

COURSE ENTRY INTERVIEW FORM (INTERNATIONAL STUDENTS)

This form must be completed for each student prior to offer the course. 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.

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?	



SECTION B – Questions to be asked of the student

5. Have you had any experience in any area related to the course/s you would like to enroll in?

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):



SECTION B – Questions to be asked of the student

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:

9. Do you have any special needs, disability, impairment, or long-term condition or do you require any special assistance during your proposed training?

- Yes
 - No
- If Yes, please explain.

10. 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?
- _____
-



SECTION B – Questions to be asked of the student

11. Have you ever worked in the industry in which you are seeking training in?

This will help us determine if RPL 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

12. 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?

13. 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 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.



SECTION C – For courses that include an online or digital component		<input type="checkbox"/> Not applicable			
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 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					



SECTION C – For courses that include an online or digital component <input type="checkbox"/> Not applicable	
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.
17. Have you ever worked on any particular software?	

SECTION D – For students applying to Graduate Diploma of Management (Learning) only	
18. Do you understand what is critical thinking and have you applied it in your current or previous job roles, if employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain how have you applied critical thinking in your workplace? <hr/> <hr/> <hr/> <hr/> <hr/>
19. Have you undertaken any research projects in your current or previous studies or work?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain what research project(s) have you undertaken in brief. <hr/> <hr/> <hr/> <hr/> <hr/>



SECTION D – For students applying to Graduate Diploma of Management (Learning) only

20. Do you understand why organizations invest in learning and development?

Yes No

If yes, please explain your understanding in brief.

21. Which aspect of this course persuades you the most to pursue this course?

22. What is your vision about your career after completing this course?

23. Tell us about a time when you had to initiate, design or execute a business idea within a business organization?

24. Tell us a time when you had to evaluate a business plan/ ideas and make recommendations for improvements?



SECTION E – OUTCOME OF ENTRY INTERVIEW

To be completed by RIC representative

25. Are any of the courses provided by the RIC suitable for the student?

- Yes
- No
- Additional information required. Please detail:

26. If Yes, which course is suitable for the student and why?

Course:

Delivery mode:

- Class-room based

Reasons for suitability:

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

28. 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?

- Yes
- No



Other comments and notes

Administration Manager Name			
Signature:		Date:	