



Pre-Training Review Form

Information and Instruction for Students

The Pre-Training Review Form is designed to help Marriott Academy and prospective students determine whether the chosen course is suitable for the student's needs, abilities, career goals, and learning expectations before enrolment.

The review process also helps identify any support needs, including language, literacy, numeracy, and digital literacy support, to assist students in successfully completing their studies. In addition, the review may identify opportunities for Credit Transfer or Recognition of Prior Learning (RPL) based on the student's previous study, training, or work experience.

As part of the Pre-Training Review, students will be required to participate in an enrolment interview and complete a Language, Literacy, Numeracy and Digital Literacy (LLND) assessment.

Enrolment/Admission Process

Stage 1: Initial Enquiry and Course Information

- a) Course applied for, including application for RPL/credit transfer
- b) Confirm the course information provided to the student, including tuition and other fees.

Stage 2: Enrolment Interview and Language, Literacy, Numeracy and Digital Literacy (LLND) Evaluation

- a) Conduct an enrolment interview to assess the student's suitability for the course.
- b) Complete Language, Literacy, Numeracy and Digital Literacy (LLND) test.
- c) Determine if LLND outcome is satisfactory to commence the desired course.
- d) Determine other support needs.

Stage 4: Offer and Acceptance

- a) Letter of offer and enrolment agreement issued
- b) Offer accepted and enrolment agreement signed and arrange payment.

Stage 4: Orientation and Commencement of Training

- a) Attend the orientation session (compulsory).
- b) Timetable provided to the student
- c) Commence training and assessment.



STAGE 1. Initial Enquiry and Course Information

Student Information

Full name			
Date of birth		Gender	
Email contact			
Phone contact			

a) Course Application

a.1 What course/qualification have you applied for?				
Course code				
Course title				
a.2 Do you wish to apply for 'Credit Transfers'?	Yes	☐	No	☐
If yes, please provide a certified copy of an academic transcript certificate or statement of results for the courses/units of competency you wish to apply for Credit Transfer.				
2.3 Do you wish to apply for RPL?	Yes	☐	No	☐
If yes, further information will be provided at the time of enrolment by your trainer.				

b) Course Information Provided

To enable you to make an informed decision about whether 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 'No, require more information' box for any item, a Marriott Academy representative will provide you with additional information related to the topic.

b.1 Course information	Yes	No, require more information	OFFICE USE ONLY Confirm provision of information (staff initial)
Entry requirements for your proposed course	☐	☐	
Content of your proposed course	☐	☐	



Duration and holidays of your proposed course	☐	☐	
The campus at which classes will be conducted	☐	☐	
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 and physical exertions required to complete practical tasks (lifting, handling)	☐	☐	
Materials, equipment and resources that you will be supplied with as part of your fees	☐	☐	
Any other organisation that will be involved in providing training or assessment in your course (If any)	☐	☐	
The requirement for you to undertake an assessment of your language, literacy, numeracy and digital literacy (LLND) before commencement of the course to determine any support needs you may have during your study	☐	☐	
b.2 Services, facilities, student handbook	Yes	No, require more information	OFFICE USE ONLY Confirm provision of information <i>(staff initial)</i>
General student support services	☐	☐	
Facilities and services available on campus (e.g., library, computers, cafeteria, parking)	☐	☐	
Student handbook	☐	☐	
b.3 Fee information & payment schemes	Yes	No, require more information	OFFICE USE ONLY Confirm provision of information <i>(staff initial)</i>
The fees and other charges you will incur (Fee For Service – full fee, tuition fee, material fees, enrolment fees)	☐	☐	



Payment schemes and plans that may assist in paying your fees	☐	☐	
Fees and refund policy	☐	☐	

Applicant Declaration and Signature

☐ I confirm that the information I have provided in this Pre-Training Review Form is true and accurate to the best of my knowledge.

☐ I acknowledge that I have been provided with information about the course, student support services, facilities, fees, payment arrangements, and relevant policies to help me make an informed decision about my enrolment. If I have selected "No, require more information" for any item in this form, Marriott Academy staff will provide me with further information and clarification before proceeding with my enrolment application.

☐ I understand that I will be required to complete a Language, Literacy, Numeracy and Digital Skills (LLND) assessment and participate in an enrolment interview to determine my suitability for the course and identify any support needs.

Name:		Signature	
Date:			



STAGE 2. Enrolment Interview and Language, Literacy, Numeracy and Digital Literacy (LLND) Assessment

OFFICE USE ONLY

The prospective student is to complete the LLND Assessment. The student will be given a score from 1 to 5 for Language, Literacy and Numeracy and from 1 to 4 for Digital Literacy. The LLN scoring is based on the Australian Core Skills Framework (ACSF) which is the national system used to measure adult literacy and numeracy skills, while the Digital Literacy is based on Australian Digital Capability Framework (ADCF), which is used to assess an individual's digital skills and capability required for study and workplace environments.

Date of Interview:	
Time of Interview:	

a) Applicant Enrolment Interview

What is your motivation for applying for this course?

- ☐ To gain skills for employment
- ☐ To improve current job skills
- ☐ To change career pathway
- ☐ To gain a qualification for further study
- ☐ Personal interest or self-development
- ☐ To meet workplace requirements
- ☐ To improve English and communication skills
- ☐ Recommended by family/friends/agent
- ☐ Other (please specify): _____

What are your career/further study goals?

- ☐ Gain employment in the chosen industry
- ☐ Obtain a promotion or career advancement
- ☐ Start my own business
- ☐ Continue to a higher qualification/course
- ☐ Pathway to university or higher education
- ☐ Improve professional knowledge and skills
- ☐ Gain Australian qualification and work experience
- ☐ Undecided at this stage
- ☐ Other (please specify): _____



Do you have any support needs required to complete course (disability, learning difficulties, cultural issues)?

- ☐ No support required
- ☐ Language, literacy or numeracy support
- ☐ Digital literacy/computer skills support
- ☐ Learning support or study assistance
- ☐ Additional time for assessments
- ☐ Reasonable adjustment for disability or medical condition
- ☐ Physical access or mobility support
- ☐ Hearing support
- ☐ Vision support
- ☐ Mental health or wellbeing support
- ☐ Cultural or religious support considerations
- ☐ Interpreter or language assistance
- ☐ Flexible learning arrangements
- ☐ Other (please specify): _____

Please provide details of any support need identified above:

b) LLND Assessment

Evaluation	Yes	No
Student's ACSF and ADCF levels are sufficient to enrol into the course.	☐	☐
If No , specify the support needed for the student as per appropriate LLND Assessor Guide		



Alternative enrolment offered?	
☐ Yes	Document reasons:
☐ No	

Staff Details

Name		Signature	
Date			
Comments			

STAGE 4. Offer and Acceptance

OFFICE USE ONLY

		Date
☐	Letter of offer and enrolment agreement issued	
☐	Offer accepted and enrolment agreement signed	
☐	Payment arranged and confirmed	

STAGE 5. Orientation and Commencement of Training

OFFICE USE ONLY

		Date
☐	Attend the orientation session (compulsory).	
☐	Timetable provided to the student	



Staff Details

Name		Signature	
Date			
Comments			



