

Pre-Enrolment Questionnaire

Your Name: _____

Date of Birth: _____

Address: _____

The applicant is to complete this questionnaire in their own handwriting. The purpose is to ensure they are aware of the requirements for RPL before commencing the process.

Tell us about your high school learning.

Consider: When did you leave school? What subjects did you study? What did you enjoy? Have you been enrolled in any training since you left school? If yes, which courses? What are the qualifications if any, that you gained after you left school?

Have you worked/had a job / will you be able to get a job upon getting the qualification you are seeking or completion of your studies?

Consider: Where? What was the job? Did you receive training on the job? Did you use a computer? (For what types of tasks?)

Did you have to read policies and procedures in your job/s? Fill out forms?

Did you use a calculator, count stock and materials, or measure?

What job/s do you intend to do in future?

What hand tools are you experienced in using? (Considerations can include)

- Carpentry hand tools,
- Computers for writing reports and safety PIN
- Computers for numeracy (calculations, times tables, calendar, diary, appointments, 24-hour clock, length measurement, money and finance);
- Using two way hand-held mobile, asking for information, giving instructions, guiding crane.

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What helps you to learn?

For example:

- *being in a team with others,*
- *listening to others talk about a topic,*
- *being able to practise,*
- *quiet reading,*
- *having a mentor,*
- *seeing graphics and pictures, etc.*
- *Have you done any English subjects before?*

Why do you want to enrol in [.....]? Why did you choose this Qualification?

*Convince us that it's the Qualification for you. How do you know?
In other words persuade us that you would be an appropriate enrolment for this course.*

Describe the overall way you will demonstrate competency. How will you show that it is YOUR work and not the work of others?

Tell us about jobs you have done. What evidence can you provide? What evidence is available? How recent? How can you prove the evidence shows it is you, and not others, who did the job?

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Were you provided with the AAA Swiss Training Student Handbook? Did you see the Fee Schedule? Are you aware of the fees to RPL your qualification?

- (Note: if you are not sure, you can verify the cost by looking up your course fee in the Fee under the Fee Schedule heading in your AAA Swiss Training Student Handbook. It is near the front of the Handbook. Check in the Contents page of the Handbook. The fees and terms for payments are also listed in the Fee Schedule, which is made available to you. A maximum of \$1500 is taken in advance of services provided; the balance is due when the RPL process is completed and before a certificate is issued.)*

What do you hope to achieve by completing this RPL?

Tell us about what has influenced your career path so far, what your professional interests are, how this Qualification fits into your future career plans and where you plan to go from here?

What will you do if you are not competent in every unit for this qualification that you have asked for?

For example, you may be referred to another appropriate college for training to address any skills gaps, demonstrate the skill on the work site etc.

This RPL requires you to give us evidence of where you have completed each of the units. What will you do if you cannot get the right evidence?

E.g. You may get referred to somewhere for gap training, spend more time demonstrating your skills at the worksite.

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Signature:

Date: