

Pre-Training Review

Name of Course or Qualification:

Student Name:

Introduction

A Pre-Training Review ensures that the learning and assessment strategy meets your individual needs. The pre-training review ensures:

- Understand your objectives for undertaking this course
- Explores your current competencies and provides opportunities for these to be assessed through Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer (CT)

Instructions for all Students

Prior to completing Pre-Training Review, make sure you have sufficient information about the course. In particular, you must have access to the following information;

- Training and Assessment arrangements i.e. duration of the course, training and assessment modes, days of training, assessments to be completed
- Employment prospects - You should conduct your own research and have strong evidence of employability options on completion of the course
- Recognition of prior learning and credit transfer application process
- Fees and charges applicable for the training
- Your rights and obligations as a student at **Aston Higher Learning College** - Entry requirements into the course

Instructions for completing PTR

Please ensure each question is answered as accurately as possible. If you require more space to write your response to a question, please attach a second sheet and number the responses.



Part A: Your expectations and experience

1) **Your expectations** - What do you hope to gain from undertaking this qualification?

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2) **Previous Experience and Current Competencies** - One way we can assess your current competencies is to look at the different job roles within your work history and ascertain their relevance to the course you intend to undertake.

a) **Please write a brief description of your current position OR attach a Position Description.**

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b) **Provide your last 3 job titles and how long you were employed in each position.**

1.....

2.....

3.....

- c) **Recognition of Prior Learning (RPL)**
 Recognition of Current Competency (RCC)
 Credit Transfer (CT)



(Proof should be submitted for consideration)

- I. **Have you acquired any formal training in any of the qualifications you wish to enroll into?**

Yes No

(Please obtain a course structure from the admissions officer or current prospectus)

- II. **Do you wish to apply for RPL? Yes No**

(The Trainer or Training Manager will explain the RPL process and the documents required as evidence for your claim)

Part B

Following information will help us to determine, you're learning and styles and if we are able to deliver courses that meet your learning styles.

Tick the most relevant

- Textbooks that I can read and refer to in my own time
- Power Points explained to me during classes
- Pictures and diagrams
- Group discussions with others
- Conducting my own research
- Listening to the lectures/ trainers
- Practical application of skills and knowledge in a workplace or similar or watching videos
- Working through real examples such as a case study or scenario
- Other (please explain below):

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

- English language support
- Reading support
- Writing support
- One-on-one guidance
- Additional resources
- Other:

Student Name	
Signatures	
Date	



To be completed by an authorized delegate of Aston College		
<p>Instructions: Please review the information provided the students on this form and if the information provided is not clear enough, interview the student and ask for explanation. The information provided through the pre-training review is important to determine the suitability of course, learning style of the student, additional support required etc. Please note LLN assessment is conducted separately and students are required to meet minimum LLN level requirements. Please refer to LLN assessment for details.</p>		
Assessment Requirements	YES	NO
Is the course chosen aligned to the student's employment history/ career objectives and aspirations?		
Student is fully aware of the course training and assessment arrangements i.e. attendance requirements, training and assessment method?		
Student is fully aware of their rights and obligation?		
Training and assessment strategy is suitable based on the students learning needs and learning styles?		
Student is aware of RPL and CT arrangements and application process?		
Authorised Person's declaration		
Based on the information provided on this form, student meets the requirements for this course, subject to LLN.		
Authorised Person's Name:		
Authorised Person's Signatures:		
Date:		