



AGB TRAINING PRE-TRAINING REVIEW FORM (INTERNATIONAL)

RTO 21832 CRICOS 03356C

Website: WWW.AGB.EDU.AU Phone: 1300 123 242 Correspondence: PO BOX 1284, Geelong, Vic, 3220

STUDENT DETAILS

Full Name Date of Birth.....

Contact Phone no

Contact Email

Course Title Course Name.....

INFORMATION AND INSTRUCTIONS FOR COURSE APPLICANTS

- This form will assist AGB staff to determine whether this course is the most suitable one for you at this time, demonstrates that you are a genuine temporary entrant (GTE) and will also help to identify any support needs you may have prior to you commencing studies.
- For students that are off shore, the form must be completed and returned at least six week prior to your scheduled commencement date.
- For onshore students the form must be completed as soon as possible, to allow time to complete the enrolment and the visa process prior to the course commence date.
- Both onshore and offshore students may print the form, complete it and email it back to their course contact person or alternatively may bring it with then for the course pre-enrolment session.

ABOUT AGB TRAINING FOR LEARNER SUCCESS

AGB Training (AGB) is committed to providing all students with the opportunity they need to succeed in their learning program. AGB aim to provide support for all learners from application to completion and may include:

- Undertaking a Pre-Training Review to ensure that you enrol in the course that is right for you and identifying any support you may need to succeed in that course.
- Ensuring your existing learning and skills are reviewed prior to enrolment and any opportunities for Recognition of Prior Learning (RPL) or Credit Transfer (CT) are identified so that you don't spend time studying things you already know and can complete your course more quickly;
- Providing blended courses that combine scheduled workshop and classes led by expert vocational teachers with high-quality flexible online learning resources that allow you to study in your own time and access your trainer when you need them.
- Combining technical skills and work related skills which will help you to be job-ready if you are entering the workforce or to help you to develop new skills if you are already employed.
- Monitoring your progress throughout your course to keep you on track and provide additional support when you most need it.
- Providing ongoing literacy, numeracy and digital support and skills development services throughout your course which may include:
 - Online learning resources to help you develop the underpinning literacy, numeracy, learning and digital skills in your course (Cert II to Cert IV courses);
 - Team-teaching where a second specialist trainer actively supports your class/group to complete course requirements
 - Targeted workshops delivered by specialist support trainers throughout the duration of your course that focuses on the literacy, numeracy, learning and digital skills you need to succeed
 - Intensive individual learning support provided by a specialist trainer through one-on-one support sessions.



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ADEQUATE INFORMATION PROVIDED

To enable you to make an informed decision about whether or not to proceed with your course application, you should have access to all the information below. If 'YES' you have the information you need, please tick the relevant box. If you tick the "need more information" box for any item, an AGB Representative will contact you to provide you with the information you request.

Do you have access to enough information to make an informed decision about your enrolment in this course at AGB Training? Let us know if you have questions or need more information	Where to find this information	Tick relevant box	
		Yes	No
COURSE INFORMATION			
Entry requirements for your proposed course	Course information pack or course brochure or student handbook visit the web site www.agb.edu.au	<input type="checkbox"/>	<input type="checkbox"/>
Content of your proposed course			
Duration of your proposed course			
Training site at which classes will be conducted			
Whether or not your course includes a work placement			
Any licences or registrations that you must hold for work placement or for employment after your course is finished			
Delivery method (i.e. class/workshop based, distance/online or a combination)			
How assessment will be conducted during your course			
Any materials or protective clothing you must supply			
Any other organisation that will be involved in providing training or assessment in your course			
The requirements for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before enrolment to determine any support needs you may have during your study.			
SERVICES, FACILITIES, COMPLAINTS AND APPEALS			
Disability support services	http://www.agb.edu.au/compliance	<input type="checkbox"/>	<input type="checkbox"/>
General Student support		<input type="checkbox"/>	<input type="checkbox"/>
Facilities and services available on Training sites (E.g. Wi-Fi, parks, computers, parking)	http://www.agb.edu.au/international-students	<input type="checkbox"/>	<input type="checkbox"/>
AGB Training's complaints and appeals management process	http://www.agb.edu.au/compliance	<input type="checkbox"/>	<input type="checkbox"/>
FEE INFORMATION & PAYMENT SCHEMES			
Your eligibility to access Victorian Government funding for your course	http://www.agb.edu.au/local-training-courses/enrol	<input type="checkbox"/>	<input type="checkbox"/>
The fees and other charges you will incur		<input type="checkbox"/>	<input type="checkbox"/>
Payment schemes that may assist in paying your fees		<input type="checkbox"/>	<input type="checkbox"/>
AGB Training refund policy		<input type="checkbox"/>	<input type="checkbox"/>
Would you like any further information about the items listed above? If yes, please list:		<input type="checkbox"/>	<input type="checkbox"/>



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SUITABILITY OF THIS COURSE FOR YOU

To determine whether this course is the best one for you to undertake at this time, we need to know about your career goals and your education history. After you submit your application, a representative from the course area may contact you to discuss this further.

<p>Why do you want to enrol in this qualification? Tick all that are applicable</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To get a job..... <input type="checkbox"/> To develop my existing business..... <input type="checkbox"/> To start my own business..... <input type="checkbox"/> Requirement for my current employment..... <input type="checkbox"/> I'm exploring career options..... <input type="checkbox"/> I'm an apprentice or a trainee..... <input type="checkbox"/> I want to learn more in this area for personal interest..... <input type="checkbox"/> It gives me useful skills that may help me to find work..... <input type="checkbox"/> Other – Please specify below..... <p>Other Reason/s:</p>
<p>What transferable skills and knowledge will you use in this qualification?</p>	
<p>What skills and knowledge are you hoping to gain out of completing this qualification?</p>	
<p>Do you wish to go on to further study after completing this qualification? If so what qualification are you looking at moving on to?</p>	
<p>What employment are you hoping to attain after completing this qualification?</p>	
<p>If you are entering into a new industry why have you made the decision to enrol in this training program?</p>	



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LANGUAGE LITERACY AND NUMERACY

The following is an evaluation of your Language, Literacy and Numeracy skills to ensure that AGB Training provides the best possible support to assist you in succeeding to complete the course.

How well do you speak English?	Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all <input type="checkbox"/>
Do you speak a language other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, what language do you usually speak?	
Do you feel that you will require any assistance to help you complete your studies? E.g. interpreter, help with foundation skills etc. Yes <input type="checkbox"/> No <input type="checkbox"/>	

You will be required to complete a Language Literacy and Numeracy assessment prior to enrolment to determine your LLN skills and any relevant support you may require. (Alternatively you may attach an external English based assessment e.g. IELTS, TEFOL, other)

YOU'RE LEARNING PREFERENCES

We collect this information to help ensure that each's student's preferences are catered for in the delivery of the course.

How do you like to learn? (Tick all that are applicable)	Being shown how to do something and then trying it myself with some supervision..... <input type="checkbox"/> Researching and reading to find information I need..... <input type="checkbox"/> Learning in a structured way from someone who has the knowledge and experience..... <input type="checkbox"/> Working with others on the same problem or activity..... <input type="checkbox"/> Working in class with trainers and other students..... <input type="checkbox"/> Working by myself in class..... <input type="checkbox"/> Doing most of the work at home or in my own time..... <input type="checkbox"/> Other – please list below..... <input type="checkbox"/>
	Other methods of you like to learn:



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TECHNOLOGY

We collect information to determine if you, the student are able to work with various technology which may be incorporated in the delivery of training and assessment and how well you will manage with technology.

Do you regularly use any of these digital technologies? Tick all that are applicable	Desktop or Notebook computer..... <input type="checkbox"/>		
	Tablet or Smart phones..... <input type="checkbox"/> Internet..... <input type="checkbox"/> Applications such as Microsoft Word, Excel or Power point..... <input type="checkbox"/> Other – Please list below..... <input type="checkbox"/>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Other Digital Technologies:</td> <td></td> </tr> </table>	Other Digital Technologies:	
Other Digital Technologies:			
How do you rate your skills in the use of digital technologies listed?	Beginner <input type="checkbox"/> Limited <input type="checkbox"/> Capable <input type="checkbox"/> Advanced <input type="checkbox"/>		
Have you ever completed any learning programs online?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have access to a computer and the internet?	Yes <input type="checkbox"/> No <input type="checkbox"/>		



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PRIOR LEARNING SKILLS

<p>Have you completed any further qualifications since leaving school?</p>	<p>Yes – Complete next question.....<input type="checkbox"/></p> <p>No – Skip to next question.....<input type="checkbox"/></p>																																				
<p>If you have completed further qualifications since leaving school, please choose one of these codes (A, E or I) for each qualification level that you have successfully completed.</p> <p>A – Australian – means you have achieved this level qualification in Australia</p> <p>E – Australian equivalent – means you achieved this level qualification overseas but have had it mapped against an Australian equivalent. If you hold an Australian qualification at this same level, Choose A instead of E.</p> <p>I – International – means a qualification obtained outside of Australia, which is not an Australian qualification or equivalent.</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 10%; text-align: center;">A</th> <th style="width: 10%; text-align: center;">E</th> <th style="width: 10%; text-align: center;">I</th> </tr> </thead> <tbody> <tr> <td>Miscellaneous Education.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Certificate I.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Certificate II.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Certificate III.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Certificate IV.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Diploma.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Advanced Diploma or Associate Degree.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Bachelor Degree or Higher..</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		A	E	I	Miscellaneous Education.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If you indicate **Yes** to either of the below questions, a representative from your course area will contact you to commence the process of Credit Transfer (CT) or Recognition of Prior Learning (RPL). You may want to refer to the AGB website: <http://www.agb.edu.au/2014/11/gain-a-formal-qualification-recognise-your-skills-and-knowledge-through-rpl> for more information on CT or RPL.

<p>Have you previously undertaken Formal learning that you think might be used to provide credit towards this course?</p> <p>Formal learning means a recognised course for which you have received a qualification and/or statement of attainment of results.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> provide further details</p>												
<p>If Yes to credit question above provide further details, including the course studied, the education provider and the year(s) when you undertook the course</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Course</th> <th style="width: 30%;">Training Provider Name</th> <th style="width: 40%;">Year(s)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Course	Training Provider Name	Year(s)									
Course	Training Provider Name	Year(s)											
<p>Have you previously gained work skills/experience, or other like skills/experience that might be used to provide recognition of prior learning (RPL) towards the course?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> provide further details</p>												



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If yes to RPL question above provide further details, including employer name/s, position level and length of employment	Employer name	Position Held	No. of years

Please read and sign below, if you intend to hand in this form in person. If submitting the form via email, the email submission will be considered as confirm of your lodgement.

- I declare that the information and supporting documentation provided is true and complete and I acknowledge that the information collected on this form will be used for the purpose of assessing my application to study at AGB Training.
- I authorise the college to seek verification of my academic and professional qualifications, work experience and other documentation provided to support my application.
- I understand that AGB Training reserves the right to inform other tertiary institutions and agencies if any of the material presented to support my application is found to be false.
- I understand that AGB Training reserves the right to not issue an offer or revoke an existing offer if it is unable to verify the authenticity of documentation provided to support my application, or if material contained in my application is found to have been copied from other sources and is not my own work.
- I declare that I am a Genuine Temporary Entrant and Genuine Student and that I have read and understood conditions relating to these requirements on the Department of Immigration and Border Protection (DIBP) website: www.border.gov.au.
- I understand that the college may choose not to issue an Electronic Confirmation of Enrolment (eCoE) if the college, its agent or its nominee assesses that I am unlikely to meet the Genuine Temporary Entrant requirements for a student visa, as required by the DIBP.
- I understand and accept that I must abide by all terms and conditions of my Visa.
- I am aware of the tuition and living costs for my stay in Australia and have the financial capacity to meet such costs for the duration of my program. I am responsible for making timely payments of any fees or associated costs and for funding my living costs.
- I acknowledge that the information I provide to AGB Training may be made available to Australian and State Government Agencies, pursuant to obligations under the ESOS Act 2000 and the National Code 2007.
- I recognise that disclosure to Government Agencies can include but is not limited to, information regarding breaches of a student Visa condition, changes to my enrolment and/or for Visa processing purposes.

Applicant name		Signature		Date	
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OFFICE USE ONLY - ENROLMENT OFFICER/AUTHORISED DELEGATE

Confirm additional information provided to applicant as requested	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Review suitability of applicant for the course based on information provided by the applicant in the PTR and information about the proposed course as published on the AGB Training website.	Yes <input type="checkbox"/>	
Refer copy of applicant PTR to Manager/course coordinator for RPL/Credit Transfer consultation prior to enrolment	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the applicants pre-training review demonstrated that they have an appropriate level of language, literacy and numeracy for the course they are seeking to enrol in? (If yes skip the next question)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No - Will the applicant require any additional support to complete the qualification? Please provide a brief description of what will need to be implemented.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Additional one on one time with Trainer/Assessor <input type="checkbox"/> A support person provided by their place of referral <input type="checkbox"/> Material provided in another language <input type="checkbox"/> Referral to another agency <input type="checkbox"/> Enrolment in a foundation skills unit to assist with increasing their core skills to the required level for the qualification <input type="checkbox"/> Other (please state)		
Will the applicant require any reasonable adjustments to learning and assessing to be successful in achieving their goal? (If No – Please indicate below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> Amendments to learning material <input type="checkbox"/> Reasonable adjustments to assessment material <input type="checkbox"/> Extensions on assessment due dates <input type="checkbox"/> Other (please state)		



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<p>Will the applicant be offered a place? (Tick the relevant box, otherwise specify in other below)</p> <p><input type="checkbox"/> Demonstrates Genuine Temporary entry</p> <p><input type="checkbox"/> Meets the entry requirements of the course</p> <p><input type="checkbox"/> Is a good pathway for the student to achieve their desired outcome</p> <p><input type="checkbox"/> Will provide the student with recognised skills and knowledge for the industry they are wishing to achieve employment in</p> <p><input type="checkbox"/> Will provide the student with recognition for their current skills and knowledge</p> <p><input type="checkbox"/> Other (please state)</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p> </p>		
<p> </p>		
<p> </p>		
<p> </p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Will the student gain from completing this course?(Tick the relevant box, otherwise specify in other below)</p> <p><input type="checkbox"/> Skills and knowledge for their chosen field</p> <p><input type="checkbox"/> Formal recognition of their current skills and knowledge</p> <p><input type="checkbox"/> The opportunity to advance to further study for their chosen pathway</p> <p><input type="checkbox"/> Other (please state)</p>		
<p> </p>		
<p> </p>		
<p> </p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Communicate admission decision to the Enrolment Coordinator or person responsible for sending offers to successful applicants.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>Enrolment Officer/ Delegate Name</p>	<p> </p>	<p>Signature:</p>	<p> </p>	<p>Date:</p>	<p> </p>
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This completed form to be stored with the application admissions checklist, and any other relevant documents in the course file.

For those who subsequently enrol, the forms must then be placed in the student file.