

This form must be completed for each student before finalizing 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 in as much detail as possible. Failure to address all questions may result in the student's enrolment being rejected.

An Ei-designated staff member must fill in the form and document the student's responses. The entry interview may be conducted 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?	<input type="checkbox"/> 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 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	
<p>6. What is your learning style, and how do you like to learn?</p> <p>NOTE: You may also learn best through a combination of methods or options not listed above. Those listed have been provided as examples.</p>	<p><input type="checkbox"/> Visual – Learn best through pictures, diagrams, watching, etc.</p> <p><input type="checkbox"/> Hands-on – Learn best through practice, role plays, simulations, etc.</p> <p><input type="checkbox"/> Reading – Learn best through research, reviewing textbooks, reading notes, etc.</p> <p>Other:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>7. What learning materials and strategies will assist you to learn best? Tick as many as apply.</p>	<p><input type="checkbox"/> Textbooks that I can read and refer to in my own time</p> <p><input type="checkbox"/> PowerPoints and handouts explained to me during classes</p> <p><input type="checkbox"/> Pictures and diagrams</p> <p><input type="checkbox"/> Group discussions with others</p> <p><input type="checkbox"/> Online materials that I can access and complete when I need to</p> <p><input type="checkbox"/> Conducting my own research</p> <p><input type="checkbox"/> Practical application of skills and knowledge in a workplace or similar</p> <p><input type="checkbox"/> Working through real examples such as a case study or scenario</p> <p><input type="checkbox"/> Other (please explain):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>8. What support do you think you will need to complete this course successfully?</p>	<p><input type="checkbox"/> English language support</p> <p><input type="checkbox"/> Reading support</p> <p><input type="checkbox"/> Writing support</p> <p><input type="checkbox"/> Study support</p> <p><input type="checkbox"/> One-on-one guidance with a trainer/assessor</p> <p><input type="checkbox"/> Additional resources</p> <p>Other:</p>

SECTION B – Questions to be asked of the student	
	<hr/> <hr/> <hr/> <hr/> <hr/>
<p>9. Are you currently working in the industry for which you are seeking training for?</p>	<p><input type="checkbox"/> Yes – continue with the below questions <input type="checkbox"/> No</p> <p>a) If answered Yes to the above, what is the name of your workplace? <hr/></p> <p>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</p> <p>c) If yes, what is the name of your supervisor? <hr/></p>
<p>10. Have you ever worked in the industry in which you are seeking training? This will help us determine if RPL is a suitable option for you.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please outline your role, when you worked in the industry, and for how long. <hr/><hr/><hr/><hr/><hr/></p> <p>Will the student be applying for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11. What other information 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?</p>	

SECTION B – Questions to be asked of the student	
<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the applicant must supply certified copies of their transcripts.</p>
SECTION C – For courses that include an online or digital component <input type="checkbox"/> Not applicable	
<p>13. Do you have regular access to a computer and internet?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, discuss solutions and strategies for accessing online content when needed and document here.</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>14. Approximately how often do you use a computer and/or the internet?</p>	<p> <input 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 </p> <p>Note: Students who answer A couple of times a month or never/rarely – should be referred to a digital literacy assessment.</p>

SECTION B – Questions to be asked of the student				
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				
15. How often do you use social media?	<input 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 a digital literacy assessment.			

SECTION D – OUTCOME OF ENTRY INTERVIEW	
To be completed by Ei representative	
16. Are any of the courses provided by EI suitable for the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Additional information required. Please detail: <hr/> <hr/> <hr/>
17. If Yes, which course is suitable for the student and why?	Course:

SECTION D – OUTCOME OF ENTRY INTERVIEW

To be completed by Ei representative

18. What additional support will be provided to the student in order to ensure they are able to complete their program successfully?	
19. 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:

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:	