Everest Institute Australia
RTO No 52100 • CRICOS Provider No : 03374A

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 Ei designated 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?	☐ Insert course/s
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 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?	
5. Have you had any experience in any area related to the course/s you would like to enrol in?	

SECTION B – Questions to be asked of the student	
6. What is your learning style and how do you like to learn? NOTE: You may also learn best through a combination of methods or through options not listed above. Those listed have been provided as examples.	☐ Visual – Learn best through pictures, diagrams, watching etc. ☐ Hands on – Learn best through practicing, role plays, simulations etc. ☐ Reading – Learn best through research, reviewing text books, 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 will need in order to complete this course successfully?	☐ English language support ☐ Reading support ☐ Writing support ☐ Study support ☐ One-on-one guidance with a trainer/assessor ☐ Additional resources Other: _____ _____

Everest Institute Australia
RTO No 52100 • CRICOS Provider No : 03374A

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) 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)? ☐ Yes ☐ No ☐ N/A c) If Yes, what is the name of your supervisor? _____
10. Have you ever worked in the industry in which you are seeking training in? This will help us determine if RPL or RCC 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 B – Questions to be asked of the student	
13. Ask the student to complete the LLN assessment for the most relevant proposed course.	LLN Outcome: ☐ Has demonstrated they have the required level of LLN to enable them to complete the course successfully with minimal support in this area required. ☐ Does not have a sufficient level of LLN skills and may require extensive additional support to complete this course successfully. ☐ Has demonstrated they may require additional support with LLN and I am able to provide this.

SECTION C – For courses that include an online or digital component ☐ Not applicable	
14. 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. _____ _____ _____ _____ _____
15. 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.

SECTION C – For courses that include an online or digital component ☐ Not applicable				
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 Ei representative	
17. Are any of the courses provided by the RTO suitable for the student?	☐ Yes ☐ No ☐ Additional information required. Please detail: _____ _____ _____
18. If Yes, which course is suitable for the student and why?	Course: _____ Delivery mode: ☐ Class-room based Reasons for suitability:

SC6.3 – Course Entry Interview Form	Version: 1.2	Reviewed : Aug 2023	Page 5 of 6

Everest Institute of Education PTY LTD Trading as Everest Institute
Head Office: 479 King Street, West Melbourne, VIC 3003
Tel: (03) 8393 6550   E-mail: enquiries@everest.edu.au   Website: www.everest.edu.au

SECTION D – OUTCOME OF ENTRY INTERVIEW	
To be completed by Ei representative	
19. What additional support will be provided to the student in order to ensure they are able to complete their program successfully?	
20. 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?	☐ 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
☐ Fees information
☐ Student Handbook

Staff Member Name:		**Position:**	
Signature:		**Date:**	