

# PRE-TRAINING INTERVIEW FORM

## Personal details – to be completed by applicant

Family name: Hassan		Given name(s): Lamya	
Date of birth: 07/05/1982	Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Non binary	Contact telephones: 0422705139	E-mail: Hassan_Lamya@yahoo.co.uk

## Education background – to be completed by applicant

Secondary school: GCSE	Year Completed: Year 10 (1998)	Australian qualification? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Post-secondary school: Diploma	Year Completed: Diploma (2022)	Australian qualification? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Credit transfer** may be granted to those students who have previously completed a course which provides equivalent learning or competency outcomes to those required within the student's current course of study. You will be required to present your evidence (usually a statement of results) at the time of enrolment.

**National Recognition** may be granted to those students who have attained recognition by an RTO of an Australian Qualification Framework (AQF) qualification and/or a Statement of Attainment issued by the same RTO or all other RTOs.

**Credit transfer:** Do you wish to apply for a Credit transfer? ☐ Yes ☒ No

**Recognition of Prior Learning (RPL)** is an assessment process that recognises the skills and knowledge you have already gained. If you have completed other courses, if you have relevant work experience and work-based training or life experience, you may be able to apply for credit for some or all of the units in the course you are applying for. Please attach copies of supporting documents.

**Skills Recognition:** Do you wish to apply for Recognition of Prior Learning? ☐ Yes ☒ No

## Employment / work experience – to be completed by applicant

Are you currently employed? ☒ Yes ☐ No

Details of current / past employment (details of your employment)

Dates (from – to)	Position	Company	Duties
2021-2024	Assistant Kindergarten Teacher	Acacia Fitzroy Creche	Teacher, supervision, safety & care

## Course/s – please tick the course/s you are interested in applying for – to be completed by applicant

Code	Course	Tick	Delivery method
BSB30120	Certificate III in Business	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
BSB40120	Certificate IV in Business	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
BSB40520	Certificate IV in Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
BSB50120	Diploma of Business	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
BSB50420	Diploma of Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
BSB60120	Advanced Diploma of Business	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC33021	Certificate III in Individual Support (Ageing and Disability)	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC43015	Certificate IV in Ageing Support	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC33021	Certificate III in Individual Support (Disability)	<input checked="" type="checkbox"/>	<input type="checkbox"/> Class room - <input checked="" type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC43121	Certificate IV in Disability Support	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC40321	Certificate IV in Child, Youth and Family Intervention	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC50321	Diploma of Child, Youth and Family Intervention	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC30121	Certificate III in Early Childhood Education and Care	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC50121	Diploma of Early Childhood Education and Care	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC52021	Diploma of Community Services	<input type="checkbox"/>	<input type="checkbox"/> Class room - <input type="checkbox"/> Online - <input type="checkbox"/> Distance
CHC43315	Certificate IV in Mental Health	<input type="checkbox"/>	<input type="checkbox"/> Traineeship
CHC53315	Diploma of Mental Health	<input type="checkbox"/>	<input type="checkbox"/> Traineeship
22636VIC	Course in Initial EAL	<input type="checkbox"/>	<input type="checkbox"/> Class room
22637VIC	Course in EAL (English as an Additional Language)	<input type="checkbox"/>	<input type="checkbox"/> Class room
22638VIC	Certificate I in EAL (Access)	<input type="checkbox"/>	<input type="checkbox"/> Class room
22639VIC	Certificate II in EAL (Access)	<input type="checkbox"/>	<input type="checkbox"/> Class room
22640VIC	Certificate III in EAL (Access)	<input type="checkbox"/>	<input type="checkbox"/> Class room
22645VIC	Certificate III in EAL (Further Study)	<input type="checkbox"/>	<input type="checkbox"/> Class room
22641VIC	Certificate IV in EAL (Access)	<input type="checkbox"/>	<input type="checkbox"/> Class room
22644VIC	Certificate IV in EAL (Employment / Professional)	<input type="checkbox"/>	<input type="checkbox"/> Class room
22646VIC	Certificate IV in EAL (Further Study)	<input type="checkbox"/>	<input type="checkbox"/> Class room
MSF30919	Certificate III in Blinds, Awnings, Security Screens and Grilles	<input type="checkbox"/>	<input type="checkbox"/> Apprenticeship

## DIGITAL LITERACY

Do you use a computer?	<input type="checkbox"/> Rarely/Not at all <input type="checkbox"/> Sometimes <input checked="" type="checkbox"/> Regularly/Often
What do you use the computer for?	<input checked="" type="checkbox"/> On-line shopping <input checked="" type="checkbox"/> Banking <input checked="" type="checkbox"/> Social-media <input checked="" type="checkbox"/> Work/Study
Do you have access to a computer or laptop with Internet?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you have sufficient digital literacy to complete the course?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Can you overcome barriers in accessing technology?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## ABOUT YOU

<b>Safety Check</b> <b>Some of our courses require a Working with Children's Check and/or a Police Check, before starting work placement.</b> Do you understand that you will be required to obtain these checks yourself before beginning any work placement? Do you understand that you will need to provide these checks?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Obligations of the course</b> a) Each course has a specified duration or time frame. ITHEA expects each student to devote 20 hours per week in study – whether online or in class. Are you willing and able to devote 20 hours per week in study?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) Do you understand that you are required to find your own practical placement? (ITHEA can only assist you when all efforts to find your own placement have been exhausted)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c) Each course has specified compulsory work placement hours. These hours may begin as early as 7am and finish as late as 6pm. Are you willing and able to complete the compulsory work placement hours? Do you have family commitments? Will you be able to meet those commitments as well as study? Will you be able to meet work placement commitments as well as study and family?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d) For funding purposes, you must commence your course within 2 weeks of the Training Plan being signed. If you are unable to save some answers you run the risk of being withdrawn for non-commencement. Will you be able to commence within the 2 weeks?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e) Plagiarism and cheating will not be condoned. The use of AI will be considered as plagiarism and result in re-submission or failure. Do you agree to submit your own work after reading the learning material?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f) Do you have any physical impairment that will affect your ability to complete placement?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
g) Do you have a mental impairment that may affect your ability to complete training, assessments and/or placement?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Reason for study and duration</b> Please tell us why you want to do this course. (Please include any prior or current work experience in the sector. Also specify the amount of experience you possess in months/years.) (minimum of 50 words)		
In some cases, students may be able to complete the course earlier than specified due to prior knowledge and/or experience. Students who wish to complete qualifications early must apply for an interview to be eligible for fast tracking. Upon early completion, students will be required to undertake an independent summative assessment (CAPSTONE). Any charges incurred for this assessment are payable by the student. Are you interested in completing your qualification early? Do you agree to pay for the summative assessment?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Application interview</b> After your application has been received you will be contacted via Zoom to verify your compatibility and suitability for the course that you are applying for. Do you agree to a face-to-face interview via zoom?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Survey</b> Do you agree to complete a survey from the National Centre of Vocational Education and Research (NCEVER) or be contacted by the funding body to discuss your training?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# ENGLISH LANGUAGE & LITERACY ASSESSMENT

## This assessment will cover

✓ Learning    ✓ Reading    ✓ Writing    ✓ Oral Communication    ✓ Numeracy

The entire Skills Check is designed to take approximately one hour to complete; that is 15 minutes for each of the four skills checks.

Personal details			
Family name: Hassan		Given name(s): Lamya	
Date of birth: 07/05/1982	Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Contact telephones: 0422705139	E-mail: Hassan_Lamya@yahoo.co.uk

## Part One: Oral communication and learning skills

This interview should take approximately 15 minutes. There are three tasks and each should take about 5 minutes.

**Task 1:** The interviewer will ask you a series of questions

**Task 2:** Informal discussion.

**Task 3:** Giving an opinion

## Results: Oral communication

ACSF level:	<input type="checkbox"/> Pre-Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3
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## Part Two :Reading

Read the questions below and tick ( ✓ ) ONE correct answer :

### 1. This medicine should be used before which date?

- ☐ 24 January 2011
- ☒ 30 June 2012 ✓
- ☐ 20 July 2012



### 2. What time does the clinic open on Saturdays?

- ☒ 9.00 am ✓
- ☐ 8.30 am
- ☐ 11.30 pm

## CLINIC OPENING HOURS

Monday to Friday    8.30am to 5.30pm  
Saturday    9.00am to 11.30am  
Sunday & Public Holidays    Closed

**CALL 8582 2855 for appointments**

### AFTER HOURS

River Doc's - Emergency Dept 24/7  
and after hours GP Clinic  
CALL 8580 2842

A gap fee applies

3. What is the meaning of this sign?

- ☐ WARNING: Hot liquid
- ☐ WARNING: Slippery floor
- ☒ WARNING: Dangerous chemicals ✓



Xin works in a hospital. Here is his Weekly Time Sheet. Use it to answer the questions below.

The Mater Hospital			
58 Riverview St. Brisbane 4000			
Weekly Employee Timesheet			
Name: Xin Li			
Date	Day	Start	Finish
6.10.12	Monday	9:00	18:00
7.10.12	Tuesday	11:00	20:00
8.10.12	Wednesday	10:30	17:30
9.10.12	Thursday	7:00	15:00
10.10.12	Friday	6:30	14:30

4. On Wednesday 8<sup>th</sup> October, what time does Xin finish work?

- ☒ 17.30 ✓ ☐ 18.00 ☐ 10.30

5. What is the address of the Matter Hospital?

- ☐ 58 Riverton St. Brisbane 4001
- ☒ 58 Riverview St. Brisbane 4000 ✓
- ☐ 85 River St. Sydney 2000

Read the following information from a newspaper and answer the questions below

# Health-Day News

FRIDAY, Dec. 2

*Child safety and booster seats protect children of all weights, including those on the heavy side. That's the finding of a new study that looked at nearly one thousand children ranging from one year old babies to children up to eight years old, who had been involved in crashes. All of the children were properly restrained in the correct child safety or booster seat for their height and weight.*

6. What is the age range of the children in the study?

- ☐ 1 to 5 years ☐ 0 to 8 years ☒ 1 to 8 years ✓

7. How many children in the study were involved in car crashes?

- ☐ Nearly one hundred ☒ nearly one thousand ✓ ☐ nearly ten thousand

**Here is information about blood pressure. Read it and then answer the questions.**

- Blood pressure is the force of blood against the walls of the arteries in the heart.
- The picture shows a patient having his blood pressure checked.
- Blood pressure is a vital sign of life.

**8. Blood pressure is mainly concerned with which part of the body?**

- ☒ The heart    ✓ ☐ The brain    ☐ The lungs

**9. This information:**

- ☐ warns the reader about the dangers of high blood pressure;  
☒ informs the reader about blood pressure;    ✓  
☐ instructs the reader on how to use a blood pressure device.



**Look at the poster below that contains information about anaphylaxis:**

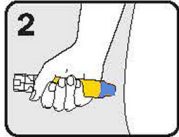
Choose the best answer for each of the following questions, based on the information in the poster.

## How to give adrenaline (epinephrine) injector

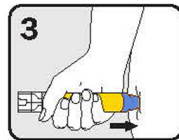
### EpiPen®



Form fist around EpiPen® and PULL OFF GREY SAFETY RELEASE



Hold leg still and PLACE **BLUE** END against outer mid-thigh (with or without clothing)



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

## MILD TO MODERATE ALLERGIC REACTIONS

### SIGNS:

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - **these are signs of anaphylaxis for insect allergy**

**Mild to moderate allergic reactions may not always occur before anaphylaxis**

### ACTIONS:

- Stay with person, call for help
- Locate adrenaline injector
- **Give antihistamine - see above**
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

## SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

### Watch for ANY ONE of the following signs:

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice

## ACTIONS FOR ANAPHYLAXIS

### 1 LAY PERSON FLAT - do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



### 2 GIVE ADRENALINE INJECTOR

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

5 Further adrenaline may be given if no response after 5 minutes

6 Transfer person to hospital for at least 4 hours of observation

### IF IN DOUBT GIVE ADRENALINE INJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally



10. For a person suffering from a mild to moderate allergic reaction caused by a bee sting, what is the first thing you do?

☒ Give (administer) the EpiPen **X**

☐ Flick out the sting

☐ Quickly phone a member of the family

11. Someone is suffering from a severe allergic reaction. You administer an EpiPen.

What is the step after pulling off the grey safety cap?

☒ Form a fist around the EpiPen **X**

☐ Push down hard until you hear a click

☐ Place the black end against their thigh

12. A client with a history of anaphylaxis complains that their tongue is beginning to swell. What is the first thing that the flowchart advises you to do?

☒ Lay them flat ✓

☐ Phone an ambulance

☐ Stay with the person and call for help

Results: Reading 10/12

ACSF level:

☐ Pre-Level 1

☐ Level 1

☐ Level 2

☐ Level 3

## ENGLISH LANGUAGE & LITERACY ASSESSMENT

Imagine that there has been an accident or incident at your workplace that needs to be recorded in writing.

Use the form on the next page to fill in your details and describe what happened.

Pretend that you are the injured person. The witness can be someone you know or someone you have made up.

You may use the ideas below or describe an incident from your own experience at work. The incident can be real or imagined, for example:

-You slip on a wet floor and sprain your ankle

-An electrical fire starts in the kitchen and you burn your hand

-You hurt your back while lifting a client



### 1. DETAILS OF INJURED PERSON

Name: Lamya Hassan

Address: 101/35 Victoria Parade

City: Melbourne, Victoria Postcode: 3066 Sex: ☐ M ☒ F Date of birth: 07/05/1982

Phone: (H) 0422705139 (W) (03) 9419 1142 Mobile: 0422705139

Email address: Hassan\_Lamya@yahoo.co.uk

Position: Educator

Experience in the job: 3 years and 2 months (years/months) Start time: 10:00 ☒ am ☐ pm

Work arrangement ☐ Casual ☐ Full-time ☒ Part-time ☐ Other

### 2. DETAILS OF INCIDENT

Date: 19/12/24 Time: 11:25 am Location: Indoors (Lunch time)

Describe what happened and how: I was walking to the bathroom to refill water jug when I slipped on a wet patch. Children's water station is around and are often seen refilling their bottles. A child may have accidentally spilt some, which caused the incident. I fell to the floor and my ankle felt sore. The area was mopped up by my colleague Iggy, whom then proceeded to obtain an ice pack for my injury.

### 3. DETAILS OF WITNESSES

Name: Iggy Smith

Address: 187 Napier street, Fitzroy

Phone: (H) 0422705139 (W) N/A Mobile: 0422705139

### 4. DETAILS OF INJURY

Nature of injury (e.g. burn, cut, sprain): slight sprain to ankle

Cause of injury (e.g. fall, grabbed by person): Fall

Location on body (e.g. back, left forearm): Ankle

Other issues (chair, another person, hot water): Another person

### 5. TREATMENT ADMINISTERED

First Aid given ☒ Yes ☐ No First Aider name: Iggy Smith

Treatment: Ice pack

Referred to: Will see doctor if required

Results: **Writing**

ACSF level:

☐

Pre-Level 1

☐

Level 1

☐

Level 2

☐

Level 3




Part Three: Numeracy

Read the questions below and tick (✓) ONE correct answer. Calculators may be used.

1. How much for a coffee and a pie at the staff canteen?

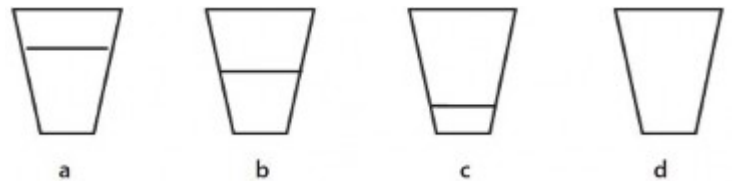
- ☐ \$5.00  
☒ \$7.00 ✓  
☐ \$6.50

CANTEEN MENU	
Coffee	\$3.00
Sandwiches	\$4.50
Pies	\$ 4.00
Yoghurt	\$2.50



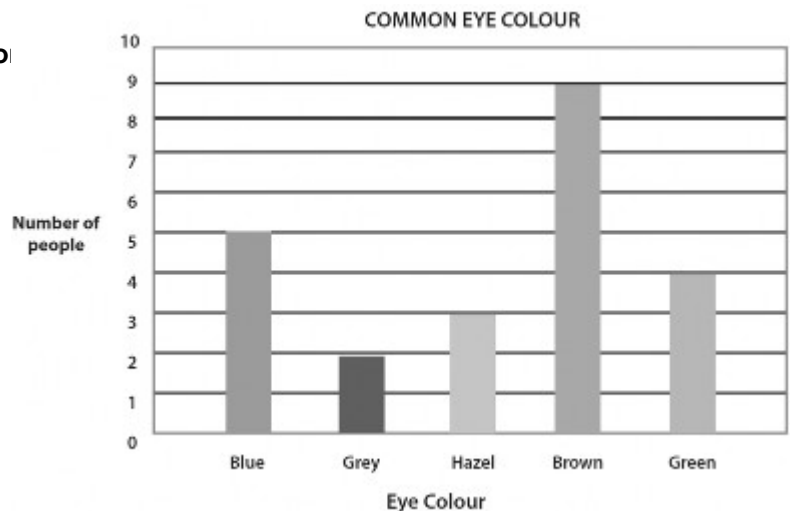
2. Which medicine glass is  $\frac{3}{4}$  full?

- ☒ a ✓ ☐ b ☐ c ☐ d



3. The graph represents the results of a survey of people's eye colour. From the graph, the most common eye colour was :

- ☒ Brown ✓  
☐ Blue  
☐ Green  
☐ Hazel



Use the electricity bill to answer the following questions.

4. How much must be paid by 20 February 2012?

- ☐ \$220.93 ☐ \$210.24 ☒ \$196.90 ✓

5. Was the electricity bill cheaper than the last bill?

- ☒ No ☒ Yes

6. It is 11 am. Linda arranges to meet a client in  $\frac{3}{4}$  of an hour. What time will it be when Linda meets her client?

- ☐ 11:15 am ☐ 11:30 am ☒ 11:45 am ✓

7. Maria is paid \$20 per hour. How much did she earn if she worked for 7 hours?

- ☒ \$140 ✓ ☐ \$27 ☐ \$207

TAX INVOICE	
Invoice no: 38888000	
please pay	
<b>\$196.90</b>	
by 20 February 2012	
Account Summary invoice date 01/02/12	
BALANCE LAST BILL	\$210.24
We received - thank you	\$210.24CR
Balance	\$0.00
THIS ELECTRICITY BILL	
Electricity charges	\$209.99
Government energy rebate	\$30.99CR
GST	\$16.99
Total new charges	\$196.90

ENERGY  
COMPANY


The following directions are given for the Tablet.

8. A 15 year old took 2 tablets at 10:00 am. The earliest they could take another tablet is:

- ☐ 1:00 pm    ☒ 2:00 pm ✓    ☐ 3:00 pm

9. A 15 year old can take a dose of:

- ☐ Only 1 tablet    ☐ 3 tablets    ☒ 1 to 2 tablets ✓



Age	Tablets	How Often
12-Adult	1-2	every 4-6 hours with water as required (maximum 8 tablets in 24 hours)
5-12	½-1	every 4-6 hours with water as required (maximum 4 tablets in 24 hours)

Store below 30° C

10. The temperature on the thermometer is:

- ☒ 39.5°C ✓    ☐ 39.8°C    ☐ 39.0°C



11. The amount of alcohol you can drink and then legally drive a car is 0.05%. If a driver has a blood alcohol reading of 0.005%, can they legally drive?

- ☒ Yes they can ✓    ☐ No they can't



12. A tablet contains 70mg of drug X. How many mg of drug X does one and a half tablets contain?

- ☐ 135mg    ☐ 120mg    ☒ 105 ✓

13. Sandano's weekly wage is \$320. He is given a wage rise of 5%. What is his new wage?

- ☐ \$325    ☒ \$336 ✓    ☐ \$330

14. You have to buy juice for the staff party. Which is the best buy if you have to get 2 Litres of juice?

- ☐ A 2L bottle at \$3.80  
☐ 4 X 500 ml bottles at \$1.75 each  
☒ 2 X 1Litre bottles at \$1.75 each ✓



15. The ages (in years) of five workers are listed below : 26 28 28 31 37

The mean average age of the workers is :

- ☐ 28    ☐ 26    ☒ 30 ✓

Results: Numeracy 14/15

ACSF level:	<input type="checkbox"/> Pre-Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3
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Overall Results:

ACSF level:	<input type="checkbox"/> Pre-Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3
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