

# PRE-TRAINING REVIEW FORM

## BSB40520 — Certificate IV in Leadership and Management

Nationwide Academy | RTO 40393  
 Suite 4.34, 425 Smith Street, Fitzroy VIC 3065

*Purpose: This Pre-Training Review (PTR) is conducted in accordance with the ASQA Outcome Standards for RTOs 2025 to assess a prospective learner’s suitability for enrolment in BSB40520, identify their training needs, determine the appropriate delivery pathway, and document any support arrangements.*

**This form must be completed by the assessor during a one-on-one interview with the prospective learner BEFORE enrolment is finalised.**

### SECTION 1: LEARNER DETAILS

Full Name	
Date of Birth	
Qualification	
Qualification	BSB40520 — Certificate IV in Leadership and Management
Date of PTR Interview	
Assessor Conducting PTR	

### SECTION 2: EMPLOYMENT AND INDUSTRY CONTEXT

Current employer / organisation	
Job title / role	
Industry sector	
Years in current role	
Total years of work experience	
Describe your current duties and responsibilities:	
Why are you enrolling in this qualification?	

### SECTION 3: LANGUAGE, LITERACY, NUMERACY AND DIGITAL LITERACY (LLND)

*Assessed using the Core Skills Profile for Adults (CSPA), benchmarked against the Australian Core Skills Framework (ACSF). BSB40520 requires a minimum of ACSF Level 3 across all core skills.*

ACSF Core Skill	Level Achieved	Meets Minimum (Level 3)?	Support Required?
Learning			

<b>Reading</b>			
<b>Writing</b>			
<b>Oral Communication</b>			
<b>Numeracy</b>			

**Digital Literacy Assessment**

<b>Digital Skill</b>	<b>Competent?</b>	<b>Support Needed?</b>
Navigate Moodle LMS (login, access resources, submit assessments)		
Use Microsoft Teams for virtual sessions		
Create and format documents in Microsoft Word		
Send professional emails with attachments		
Download, save, and organise files		
Use internet browsers for research		

<b>CSPA Assessment Evidence:</b>	
<b>CSPA Assessment Reference / ID</b>	
<b>Date of CSPA Assessment</b>	
<b>CSPA Report Attached?</b>	Yes / No
<b>LLND Outcome:</b>	
<input type="checkbox"/> Meets ACSF Level 3 — No support required	
<input type="checkbox"/> Meets ACSF Level 3 with support — Support plan to be documented	
<input type="checkbox"/> Below ACSF Level 3 — Referral for foundation skills support required	
<b>Assessor notes on LLND:</b>	

## SECTION 4: PATHWAY DETERMINATION

BSB40520 is delivered via online self-paced learning through Moodle LMS with virtual support sessions via Microsoft Teams. Select the appropriate pathway below:	
<b>Pathway A: Standard Delivery (52 weeks)</b> Full structured delivery with progressive unit release, regular check-ins, and supervised support sessions.	
<input type="checkbox"/> Pathway A selected	
<b>Pathway B: Accelerated Delivery (26 weeks)</b> For learners with existing leadership/management experience who can demonstrate capability to manage a compressed schedule.	
<input type="checkbox"/> Pathway B selected	
<b>Assessor: If Pathway B is selected, confirm the following criteria are met:</b>	
<input type="checkbox"/> Learner has minimum 2 years in a supervisory/management role	
<input type="checkbox"/> Learner demonstrates ACSF Level 3 or above across all core skills	
<input type="checkbox"/> Learner has adequate digital literacy for self-paced online learning	
<input type="checkbox"/> Learner confirms capacity to commit to accelerated assessment schedule	
<b>Employment / Experience Verification:</b>	
<b>Verification method</b>	
<input type="checkbox"/> LinkedIn / resume reviewed	
<input type="checkbox"/> Employer contact verified (phone / email)	
<input type="checkbox"/> Letter of employment or position description sighted	
<input type="checkbox"/> Statutory declaration provided	
<b>Verified by (assessor name)</b>	
<b>Assessment Model:</b>	
<input type="checkbox"/> Workplace assessment — learner has access to workplace environment and supervisor for third-party reports	
<input type="checkbox"/> Simulated workplace assessment — Nationwide Academy provides case studies for practical tasks	
<b>Assessor Risk Justification (MANDATORY for Pathway B):</b> Explain why Pathway B is appropriate for this learner. Reference specific evidence of experience, LLND results, and digital capability.	

## SECTION 5: SUPPORT NEEDS

<b>Does the learner require any of the following support?</b>	
<input type="checkbox"/> LLND support (foundation skills tutoring)	
<input type="checkbox"/> Digital literacy support (IT orientation)	
<input type="checkbox"/> Disability-related adjustments (detail below)	

<input type="checkbox"/> English language support (ESL/EAL)
<input type="checkbox"/> Time management / study skills support
<input type="checkbox"/> Welfare or personal support referral
<input type="checkbox"/> No additional support required
<b>Detail any support arrangements agreed:</b>

## SECTION 6: RPL AND CREDIT TRANSFER

<b>Has the learner applied for RPL?</b>
<input type="checkbox"/> Yes — RPL application and evidence to be assessed
<input type="checkbox"/> No
<b>Has the learner applied for Credit Transfer?</b>
<input type="checkbox"/> Yes — Statement of Attainment / transcript sighted and verified
<input type="checkbox"/> No
<b>RPL/CT units to be incorporated into training plan:</b>

## SECTION 7: PTR OUTCOME AND DECLARATIONS

<b>Assessor's Recommendation:</b>	
<input type="checkbox"/> APPROVED — Learner meets entry requirements. Proceed with enrolment.	
<input type="checkbox"/> APPROVED WITH CONDITIONS — Learner meets requirements with support arrangements documented above.	
<input type="checkbox"/> NOT APPROVED — Learner does not meet entry requirements at this time. Reasons documented below.	
<b>Reasons / conditions (if applicable):</b>	
<b>IF NOT APPROVED — REJECTION TRACEABILITY (Mandatory)</b>	
<b>Reason(s) for non-approval</b>	
<b>Date learner notified</b>	
<b>Notification method (email/phone/in-person)</b>	
<b>Alternative pathway discussed?</b>	Yes / No — Details:
<b>Copy of notification saved to file?</b>	Yes / No
<b>NEXT STEP: If approved, create Individual Training Plan (ITP) within 5 business days of PTR approval. File PTR + ITP together in student record.</b>	

### ASSESSOR DECLARATION

I confirm that I have conducted this Pre-Training Review in accordance with the requirements of the ASQA Outcome Standards for RTOs 2025. I have assessed the learner’s suitability for the selected qualification and pathway, identified any support needs, and discussed RPL and Credit Transfer options.

<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

### LEARNER DECLARATION

I confirm that the information I have provided is true and correct. I understand that the outcome of this Pre-Training Review will be used to determine my suitability for enrolment and to develop my Individual Training Plan. I have been informed of my rights regarding RPL, Credit Transfer, and support services.

<b>Learner Name</b>	
<b>Learner Signature</b>	
<b>Date</b>	