

SUITABILITY AND SUPPORT NEEDS QUESTIONNAIRE

As part of the Upfront Assessment of Need (UAN) process, Training Providers are required to conduct a **Suitability and Support Questionnaire**. This assessment ensures **support needs are identified** early, and strategies are put in place to improve retention and completion outcomes of the candidate; and that **the candidate is suitable** for a subsidised training place in South Australia.

The **Language, Literacy and Numeracy Assessment** (online) is the last aspects of the UAN process that is required to be completed to determine suitability to access a subsidised training place (and prior to an enrolment being confirmed).

INSTRUCTIONS TO THE CANDIDATE

You must undertake this Suitability and Support Assessment Questionnaire prior to enrolment by answering the questions in the below table. The Assessors will discuss your answers with you.

After evaluating the information collected, the Assessor will deem you to be:

- **'suitable'** – you may proceed with the language, literacy and numeracy online assessment; or
- **'suitable with support'** - you may need intervention prior to attempting the language, literacy and numeracy online assessment. Intervention will be explained to you; or
- **'Unsuitable'** – you will be contacted with the results of this assessment and referred to alternative support agencies.

CANDIDATE NAME:		QUALIFICATION:
Suitability & Support Aspect	Interview Questions	Responses
English communication	<ul style="list-style-type: none"> How well would you rate your ability to speak English (including reading and writing)? How well would you rate your ability to read English? How well would you rate your ability to write English? Do you speak a language other than English at home? 	<p><input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> I don't speak English at all</p> <p><input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> I don't read English at all</p> <p><input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> I don't write English at all</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes - Language spoken:</p>
Aptitude for learning	<ul style="list-style-type: none"> I enjoy learning. I feel motivated to learn. I am an organized & reliable person. I believe it is important to interact with my Trainer & other students to get the most from my learning journey. I feel I am a confident communicator. 	<p><input type="checkbox"/> Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Often</p> <p><input type="checkbox"/> Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Often</p> <p><input type="checkbox"/> Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Often</p> <p><input type="checkbox"/> Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Often</p> <p><input type="checkbox"/> Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Often</p>
Digital literacy skills	<ul style="list-style-type: none"> Do you access to a computer / mobile device? Do you access to the internet? <p>Can you:</p> <ul style="list-style-type: none"> Create, edit & save documents? Use email to communicate and share information? Use chat rooms / social media? Text message? Use an electronic calendar or reminders? Scan documents? Create spreadsheets? Research on the internet? 	<p><input type="checkbox"/> No <input type="checkbox"/> Yes Device:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes Where:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>

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Career goals and aspirations	<ul style="list-style-type: none"> What are your career aspirations and/or interests in this sector? 	
Employment pathways, expectations and conditions	<ul style="list-style-type: none"> What is your understanding of employment pathways the course can lead to, employer expectations and working conditions in this field of employment? 	
Living conditions	<ul style="list-style-type: none"> Do you have a disability or health issue that may impact your studies? Are there any living circumstances (i.e. accommodation/ transport/ financial/ legal) that may be a barrier to study? Do you have family or other personal matters that may impact your studies? 	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If you answered 'Yes' to any of these 3 questions, provide details:</i> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes
Course requirements	<ul style="list-style-type: none"> How long have you been working in the industry? Do you have any relevant prior training? Are you interested in applying for recognition of prior learning? 	<input type="checkbox"/> No <input type="checkbox"/> Yes - Details: <input type="checkbox"/> No <input type="checkbox"/> Yes
Course details	<ul style="list-style-type: none"> Has the course expectations and delivery methods been explained? Has the location/dates of training and attendance requirements been discussed? Has the course fees and incidentals costs been explained? 	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes
Further information	<ul style="list-style-type: none"> Do you require further information? <p><i>Please note further information can be obtained by accessing our Student Handbook, Fees List and Fees & Charges Policy on our website (www.4upskilling.com.au) or by contacting our office (03 5795 3276). A copy can be emailed or posted to you.</i></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Question(s):

I
Student First Name **Last Name**

acknowledge and agree that to undertake subsidised training in South Australia, 4 Up Skilling have assessed my suitability and support needs and discussed the findings of this assessment with me. If deemed suitable, I am willing to undertake the language, literacy and numeracy assessments to further confirm my suitability, including the obligation to complete bridging units to support my training where it is identified as required.

Student Signature:

Guardian Name: **Guardian Signature:**
 (If the student is under 18)