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| **Upfront Assessment of Need Suitability and Support Checklist**   Date of Assessment: ……………………..  Student Name: ……………………………………………….……………………………………………………………....   Student DOB:………………………….……… Student USI: …………………….…………… | | | |
| **Aspect of Suitability** | **Barriers/Support needs identified** | **Supports to be provided/Options for rectifying** | **Suitability** |
| Ability to communicate | * Foundation skills * English language skills | * Tutorial/study skills support | * Suitable * Suitable with support * Not suitable |
| Aptitude for learning | * Study skills * Attendance/Motivation for learning * Student/student interactions * Trainer/student interactions * Communication skills * Foundation skills | * Assistance with acclimatising to study environment and ACE course expectations * Tutorial/study skills support * Varying modes of delivery/methods of assessment | * Suitable * Suitable with support * Not suitable |
| Goals and aspirations are aligned with the ACE course purpose/intention | * Lack of alignment of ACE course to personal and career aspirations | * Information provision/referral and re-interview * Referral back to employment services provider (if relevant) | * Suitable * Suitable with support * Not suitable |
| Understanding of pathways the ACE course can lead to, including but not limited to further training, employer expectations and working conditions in the vocational field (if relevant) | * Lack of understanding to Training/VET pathways * Lack of understanding of career pathways * Employment expectations not understood | * Information provision/referral and re-interview * Individual mentoring * Referral back to employment services provider (if relevant) | * Suitable * Suitable with support * Not suitable |
| Understanding of course expectations, delivery methods, course and incidentals costs, location of training, attendance requirements and work placement (if relevant) | * ACE Course expectations not understood * Course and/or work placement expectations impacted by:   + Transport   + Finance/income   + Accommodation   + Personal/family   + Disability/health | * Timetabling adjustments * Flexible delivery methods * Flexibility in course requirements or assessment options to accommodate personal barriers * Individual mentoring * Liaison with employment services provider * Identified staff member who can provide referral to support agencies * Reasonable adjustments in accordance with the Disability Discrimination Act Education Standards * Development of individual disability access plan | * Suitable * Suitable with support * Not suitable |
| Digital Literacy | * Foundation skills | * Flexible delivery methods | * Suitable * Suitable with support * Not suitable |

**Recommendation to progress to the Basic Skills Indicator (online reading and numeracy assessment)**

* Ok to proceed now (contact an ACE UAN Mentor to gain login for the Basic Skills Indicator)
* Not recommended at this point in time (language skills not suitable)

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| Comments and Observations: |  |

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| **Example Questions to help determine student suitability and support**  ***(These questions are not mandatory and are a guide only of what you could ask a student to help the tutor/interviewer obtain the appropriate information about the student to complete the Suitability and Support Checklist).*** | |
| Ability to communicate | Tell me a little bit about yourself.  What do you like to do in your spare time? e.g. Craft, volunteering, play sport or a musical instrument?  When did you leave school? What year level did you finish in school?  What sorts of jobs or work have you had?  Did you have to read and write at work? If so, what did you need to read and write? For example, reading instructions, taking telephone messages. |
| Aptitude for learning | Have you been enrolled in training (vocational training or other studies) since you left school? If yes, which courses?  Tell me about something you learnt recently? Eg. Making a new recipe, trying a new craft, finding information on google, learning something new in a classroom.  How did you learn it?  What do you like about learning?  What helps you learn? Eg. did you do online learning or was it in a classroom, do you learn by doing, watching, reading or listening?  Do you have any difficulties in learning? Eg processing information |
| Goals and aspirations are aligned with the ACE course purpose/intention | Why would you like to do this ACE course?  What would you like to learn in this ACE course?  What job would you like to have in the future? |
| Understanding of pathways the ACE course can lead to, including but not limited to further training, employer expectations and working conditions in the vocational field (if relevant) | What will learning new skills do for you? |
| Understanding of course expectations, delivery methods, course and incidentals costs, location of training, attendance requirements and work placement (if relevant) | How did you get to the community centre/venue today?  What days/times are you available to attend training?  Will you need crèche?  Do you have any care responsibilities that might impact on you coming to the course?  Is there anything you would like to share with me that may impact on your study?  If talking to a job service provider - Is there anything that you think we should know about the client?  Scenario Example: The ACE course you are interested in runs every Tuesday for 8 weeks. Is there anything that you can think of that would prevent you from attending all of the sessions? |
| Digital Literacy | What devices do you use? Eg, computer, tablet, smart phone  When do you use these devices?  Did you use a computer at work? If yes, for what types of tasks? |