

COURSE ENTRY INTERVIEW FORM

ABOUT THIS FORM

This form is to be utilised for interviewing students as part of the enrolment process to determine their suitability for the course, as well as to ascertain any support needs.

The interview may be carried out on site at the RTO or via telephone or web-based technology such as Zoom or MS teams.

Ask the student each question and record their answers. At the end of the interview and considering the documentation submitted by the student as part of their enrolment, document whether they are suitable for entry into the course or not and any support needs and actions that need to be taken. The outcome of the course entry interview is then advised to the student as per the process outlined in the Student Enrolment and Completion Policy and Procedures.

STUDENT DETAILS

NAME	
COURSE APPLIED FOR	
EMAIL	
PHONE	
EVIDENCE OF EDUCATIONAL QUALIFICATIONS / WORK EXPERIENCE AS APPLICABLE	
EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY SUPPLIED / RESULTS OF LLN ASSESSMENT	

COURSE ENTRY INTERVIEW QUESTIONS

Why do you want to enrol in this course and what do you hope to achieve from participating in this course?

Guidance for establishing suitability: Student's response should indicate interest in the specific course.

What is your career/further study goals?

Guidance for establishing suitability: Student's response should indicate goals relevant to the course they are enrolling into.

Outline any experience that you have had that relates to this course.

Guidance for establishing suitability: Assess whether their experience relates to the course which may further confirm suitability or also indicate they may apply for RPL. Please identify here if there are any specific entry requirements for which the student must provide evidence of experience or qualifications.

Is there any support you think you may need to assist you to complete this course? For example, disability, learning difficulties, digital literacy, cultural issues etc.? If so, please outline.

Record the student's responses here.

Consider and discuss as relevant: any indications of cultural, or disability support flagged on the enrolment form and any other issue that may have arisen in the interview that suggests that the student may have support needs.

Discuss available support services with the student with reference to support services offered by the RTO, as well as the external support referrals form.

Document support required, refer matter to CEO and/or Student Support Officer and follow policies as per Student Support Policy and Associated Procedures.

Do you wish to apply for either credit transfer or RPL? If so, please provide details.

Document whether RPL or credit transfer is requested.

Do you consider yourself to be digitally literate? For example, do you have basic Word processing skills, the ability to research online and learn new software?

Record the student's responses here.

You should provide the student with the digital literacy assessment at this time.

Policy and procedures:

Explain policy/procedures to ensure the applicant is well informed prior to their enrolment.

Confirm the applicant has a copy of each or has access online to each.

Confirm whether the applicant has understood each and answer any questions the applicant may have about each.

Ask the applicant if they have any further questions.

Ask applicant if they would like to be emailed a web-link to the policies and procedures.

Notes:

Fees and Refunds Policy and Procedures

Privacy Policy and Procedures

Complaints and Appeals Policy and Procedure

Access to Information

Support Services available – personal and academic, internal and external

Course progression monitoring (and any attendance requirements per the training and assessment strategy and generally, especially if an overseas student)

Direct to Student Handbook and ATI website

Oral Declaration:

Read to student:

Do you agree that at no time:

- during this interview &
- at any time in your dealings with ATI of any of our Agents

A) have you been promised and/or guaranteed and/or offered any type of migration status or outcome from undertaking any course offered by ATI?

B) have you been guaranteed a successful course outcome?

C) that you have chosen to lodge an enrolment form into this course of your own choice and not pressured to do so by any agent or other person?

D) Is there anything else you would like to tell us?

A) Student reply: YES or NO (please click student's verbal response)

B) Student reply: YES or NO (please click student's verbal response)

C) Student reply: YES or NO (please click student's verbal response. If the student has said 'NO', please ask the student to explain their answer and record any notes. Also ask the student to wait and contact the CEO immediately)

Student reply: (record student response)

COURSE ENTRY INTERVIEW RESULT

IS THE STUDENT SUITABLE FOR ENTRY INTO THE COURSE? <i>Please explain why or why not.</i>	
HAS THE STUDENT SATISFIED THE LLN / ENGLISH PROFICIENCY AND NUMERACY REQUIREMENTS? <i>Document the student's results and how these align with the entry requirements.</i>	
DOES THE STUDENT HAVE SUFFICIENT DIGITAL LITERACY TO COMPLETE THE COURSE? <i>Document the student's results. If digital literacy requirements have not been achieved, indicate whether support can be provided below.</i>	
DOES THE STUDENT REQUIRE ANY SUPPORT TO COMPLETE THE COURSE? <i>If so, please describe so that a support plan can be put in place.</i> <i>Discuss any relevant student support needs with Student Support Officer and follow procedures set out in Student Support Policy and Associated Procedures.</i>	
NAME OF STAFF MEMBER COMPLETING INTERVIEW	
SIGNATURE	
DATE OF INTERVIEW	
POSITION	