in the Handbook, and commit extra weekly hours for unsupervised learning, based on the specific course they are enrolled in.

Please refer to the Student Handbook or contact the institute at +61 3 8000 3990/+61 401 804 725 for further information on any other fees & charges as applicable, such as the fee for change of classes between Timetables, course Leave applications & the course Suspension/Deferment requests.

5. Previous qualification achieved (PLEASE DO NOT LEAVE IT BLANK, IT'S MANDATORY)

Have you successfully completed any of the following qualifications in Australia? If yes, please choose by placing an X in the boxes that apply to you:

- | | | | |
|--|---|--|--|
| ☐ Bachelor's Degree or higher | ☐ Advanced Diploma or associate degree | ☐ Diploma | ☐ Certificate IV |
| ☐ Certificate III | ☐ Certificate II | ☐ Certificate I | ☐ Other education |

6. Qualification details:

Name of the Institute: _____ Year Awarded: _____

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?

- ☐ YES ☐ NO

Attach documentation, including copies of all academic records. Academic records not in English must also be accompanied by a translated copy. If you believe you have relevant work experience, attach details and documentation (e.g. employer reference, curriculum vitae, etc.)

7. Schooling

What is your highest completed school level? (Tick one box only)

- | | | |
|--|--|--|
| ☐ Year 12 or equivalent | ☐ Year 11 or equivalent | ☐ Year 10 or equivalent |
| ☐ Year 9 or equivalent | ☐ Year 8 or below | ☐ Never attended school |

Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐ No

8. Employment

Which of the following best describes your current employment status?

- | | | |
|--|---|---|
| ☐ Full time employee | ☐ Part time employee | ☐ Unemployed-seeking full-time work |
| ☐ Unemployed-seeking part-time work | ☐ Self-employed - not employing others | ☐ Not employed -not seeking employment |
| ☐ Employed - unpaid worker in a family business | ☐ Self-employed – employing others | |

Which of the best describes your employment sector?

- | | | |
|--|---|---|
| ☐ Cookery and Hospitality sector | ☐ Mining | ☐ Manufacturing |
| ☐ Electrical, Gas, Water and Waste Services | ☐ Construction | ☐ Wholesale Trade |
| ☐ Retail Trade | ☐ Accommodation and Food Services | ☐ Information Media and Telecommunications |
| ☐ Rental, Hiring and Real estate Services | ☐ Professional, Scientific and Technical | ☐ Financial and Insurance |

Services	Services
☐ Administrative and Support Services ☐ Arts and Recreation Services ☐ Other Services, please specify position:	☐ Public Administration and Safety ☐ Health Care and Social Assistance ☐ Education and Training ☐ Agriculture, Forestry and Fishing

9. Reasons for study

☐ To get a job ☐ To develop my existing business ☐ To get into another course of study ☐ To get skills for community/voluntary work	☐ To get a better job or promotion ☐ To start my own business ☐ I wanted extra skills for my job ☐ Other In case of others, please state reason: _____	☐ It was a requirement of my job ☐ To try for a different career ☐ For personal interest or self-development
--	---	---

10. Recognition of Prior Learning/Credit Application

Would you like to make an application for RPL/ Credit transfer? ☐ Yes ☐ No

If you are seeking credit transfer/recognition of prior learning, you must attach copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information, etc., so that VSC can assess your eligibility for credit recognition. Also, attach copies of previous relevant qualifications or experience. Complete the RPL/CT form available online at VSC's website or at VSC's reception.

11. Marketing

How did you find out about this course?

☐ Advertisement ☐ Newspaper ☐ Internet ☐ Friends ☐ Search engines/Google ☐ Other, specify: _____

12. Payment Details

☐ Payment by Credit Card (Please fill in the credit authorisation form)

Note: 2% surcharge is charged on every transaction for the payment made by credit card

☐ Bank Cheque made payable to Victorian Skills College Pty Ltd

☐ Bank Transfer to be made to the following bank account:

Account Name:	Victorian Skills College Pty Ltd.		
Account Number:	176042757	BSB Account No:	013-128
Swift Code:	ANZBAU3MXXX		
Bank Name:	ANZ BANK		
Bank Address:	293 Collins Street, Melbourne, Victoria VIC 3000		

13. Application Checklist

☐ Completed all sections of this application ☐ Attached relevant employment documentation ☐ Attached copies of your passport ☐ Attached copies of your qualifications	☐ Attached any other relevant documentation ☐ Read all the important pre-enrolment information prior to enrolment via student handbook. ☐ Read and signed the declaration ☐ Filled up PTR questions attached along with the application form as Appendix 1
--	---

NOTE: -Students are required to attend their classes regularly as the attendance and course progress will be monitored regularly. All prospective students are required to familiarise themselves with the Enrolment policy and procedures of VSC available in the Enrolment Kit and the Student handbook for detailed information about the campus, facilities, equipment, learning resources, fee payable and fee payment grounds on which enrolment may be deferred, suspended or cancelled, course progress and attendance policy, complaints and appeals VSC's policies and procedures etc. This will be available on VSC's website www.vsc.edu.au. All prospective students are required to familiarise themselves with the Enrolment policy and procedures of VSC (available inside the Enrolment Kit) and read the Student Handbook for detailed information about the campus, facilities, equipment, learning resources, fee payable and fee payment, grounds on which enrolment may be deferred, suspended or cancelled, course progress and attendance requirements, complaints and appeals, VSC Policies and Procedures etc. This will be available on VSC' website www.vsc.edu.au or can be made available at reception.

Diversity and Inclusion

VSC respectfully acknowledges the traditional owners and custodians of the land throughout Australia and their ongoing connection to country, sea, and community. We pay our respects to their cultures and elders - past, present, and emerging. VSC is committed to creating a welcoming and supportive environment for all students, including those from LGBTQIA+ communities, and values diversity in all its forms.

Student Declaration and Consent

- ☐ I declare that the information provided on this form and supporting documentation is true and correct.
- ☐ I have read and understood the information in the Student Handbook, including entry requirements such as age, academic prerequisites, materials and equipment, and other relevant conditions, including the availability of student support and wellbeing services to assist me throughout my learning and assessment process.
- ☐ I have read the Enrolment Kit, which includes detailed enrolment procedures, entry requirements, the Pre-Training Review (PTR), and the Language, Literacy, Numeracy, and Digital (LLND) skills assessment requirements prior to enrolment.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ I have read and understood VSC's Enrolment policy and procedures. (available inside Enrolment kit published on VSC's website www.vsc.edu.au and student's handbook)
- ☐ I am aware that I will be required to complete a Pre-Training Review and an LLN&D (Language, Literacy, Numeracy, and Digital) Skills Assessment prior to enrolment, and that my enrolment in the course will depend on meeting the requirements of the Institute's enrolment procedure for it to be finalised.
- ☐ I confirm that I am aware of VSC's policies and procedures, including but not limited to Fee Payment and Refund Policy, Deferment, Suspension and Cancellation Policy, Course Progress and Attendance Policy, Feedback, Complaints and Appeals Policy, Student Support, Welfare, and Wellbeing Services.
- ☐ I acknowledge that VSC will notify me as soon as practicable of any changes affecting my training or support services, including course details, fees, support services, training product updates, contact information, or organisational changes.
- ☐ I acknowledge that I am required to notify VSC of any changes to my contact details, including my residential address, mobile number, email and emergency contact, within 7 days of the change.
- ☐ I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.
- ☐ I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at VSC.
- ☐ I understand that I am responsible for keeping a copy of written agreements as supplied by Victorian Skills College Pty Ltd., and receipts of any payments of tuition fees or non-tuition fees.

STUDENT SIGNATURE

Student Date

APPENDIX 1**Pre-Training Review (PTR)**

Pre-Training Review (PTR) is conducted prior to enrolment into your course of studies to ensure that the training and assessment provided by VSC can meet the student's individual needs.

Before we make an offer, VSC is required to review the student's current competencies, student needs, digital literacy, support requirements and oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes.*

As part of this review, you will be required to complete a Language, Literacy, Numeracy, and Digital (LLND) skills assessment. This assessment helps VSC determine whether you have the entry level skills required for your chosen course and if any additional support or reasonable adjustments are needed to assist you in achieving your learning goals.

If the LLND assessment identifies any areas where support is needed such as difficulties with reading, writing, numeracy, communication, or using digital tools VSC will offer tailored support options, which may include a Support Plan or referral to additional resources.

If you require assistance at any stage, please refer to VSC's Student Support, Welfare and Wellbeing Policy for a full outline of available services.

You may also contact our Student Support Team in person at reception or via email at info@vsc.edu.au.

Guidelines for PTR-To be filled up by Students

1. Students are required to fill up this PTR form and read all the details of their course, policies and procedures of the Institute before filling up the answers. Information can be made available from the Student Handbook and/or website www.vsc.edu.au.
2. Students are required to answer the questions in a true and correct manner. Enrolment officer will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
3. Enrolment officer will conduct the Pre-Training Review Interview via telephone conversation or via Face to Face.
 - **PTR Interview conducted via Telephone-** If PTR Interview is conducted via telephone, prior to conducting the interview, the Enrolment officer will check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained by making notes of the response by the Enrolment Officer.
 - **PTR Interview conducted Face to Face-** During face-to-face PTR interview, prior to conducting the interview, the Enrolment officer will verify with the student if all the answers have been completed by the student. These discussion notes will be maintained and recorded by the Enrolment Officer.

The discussion notes will be recorded in the "Summary of the Discussion" section by the Enrolment Officer (Office use).
4. During both Telephonic and/or face-to-face PTR Interview, Enrolment officer will verify the answers provided by the student and check:
 - if the student is aware of the policies, procedures and other information necessary for the student.
 - If the student has received true and accurate information and if they are suitable to undertake the course/s.
5. **If students have not received sufficient information i.e.,** are not aware of the policies, procedures and other information necessary for students to make an enrolment decision to study at the Institute, the Enrolment officer will provide the necessary information to the student required to make the enrolment decision.
6. **For example: If students have answered "No" or have not answered the questions in the PTR form,** Enrolment officer will provide students with true and accurate information so that students can make an

informed decision about their enrolment in the courses at Institute.

7. While conducting PTR, Enrolment officer will take information from the Application form and Pre training review form to identify any support and needs required by the student which includes disability support, RPL/CT, Computer literacy support, etc.
8. At the final stage of the PTR, the Enrolment officer will fill up the pre-training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

Enrolment officer will take holistic approach while assessing student's answers during Pre-Training Review by ensuring that all the answers provided by students aligns with their educational and future goals.

Enrolment officer will have a thorough discussion with the student and will offer support or guidance if required.

Where a qualification's entry requirements include work experience or if entry requirements allow mature age students based on experience as exemption to academic requirement (year 12), the institute will assess the relevance of the applicant's experience to the course being offered and its alignment with the student's future goals.

During the PTR interview, the Enrolment Officer will inform the student of their course commencement date, end date, and possible class and training schedule to ensure the students are aware of this information prior to their enrolment into the course.

Application Rejection

Student's Application will be rejected if:

- The student does not have the appropriate skill level, or ability to successfully undertake the course.
- Enrolment in the course is not aligned with the student's educational or career goals, or with any previous experience in the relevant area (if applicable).
- The student did not meet the required ACSF levels in the LLN&D Skills Test, as per VSC's enrolment policy and procedure.
- The student does not meet the course entry requirements, including academic qualifications, age requirements, or overall capacity to undertake the course successfully.
- The student demonstrated inadequate listening and oral communication skills, as observed during the Pre-Training Review (PTR) interview.

Enrolment officer will inform the student before cancelling and discuss reasons for cancellation.

Students are encouraged to contact Institute's administration on +61 3 8000 3990/+61 401 804 725 to ask any doubts they may have.

Do you have access to enough information to make an informed decision about your enrolment in this course at VSC? Let us know if you have questions or need more information	Where to find this information	Yes (Please tick the relevant box)	No (Please tick the relevant box)
Entry requirements for your proposed course selection including material and equipment required, physical abilities requirements for the Community Service (CHC) and Construction Courses (CPC)	Student Handbook www.vsc.edu.au	☐	☐
Content of your proposed course selection		☐	☐
Duration of your proposed course Selection including holidays		☐	☐
Delivery Location for both theory and practical learning		☐	☐
Delivery method (i.e., classroom based face-to-face/ practical learning/ workplace/workshop)		☐	☐
How assessment will be conducted during your course		☐	☐
You understand the assessment expectations and timelines (what kinds of assessment students will do, when these assessments will occur, submission due dates, when students can expect to receive feedback/results, timeframes for reattempts, if required)			
Do you know how and when to contact your trainer or student support team?		☐	☐

The requirement for you to undertake an assessment of your language, literacy, numeracy and digital literacy skills prior to enrolment to determine any support needs you may have during your study. Students will receive the LLND test kit via email and are expected to complete it honestly and independently. During the Pre-Training Review (PTR) interview, students' responses will be reviewed for accuracy and integrity. If there are concerns, students must retake the LLND test on campus using the ACSF-mapped LLN Robot tool under supervision. Note: LLN and digital literacy support will be provided using ACSF Support plan if students are unable to achieve the intended outcomes.		☐	☐
Did you get information about indicative course-related fees incurred throughout the course, applicable fund withdrawal policies (fee payment and refund), course progress/attendance monitoring policy, satisfactory academic performance, assessment information and methods?		☐	☐
"Course progress and Attendance" requirements, procedures for monitoring attendance and course progress.		☐	☐

Did you get information about the grounds upon which your enrolment or course may be deferred, suspended or cancelled?		☐	☐
Are you aware of the support services provided by VSC (academic, wellbeing, disability, reasonable adjustments)?		☐	☐

Would you like to be contacted by student wellbeing support?		☐	☐
Do you understand how to access academic and personal support during the course?		☐	☐

Are you aware of the Institute's policies and procedures, including RPL, internal and external complaints procedures and appeals processes?		☐	☐
Are you aware that the availability of complaints and appeals processes or any such agreement does not remove your rights to take action under Australia's consumer protection laws?		☐	☐
Have you been advised that, as part of the view or audit of your training, you may? a. Receive a survey from the National Centre for Vocational Education Research (NCVER) and/or an invitation to take part in a project endorsed by a funding body. b. Be contacted by someone authorised by the funding body and/or the Regulator to talk to you about your training.		☐	☐
Do you have any cultural, family, or religious obligations or personal, health, or wellbeing concerns that may impact your training schedule, studies, attendance or assessments such as (e.g., assessment dates, class times)? If yes, please describe briefly if you would like to be contacted privately for support. *Note: All responses are confidential and will only be used to arrange necessary support services.			

☐ Yes ☐ No If yes, please identify what kind of support is needed in question 5 of this PTR form given below. Please indicate if you prefer to speak privately ☐
Are you willing to commit to undertake a minimum of 20 hours of study and work-related assessments as the qualifications require a minimum of 20 hours of study week?
Enrolment Officer will contact students if students feel that they have not been provided with enough information or if students are not aware of it. <i>*Please give us a call at +61 3 8000 3990/+61 401 804 725 or send an email to info@vsc.edu.au if you are facing any problems*</i> Note for Enrolment Officer/Assessor: If students have answered "No" or have not answered the questions in the PTR form, Enrolment officer must provide students with true and accurate information for that particular section so that students can make an informed decision about their enrolment in the courses at VSC.

Suitability of this course for you

1. Reasons for Study ☐ To get a job ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get into another course of study ☐ I wanted extra skills for my job ☐ For personal interest or self-development ☐ To get skills for community/voluntary work ☐ Others In case of others, please state the reason: _____

2. How is the chosen course able to help you in your future career prospects?

3. What previous experience have you had in an area/ industry directly related to the chosen course?

4. Why did you choose Victorian Skills College Pty Ltd as your desired course provider for this course?

5. Would you like access to any of the following support services? (Tick all that apply)

Study skills (e.g. time management, assessment preparation)

☐ Mental health or counselling referral

☐ Financial support

☐ Legal assistance referrals

☐ Culturally specific services

☐ Study-life balance

☐ Support for family violence, harassment, or abuse

☐ Disability or learning support

☐ Others: _____

☐ Not at this time

6. What field or industry would you like to work in after completing the chosen course? How do you believe this qualification will help you achieve that goal?

7. What skills and knowledge you will develop after completing the chosen course?

progress? Please describe:

Do you require any learning support for the above preference?

☐ No

☐ Yes (please describe)

9. Computer and Internet Skills

Note: Your responses will help us assess your language, literacy, numeracy and digital (LLND) abilities to ensure this course is suitable for you. An assessor will review this information with you to identify any support you may need.

Do you have regular access to computer devices and the internet?

☐ No ☐ Yes

Do you use MS Office applications, e.g., Microsoft Word, PowerPoint etc?

☐ No ☐ Yes

Do you find it easy to use search engines such as Google and using the internet in general?

☐ No (support can be arranged) ☐ Yes

Are you comfortable using online learning tools (e.g., LMS, Zoom, email)?

☐ No ☐ Yes

Do you require IT support to access online platforms?

☐ No ☐ Yes

Do you use digital tools for learning (e.g., Word, PowerPoint, email)? ☐ No ☐ Yes

Do you find it easy to search for information online?

☐ No ☐ Yes

Do you need digital literacy support? ☐ No ☐ Yes

If yes, what support do you require?

10. Have you reviewed the Credit Transfer and RPL Policy (available @ www.vsc.edu.au)?

☐ No ☐ Yes

Do you wish to apply for an RPL?

RPL (Recognition of Prior Learning) is a form of assessment that recognises skills and knowledge gained through formal training conducted by industry or education, work experience and life experience.

☐ Yes, (please fill RPL Application Form available on VSC's website)

☐ No

Would you like to apply for CT?

(Credit Transfer) a system whereby successfully completed units of competency contributing towards a degree or diploma can be transferred from one course to another.

☐ Yes, (please fill CT Application Form available on VSC's website)

☐ No

8. Mode of Study/Learning Style: Thinking about how you'll best learn, which method will suit you the best?

Classroom-based face-to-face (e.g., lectures, discussions, presentations, simulations)

☐ Practical/workshop-based Learning

☐ Workplace experience

☐ Online learning (self-paced or with trainer support)

☐ Mixed-mode learning (combination of online and in-person)

☐ Independent reading and research

☐ Other (please describe): _____

Do you have any preferences or needs regarding how learning activities are structured to support your engagement and

Student Declaration

- ☐ I certify that I have filled this PTR Form by myself
- ☐ I have completed all the answers of this PTR form in a true and correct manner and provided genuine answers to the best of my knowledge.
- ☐ I have received detailed information about the college's feedback, complaints and appeals process. I understand that if I remain dissatisfied following an internal appeal, I may request to lodge an external appeal with an independent body at minimal or no cost.
- ☐ I understand the available support services and how to access them.
- ☐ I confirm that I have read the Recognition of Prior Learning (RPL) Policy and the Credit Transfer (CT) Policy available on VSC's website.
- ☐ I understand that this PTR process helps align the course with my goals and support needs.

Student Signature:

Date:

Appendix 2: Unique Student Identifier

If you wish for Victorian Skills College Pty Ltd (VSC) to create a USI on your behalf, be aware of the following:

VSC will collect information about you for the purpose of creating a USI, this information is collected under the *Student Identifiers Act 2014*

This information can only be used for:

- Applying, verifying and giving a USI
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts;

This information may be shared with Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:

- The purpose of administering and auditing VET, VET providers and VET programs;
- Education related policy and research purposes; and
- To assist in determining eligibility for training subsidies;
- VET regulators to enable them to perform their VET regulatory functions;
- VET admissions Bodies for the purpose of administering VET and VET programs;
- Current and former Registered Training Organisations to enable them to deliver VET courses to individuals, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- Schools for the purpose of delivering VET courses to the individual and reporting on these courses;
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USI's and the collection, preparation and auditing of national VET statistics;
- Researchers for education and training related research purposes;
- Any other person or agency that may be authorised or required by law to access the information;
- Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

Will not be disclosed without your consent unless authorised or required by or under law.

If you would like us (VSC) to apply for a USI on your behalf, you must authorise us to do so (refer to USI section mentioned above in the application and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted below so that we can apply for a USI on your behalf.

Students will be required to fill up USI Application form during induction prior to the course commencement.

OFFICE USE ONLY

Pre-Training Review

Note to the Enrolment Officer or representative: Enrolment Officer or representative must use the Assessor's version of PTR to ensure that the students are enrolled in a course suitable to their needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

Qualification applied for:	
Student name:	
PTR call conducted via:	☐ Face to face ☐ Telephone ☐ Other, please specify
Summary of Discussion (Enrolment officer must provide brief summary of the discussion had with the student).	

Pre-Training Evaluation Checklist	
<i>Victorian Skills College Pty Ltd. must use this pre-training review checklist to ensure that the student is enrolled in a course suitable to their needs, abilities, and study/career goals, and to recommend appropriate learning or other support.</i>	
Section 1	
Student's identity has been verified.	☐ Yes ☐ No
Understands course information, including entry requirements, units, course duration, including holidays, mode of study, location and assessment methods	☐ Yes ☐ No
Student is aware of the course progress and attendance requirements, including deferment suspension and cancellation of the course	☐ Yes ☐ No
Student's answers have been discussed thoroughly with the student to ensure that the student is aware of the policies, procedures and other information necessary to make enrolment decision to study at VSC.	☐ Yes ☐ No
During PTR interview, student has been informed of the course commencement date, end date, possible class and training schedule.	☐ Yes ☐ No
Student is fully aware of the fees, including tuition and non-tuition fees.	☐ Yes ☐ No
Student is eligible for RPL/CT (if yes, please initiate RPL/CT process)	☐ Yes ☐ No
Student is aware of their obligation to notify VSC of any changes to their contact details, including residential address, mobile number, email address, and emergency contact information, within 7 days of the change.	☐ Yes ☐ No
Student understands that VSC will notify them of any changes that may affect their training or support services, including updates to course details, fees, support services, training products, contact information, or organisational structure.	☐ Yes ☐ No
Student has been provided with the information if answers provided for information received section is 'NO'.	☐ Yes ☐ No
A copy of the VSC indicative fee schedule has been supplied to the student.	☐ Yes ☐ No
Training plan is established based on the information provided. A training plan has been established based on the information provided. If additional support is required (e.g., for LLND, disability, mental health, or digital access), this has also been identified and recorded appropriately.	☐ Yes ☐ No
Section 2	
Has appropriate educational qualification/ work experience, level of skills and the ability to undertake this course successfully as defined in entry requirements of the course.	☐ Yes ☐ No
Enrolment in this course is aligned with the student's educational goals and work/career goals.	☐ Yes

	☐ No
Student has met all the requirement ACSF level components of Language, Literacy, Numeracy and Digital skills as per applied qualification's entry level and has completed this test honestly and independently.	☐ Yes ☐ No
Students' responses are consistent with the information they provided on their application form, including any previous qualifications or work experience.	☐ Yes ☐ No
Student meets the entry requirements specified for the course, including academic requirements, age, and can undertake this course successfully.	☐ Yes ☐ No
Student has displayed appropriate listening and oral communication skills.	☐ Yes ☐ No
The student has been identified as requiring support based on the outcome of the Language, Literacy, Numeracy, and Digital (LLND) skills test, and appropriate support options have been discussed with the student.	☐ Yes ☐ No ☐ Not Applicable.
Additional Notes:	
Enrolment to Proceed	
☐ Yes ☐ No If No, please specify why?	
<i>If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the Student Services/Academic Department.</i>	
Recommendations on the required support/adjustments (in conjunction with the application form)	
Enrolment Officer or Representative	
Name:	
Signature:	
Date:	

Staff Member	
Signature	
Date:	
Student ID:	

Student Application Checklist			
Particulars	Yes	No	Comments (if required)
Student Management System Updated	☐	☐	
New Student/Existing Student			
Any support need identified on application form are discussed with the student and forwarded to relevant support officer to make arrangements for support (a brief summary of the discussion with the student, including any reasonable adjustments offered or the reasons why adjustments could not be made)	☐	☐	
Student Enrolment Activated	☐	☐	
ID number Issued	☐	☐	