

The Candidates Guide to Pre-Training Review

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This is a guide to the Pre-Training Review process provided to the candidate expressing interest in a training program leading to an accredited qualification.

To the Candidate

You have expressed interest in a Pharmaceutical Society of Australia (PSA) training program that leads to an accredited qualification. PSA has an obligation to ensure you are making an informed choice about the training pathway you wish to pursue. This guide will explain what will happen in the Pre – training Review process.

What is the Pre Training Review Process?

The Pre-Training review process is a two-step interview process designed to provide you with all the information about the qualification you have chosen to ensure you are making an informed choice when deciding if you wish to undertake the qualification. The process explores whether the Qualification is suitable to your needs, any government subsidies that may be eligible for and the ramifications of using this entitlement for this qualification, your past work and learning experiences, how you prefer to learn, preferences for how this qualification would be delivered and assessed, any support you will need to successfully complete the qualification and an assessment of your foundation skills level against the foundation skills level of the Qualification.

Step 1

- inform you about the qualification you are interested in,
- Explore if the training pathway leading to a qualification you are interested in is appropriate to meet your current needs in the workplace and your future career aspirations.
- Inform you about the Entitlement process for access to Victorian Training Guarantee (VTG) subsidies
- Explore your eligibility for Victorian Training Guarantee (VTG) subsidies
- Discuss the ramifications to the access of future Victorian Training Guarantee (VTG) subsidies if you choose to proceed with your application to enrol in the qualification you are interested in.

After step One you are given a period of time to make a decision based on the information provided either to proceed with the qualification you have chosen and go to Step 2 of the Pre-Training Review or to not proceed any further at this time.

Step 2

- Discuss your work experiences
- Discuss your learning experiences
- Discuss and analyse your current skills and abilities
- Discuss processes such as Credit Transfer and Recognition of Prior learning (RPL)
- Discuss how you prefer to learn
- Discuss the learning and assessments strategies of the program
- Discuss support needs you may have to undertake the training program
- Assess your Foundation Skills using the Australian Core Skills Framework and compare your assessment to the Foundation skills levels for the qualification you are interested in to ascertain any gap and plan to provide you support increase your foundation Skills *

What will happen at the Interview?

You will meet with a PSA Training officer who will ask a series of questions for each step of the process to help us provide you with information about the qualification and the Training Program for you to use in your decision making process. We will also gather information that we can use to ensure we can develop a training program that meets your needs and provides the support you may need should you decide to undertake the qualification.

Will I need to bring anything to the interview?

It would be useful if you could bring any Certificates, Statement of Results, or Statements of attainment from any accredited Qualifications or units of Competency you have successfully gained in the past. Also an up to day resume would also be helpful to provide an account of your past working experiences. Identification that provides evidence of citizenship/residency and age so we can assess eligibility for Victorian Training Guarantee (VTG) subsidies. Any other supporting documents you may wish to bring for example certified position descriptions, or records of performance review etc.

How will the interview be documented?

Both Step 1 and Step 2 have a Pre-training Review report form the information you give and the discussions you have with the Training officer at the Interview will be recorded on the form.

You will be asked to read and sign the report form and you will be given a copy.

What is the decision making process?

After your Step 1 Pre-Training Review Interview you will be asked to reflect on the information and provided to you and take some time to decide on whether the qualification is right for you and the implications it may have for you regarding Victorian Training Guarantee (VTG) subsidies now and in the future. This time period would usually be a week or slightly longer.

You may also be advised that this qualification will not meet your needs and be advised of other options.

If you do decide to proceed to step 2 the interview is all about how we can ensure the delivery and assessment meets your needs and that we can provide the support you need to complete the qualification.

Once you have completed both interviews provided the qualification you have chosen is deemed suitable for your needs you will then be asked to weigh up the information and advice you have been given to decide if you wish to undertake the qualification

If you do decide undertake the qualification you will be offered the chance to proceed to enrolment in the qualification or any other appropriate qualification PSA offers.

***Foundation Skills are assessed using the Australian core skills Framework.**

Qualification	ACSF Core Skills				
	Learning	Reading	Writing	Oral Communication	Numeracy
SIR30112	3	3	3	4	3
SIR40112	4	4	4	4	3
BSB42615					
BSB51915	5	4	5	5	5

Qualification	ACSF Performance Variables			
	Support	Context	Text Complexity	Task Complexity
SIR30112	2	3	3	3
SIR40112	4	4	4	4
BSB42615				
BSB51915	5	5	5	5