

FT23

Pre Course Evaluation



Student Name	
Student Telephone	
Qualification	

Please answer the following questions.

1. How is the course relevant to your career plans or personal goals?

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2. Do you have any special needs or circumstances that may impact on your studies?

☐ Yes ☐ No

If so, briefly describe any additional support or equipment you may require throughout your training.

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CREDIT TRANSFER

You are able to claim a Credit Transfer for a unit if you have already been granted competence by an RTO in that unit. When claiming a Credit Transfer you must present your original Certificate or Statement of Attainment showing the unit code and title. If the unit code and title do not match exactly, you may apply for RPL for that unit.

3. Do you wish to claim Credit Transfer for any of the units within the qualification you are applying for?

☐ Yes ☐ No

If you answered yes, you will need to complete a FT18 [Credit Transfer Application Form](#) which you should complete and submit with your enrolment application. You will need to show us original transcripts and certificates, or provide us with a Certified copy of your transcripts.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is available for qualifications or individual units where you feel that you have gained the skills and knowledge required for that unit through work and life skills but have not had these formally recognised or where you hold a formal qualification that has been superseded and updated.

4. Do you wish to apply for RPL?

☐ Yes ☐ No

If you answered yes, you will need to talk to an OCTEC representative who will provide you with an RPL application which outlines the RPL process. Once you have submitted the RPL application, you will need to have an initial RPL meeting with an assessor to review your application.

I, _____ declare the above information to be true and accurate.

Signature: _____ Date: ____/____/____

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Student demonstrated genuine interest in the qualification program ☐ Yes ☐ No

Student would like to apply for credit transfer? ☐ Yes ☐ No

If yes, has the student completed Credit Transfer Application and provided certified copies or original transcripts for viewing. ☐ Yes ☐ No

Student would like to apply for RPL? ☐ Yes ☐ No

If yes, has student completed RPL Application form? ☐ Yes ☐ No

Appointment details:

LLN ASSESSMENT

Instructions: Review the students LLN Assessment and mark result based upon the LLN Assessment answer guide.

Met course LLN Benchmarks ☐ Yes ☐ No

Assessor Signature: _____ Date: _____

Additional Support Needs Recommendations:

Where a student has not met LLN Benchmarks or additional support needs, the Assessor should discuss the results with the student and determine what supports may be implemented to address LLN or additional support needs. Supports may include reasonable adjustments where the supports are available within the course programs. Where supports are unavailable, the student should be referred to an alternative provider who can assist in addressing the students LLN or additional support needs.

ADDITIONAL SUPPORT NEEDS ASSESSMENT

Instructions: Assessor or Student Support Worker is to interview the student to discuss any LLN or additional support needs that should be implemented for the student.

Additional Support Need Recommendations:

- ☐ Student requires additional classroom support and reasonable adjustments should be implemented to address LLN and additional support requirements.
- ☐ OCTEC does not have the resources to address the students current LLN or additional support requirements within the course program - student to be referred to alternative provider.
- ☐ Other (please see Action Plan below)

Action Plan

Detail actions taken to support student (e.g. reasonable adjustments, interpreter services, one on one tuition, hearing or vision services or equipment or referring to an external provider)

Please attach additional page if needed.

Staff Signature: _____ Date: ____/____/____