

# UAN Suitability and Support Needs Assessment Checklist

Version 1.0  
24 May 2021

<u>DATE ASSESSED</u>	<u>NAME OF ASSESSOR</u>	<u>STUDENT NAME</u>	<u>DATE OF BIRTH</u>	<u>USI NUMBER</u>
Aspect of Suitability	Barriers/Support needs identified – tick any that apply	Supports to be provided/Options for rectifying	Suitability for course	
Ability to communicate effectively in English	<input type="checkbox"/> Unable to read, understand and complete basic forms <input type="checkbox"/> Limited vocabulary <input type="checkbox"/> Unable to respond to questions, follow discussion or needs interpreter <input type="checkbox"/> Low level prior education in first language or illiterate in first language	<input type="checkbox"/> Tutorial/study skills support through training provider <input type="checkbox"/> Tutorial/study skills support through school <input type="checkbox"/> Referral back to employment services provider <input type="checkbox"/> Referral back to school <input type="checkbox"/> Referral to DIS Infoline <input type="checkbox"/> Referral to TAFE SA funded English language program	<input type="checkbox"/> Suitable <input type="checkbox"/> Suitable with support <input type="checkbox"/> Not suitable	
Aptitude for learning	<input type="checkbox"/> VET study skills such as planning, organizing, time management, prioritising, self-discipline, self-directed learning, or problem-solving need development or are impacted by disability <input type="checkbox"/> Prior or current poor attendance history <input type="checkbox"/> Lacks the level of interest or motivation needed for the course <input type="checkbox"/> Capabilities to successfully interact with other students or trainer need development or are impacted by disability <input type="checkbox"/> Communication skills such as listening, speaking, observing, or empathising need development or are impacted by disability <input type="checkbox"/> Ability to stay on task, focus or maintain attention or concentration needs development or are impacted by disability	<input type="checkbox"/> Assistance with preparations for formal study environment and course expectations <input type="checkbox"/> Tutorial/study skills support through training provider <input type="checkbox"/> Tutorial/study skills support through school <input type="checkbox"/> School to provider personal and learning supports <input type="checkbox"/> Reasonable adjustments to individual training and assessment plan <input type="checkbox"/> Referral to LSS for supports <input type="checkbox"/> Referral to TAFE SA Student Services for supports <input type="checkbox"/> Referral back to employment services provider <input type="checkbox"/> Referral back to school <input type="checkbox"/> Referral to foundation skills course	<input type="checkbox"/> Suitable <input type="checkbox"/> Suitable with support <input type="checkbox"/> Not suitable	

Aspect of Suitability	Barriers/Support needs identified – tick any that apply	Supports to be provided/Options for rectifying	Suitability for course
Career goals and aspirations of the individual are aligned with the course of choice	<input type="checkbox"/> Course does not align with the individual's personal career goals or aspirations <input type="checkbox"/> Unable to identify own or any personal career goals or aspirations <input type="checkbox"/> Unable to articulate the reasons for wanting to undertake the course or course is not own informed choice	<input type="checkbox"/> Referral back to employment services provider <input type="checkbox"/> Referral back to school <input type="checkbox"/> Referral to DIS Infoline <input type="checkbox"/> Referral to alternative course that better matches career goals and aspirations	<input type="checkbox"/> Suitable <input type="checkbox"/> Suitable with support <input type="checkbox"/> Not suitable
Understanding of employment pathways course can lead to, employer expectations and working conditions in this field of employment	<input type="checkbox"/> Course will not lead to the employment opportunities the individual is seeking <input type="checkbox"/> Limited to no understanding of employment pathways, employer expectations and/or working conditions <input type="checkbox"/> Personal preferences, beliefs or values are not aligned with the type of employment the course leads to, employer expectations or working conditions	<input type="checkbox"/> Information provision, referral to more appropriate course and re-interview <input type="checkbox"/> Referral back to employment services provider <input type="checkbox"/> Referral back to school <input type="checkbox"/> Referral to DIS Infoline	<input type="checkbox"/> Suitable <input type="checkbox"/> Suitable with support <input type="checkbox"/> Not suitable
Understanding of and ability to meet industry or regulatory requirements such as minimum age or police checks	<input type="checkbox"/> Requirements not understood <input type="checkbox"/> Requirements cannot be met for this course <input type="checkbox"/> Requirements impacted at this time by: <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal issues</li> <li><input type="checkbox"/> Age</li> <li><input type="checkbox"/> Other (specify) _____</li> </ul>	<input type="checkbox"/> Information provision, referral to more appropriate course and re-interview <input type="checkbox"/> Re-interview when requirement can be met <input type="checkbox"/> Referral back to employment services provider <input type="checkbox"/> Referral back to school <input type="checkbox"/> Referral to DIS Infoline	<input type="checkbox"/> Suitable <input type="checkbox"/> Suitable with support <input type="checkbox"/> Not suitable
Ability to meet inherent course requirements related to prerequisites or training and assessment performance criteria	<input type="checkbox"/> Unable to meet inherent course requirements due to disability or health <input type="checkbox"/> Does not yet meet prior educational attainment, experience or qualifications required <input type="checkbox"/> Oral communication skills, digital literacy and/or learning skills require further development to meet course requirements	<input type="checkbox"/> Vocational bridging units available to enable pre-requisites or digital literacy to be met <input type="checkbox"/> School to provide personal or learning supports <input type="checkbox"/> Referral back to employment services provider <input type="checkbox"/> Referral back to school <input type="checkbox"/> Referral to DIS Infoline	<input type="checkbox"/> Suitable <input type="checkbox"/> Suitable with support <input type="checkbox"/> Not suitable

Aspect of Suitability	Barriers/Support needs identified – tick any that apply	Supports to be provided/Options for rectifying	Suitability for course
<p>Understanding of including:</p> <ul style="list-style-type: none"> <li>• course expectations</li> <li>• delivery methods</li> <li>• course and incidentals costs</li> <li>• location of training</li> <li>• recognition of prior learning</li> <li>• work placement</li> <li>• attendance requirements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Limited to no understanding of expectation and therefore ill prepared for participation of the course currently</li> <li><input type="checkbox"/> Good understanding of expectations but individual identified currently unable to meet all due to circumstances that cannot be remedied through supports – will re-apply at later date</li> <li><input type="checkbox"/> Good understanding of expectations but individual identified they are impacted currently by: <ul style="list-style-type: none"> <li>○ Transport to get to training or work placement</li> <li>○ Finance/income to pay for course costs</li> <li>○ Accommodation issues</li> <li>○ Personal/family circumstances or commitments</li> <li>○ Disability/health</li> <li>○ Other (specify) _____</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Timetabling adjustments</li> <li><input type="checkbox"/> Flexibility in course requirements or assessment options to accommodate personal barriers</li> <li><input type="checkbox"/> Reasonable adjustments in accordance with the Disability Discrimination Act Education Standards</li> <li><input type="checkbox"/> Development of individual disability access plan</li> <li><input type="checkbox"/> School to provide personal or learning supports</li> <li><input type="checkbox"/> Employment services provider for assistance with supports</li> <li><input type="checkbox"/> Referral back to school</li> <li><input type="checkbox"/> Referral to LSS for supports</li> <li><input type="checkbox"/> Referral to external services for support</li> <li><input type="checkbox"/> Referral to TAFE SA Student Services for supports</li> <li><input type="checkbox"/> Referral back to employment services provider</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable</li> <li><input type="checkbox"/> Suitable with support</li> <li><input type="checkbox"/> Not suitable</li> </ul>