Applicant name		**Course code/s** (list both if a dual qualification)	
Applicant ID		**Course Name**	

Applicant to complete as part of the Pre-Training Review interview

At Chisholm we use this form to help ensure the course you have selected is appropriate to your needs and provides you with the best chance of success. Please answer the questions on pages 1-4 and return this form to the Chisholm enrolling officer.

Q1a: What are your objectives for studying this course?

Q1b: What job outcomes, career or further study do you expect will result from studying this course?

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

☐ Face to face classes ☐ Hands on tasks ☐ On job/workplace learning ☐ Online self-directed learning

Q3: English & Maths review – this helps us to identify appropriate support for you for your time with us.

Which of the following have you completed, in the last two (2) years, and can provide copies for our records – where required (please tick):

Basic Key Skills Builder (bksb) language, literacy and numeracy (LLN) assessment. Results - ACSF (Exit level) Maths _____ English _____	☐ Yes	☐ No
Other LLN assessment completed using one of the following LLN tools: Core Skills Profile for Adults; Safe Work Resources VFH LLN Assessment Tool; and VETASSESS Test. Results - ACSF (Exit level) Maths _____ English _____	☐ Yes	☐ No
Foundation College Pre-Training Review LLN Assessment (if enrolling in a Foundation Level course	☐ Yes	☐ No

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Applicant ID		Course code/s (list both if a dual qualification)	

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

Are you currently working? ☐ Yes – *please provide details in next section* ☐ No

If Yes, are you… ☐ Full-time ☐ Part-time ☐ Casual

Briefly outline any recent employment which may be relevant to the course you wish to undertake. Include information about the company name, your role, how long you worked there and what relevant tasks you performed

Q5: RPL/RCC & Credit Transfer - Sometimes previous study and work or volunteer experiences can be used as credit towards achieving units in your course. https://www.chisholm.edu.au/skillsrecognition

An assessment of your existing skills, knowledge and experience may lead to course credits known as Recognition of Prior Learning (RPL).

Credit Transfer (CT) is a process of recognising your previous formal studies that are equivalent to one or more units in the course you wish study in at Chisholm.

Please tick the appropriate box to indicate if you wish to talk to someone about RPL or CT.

Would you like to learn more about applying for Recognition of Prior Learning (RPL)?	☐ Yes ☐ No
Would you like to learn more about applying for Credit Transfer (CT)? **All credit transfer applications will need to be supported by appropriate academic transcripts*	☐ Yes ☐ No

Q6: Do you think some additional support would help?

At Chisholm a range of support options are available to help you succeed. We offer assistance with English and Maths, digital literacy, study skills, wellbeing support and career counselling. Please let us know if you require additional support by ticking yes or no in the box.

☐ Yes ☐ No

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Applicant ID		Course code/s (list both if a dual qualification)	

Q7: Digital capability – your skills, knowledge and ability (access) to study online				
How do you plan to access computers and the internet to engage with our learning management system (myChisholm) (tick as many as apply)	Smart Phone ☐	Campus Library ☐	Public Library ☐	Family / Friend's Computer ☐
	Personal Computer ☐			

Chisholm uses an online Learning Management System (LMS) called myChisholm to provide students with access to course information unit guides, learning content, assessment tasks, assessment templates and digital communication platforms including email. myChisholm helps us monitor your progress and records your engagement, assessment submissions, teacher feedback and results. Do you think you might need support or assistance with accessing or using the technology, software or the digital platforms required to successfully engage and complete your training at Chisholm? If you are unsure, please tick Yes.	☐ Yes ☐ No
Chisholm offers a range of student support services, groups, software, platforms and online self-help videos. If you ticked Yes above, please indicate what type of assistance might be needed from this list (tick Yes for all those you need help with). MS Office (Word/Excel/PowerPoint/Other) ..... Internet ..... Email ..... myChisholm LMS ..... Specific software – please state_____ Other/Unsure_____	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

Q8: Working with Children Check (WwCC) and National Police Check (NPC) – Only completed if a WwCC or NPC is a requirement for intended course. If you are unsure if a WwCC and/or NPC is required, please refer to the relevant course webpage.

The course you are intending to study requires you to obtain a Working with Children Check (WwCC), National Police Check (NPC) or both. *You must answer a) and b), and either c) or d).* You declare that: a) I understand that if I can't obtain a WwCC and/or NPC I will not be able to complete the requirements of the course. b) I will apply for a NPC when required by Chisholm Institute c) I have a WwCC and will ensure it remains current for the duration of my course of study OR d) I will apply for a WwCC when required by Chisholm Institute.	☐ Yes ☐ No ☐ Yes ☐ No ☐ N/A ☐ Yes ☐ No ☐ Yes ☐ No

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Applicant ID		Course code/s (list both if a dual qualification)	

Q9: Vaccinations status – Only completed if a vaccination is a requirement for a work placement for the intended course. If you are unsure if vaccinations are required, please refer to the relevant course webpage.

The course you are intending to study will require you to provide evidence of having received a vaccination or vaccinations to undertake a work placement.

You declare that:

I understand that if I do not have current vaccinations where it is mandated for the work placement, I will not be able to meet the requirements needed to complete the course.

☐ Yes ☐ No

Q10: Acknowledgement of Admission and Inherent requirements

Many training products have pre-requisites, entry requirements and inherent requirements to undertake the training and support your success. Course specific requirements, including digital literacy, are listed under the Admission requirements on each Chisholm course webpage.

I have read the Admission and Inherent requirements for this course (available on the Chisholm website) and meet the published requirements

☐ Yes ☐ No ☐ Not sure

STUDENT DECLARATION

I declare that the information provided in this Pre-Training Review (PTR) is true and correct. Where a language, literacy and numeracy (LLN) assessment was undertaken as part of this PTR, I confirm that I personally completed the assessment without assistance (Assistance includes help from another person or the use of electronic devices or aids to search for answers to the assessment).

I understand that making a false declaration is fraud and that if I commence a course without the prerequisite language, literacy and numeracy (LLN) skills, I may be required to sit an additional supervised LLN assessment to confirm the outcome. Failure to demonstrate the required literacy or numeracy skills in class, or outcomes in a supervised local LLN assessment, may result in the identification of a more suitable pathway course. Chisholm will provide support and reasonable adjustments for students who genuinely meet the course entry requirements and declare any special needs prior to enrolment.

I accept that if these declarations are found to be untrue my course application and/or course enrolment may be cancelled by Chisholm Institute.

Student Name:	**Signature:**	**Date:**

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Process Owner: Chief of Student Success and Support 15 April 2026

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Applicant ID		Course code/s (list both if a dual qualification)	

PRE-TRAINING REVIEW DISCUSSION & OUTCOME (Institute Staff use only)	Yes	No	N/A
Literacy & Numeracy Result			
Has the applicant completed the LLN assessment without assistance (where applicable) and demonstrated the appropriate literacy and numeracy skills for this course? (refer to Q3)	☐	☐	
Course Suitability			
If the student is under 17 at the time of course commencement, do they have a completed *'Exemption from School'* form or evidence signed by a Department of Education Regional Director (whichever is applicable)?	☐	☐	☐
The student's prior formal educational achievements (provided in the enrolment questions) been considered.	☐	☐	
Are the proposed learning and assessment strategies, and materials appropriate for the applicant's learning style & career objectives? (refer to Q1a,1b & 2)	☐	☐	
Is the student interested in pursuing a higher-level qualification after completing this course?	☐	☐	
Does the student have sufficient digital capability for this course? (refer to Q7)	☐	☐	☐
RPL / RCC / Credit Transfer has been requested (refer to Q5)	☐	☐	
The requirement to have a Working with Children Check (if needed) has been discussed & Q8 completed.	☐	☐	☐
The requirement for a National Police Check (if needed) has been discussed & Q8 completed.	☐	☐	☐
The requirement for a vaccination/s (if needed) has been discussed & Q9 completed.	☐	☐	☐
All entry requirements for the course have been met.	☐	☐	
The Inherent requirements of the course has been discussed and the student has self-assessed their capability in this area.	☐	☐	

BASED ON THE ABOVE, IS THE INTENDED ENROLMENT SUITABLE TO PROCEED? (Institute Staff only)						
☐	Yes – with support (if ticked you must also tick & complete the 'Yes' on the next page)	☐ LLN	☐ Academic Skills	☐ Digital Capability	☐ Wellbeing/ Disability Support	☐ Career Counselling
		Comments/details:				
☐	No – state reason	Reason:				
Alternative offered?		☐ Yes	Course Code & Title:			
		☐ No	Reason:			

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☐ Yes	**Why** is this course a suitable, and the most suitable, training option for this applicant with reference to the information obtained in this PTR?: *Please choose the most suitable response/s based on the outcomes of the PTR* ☐ *The selected course is the most suitable to achieve the stated career goals as it will meet learning needs and preferences* ☐ *The planned delivery mode meets the student requirements* ☐ *The applicant has demonstrated a keen interest in the subject area* ☐ *The applicant possesses the required academic literacies to manage the course content or has agreed to undertake learning support* ☐ *The applicant has already achieved certain skills in this area through their previous experience and study* ☐ *The applicant has met the entry requirements for the course. As such, this is the most suitable course selection for them to achieve their stated objectives.* ☐ *Other: _____*

AUTHORISED CHISHOLM STAFF CONFIRMATION		
Name in full:	**Signature:**	**Date:**

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