



## 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 Xpert Solutions 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?	<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management <input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice
2. What do you hope to gain from enrolling in this course/s?  (Relevant to interests, capabilities, aspirations and job outcomes)	<i>{Answer must be relevant and closely related to the intended qualification}. If not related, please advise student of appropriate course with Xpert Solutions or with another education provider if not available at Xpert Solutions.</i>
3. Please describe your career goals including short term and long term goals and any jobs you would like to have in the future.	<i>{Answer must be relevant and closely related to the intended qualification. Short term goals may or may not be related to intended qualification, but long-term goals should align with the student intention and his/her vision/goals must be closely related to intended qualification}.</i> <b>If not related, please advise student of appropriate course with Xpert Solutions or with another education provider if not available at Xpert Solutions</b>
4. What courses have you participated in in the past and what did you enjoy most about these courses?	<i>{Identify if there are any concerns that may impact student's learning as per intended AQF level of qualification}</i>
5. Have you had any experience in any area related to the course/s you would like to enrol in?	<i>{Check if student has any experience related to intended qualification or if student is able to relate his experience with his intended qualification}</i>

**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><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></p>	<p><input type="checkbox"/> Visual – Learn best through pictures, diagrams, watching etc.</p> <p><input type="checkbox"/> Hands on – Learn best through practicing, role plays, simulations etc.</p> <p><input type="checkbox"/> Reading – Learn best through research, reviewing textbooks, reading notes etc.</p> <p>Other:</p> <hr/> <hr/> <hr/>
<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> <hr/> <hr/> <hr/>
<p>8. What support do you think you might need in order to complete this course successfully (anything known to you prior to your application)?</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> <hr/> <hr/> <hr/>

**SECTION B – Questions to be asked of the student**

<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?          _____</p> <p>b) Please provide your updated CV to support your answer</p>
<p>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.</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>If Yes, please outline what role you had, when you worked in the industry and how long for.          _____          _____          _____</p> <p>Will the student be applying for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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?</p>	<p><i>{Identify support needs and advise student accordingly to let the applicant make an informed decision whether to enrol or not in the intended qualification}</i></p>
<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 – Information on online or digital component**

<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>
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**SECTION C – Information on online or digital component**

<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>
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<p>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?</p>	<p>Score: _____</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> <p>_____</p> <p>_____</p>
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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				

<p>16. How often do you use social media?</p>	<p> <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         </p> <p>Note: Students who answer A couple of times a month or never/rarely – should be referred to a digital literacy assessment.</p>
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## SECTION D – OUTCOME OF ENTRY INTERVIEW

### To be completed by RTO representative

<p>17. Is the candidate suitable for the intended course?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Additional information required. Please detail:</p> <p>_____</p> <p>_____</p>
<p>18. What additional support will be provided to the student in order to ensure they are able to complete their program successfully? (if relevant)</p>	
<p>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?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>20. Determination regarding the amount of training</p> <p>officer to tick one of the following, based on consideration of the information collected about the amount of training appropriate to this learner</p>	<p><input type="checkbox"/> No. there is no need to make any adjustments to the Standard Amount of Training based on the information collected.</p> <p><input type="checkbox"/> Yes; there needs to be further consideration of an adjustment to the Standard Amount of Training for this learner. The</p> <p>Xpert Solution officer completing the enrolment is to coordinate a meeting between the learner and one of the Trainer Assessors delivering this qualification, who will complete the either:</p> <ul style="list-style-type: none"> <li>• File note – Increased AoT;</li> <li>• File note – Decrease AoT</li> </ul>

### Other comments and notes

Staff member declaration			
<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</p> <p><input type="checkbox"/> Process for applying for RPL and Credit Transfers (where applicable)</p> <p><input type="checkbox"/> Student Handbook</p>			
<p>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.</p>			
Staff member Name:		Position:	
Signature:		Date:	