



THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) RTO CODE: 41465 CRICOS PROVIDER CODE: 03485E

Head Office: Level 3, 84-86 Mary Street Surry Hills 2010 NSW Australia

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Pre-Enrolment Student Interview Questions

Document Name	Pre-Enrolment Student Interview Questions
Version	2.0
Date	7 October 2018
Authorised by	Principal Executive Officer
Date of next revision	7 October 2019

Pre-Enrolment Student Interview Questions

To ensure that the courses offered by the college are targeted to student career aspirations, learning styles and capacity, every aspiring applicant who wishes to study at the college from 1 September 2018 onwards must be interviewed prior to applying for enrolment at the college. If a student is marketed to by a student marketing agency on behalf of the college, the agent must complete the enclosed interview questions and submit them with the student documentation for the college to assess the suitability of its courses to the student, their abilities and career direction. Students recruited by the college directly will also be interviewed and a decision on their application made on the basis of its merits. This document is V2.0 dated 7 October 2018.

The authorised persons who make a decision on the suitability of student applications are:

Authorised Person	RTO Manager
Authorised Person	Academic Manager
Authorised Person	Trainer and Assessor
Authorised Person	Student Services Officer supervised by the RTO Manager or Academic Manager

The table below lists the interview questions.

Table 1. Interview questions for applicants to the college courses.

Student First Name	
Student Surname	
Identifying Document Name and Number	
Course Code and Name Applied for	
Name of Interviewer	
Name of Organisation (of interviewer)	
Date of Interview (DD/MM/YYYY)	



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Interview Questions	Summary Points of Student Responses
Q1. Tell me a bit about the reason you wish to study this course?	
Q2. In your most recent study, what was the main challenge that you faced in the learning process?	
Q3. How do you plan to balance between the need to attend college, complete assessments and other commitments you may have?	
Q4. Give an example of how you would research a topic required for an assignment and how you would use the research you have obtained?	
Q5. What job would you like to work in as a career choice?	
Q6. Why did you choose to study in Sydney, not elsewhere?	
Q7. When you last studied, how many hours a week of learning, reading and assessment preparation did you do?	
Q8. How would you handle a situation where you had to complete several assessments, in English, in-class and in self-study mode?	
Q9. What do you want to achieve by the end of this course if you are admitted to it?	
Q10. What are the main challenges that you faced/face when learning English as second language (writing, reading, listening or speaking) and how did you overcome them?	
Comments about verbal communication	
Comments about student comprehension	
Notes	
Signature of Interviewer	

Please include a copy of this interview in the Student Record and supply a copy to the Data, Archives and Documents Controller.