

**COURSE ENTRY INTERVIEW FORM**

This form must be completed for each student before enrolment is finalised. The information provided will be used to determine the most suitable course for the applicant and ensure that the course is aligned with 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 students' enrolment being rejected.

The form may be filled in by an Ei-designated staff member, who documents the student's responses. The entry interview may be filled in face to face or over the phone

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

<b>SECTION B – Questions to be asked of the student</b>	
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 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?	

<b>SECTION B – Questions to be asked of the student</b>	
<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 through options not listed above. Those listed have been provided as examples.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visual – Learn best through pictures, diagrams, watching, etc.</li> <li><input type="checkbox"/> Hands-on – Learn best through practising, role plays, simulations, etc.</li> <li><input type="checkbox"/> Reading – Learn best through research, reviewing textbooks, reading notes, etc.</li> </ul> <p>Other:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>7. What learning materials and strategies will assist you to learn best? Tick as many as apply.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Textbooks that I can read and refer to in my own time</li> <li><input type="checkbox"/> PowerPoints and handouts explained to me during classes</li> <li><input type="checkbox"/> Pictures and diagrams</li> <li><input type="checkbox"/> Group discussions with others</li> <li><input type="checkbox"/> Online materials that I can access and complete when I need to</li> <li><input type="checkbox"/> Conducting my own research</li> <li><input type="checkbox"/> Practical application of skills and knowledge in a workplace or similar</li> <li><input type="checkbox"/> Working through real examples, such as a case study or scenario</li> <li><input type="checkbox"/> Other (please explain):</li> </ul> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>8. What support do you think you will need in order to complete this course successfully?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> English language support</li> <li><input type="checkbox"/> Reading support</li> <li><input type="checkbox"/> Writing support</li> <li><input type="checkbox"/> Study support</li> <li><input type="checkbox"/> One-on-one guidance with a trainer/assessor</li> <li><input type="checkbox"/> Additional resources</li> </ul> <p>Other:</p> <hr/> <hr/> <hr/> <hr/> <hr/>

<b>SECTION B – Questions to be asked of the student</b>	
9. Are you currently working in the industry for which you are seeking training for?	<input 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? _____ 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? _____
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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, the applicant must supply certified copies of their transcripts.
13. 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.

<b>SECTION C – For courses that include an online or digital component</b>		<input type="checkbox"/> <b>Not applicable</b>		
14. Do you have regular access to a computer and internet?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<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  Note: Students who answer A couple of times a month or never/rarely – should be referred to a digital literacy assessment.			
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				
I can send an email				
I can navigate to a website to locate the 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 log in to an online system and follow prompts				
16. 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.			

<b>SECTION D – OUTCOME OF ENTRY INTERVIEW</b>	
<b>To be completed by an Ei representative</b>	
<p>17. Are any of the courses provided by the RTO suitable for the student?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Additional information required. Please detail:  <hr/>  <hr/>  <hr/>  <hr/> </p>
<p>18. If Yes, which course is suitable for the student and why?</p>	<p>Course: _____</p> <p>Reasons for suitability:</p>
<p>19. What additional support will be provided to the student in order to ensure they are able to complete their program successfully?</p>	
<p>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?</p>	<p> <input type="checkbox"/> Yes  <input type="checkbox"/> No </p>

**Other comments and notes:**

<b>Staff member declaration</b>			
<p>For students who are suitable for enrolment, I confirm that I have explained and the student has received:</p> <p> <input type="checkbox"/> Course outline 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 Handbook </p>			
<b>Staff Member Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	