

Learner Needs Analysis (Pre-enrolment Self-Assessment)	
Pre-Enrolment Self-Assessment (On-Shore and Off-Shore Applicants)	
Applicable Standards SRTO 1.1, 1.2, 5.1, 5.2 The National Code: Standard 2.1, 2.2	Linked Documents Student Handbook Offer Letter Pre-training interview records

Note: Please answer the following question to the best of your information and understanding. Information provided by you forms part of the application process for admission into a course at Keystone College of Business & Technology (KCBT). Return along with other pre-enrolment documents. If applied through an agent, after completing, sign and submit this form to your agent along with any other documents required.

Candidate Information	
Last Name	
First Name	
Date of Birth	
Course/Courses Applied with KCBT	

1. Have you undertaken any English Language course, test or training other than IELTS preparation? Yes/No
If yes, please provide details

2. Do you have any special needs which would require any specific equipment, disability support, or resources while undertaking your course(s) at Keystone College of Business & Technology (KCBT)? Yes/No
If yes, please provide details

3. Did you receive any English Language or any form of academic/learning support in your previous school, college, or institution? Yes/No

If yes, please provide details

9. Please complete the following LLN and digital literacy self-assessment to help Keystone College of Business & Technology (KCBT) identify your support needs.

Following is some of the general academic skills that you will need to demonstrate during your studies. Please tick the box on that most accurately reflects your current skills.

Confident

May Need Help

LANGUAGE, LIETRACY & NUMERACY

I can easily read my textbook/guide/learning materials in English

I can find information in a student handbook or training materials

I can understand and summarise a text (*for example, writing a brief summary of what you have read, in your own words*)

I can write a few sentences to explain an idea or report a situation

I can learn new words and vocabulary easily

I can complete simple forms (e.g., applications for services, leave of absence etc.)

I can read and understand some of the important and critical documents such as the college Letter of Offer, Written Agreement, policies and procedures etc. – and ask for help where I need more information and clarification

I am able to ask questions to clarify instructions, take notes, and plan my activities

I can give a brief presentation or a talk in front of the class

I am able to follow simple but strict procedures written in English, such as how to respond to an emergency

I can understand my trainers/teachers when they speak in the class and take notes for my own reference

I can understand graphs and charts, and summarise in own words

I can interpret common safety signs, traffic signs, safety warnings, and information and notices on notice boards - as well as communicate this information to others (example – warning about a hazard or a risk to safety)

I can locate and recognise numbers commonly used in safety signs	<input type="checkbox"/>	<input type="checkbox"/>
I can calculate percentages and fraction	<input type="checkbox"/>	<input type="checkbox"/>
I can convert between units (e.g., mm to cm, minutes to hours)	<input type="checkbox"/>	<input type="checkbox"/>
I can count and compare quantities (e.g., stock, ingredients, tools etc.)	<input type="checkbox"/>	<input type="checkbox"/>
I can calculate and understand some of the important numbers such as my college fee information and calculation of my fees	<input type="checkbox"/>	<input type="checkbox"/>
I can understand and interpret basic financial documents such as invoices, receipts, and bank statements – and ask for help where I need more information and clarification	<input type="checkbox"/>	<input type="checkbox"/>
I can generally understand data in a table (<i>for example, survey data</i>) and can summarise in own words	<input type="checkbox"/>	<input type="checkbox"/>
I can organise my time for work and study	<input type="checkbox"/>	<input type="checkbox"/>
I can work in groups with my classmates	<input type="checkbox"/>	<input type="checkbox"/>
I can fill forms and write emails/letters to communicate with my teachers and college administration when required	<input type="checkbox"/>	<input type="checkbox"/>
DIGITAL LITERACY		
I can use computers and operate software/programs for everyday use	<input type="checkbox"/>	<input type="checkbox"/>
I can navigate on the internet – find the information that I want on the internet & able to evaluate the information that I found on the internet	<input type="checkbox"/>	<input type="checkbox"/>
I can create and save files in common formats (e.g., .docx, .pdf, .pptx)	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of and can use collaboration tools like Google Docs, Microsoft Teams, or OneDrive	<input type="checkbox"/>	<input type="checkbox"/>
I understand how to protect my passwords and personal information online	<input type="checkbox"/>	<input type="checkbox"/>
I can search online using internet and collect/gather, download, and organise information related to my studies or subject area	<input type="checkbox"/>	<input type="checkbox"/>
I can plan and carry out a basic research project or study online using a range of sources	<input type="checkbox"/>	<input type="checkbox"/>
I can work with, and use images, videos, and graphics, including basic editing for academic/study use – download, save, edit, resize, resolution, format etc.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to communicate with others digitally by using tools such as email, social media platforms (Facebook etc.), and messaging apps, online discussions, forums, or chats	<input type="checkbox"/>	<input type="checkbox"/>
I can confidently operate and use online portals and apps such as below: Teams meeting Zoom WhatsApp Facebook Instagram Online learning portal (example – online learning, activities, quizzes etc.)	<input type="checkbox"/>	<input type="checkbox"/>



Learner Need Analysis (Pre-Enrolment Form)

CRICOS Provider Code: 03425F | RTO Code: 41183

I can use computer such as applications MS Office (Word/Excel/PowerPoint etc.), Paint, Video Editor, to draft, write, and save documents, spreadsheets, presentations, and other similar form of work (pictures, images, videos etc.)	<input type="checkbox"/>	<input type="checkbox"/>
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Applicant's Full Name:

Applicant's Signature: _____ **Date** _____

Keystone College of Business & Technology (KCBT) ADMIN USE ONLY

Received by			
Date			
Reviewed by		Campus Manager	
Notes and Comments from the Analysis (Course suitability) <i>(use additional sheet/s if needed for space)</i>			
Specific LLN and Digital Literacy Support Needs (if any) & Strategies <i>(use additional sheet/s if needed for space)</i>			
Special Support Needed	YES		NO
Candidate Interview Needed?	YES		NO
Recommendations and Further Actions			
Date		Signature	