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| Registered training organisation pre‑training review template |
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# Introduction

Pre-training reviews offer a quality-assured approach to meeting elements of Standards 1 to 5 of the *Standards for Registered Training Organisations (RTOs) 2015* (Cth) (RTO standards).

This template is designed to help intake officers complete pre-training reviews of course candidates. You can use this to talk about specific aspects of allied health assistance courses with candidates, along with the general application screening required by the RTO standards.

This tool may also help you assess aptitude for a role when employing trainees.

You should ensure accessibility and appropriate cultural supports for pre-training reviews, in line with relevant laws, local rules and processes.

## Instructions

You can adapt this template to suit your RTO’s needs.

If completing this electronically (such as on a laptop, tablet or mobile phone), tables will automatically resize if your answers needs more space.

# Candidate details

| Question | Answer |
| --- | --- |
| Name |  |
| Student number (if applicable) |  |
| Date |  |

# About the candidate

**Note**: This section may not be relevant If you already covered these in earlier application processes.

## 1. Interest in study

### Guidance

Things to ask may include:

* Why are you interested in this course?
* What do you think the role of an allied health assistant is? (Provide more explanation if needed.)
* Have you had any personal experiences with allied health assistants or health workers? What did you learn from the experience?
* Are you interested in working in particular sectors?
* Do you have further study or career goals?

### Question 1: Tell us a bit more about your interest in study

#### Why are you interested in this course?

| Why are you interested – notes |
| --- |
|  |

#### The role of an allied health assistant

| Options | Response (mark with X) |
| --- | --- |
| Unable to describe the role of an allied health assistant |  |
| Gave a basic description of the role |  |
| Showed good understanding of the role |  |

#### Interest in particular sectors?

| Options | Response (mark with X) |
| --- | --- |
| Health |  |
| Aged care |  |
| Disability |  |
| Other (please specify) |  |
| No preference |  |

#### Further study or career goals?

| Options | Response (mark with X) |
| --- | --- |
| Allied health professional |  |
| Nursing |  |
| Other (please specify) |  |

#### Notes and other comments

| Notes |
| --- |
|  |

## 2. Educational and work experiences

### Question 2: Tell us about your educational and work experiences

#### Highest completed level of qualification

| Options | Response (mark with X) |
| --- | --- |
| Year 10 |  |
| Year 11 |  |
| Year 12 |  |
| Certificate III |  |
| Certificate IV |  |
| Diploma |  |
| Bachelor |  |
| Other (please specify) |  |

#### Currently undertaking any additional study?

| Options | Response (mark with X) |
| --- | --- |
| Yes |  |
| No |  |

#### Any relevant work or volunteering history?

| Work and volunteering history |
| --- |
|  |

#### Notes and other comments

| Notes |
| --- |
|  |

## 3. Learning approach

### Guidance

Things to ask may include:

* What is your preferred learning style?
* Are you aware of the learning supports available to you through the RTO?

### Question 3: Tell us about you as a learner

#### Preferred learning style

| Options | Response (mark with X) |
| --- | --- |
| Reading written text |  |
| Hearing someone speak |  |
| Watching images and graphics |  |
| Interacting physically with the environment |  |

#### Extra supports or specific requirements?

| Options | Response (mark with X) |
| --- | --- |
| Yes |  |
| No |  |

#### Notes and other comments

| Notes |
| --- |
|  |

## 4. Language, literacy and numeracy (LLN)

### Guidance

Things to ask may include:

* Australian Council for Educational Research (ACER) score or other initial application testing.
* Other English language proficiency education, such as Adult Migrant English Language Program (AMEP) or English foundation courses.
* Do you have difficulty with spelling?
* Do you have difficulty putting thoughts on paper?
* A practical question or example during the interview and completed with the intake officer.

### Question 4: Let’s discuss your ability with speaking, writing and numbers

#### Test scores

| Subject | Score |
| --- | --- |
| Reading |  |
| Writing |  |
| Numeracy |  |

#### Other English language proficiency learning

| Other English proficiency education |
| --- |
|  |

#### Difficulty with spelling?

| Spelling difficulties? |
| --- |
|  |

#### Difficulty putting thoughts on paper?

| Any difficulties writing thoughts? |
| --- |
|  |

#### Notes and other comments

| Notes |
| --- |
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## 5. Fitness for study

### Guidance

Things to ask may include:

* The allied health assistant role involves a variety of tasks, people and settings. Some of these can have physical requirements. Are there any health-related issues you'd like to discuss so we can help you complete the course and prepare for placement?
* Any supports (such as accessibility, adaptive or cultural) that will help you study and complete practicals?
* How can the RTO support your wellbeing during study?

### Question 5: Are there any health-related issues you'd like to discuss?

#### Notes and other comments

| Notes |
| --- |
|  |

## 6. Digital access and capability

### Guidance

Things to ask may include:

* Discuss items from the initial course application.
* Access to relevant technology to help complete the course.
* Access to and proficiency with Microsoft 365 (Office) and email.

### Question 6: Tell us about your computer skills and access

#### Computer access

| Options | Response (mark with X) |
| --- | --- |
| Library access |  |
| Has own computer or laptop |  |
| Reliable internet access for online learning |  |
| Other (please specify) |  |

#### Microsoft 365 (Office) and email skills

| Options | Response (mark with X) |
| --- | --- |
| Word |  |
| Excel |  |
| PowerPoint |  |
| Email |  |
| Other (please specify) |  |

#### Notes and other comments

| Notes |
| --- |
|  |

#### Internal use only

| About the candidate section answers that need further discussion? |
| --- |
|  |

# About the course

## 7. Course commitments

### Guidance

This may include:

* Following the RTO’s process for absences.
* Any pre-arranged need for a leave of absence.
* Current work commitments.
* Other commitments (family, community, personal) that may affect their commitment to study? If so what strategies and supports can you and we put in place?
* Do you do any volunteering, part-time or casual work in sector?

### Question 7: Do you have any questions or concerns about meeting the course commitments?

#### Notes and other comments

| Notes |
| --- |
|  |

## 8. Placement conditions

### Guidance

This may include:

* Placement hours to meet course requirements (at least 120 hours).
* Placement timing, including start and finish times, duration and days of placements, may be set by the industry partner. They most often include hours between 7 am and 5 pm (such as 7 am to 3 pm or 8:30 am to 5 pm).
* Areas of interest for placement (location and sector).
* Completing the RTO’s pre-placement requirements, such as vaccinations, national police check, working with children check (WWCC) or National Disability Insurance Scheme (NDIS) worker check.
* Access to reliable transportation.
* Following the RTO process for absences from placement including any requirements of the placement partner. This may include providing medical certificates, clearances and arranging make-up placement hours.
* Placement-related communication will be directed to the student only unless other arrangements are made. The RTO or placement site will not negotiate with family members or friends unless they are a designated advocate, support worker or social worker.
* Understanding that a breach of the code of conduct may result in termination of placement.

### Question 8: During orientation we will discuss placements further. Do you have any questions or concerns with the placement requirements of this course?

#### Notes and other comments

| Notes |
| --- |
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#### Internal use only

| About the course section answers that need more discussion? |
| --- |
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# Intake officer assessment

## 9. Impressions of professionalism

### Question 9: How professional was the candidate?

| Question | Yes or No | Comment |
| --- | --- | --- |
| Was the candidate punctual? |  |  |
| Did the candidate have professional personal presentation (within their means) |  |  |
| Did the candidate communicate effectively? |  |  |
| Was the candidate’s general attitude positive about future study? |  |  |
| Did the candidate show personal interest in this field of study? |  |  |
| Did the candidate show values in line with a care- and therapy-based role? |  |  |

#### Notes and other comments

| Notes |
| --- |
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## 10. Further actions

### Question 10: What are the next steps?

Detail any actions to be taken based on information learned in the About the candidate or About the course sections.

#### Internal use only

| Actions |
| --- |
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# Decision

## 11. Determination

### Guidance

Based on the candidate’s initial course application, this interview and discussion about the course, your assessment of this candidate should indicate one of the following.

**The candidate should proceed with this course**:

* it meets the candidate’s expectations
* it does not duplicate existing qualifications
* it meets employment and future study pathways
* the candidate has sufficient LLN level or support and access to resources to study.

**The candidate would benefit from more discussions about suitable alternative courses:**

* It does not fully meet the candidate’s expectations
* It may duplicate existing qualifications
* It does not fully meet employment and future study pathways
* the candidate does not have sufficient LLN level or supports and access to resources to study this course.

**The candidate should not proceed with this or alternative courses of study at this time:**

* it does not meet the candidate’s expectations
* it duplicates existing qualification
* it does not meet employment or future study pathways
* the candidate does not have sufficient LLN level or supports and access to resources to study.

### Decision

| Option | Decision (mark with X) |
| --- | --- |
| The candidate can proceed with this course |  |
| Discuss suitable alternative courses with the candidate |  |
| The candidate should not proceed with this or alternative courses of study at this time |  |

### Intake office

| Question | Response |
| --- | --- |
| Intake office |  |
| Signature |  |
| Date |  |

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Available at [Victorian Allied Health Assistant Workforce Recommendation and Resources](https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources) <https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources>