

## INFORMATION AND INSTRUCTIONS FOR COURSE APPLICANTS

- This form assists Food Futures staff to determine whether this course is the most suitable one for you at this time, and also to identify any support needs you may have once you commence your studies.

### ABOUT LEARNER SUCCESS

Food Futures is committed to providing all students with the opportunities they need to succeed in their learning program. Our framework of 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 identifies any support you need to succeed in that course;
- ensuring your existing learning and skills are reviewed at enrolment and any opportunities for RPL 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 workshops and classes led by expert vocational teachers with high-quality flexible online learning resources that allow you to study at your own time and access your teachers when you need them
- combining technical skills and work-related skills which will help you be job-ready if you are entering the workforce or help you to develop new skills for your job 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 IV courses);
  - ✓ team-teaching where a second specialist teacher actively supports your class / group to complete course requirements;
  - ✓ targeted workshops delivered by specialist support teachers throughout the duration of your course that focus on the literacy, numeracy, learning and digital skills you need to succeed;
  - ✓ intensive individual learning support provided by a specialist teacher through one-to-one support sessions.

## PRE-TRAINING REVIEW

### STUDENT DETAILS

<b>Full Name</b>		<b>Date of Birth</b>		<b>Student ID</b> <i>(if known)</i>	
<b>Course Code</b>		<b>Course Title</b>			
<b>Email Contact</b>			<b>Phone contact</b>		

### 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, a Food Futures 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 Victoria Polytechnic? Let us know if you have questions or need more information.	Where to find this information	Check relevant box	
		Yes	More Information
<b>COURSE INFORMATION</b>			
Entry requirements for your proposed course	Course Brochure or Information Session or VET Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Content of your proposed course			
Duration of your proposed course			
Whether or not your course includes a work placement			
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 requirement 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.			

## 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 educational history. After you submit your application, your VET Coordinator may contact you to discuss this further.

Why do you want to do this course? <i>Check all that are applicable</i>	I'm progressing from a lower-level course in this area	
	As a steppingstone to further study	
	To find employment	
	I'm exploring career options	
	I want to learn more in this area for personal interest	
	It will give me useful skills that may help me find work	
	Other reason - <i>please write below</i>	
What is your main career goal?		
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 regularly use any of these digital technologies? <i>Check all that are applicable</i>	Desktop or notebook computer ..... <input type="checkbox"/> Tablet or Smart Phone ..... <input type="checkbox"/> Internet ..... <input type="checkbox"/> Applications like Microsoft Word, Excel or PowerPoint ..... <input type="checkbox"/> Other - <i>please list below</i> ..... <input type="checkbox"/>	
	<b>Other Digital Technologies:</b>	
How do you rate your skills in the use of the 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 program 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"/>	

## YOUR 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? <i>Check all that are applicable</i>	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 teacher 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 - <i>please list below</i> ..... <input type="checkbox"/>

## PRIOR LEARNING AND SKILLS

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).

Have you previously undertaken <b>formal learning</b> that you think might be used to provide <b>credit</b> towards this course?		<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <i>provide further details</i>	
Formal learning means a recognised course for which you have received a qualification and/or a statement of attainment or statement of results.			
<i>If <b>Yes</b> to <b>credit</b> question above provide further details, including the course studied, the education provider and the year(s) when you undertook the course</i>	<b>Course</b>	<b>Training Provider Name</b>	<b>Year(s)</b>
Have you previously gained <b>work skills/experience, or other life skills/experience</b> that might be used to provide recognition of prior learning ( <b>RPL</b> ) towards this course?		<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <i>provide further details</i>	
<i>If <b>Yes</b> to <b>RPL</b> question above provide further details, including employer name/s, position level and length of employment.</i>	<b>Employer Name</b>	<b>Position held</b>	<b>No. of years</b>

Only sign below if you intend to hand in this form in person. Otherwise, your email sending the form to us will be used to confirm your application.

<b>Applicant Name</b>		<b>Signature</b>		<b>Date</b>	
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### OFFICE USE ONLY:

#### COURSE SELECTION OFFICER

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 Food Futures website.	Yes <input type="checkbox"/>	
Complete Applicant Checklist for this applicant.	Yes <input type="checkbox"/>	
Refer copy of applicant PTR and Admissions Checklist to Administration Manager for RPL/Credit Transfer Consultation prior to enrolment	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Communicate admission decision to the School VET Coordinator responsible for sending offers to successful applicants.	Yes <input type="checkbox"/>	

<b>Selection Officer Name</b>		<b>Signature</b>		<b>Date</b>	
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*This completed form to be stored with the Food Futures SMS, and any other relevant documents in the course file.*

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