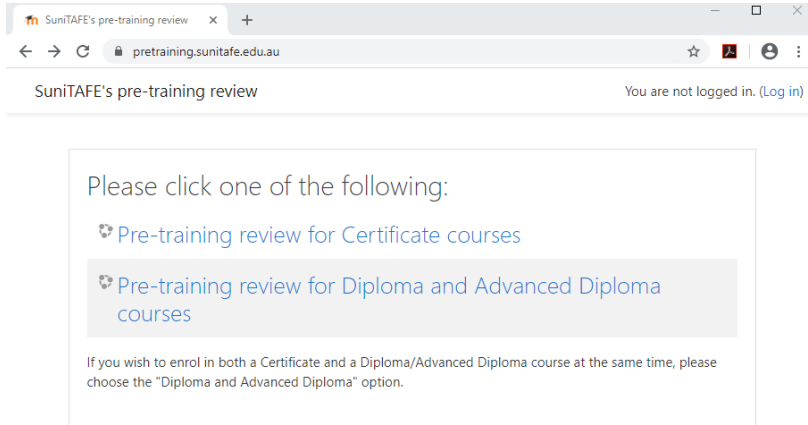


The online Pre-Training Review is the system used by SuniTAFE to help assess whether a proposed course, and the learning strategies used, will be suitable and appropriate for a learner.

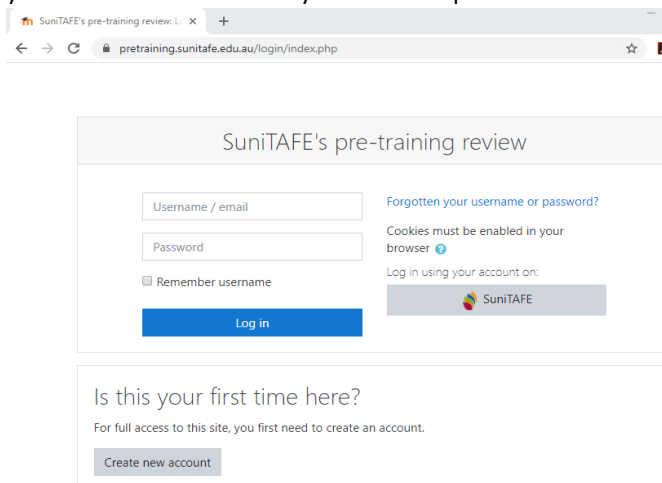
This guide provides you with information about how to login to the system and complete the online assessments. You should allow approximately 10 minutes to complete all sections of the assessment. If you experience any issues, please make contact with your SuniTAFE contact person.

1. Enter <https://pretraining.sunitafe.edu.au/> into your web browser and the following page will appear:



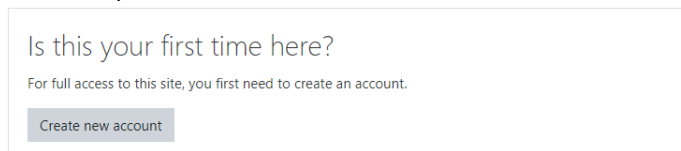
The screenshot shows a web browser window with the URL [pretraining.sunitafe.edu.au](https://pretraining.sunitafe.edu.au/). The page title is "SuniTAFE's pre-training review" and it indicates "You are not logged in. (Log in)". The main content area contains the text "Please click one of the following:" followed by two links: "Pre-training review for Certificate courses" and "Pre-training review for Diploma and Advanced Diploma courses". A note below the links states: "If you wish to enrol in both a Certificate and a Diploma/Advanced Diploma course at the same time, please choose the 'Diploma and Advanced Diploma' option."

2. Please click one of the following:
  - a. If you would like to enrol in Certificate I to IV course click [Pre-training review for Certificate Courses](#)
  - b. If you would like to enrol in Diploma or Advanced Diploma course click [Pre-training review for Diploma](#)
3. If you already have a SuniTAFE account enter your login details and click login, then go to step 8 once logged in. If you don't have an account you will be required to create an account:



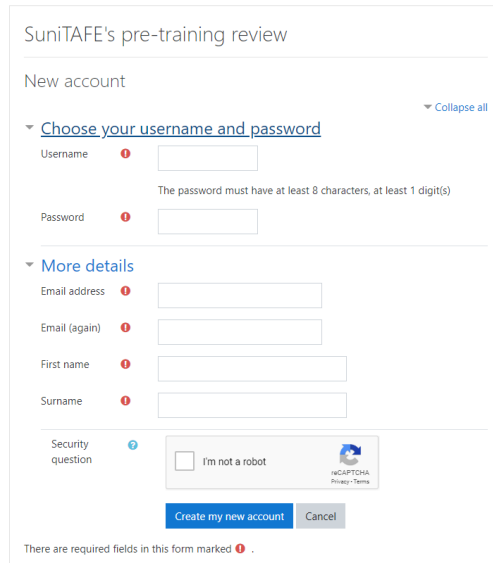
The screenshot shows the login page for SuniTAFE's pre-training review. It features a "Username / email" field, a "Password" field, and a "Remember username" checkbox. A "Log in" button is present. To the right, there are links for "Forgotten your username or password?", a note "Cookies must be enabled in your browser", and a "Log in using your account on:" section with the SuniTAFE logo. Below the login form, there is a section titled "Is this your first time here?" with the text "For full access to this site, you first need to create an account." and a "Create new account" button.

4. To create your account click **Create new account**

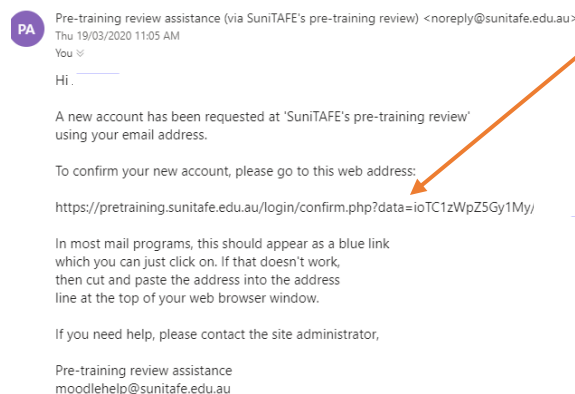


The screenshot shows a close-up of the "Is this your first time here?" section from the previous screenshot. It includes the text "For full access to this site, you first need to create an account." and a "Create new account" button.

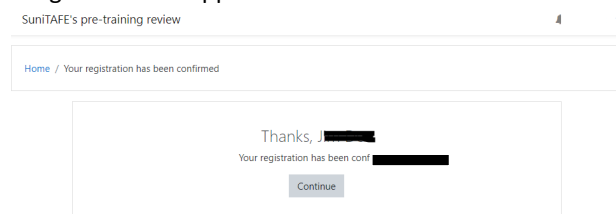
5. Once you have selected create new account fill in your personal details to create your account.



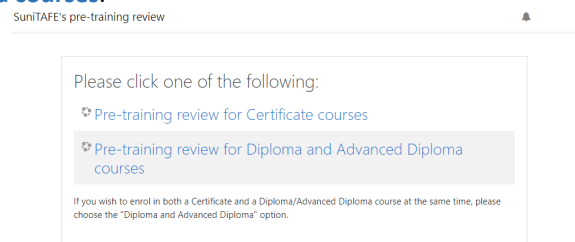
6. A confirmation email will be sent to the email address provided. Please confirm your new account by copying and pasting the link to your browser:



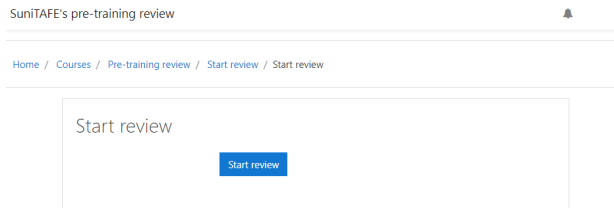
7. The following screen will appear:



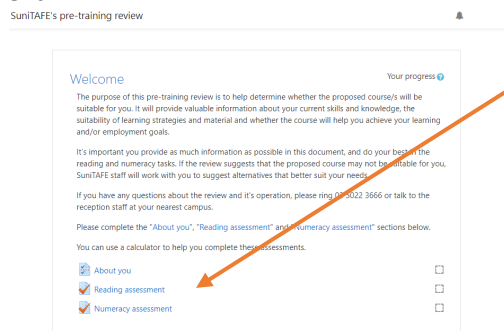
8. Then click either [Pre-training review for Certificate courses](#) or [Pre-training review for Diploma and Advanced Diploma courses](#).



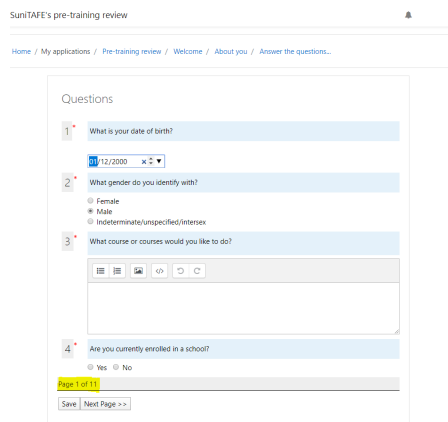
## 9. Click on the **Start review** button.



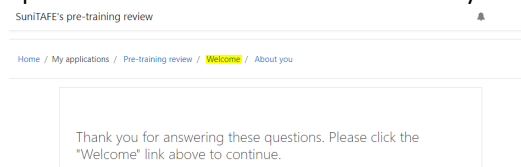
## 10. The welcome screen will appear with the following three options **About you, Reading Assessment, Numeracy Assessment:**



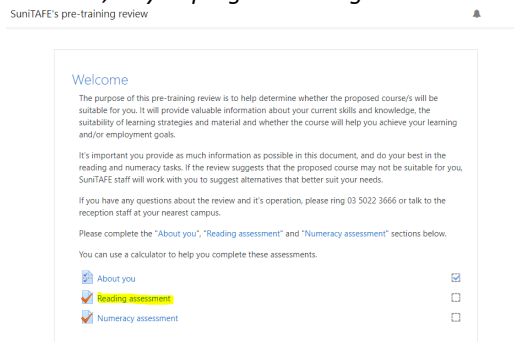
## 11. Click on **About you** and answer the questions 1 to 11. You must click **save** when you are finished.



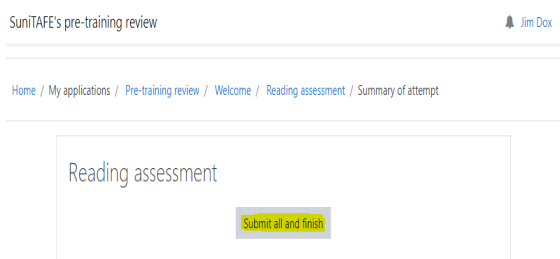
## 12. Once completed click on the **Welcome** link to take you back to the **Welcome** screen.



13. Once back at the **Welcome** screen move on to the next stage of the pre-training review by clicking on the **Reading assessment**. *Note, as you progress through the assessments the boxes to the right will be ticked as completed.*



14. Once you have finished each assessment click **Submit all and finish**, click on the **Welcome** link to take you back to the **Welcome** screen.



15. Click on the **Numeracy assessment** link to start the assessment. Once you have completed all questions in the numeracy assessment, click **Submit all and finish**.

16. Now you have completed the Pre-Training Review and the results have been submitted to the Customer Service team.

