ATAR | DESIGN

BSB41415 Certificate IV in Work Health and Safety
Pre-Training Review

**PRE-TRAINING REVIEW – STUDENT GUIDE**
**THIS DOCUMENT MUST BE COMPLETED AND HANDED IN WITH ALL THE**
**PRE-TRAINING INFORMATION**

## SECTION 1 – PERSONAL AND INFORMATION SESSION DETAILS

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| Student First Name: | | Student Surname: | |
| Qualification/Course title and code | | | |
| Date of Pre-Training Review: | /    / | Information session with: (RTO Representative name) | |
| Information session purpose: | To ensure I am supported and eligible to participate in the program | | |

## SECTION 2 – LANGUAGE, LITERACY AND NUMERACY – TO BE COMPLETED BY THE RTO REPRESENTATIVE

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| LLN Background information | Trainers/Assessors identify the language, literacy and numeracy information in the Training and Assessment Strategy to ensure appropriate training is delivered and assessments are fair, valid, flexible and reliable. ATAR Design uses the Australian Core Skills Framework as guidelines for their evaluation in LLN suitability and levels.<br><br>The results have been taken from the LLN Robot https://quiz.llnrobot.com.au/ (English language, literacy and Numeracy Assessment) Tests level aligned to ACSF levels for assessment of entry levels required to enter a qualification or course.<br><br>LLN testing appropriate to this course are:<br>• Test 1 – Speaking,<br>• Test 2 – Listening,<br>• Test 3 – Reading,<br>• Test 4 – Writing,<br>• Test 5 – Numeracy<br><br>You must be tested at ACSF level 4 and above for this qualification |
| LLN Robot login | • Log into the LLN testing portal https://quiz.llnrobot.com.au/ using the access code provided by your ATAR Design representative<br>• Allow at least 15 minutes to complete the test<br>• Complete the LLN online test<br>• Your results will be emailed to you<br>• Print the results and attach to this document. Ensure your place your name on the top of your results in case it get detached |
| LLN Testing results | After completing the LLN testing your assessor will assess the results to determine if you have met the appropriate language, literacy and numeracy ACSF level 4 and above to enter this program |

## SECTION 3 – PRE-TRAINING REVIEW INSTRUCTIONS

| Pre-training review questionnaire | Complete the pre-training review questionnaire | |
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| | Allow 15 minutes to complete the questionnaire | ☐ Yes ☐ No |
| | Hand the completed questionnaire to your ATAR Design representative. Ensure you have answered all questions to avoid repeating this questionnaire | ☐ Yes ☐ No |
| | Your assessor will use this information to ensure you are provided with the required support needed to complete your program | ☐ Yes ☐ No |

## SECTION 4 – STUDENT DECLARATION

| Confidentiality: | I understand that I am being assessed against the Literacy and numeracy standards to ensure I am at the level required to complete this program | ☐ Yes ☐ No |
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| Vocational background: | I declare that I have provided sufficient detail regarding my vocational background to the RTO representative to determine if I am suitable to enter this program | ☐ Yes ☐ No |
| Language skills: | The RTO representative has discussed with me the requirements of being able to communicate verbally and be able to communicate to a level that will allow me to effectively complete this program. | ☐ Yes ☐ No |
| Literacy skills: | I have discussed with the RTO Representative my specific background in writing, and how I have coped with writing and computer assistance's. I understand I am required to be able to read at a certain level to be able to understand the information to be given to me to complete this program | ☐ Yes ☐ No |
| Numeracy skills: | I have discussed with the RTO representative the numeracy requirement required to complete this course and my ability to cope | ☐ Yes ☐ No |
| Support preferences: | The RTO representative has outlined what support they can provide me with in the event I am struggling or require further assistance. I have also been advised of the referrals to English programs that are currently available. Please tick the support strategies which would be best suited to you.<br>☐ Pre-enrolment materials;<br>☐ Bilingual staff support<br>☐ Study support and study skills programs;<br>☐ Language, literacy and numeracy (LLN) programs or referrals to these programs;<br>☐ Equipment, resources and/or programs to increase access for students with disabilities and other students in accordance with access and equity;<br>☐ Learning resource centres;<br>☐ Mediation services or referrals to these services;<br>☐ Flexible scheduling and delivery of training and assessment;<br>☐ Counselling services or referrals to these services;<br>☐ Information and communications technology (ICT) support;<br>☐ Learning materials in alternative formats, for example, in large print;<br>☐ Learning and assessment programs contextualised to the workplace | ☐ Yes ☐ No |

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| Motivation level | I have been advised of the English support services that can be provided and if required I am willing to take the time to complete applicable English courses to support me in my desired pathway. I understand ATAR Design will arrange English classes on my behalf, with other English providers, however the cost of the course is my responsibility. | ☐ Yes ☐ No |
| Educational and Support services | I have been advised of the educational support and support services ATAR Design provide which include, but are not limited to:<br>• Pre-enrolment materials;<br>• Study support and study skills programs;<br>• Language, literacy and numeracy (LLN) programs or referrals to these programs;<br>• Equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;<br>• Learning resource centres;<br>• Mediation services or referrals to these services;<br>• Flexible scheduling and delivery of training and assessment;<br>• Counselling services or referrals to these services;<br>• Information and communications technology (ICT) support;<br>• Learning materials in alternative formats, for example, in large print;<br>• Learning and assessment programs contextualised to the workplace; and<br>• Any other services that the RTO considers necessary to support learners to achieve competency.<br><br>Academic, Language and Learning Support<br>• Academic support is the responsibility of the trainers. Students are advised to approach their trainers, Student Support Officer or the Training Manager if they need assistance in meeting course requirements. The mentioned personnel can assist with the following;<br>  – Study Skills<br>  – Timetables<br>  – Learning Support Strategies<br>  – Academic issues<br>  – LLN Support - Help with oral and written English expression, reading comprehension and listening is available on an individual basis or as a part of a small group.<br>  – Student Welfare Services<br><br>ATAR Design will ensure the ethnic, cultural and intellectual aspects of the target groups have been considered in the selection of appropriate delivery and assessment modes for this training course. | ☐ Yes ☐ No |

| | All learners are provided both direct and referral support regarding their educational and support needs including student's well-being.<br><br>If a student's needs exceed the ATAR Design support capacity we will refer the student onto a specialist from the following providers:<br>• Centrelink 13 10 21<br>• Reading and writing hotline 1300 655 506<br>• AMES 13 26 37<br>• Beyond Blue 1300 22 4636<br>• To read the FAQ put out by Centrelink and you can possibly receive assistance click on this link<br>http://www.centrelink.gov.au/internet/internet.nsf/services/literacy_numeracy.htm | |
|---|---|---|
| Induction checklist | The student information as outlined in the student information checklist delivered to me was in detail and fully informative | ☐ Yes ☐ No |
| Student Name: | | Student signature: | Date: |

## SECTION 5 – PRE-TRAINING REVIEW QUESTIONNAIRE

**Entry level questions**

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| 1. Do you have a minimum of 2 years' experience in a work relevant role, and have access to workplace health and safety within a workplace or work placement program in conjunction with this training | ☐ Yes ☐ No |
| 2. Have you completed the LLN testing and were you tested at ACSF level 4 and above | ☐ Yes ☐ No |
| 3. Have you attached a copy of your results to this assessment | ☐ Yes ☐ No |

**Pre-training review questionnaire – Please complete the following questions based on your personal opinion**

5. What do you know about your intended area of study or related industry?



6. What do you hope to achieve by gaining these skills or qualification?



7. Briefly explain why you have chosen this particular course.



8. What existing knowledge do you have of the Industry you are applying to study in?

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9. Briefly outline any activities or achievements (volunteering, sporting, citizenship awards, etc.) you have completed or attained.

10. What do you hope to achieve from gaining this qualification?

11. Learning style
Indicate below your preferred learning style(s) (you may tick more than one). My learning style includes
- ☐ Participating in classes face to face with teacher and other students.
- ☐ Group work with other students, discussion with other students
- ☐ Online completion of some units/subjects
- ☐ Continuous and regular communication with my teacher
- ☐ Self-directed tasks and activities
- ☐ Hands on tasks, role plays and activities
- ☐ Self-paced flexible learning books
- ☐ On the job, workplace training and assessment

12. Do you think this program is suitable for you? Why?

| Student Name: | | Student Signature: | | Date: | |
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