

## Instructions to the candidate:

The initial skills assessment is conducted by National Property College to identify your existing skills/knowledge and for candidates that would like to develop or enhance their skills further.

This document is designed to gather information on your knowledge, skills, experience, career plans and hopes for the future.

This will assist us to make sure the course is right for you and to customise your learning program.

Please complete this document accurately, honestly and to the best of your ability.

| Candidate Details                                     |  |
|---|--|
| <b>Candidate's Name</b>                               | <b>Phone:</b>  |
| <b>Address</b>  |  |
| <b>Email Address</b>                                  |  |
| <b>Course applied for</b>                             |  |
| <b>Course outcome description</b>                     | Successful learners will be able to seek work as   |
| <b>Date of assessment</b>                             |  |
| <b>Trainer and Assessor conducting the assessment</b> |  |
| <b>Context of assessment</b>                          | <input type="checkbox"/> Face to Face <input type="checkbox"/> Telephone <input type="checkbox"/> Video Link |

| Why are you doing this course?  |                 |
|---|-----------------|
| <input type="checkbox"/> To learn a new skill<br><input type="checkbox"/> To improve skills at work<br><input type="checkbox"/> To help me find work<br><input type="checkbox"/> For something else | Please explain: |
| <b>What is some of the experience you have that may help you with this course?</b>  |                 |



**Qualifications, Certificates or other vocational competencies you hold:**

**How do you describe your level of the following general skills?**

|                           |                               |                                  |                               |
|---------------------------|-------------------------------|----------------------------------|-------------------------------|
| Speaking and listening    | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Reading and writing       | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Numeracy                  | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Teamwork                  | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Problem solving           | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Planning and organising   | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Self-management           | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Learning                  | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Technology                | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Initiative and enterprise | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |

**What are your career goals, aspirations and interests?**

**What are your strengths?**

|  |
|--|
|  |
|--|

**What are your weaknesses?**

|  |
|--|
|  |
|--|

**What do you hope to achieve from this training program?**

|  |
|--|
|  |
|--|

**Do you wish to go on to further study after completing this qualification? If so, which qualification?**

|  |
|--|
|  |
|--|

**What employment are you hoping to attain after completing this qualification?**

|  |
|--|
|  |
|--|

**Do you have experience in the type of work you are hoping to obtain after your training?**

|  |
|--|
|  |
|--|

**If you are entering into a new industry why have you made the decision to do so?**

|  |
|--|
|  |
|--|

**How can National Property College help you achieve your professional goals?**

|  |
|--|
|  |
|--|

**Do you foresee or know of any reason you may not complete the course?**

|  |
|--|
|  |
|--|

**Do you have any special needs which would require any specific equipment, disability support or resources while undertaking this course? If applicable, please provide details below.**

|  |
|--|
|  |
|--|

**Describe concerns (if any) you have about enrolling into this course.**

|  |
|--|
|  |
|--|

**Candidate Declaration**

I acknowledge that the information provided above is true and correct and I have been provided with course information. I have also attached all relevant documents wherever applicable to support my answers.

|                            |  |
|----------------------------|--|
| <b>Candidate Name</b>      |  |
| <b>Candidate Signature</b> |  |
| <b>Date</b>                |  |

| <b>For National Property College representative to complete: (Assessor Guide)</b>   |                          |                          |
|---|--------------------------|--------------------------|
| <b>Rationale for accepting the candidate into the course</b>  |                          |                          |
| <p>Considering the information provided by the candidate on this Initial Skills Assessment and discussions with the candidate, is the chosen course suitable and appropriate for the candidate.</p>   |                          |                          |
|   | <b>Yes</b>               | <b>No</b>                |
| If Yes: The learning strategies and materials are appropriate to this learner   | <input type="checkbox"/> | <input type="checkbox"/> |
| If No: With additional support is the applicant likely to be successful in their chosen course of study?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Please tick below as appropriate to identify the areas if the student requires additional support. If answer to any of the below is NO same should be noted in the student support individual plan to discuss and address with the student</p> |                          |                          |
|   | <b>Yes</b>               | <b>No</b>                |
| This course will enable the student to obtain the required skills to make them job-ready  | <input type="checkbox"/> | <input type="checkbox"/> |
| This course will assist the student to undertake further education  | <input type="checkbox"/> | <input type="checkbox"/> |
| This course will promote/enable access to training for disadvantaged learners   | <input type="checkbox"/> | <input type="checkbox"/> |
| The student has the required computer skills and digital capability   | <input type="checkbox"/> | <input type="checkbox"/> |
| The student has appropriate work experience and/or level of skills and ability to undertake this course successfully  | <input type="checkbox"/> | <input type="checkbox"/> |
| The student meets the entry requirements of the course, including any pre-requisites  | <input type="checkbox"/> | <input type="checkbox"/> |
| The learning strategies and materials used in this course are suitable for the student  | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |
|---|--------------------------|--------------------------|
| If required, appropriate support services, referrals and course customisation is available            | <input type="checkbox"/> | <input type="checkbox"/> |
| This course is aligned with the student's work/career/participation aspirations                       | <input type="checkbox"/> | <input type="checkbox"/> |
| This course will give the student the skills and knowledge required for their chosen field            | <input type="checkbox"/> | <input type="checkbox"/> |
| This course provides employability skills   | <input type="checkbox"/> | <input type="checkbox"/> |
| This course will give the student an opportunity to advance to further study for their chosen pathway | <input type="checkbox"/> | <input type="checkbox"/> |
| The content of the course is suitable for the student's interests                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| This course will provide formal recognition of the student's current skills and knowledge             | <input type="checkbox"/> | <input type="checkbox"/> |
| This course minimises duplication of the student's existing competencies                              | <input type="checkbox"/> | <input type="checkbox"/> |
| This course is at an appropriate level for the student  | <input type="checkbox"/> | <input type="checkbox"/> |
| This course is the most appropriate training option for the student                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Alternative study offered? Please specify:  | <input type="checkbox"/> | <input type="checkbox"/> |

**DECISION / COMMENTS (must be completed)**

|  |                          |
|--|--------------------------|
| The course is suitable for the applicant:            | <input type="checkbox"/> |
| Yes (please go to No.1 below)                        | <input type="checkbox"/> |
| Yes, with assistance (please specify below in No. 2) | <input type="checkbox"/> |
| No (please specify below in No. 3)                   | <input type="checkbox"/> |

1. If **yes**, please tick the appropriate statements

|   |                          |
|---|--------------------------|
| The course will provide the individual with the required skills to make them job-ready  | <input type="checkbox"/> |
| Assists individuals to undertake further education  | <input type="checkbox"/> |
| This qualification is the most suitable course and training option because the applicant: (please tick the appropriate statements): | <input type="checkbox"/> |
| Has some experience in the industry   | <input type="checkbox"/> |
| Has completed other studies in this area  | <input type="checkbox"/> |



|                            |  |                               |
|----------------------------|--|-------------------------------|
| Interviewer's Name:        |  | Interview Date: _____         |
| Interviewer's Signature:   |  | Interview Time: _____         |
| <b>Administration Use</b>  |  |                               |
| Checked by Administration: |  | Yes: <input type="checkbox"/> |
| Administrator's Name:      |  |                               |
| Administrator's Signature: |  |                               |

**This assessment needs to be completed for each enrolment at National Property College before the issuance of an Offer Letter from the college**