



Australian Government

Workforce Australia

ASURIA EMPLOYABILITY SKILLS TRAINING PRE- COMMENCEMENT FORM

You are booked in for the Employability Skills Training (EST) and due to join the **Explore Your Next Career Workshop** in our upcoming intake. Please refer to our recent email to you for more details regarding the workshop. Before you can commence this workshop, we need you to complete a series of questions to help us ensure that you have the required tools and are best prepared to successfully complete this workshop.

For more details on EST, please visit www.asuria.com.au/est. If you have any questions about completing this form, please contact our Asuria Support Team 1800 773 338 support@asuria.com.au

Participant Full Name:	
Participant email address:	
Participants Mentor Name:	
Provider Name:	
Date Checklist completed:	
Completed By:	
Organisation:	Asuria

Participant Minimum Eligibility

The participant must meet the below minimum requirements for enrolment:

1. Able to attend over 80% of the course (which is 10 of the 12 scheduled days).
Able to attend 9am to 4pm (small variation can be accommodated for, please contact us).
2. Can understand written and spoken English to a level at which the participant is confident in completing the course successfully.
3. Is reasonably confident in engaging and completing online learning material.
4. Has a Personal Computer/Desktop or Laptop (with camera and mic) and reliable internet connection.
(for Face-to-Face courses a Chromebook can be provided for the participant to use in class).
5. **For Online** delivery, participant has the basic computer skills to be able to:
 - a. Using a computer or laptop (examples of general skills are accessing the internet, accessing programs, basic trouble shooting skills)
 - b. Uploading and downloading documents (examples are attaching documents to emails and applications, downloading forms or guides).
 - c. Using Microsoft office (E.g. Word, Excel) or any similar programs used for creating resumes and cover letters (other examples are Google Docs, Libre Office)





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Participant Eligibility & Criteria

1. Please confirm the career workshop industry you have been referred to. Be aware that your resume and cover letter will need to be tailored to the specific industry of the workshop.

- Explore Your Next Career Workshop in ANY industry.
- Explore Career Opportunities in Construction and Trades.
- Explore Career Opportunities in Aged Care.

2. Are you able to commence and attend the entire duration of all scheduled lessons over the 3-week period?

- Can be a little flexible for child pick up (please call us to discuss).
- If you need to miss a single day or two you may still be able to enrol (please call us to discuss).

- Yes
- No

3. This course is delivered in English only. As such, you will need to be able to understand written and spoken English and be able to speak and write English in order to undertake the course. You may utilise assistive technology if needed. How much support do you feel you would need with written and spoken English?

- I'm confident with both written and spoken English
- I would require some support with written and spoken English
- I'm not confident with both written and spoken English

4. If some support, please provide us more details on the type of support you will require with written and spoken English.

5. This course includes online learning. How much support do you feel you would need to undertake learning in an online environment?

- Little to no support
- Some support
- A lot of support, I'm not confident with online learning at all

6. If some support, please provide us more details on the type of support you will require.





Do you have access to the following? Please tick most relevant.

- Personal Computer/Desktop (with camera and mic) and reliable internet connection
- Laptop (with camera and mic) and reliable internet connection
- No, I do not have access to above mentioned devices

7. As a self-assessment on your digital literacy, which of the following tasks have you performed before? Please tick all that you have done before.

- Using social media (examples are adding comments, searching, and sharing).
- Sending Emails (examples are sending, replying, and drafting new emails).
- Browsing Websites (examples are browsing, clicking on links, and entering website addresses).
- Uploading and downloading documents (examples are attaching documents to emails and applications, downloading forms or guides).
- Using video conferencing tools (e.g. Zoom, TEAMS, Skype) (examples are Zoom, Teams, Skype, Discord)
- Using Microsoft office (E.g. Word) or any similar programs used for creating resumes and cover letters (other examples are Google Docs, Libre Office)
- Using a computer or laptop (examples of general skills are accessing the internet, accessing programs, basic trouble shooting skills)

8. What are some of your strengths and experience (dot point answers are ok)?

9. What are your employment and/or study goals?

10. What are your main barriers to securing employment?





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11. Do you have any known physical, medical or learning conditions that may impact your ability to conduct this program that you would like to disclose to us? Please note that you are not obligated to answer this question but any information that you choose to provide will help us understand your circumstances better.

12. You would have received a recent email from us titled "You are booked in for the Employability Skills Training". In this email, it contains a link to a document on how you can set up your workstation safely. Have you reviewed this document? Here's the link to the document again - https://covid19.swa.gov.au/sites/default/files/2020-05/Working_from_home_Workstation_Setup_%20Guide-COVID-19.pdf

- Yes
- No
- I will review later

Participant Declaration

Before you submit this form, please acknowledge the following:

1. Asuria Student Handbook (www.asuria.com.au/student-handbook)
2. Asuria Privacy Policy (www.asuria.com.au/privacy-policy) you documented the Participant's employment, education or training goals?
 - I declare that I have read, understood and agree to ALL of the above-mentioned items.
 - The information I provided in this form is accurate to my knowledge.

Participants Signature

Name: _____ Signature: _____ Date: _____

Mentor Details

Name: _____ Date: _____

By competing this document, you acknowledge that you have provided the participant with the course details including face to face training location if applicable.

