

### PRE-TRAINING QUESTIONNAIRE (PTQ)

The Pre-Training Review (PTR) ensures that you are enrolling in the most suitable and appropriate training option. In addition to determining the most suitable training program for you, the Pre-Training Review is to ascertain whether training can be delivered as planned or whether adjustments need to be made to suit your needs. This thorough and well-documented Pre-Training Review process provides a direct input for the development of an appropriately tailored Training Plan, including any necessary support services to meet your needs. This PTR will enable Baxter Institute to understand your learning needs, your preferred learning styles, your previous and current competencies that relate to the course, and any special needs or skill gaps (such as language, literacy and numeracy (LLN)). Baxter Institute will use this review to identify appropriate learning strategies and materials to support you to successfully complete the course that you choose. The PTR process includes three sections: Pre-training questionnaire (PTQ), LLN assessment, and Pre-training Interview (PTI) which must be completed for the review to be considered.

Student full name:	
Student ID (if applicable):	
Course you wish to enrol in:	

#### PART A: ASPIRATIONS AND INTERESTS

Q 1. My reasons for enrolling in the course (Please select all relevant options):

- To get a job                       To get a better job or promotion                       To develop my existing business  
 To develop extra skills for my job                       To meet the requirements of my job                       To start my own business  
 To try for a different career                       To get into another course of study                       To pursue personal interest or self-development  
 To enhance existing overseas acquired skills                       Other: \_\_\_\_\_

Q 2. What benefits do you think this course will bring to you personally and professionally?

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Q 3. What likely job or further study may this training lead you to? \_\_\_\_\_

#### PART B: EDUCATIONAL ATTAINMENTS AND CAPABILITIES

Q 4. What qualifications or courses have you completed or attended? Please list any qualifications or statements of attainment you previously gained.

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Q 5. Do you want to apply for Credit Transfer for this course?  Yes  No

*If Yes, please complete form SS104 and proceed with Credit Transfer application procedure.*

*Credit Transfer is the 'exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. It includes academic credit and recognition of prior learning. Form SS104 can be obtained at Baxter Institute's Student Support Department. For more information on Credit Transfer, refer to Baxter Institute's website on <https://www.baxter.vic.edu.au/>*

**Q 6.** Are you previously or currently employed?  Yes  No

If Yes, please answer Q7. If No, please proceed to Q8.

**Q 7.** What is your current or previous job role? Please provide a brief description if relevant to this qualification.

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**Q 8.** Have you acquired any following skills from previous work experience related to the qualification in which you are enrolling?

- Prepare spreadsheets and presentations     
  Read reports     
  Comprehend material  
 Assemble or make things     
  Operate tools & machinery     
  Customer service oriented  
 Other: \_\_\_\_\_

**Q 9.** Have you gained any work experience or other skills that could be recognised to provide credit toward this course?

- Recognition of current competency (RCC)  Yes  No  
 Recognition Prior Learning)  Yes  No

If **yes**, please complete the form SS105 and proceed with Recognition Prior Learning application procedure.

*\*Explanation note: Recognition Prior Learning (RPL) is the acknowledgement of skills and knowledge obtained through: (i) formal training or study, including courses at school college, adult education and training programs at work; (ii) work experience, including paid and volunteer work; (iii) life experience, including skills attained through leisure pursuits or hobbies.*

Form SS105 can be obtained at Baxter Institute's Student Support Department. For more information on the RPL, refer to Baxter Institute's website on <https://www.baxter.vic.edu.au/>

**Q 10.** Do you have access to any of these digital technologies?  Yes  No

If Yes, tick the appropriate box below. Ensure you tick your level of capability for each digital technology.

	Beginner	Limited	Capable	Advanced
Desktop or notebook computer				
Tablet or Smart phone				
Internet				
Microsoft Word				
Microsoft Excel				
Microsoft PowerPoint				
Others				

**Q 11.** Have you taken an IELTS test or equivalent?  Yes  No

• If Yes, IELTS score:

Listening: \_\_\_\_\_ Speaking: \_\_\_\_\_ Writing: \_\_\_\_\_ Reading: \_\_\_\_\_

Test score: \_\_\_\_\_ Test date: \_\_\_\_\_

• Other equivalent English: \_\_\_\_\_

Test score: \_\_\_\_\_ Test date: \_\_\_\_\_

**PART C: EDUCATIONAL AND SUPPORT SERVICES**

**Q 12.** Did you self-identify any barriers that would prevent you from undertaking the course successfully?

- |   |   |
|---|---|
| <input type="checkbox"/> Special educational needs (e.g. behavioural issues, limited or negative experiences in learning) | <input type="checkbox"/> Disability (e.g. physical, hearing impairment)   |
| <input type="checkbox"/> Learning difficulties (e.g. dyslexia, autism)  | <input type="checkbox"/> Further skill development in LLN/computer skills |
| <input type="checkbox"/> Medical conditions (e.g. depression)   | <input type="checkbox"/> Other: _____                                     |

**Note:** *If tick to any of the above, please send supporting documentation for self-identified medical conditions to [admissions@baxter.vic.edu.au](mailto:admissions@baxter.vic.edu.au) (so that the Institute can better support you).*

**Q13.** Do you have any concerns that might prevent you from progressing through this course?

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**Q 14.** What are your preferred learning styles?

- I am a visual learner and prefer visual input to remember things better, e.g. images, charts, and flow diagrams.
- I am an auditory learner and prefer auditory to remember things best when I hear them.
- I am a kinaesthetic learner and prefer input that is physical and concrete to remember things, e.g. action and movement.
- Others (please specify): \_\_\_\_\_

**Q 15.** Are you aware of the following information as identified on the Institute’s website: <https://www.baxter.vic.edu.au/?>

- |  |   |
|--|---|
| <input type="checkbox"/> Tuition and Material fees (if applicable) | <input type="checkbox"/> The delivery mode (e.g. face to face)  |
| <input type="checkbox"/> Duration of the course                    | <input type="checkbox"/> The learning & assessment requirements (e.g. combination of theory and practical tasks, additional out of class study or projects) |
| <input type="checkbox"/> The hours of attendance required per week | <input type="checkbox"/> The training environment (e.g. simulated workplace) that is related to the course  |
| <input type="checkbox"/> Credit Transfer/RPL                       |   |

**STUDENT’S DECLARATION**

I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application. I understand that I need to provide documental evidence supporting my claims.

Student Name:

Signature:

Date