

Pre-enrolment Interview Form

This form must be completed for each student prior to the finalization of enrolment.

The information provided will be used to determine the most suitable course for the applicant and ensure that the course is aligned with the skills and jobs the applicant wishes to achieve after completion.

Please ensure each question is answered with as much detail as possible. Failure to address all questions may lead to the student's enrolment being rejected.

The form may be filled in by an RTO staff member/ RTO representative officially represented by the RTO where they document the responses provided by the student. The entry interview may be filled in face-to-face or over the phone.

SECTION A – Student/Applicant Details			
Name:		Date of Birth:	
Phone:	()	Email:	

SECTION B – Questions to be asked of the student	
1. Do you know what course you are interested in enrolling in?	
2. Have you read the course information and understood the course admission requirements prior to attending this interview?	
3. What do you hope to gain from enrolling in this course/s? (Relevant to interests, capabilities, aspirations, and job outcomes)	
4. Please describe your career goals including any jobs you would like to have in the future.	
5. What courses have you participated in in the past and what did you enjoy most about these courses?	
6. Have you had any experience in any area related to the course/s you would like to enroll in? current position OR attach a Position Description.	
7. What is your learning style and how do you like to learn? <i>NOTE: You may also learn best through a combination of methods or through options not listed above. Those listed have been provided as examples.</i>	<input type="checkbox"/> Visual – Learn best through pictures, diagrams, watching, etc. <input type="checkbox"/> Hands-on – Learn best through practicing, role plays, simulations, etc. <input type="checkbox"/> Reading – Learn best through research, reviewing textbooks, reading notes, etc. Other: _____ _____ _____

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SECTION B – Questions to be asked of the student	
8. What learning materials and strategies will assist you to learn best? Tick as many as apply.	<input type="checkbox"/> Textbooks that I can read and refer to in my own time <input type="checkbox"/> PowerPoints and handouts explained to me during classes <input type="checkbox"/> Pictures and diagrams <input type="checkbox"/> Group discussions with others <input type="checkbox"/> Online materials that I can access and complete when I need to <input type="checkbox"/> Conducting my own research <input type="checkbox"/> Practical application of skills and knowledge in a workplace or similar <input type="checkbox"/> Working through real examples such as a case study or scenario <input type="checkbox"/> Other (please explain): <hr/> <hr/>
9. What support do you think you will need to complete this course successfully?	<input type="checkbox"/> English language support <input type="checkbox"/> Reading support <input type="checkbox"/> Writing support <input type="checkbox"/> Study support <input type="checkbox"/> One-on-one guidance with a trainer/assessor (individual support whenever requested) <input type="checkbox"/> No support is required <input type="checkbox"/> Additional resources <input type="checkbox"/> Other: <hr/> <hr/>
10. Are you currently working in the industry for which you are seeking training for?	<input checked="" type="checkbox"/> Yes – continue with the below questions <input type="checkbox"/> No a) If answered Yes to the above, what is the name of your workplace? <hr/> b) Will your employer support you in a workplace-based training program to allow you to use workplace resources and allow your trainer/assessor to visit you in the workplace (if required)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A c) If yes, what is the name of your supervisor? <hr/>
11. Have you ever worked in an industry in which you are seeking training? This will help us determine if RPL or RCC is a suitable option for you.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please outline what role you had, when you worked in the industry, and how long. <hr/> <hr/> Will the student be applying for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No
12. What other information do you think would be important for us to know to ensure we can meet your needs or that may support your application for enrolment into this course?	<hr/> <hr/>
13. Have you completed any course that is likely to give you Credit for this course – i.e. would you like to make an application for Credit Transfer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, the applicant must supply certified copies of their transcripts.
14. Ask the student to complete the LLN assessment for the most relevant proposed course.	LLN Outcome: <input type="checkbox"/> Has demonstrated they have the required level of LLN to enable them to complete the course successfully with minimal support in this area required. <input type="checkbox"/> Does not have a sufficient level of LLN skills and may require extensive additional support to complete this course successfully. <input type="checkbox"/> Has demonstrated they may require additional support with LLN, and I am able to provide this.

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SECTION C – For courses that include an online or digital component <input type="checkbox"/> Not applicable				
15. Do you have regular access to a computer and the internet?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, discuss solutions and strategies for accessing online content when needed and document them here. _____ _____ _____			
16. Approximately, how often do you use a computer and/or the internet?	<input checked="" type="checkbox"/> 3 hours or more a day <input type="checkbox"/> Less than an hour each day <input type="checkbox"/> A couple of times a week <input type="checkbox"/> Once a week <input type="checkbox"/> A couple of times a month <input type="checkbox"/> Never/ rarely Note: Students who answer A couple of times a month or never/rarely – should be referred to individual support from the trainer during the studies.			
Please tick in the relevant column based on your ability	I can't do this	I can do this with support	I can do this on my own	I can teach others
I can turn on and log in to a personal computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can send an email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can navigate to a website to locate required information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create folders and subfolders and rename them as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can find information using an internet search engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can attach documents to an email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can save emails in different folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can log in to an online system and follow the prompts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. How often do you use social media?	<input checked="" type="checkbox"/> Every day <input type="checkbox"/> A couple of times a week <input type="checkbox"/> Once a week <input type="checkbox"/> A couple of times a month <input type="checkbox"/> Never/ rarely Note: Students who answer A couple of times a month or never/rarely – should be referred to individual support from the trainer during the studies.			

SECTION D – OUTCOME OF Pre-enrolment INTERVIEW To be completed by the RTO representative	
18. Are any of the courses provided by the RTO suitable for the student?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Additional information required. Please detail: _____
19. If yes, which course is suitable for the student and why?	Course: _____ Reasons for suitability: <input type="checkbox"/> The applicant is an international or overseas student with a valid visa and committed to studying 20 hours per week by attending the classes <input type="checkbox"/> The applicant has access to a computer and the internet <input type="checkbox"/> The applicant worked in that sector previously <input type="checkbox"/> The applicant has completed a similar field of courses <input type="checkbox"/> The applicant has suitable Literacy and Numeracy skills for the course they are choosing

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SECTION D – OUTCOME OF Pre-enrolment INTERVIEW To be completed by the RTO representative	
20. What additional support will be provided to the student to ensure they are able to complete their program successfully?	<input type="checkbox"/> tuition during and post the classroom-based training by the trainer <input type="checkbox"/> support in planning assessments study support including attending individual support sessions <input type="checkbox"/> and reasonable adjustments to enable any student, especially those with a disability, to participate.
21. For courses that contain an online or digital component, do the responses provided to Questions 14 – 16, demonstrate that the student has the skills and resources to appropriately participate in the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other comments and notes (If applicable)

Education agent declaration (If the student is recruited by agent)			
For students who are suitable for enrolment, I confirm that I have explained, and the student has received:			
<input type="checkbox"/> course brochure including detailed information about the course and arrangements for delivery <input type="checkbox"/> Process for applying for RPL and Credit Transfers <input type="checkbox"/> Fees information <input type="checkbox"/> Student Prospectus			
Agent related staff Name:		Position:	
Signature:		Date:	

Staff member declaration (If the student is recruited by an RTO staff member)			
For students who are suitable for enrolment, I confirm that I have explained, and the student has received:			
<input type="checkbox"/> course brochure including detailed information about the course and arrangements for delivery <input type="checkbox"/> Process for applying for RPL and Credit Transfers <input type="checkbox"/> Fees information <input type="checkbox"/> Student Prospectus			
Staff member Name:		Position:	
Signature:		Date:	

Comments by the staff member, if the student has been rejected proceeding to next stage of enrolment:
