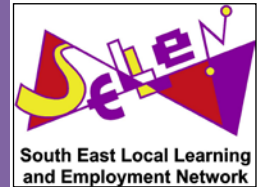


TRAINING SEEKER WORKBOOK



As a training seeker, there are many questions to answer and many roads to cross to ensure you gain a relevant qualification that will take you where you want to go whilst developing the skills and knowledge you need.

This workbook is designed to assist you in recording what you want or need, in order to assist you in making informed decisions about your education options.

This workbook can be used in conjunction with the Facilitator Guide.

Section One

Complete Section One to answer questions about what you want from your training:

- Why do you want to complete some training?
- What training do you need to complete?
 - What course and at which level?
- How do you best learn?
 - What type of learning environment best suits your learning style?
- What additional supports do you need?
 - Do you have specific needs as a learner?
 - Do you need assistance with your learning?
 - Do you need assessment tasks to be adjusted for you?
- How will the course costs be covered?
 - Do you need Government funding support?
 - Can you pay for any of the course?
 - Do you know if you need to re-pay the Government funding, is it a loan?

Section Two

Complete Section Two to identify 3 RTOs that offer the course you want to enrol in and record their contact details.

Section Three

Now contact each of the RTOs separately and ask them if they can provide what you need as a learner, that is, looking at your responses in Section One, ask if the RTO can deliver, and record their responses (yes or no) in Section Three.

Section Four

Identify three potential employers that you would like to work with once you have completed/or whilst you are completing the appropriate qualifications.

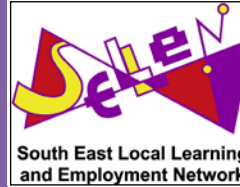
Section Five

Contact each potential employer and ask for their opinion on the questions provided.

Section Six

Speak to your own networks, family, friends, case managers, teachers and other personal connections and find out if they have had experience with the RTO and what that experience was.

TRAINING SEEKER WORKBOOK



SECTION TWO – Identify Potential Training Providers

Identify three RTOs that offer the course you want to study, at the level you want to study at.		Contact Details
	RTO 1	
	RTO 2	
	RTO 3	

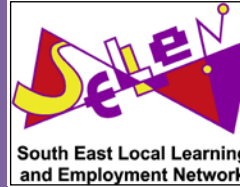
SECTION THREE – See Previous Page as well as this section

Additional Questions for RTOs	RTO 1	RTO 2	RTO 3
What percentage of your students complete their studies?			
What percentage of your graduates get jobs in the industry they studied?			
Where do your graduates get jobs?			
What are the study pathways of graduates?			
What are the employment prospects of graduates?			
Other			

SECTION FOUR – Identify Potential Employers

Identify three potential employers that you would like to work with in the future.		Contact Details
	Employer 1	
	Employer 2	
	Employer 3	

TRAINING SEEKER WORKBOOK



SECTION FIVE – Questions to ask Potential Employers

Questions for employers	Notes	Yes	No	Don't know
Have they heard of the RTO you are looking at training with?				
Have they employed graduates from that RTO before?				
Would they employ graduates from this RTO?				
Do they think there are employment opportunities in their industry?				
If you complete the course you are looking at, would that increase your employability?				
Other				

SECTION SIX – Questions to ask your personal networks

Questions for your networks	Notes	Yes	No	Don't know
Have they heard of the RTO you are looking at training with?				
Have they employed graduates from that RTO before?				
Would they employ graduates from this RTO?				
Do they think there are employment opportunities in their industry?				
If you complete the course you are looking at, would that increase your employability?				
Other				