Instruction for completing Pre-Training Review

STEP 1: Login LMS

Link: https://learning.baxter.vic.edu.au

Use your Student ID and your date of birth as login details
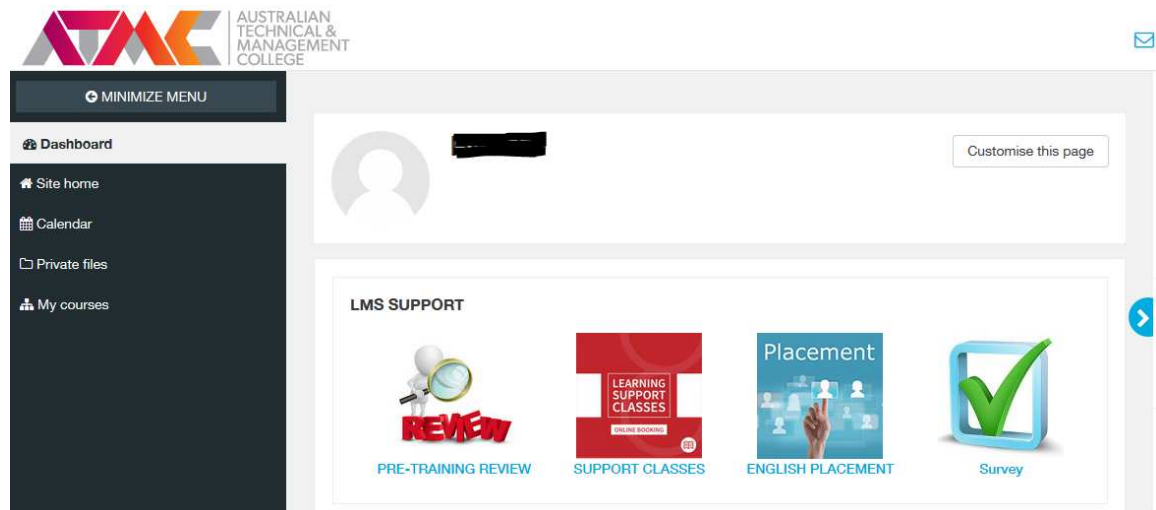
For example:

Student's ID: 8800

Student birthday: 18/02/1986

The student will use the following information to login to LMS:
username: 8800
password: 18021986

Australian Technical and Management College Pty. Ltd.
Trading as Australian Technical and Management College
Ph: (03) 3 8327 3100   Address: 470 Bourke Street Melbourne Victoria 3000 Australia
ABN 73 130 044 745   CRICOS Provider Code: 03013D   RTO: 22158
Email: info@atmc.edu.au   Website: www.atmc.edu.au   PTR instruction v1.3

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STEP 2: Go to Pre-training Review

- Click pre-training review icon:

This PTR process includes 3 sections: a PTQ (pre-training questionnaire), LLN (Language, Literacy, and Numeracy) assessment and PTI (pre-training interview).

Note:
Make sure you read the instructions before attempting any question.
For more help please read the "Instructions for completing the Pretraining Review"

To complete this Pre-training Review process, section 1 and section 2 must be submitted before the Pre training Interview.

STEP 3: Complete Section 1 Pre-training questionnaire (PTQ)

❖ **Click "PRE-TRAINING QUESTIONNAIRE"**

SECTION 1: PRE-TRAINING QUESTIONNAIRE (PTQ)

AD222 PRE-TRAINING QUESTIONNAIRE V3.10
Hidden from students

AD222 PRE-TRAINING QUESTIONNAIRE 2018
Hidden from students

AD222 PRE-TRAINING QUESTIONNAIRE 2018 V1.5

❖ **Answer all questions**

AD222 Pre-Training Questionnaires

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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 Name:

• Student ID (if applicable):

• Please enter the course you wish to enrol:

Save   Next Page >>

❖ **Submit the PTQ**

STEP 4: Complete Section 2 LLN assessment

❖ **If you wish to enrol in Certificate II or Certificate III, then click START at "Certificate level 1, level 2 or level 3" ONLY**

❖ **If you wish to enrol in Certificate IV or Diploma or Advanced diploma, then click START at " Qualification from level 4 to diploma/ advanced diploma ONLY**

The LLN Assessment includes 5 sets of questions:

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy

○ If you wish to enrol in Certificate level 1, level 2 or level 3, then Click **Start**

○ If you wish to enroll in a qualification from level 4 to diploma/advanced diploma, then Click **Start**

Note:

○ *Please access the quiz using the latest version of Google Chrome.*
○ *If you have any questions please contact LLNsupport@baxter.vic.edu.au and someone will respond as soon as possible.*

Note: Please access the quiz using the latest version of Google Chrome.

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STEP 5: Complete Section 3 Pre-training Interview (PTI)

> Now you have completed section 1 and section 2.
> You will be arranged a face-to-face/online meeting with our authorised LLN trainer for a speaking test to measure your oral communication skill. This interview will also be to verify your core skills required and to determine your aptitude and suitability for the chosen course.

❖ **Please provide details to ATMC marketing/admissions staff:**
  - **Skype ID/viber/what'sapp (optional)**
  - **Mobile number**
  - **E-mail**
  - **Preferred Date and time**
❖ **ATMC staff will arrange the appointment with an authorised LLN trainer/assessor for an interview and will notify you when the interview is booked.**
❖ **Our trainer/assessor will contact you on the date of interview.**

Thank you very much!