UTA INSTITUTE OF TECHNOLOGY

Pre-Training Questionnaire

Student administration | Fillable form

This questionnaire helps UTAIT assess course suitability, prior learning and support needs. It is completed with the LLN / digital assessment and pre-training interview. Ask for help if needed. Information about disability or health is used to plan support; discuss sensitive details privately with Student Support.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

○ Domestic ○ International

Proposed commencement date

2 Part A - goals and interests

1. Why are you enrolling?

☐ Get a job / different career

☐ Promotion / improve current job skills

☐ Develop or start a business

☐ Meet job / industry requirements

☐ Further study / personal development

☐ Build on overseas skills

☐ Other

2. Expected personal and professional benefits

3. Intended job role or further study goal

3 Part B - prior study and experience

4. Qualifications / courses completed, institution and year

5. Would you like to apply for credit transfer?

Yes No Discuss with staff

Credit transfer recognises successful completion of equivalent training supported by AQF certification or an authenticated VET transcript. It is different from RPL, which assesses skills and knowledge gained through experience.

6. Have you been employed previously or are you employed now?

Yes No

7. Current / previous work roles relevant to this course

8. Relevant skills already gained

- ☐ Tools / machinery / hands-on work
- ☐ Reading technical information / reports
- ☐ Customer service / communication
- ☐ Computer / documents / spreadsheets
- ☐ Problem-solving / diagnostic work
- ☐ Other skills (describe in Q9)

9. Work, life or study experience you would like assessed through RPL

4 Digital access and English language evidence

10. Record access and confidence. For confidence use: beginner, developing, capable or advanced.

Technology / task	Access: yes / no	Confidence / support needed

Suggested rows: computer; tablet / smartphone; internet; word processing; spreadsheets; presentations / other learning tools.

11. Have you completed an English language test?

- ○ Yes
- ○ No
- ○ Other evidence

UTA Institute of Technology Pty Ltd | RTO 41121 | CRICOS 04064G

58 Newlands Road, Reservoir VIC 3073 | 03 9462 3464 | utait.edu.au

Test name / equivalent English evidence

Test date

Overall score

Test result ID / candidate reference

Listening

Speaking

Reading

Writing

Staff verification / evidence reference (office use)

5 Part C - learning and support

12. Support you would like to discuss (optional)

- ☐ Language, literacy or numeracy
- ☐ Digital access / computer skills
- ☐ Learning support / reasonable adjustments
- ☐ Disability / accessibility requirements
- ☐ Health / wellbeing support
- ☐ Other barriers or personal circumstances
- ☐ No support identified at present

13. Concerns that could affect participation or progress, and support requested

14. Learning activities and formats you find useful (e.g. demonstrations, diagrams, discussion, practice)

15. Course information you have received / understood

- ☐ Tuition and other fees / payment / refunds
- ☐ Duration and expected weekly attendance
- ☐ Delivery mode and training environment
- ☐ Training and assessment requirements
- ☐ Resources, PPE and equipment
- ☐ Credit transfer / RPL and support options

Framework: RTO 2025 Standard for Registered Training Organisation; National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2 and current English-evidence requirements where applicable.

6 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I understand UTAIT will use this review, supporting evidence and discussion with me to assess suitability and plan support. I can ask questions or request correction of information.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

- ☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

7 Office use only - pre-training review outcome

Reviewer name / role

Interview date

LLN / digital assessment name and result reference

Course entry / English evidence verified

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Identified support, reasonable adjustments and referral arrangements

Course suitability recommendation

- Suitable
- Suitable with support
- Further assessment required
- Alternative recommended

Recommendation reasons / alternative pathway / student discussion

Training plan / support plan issued date

Student agreement with support plan recorded

Reviewer signature / typed name

Date