

Course Entry Interview Form

This form must be completed for each student prior to the finalisation of enrolment. The information provided will be used to determine the most suitable course for the applicant and ensure that the course is aligned to the particular 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 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. What course/s are you interested in enrolling in?

- ☐ BSB50820 Diploma of Project Management
- ☐ BSB60720 Advanced Diploma of Program Management
- ☐ BSB80120 Graduate Diploma of Management (Learning)
- ☐ BSB50420 Diploma of Leadership and Management
- ☐ BSB60420 Advanced Diploma of Leadership and Management
- ☐ BSB40820 Certificate IV in Marketing and Communication
- ☐ BSB50620 Diploma of Marketing and Communication
- ☐ BSB60520 Advanced Diploma of Marketing and Communication
- ☐ CHC30121 Certificate III in Early Childhood Education and Care
- ☐ CHC50121 Diploma of Early Childhood Education and Care

	☐ General English ☐ English for Academic Purposes
2. What do you hope to gain from enrolling in this course/s? (Relevant to interests, capabilities, aspirations and job outcomes)	
3. Please describe your career goals including short term and long term goals and any jobs you would like to have in the future.	
4. What courses have you participated in in the past and what did you enjoy most about these courses?	

SECTION B – Questions to be asked of the student

5. Have you had any experience in any area related to the course/s you would like to enrol in?	
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6. 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>	☐ Visual – Learn best through pictures, diagrams, watching etc. ☐ Hands on – Learn best through practicing, role plays, simulations etc. ☐ Reading – Learn best through research, reviewing textbooks, reading notes etc. Other: _____ _____ _____
7. What learning materials and strategies will assist you to learn best? Tick as many as apply.	☐ Textbooks that I can read and refer to in my own time ☐ PowerPoints and handouts explained to me during classes ☐ Pictures and diagrams ☐ Group discussions with others ☐ Online materials that I can access and complete when I need to ☐ Conducting my own research ☐ Practical application of skills and knowledge in a workplace or similar ☐ Working through real examples such as a case study or scenario ☐ Other (please explain): _____ _____
8. What support do you think you might need in order to complete this course successfully (anything known to you prior to your application)?	☐ English language support ☐ Reading support ☐ Writing support ☐ Study support ☐ One-on-one guidance with a trainer/assessor ☐ Additional resources Other: _____ _____ _____
SECTION B – Questions to be asked of the student	

9. Are you currently working in the industry for which you are seeking training for?	☐ Yes – continue with the below questions ☐ No a) If answered Yes to the above, what is the name of your workplace? _____ b) Please provide your updated CV to support your answer
10. Have you ever worked in the industry in which you are seeking training in? This will help us determine if RPL or is a suitable option for you.	☐ Yes ☐ No If Yes, please outline what role you had, when you worked in the industry and how long for. _____ _____ _____ Will the student be applying for RPL? ☐ Yes ☐ No
11. 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?	
12. 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?	☐ Yes ☐ No If yes, the applicant must supply certified copies of their transcripts.

SECTION C – Information on online or digital component	
13. Do you have regular access to a computer and internet?	☐ Yes ☐ No If No, discuss solutions and strategies for accessing online content when needed and document here. _____ _____ _____ _____
SECTION C – Information on online or digital component	

14. Approximately, how often do you use a computer and/or the internet?	☐ 3 hours or more a day ☐ Less than an hour each day ☐ A couple of times a week ☐ Once a week ☐ A couple of times a month ☐ Never/ rarely Note: Students who answer A couple of times a month or never/rarely – should be referred to a digital literacy assessment.			
15. How good is your digital literacy? Rate between 1 to 5 (1 being very poor and 5 being excellent) Do you require any support with digital literacy?	Score: _____ ☐ Yes ☐ No If No, discuss solutions and strategies for accessing online content when needed and document here. 			
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 login to a personal computer				
I can send an email				
I can navigate to a website to locate required information				
I can create folders and subfolders and rename them as required				
I can find information using an internet search engine				
I can attach documents to an email				
I can save emails in different folders				
I can login to an online system and follow prompts				
16. How often do you use social media?	☐ Every day ☐ A couple of times a week ☐ Once a week ☐ A couple of times a month ☐ Never/ rarely Note: Students who answer A couple of times a month or never/rarely – should be referred to a digital literacy assessment.			

SECTION D – OUTCOME OF ENTRY INTERVIEW
To be completed by RTO representative

17. Is the candidate suitable for the intended course?	☐ Yes ☐ No ☐ Additional information required. Please detail:
18. What additional support will be provided to the student in order to ensure they are able to complete their program successfully? (if relevant)	
19. For courses that contain an online or digital component, do the responses provided to Questions 13 – 16, demonstrate that the student has the skills and resources to appropriately participate in the course?	☐ Yes ☐ No

Other comments and notes

Staff member declaration

For students who are suitable for enrolment, I confirm that I have explained and the student has received:

- ☐ Course outline including detailed information about the course and arrangements for delivery
- ☐ Process for applying for RPL and Credit Transfers (where applicable)
- ☐ Student Handbook

Eligible students will need to sign the Student Agreement and pay the enrolment deposit to accept their offer at which point a Confirmation of Enrolment letter will be sent with commencement information.



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Staff member Name:		Position:	
Signature:		Date:	