



Pre-Enrolment Interview Form

This form must be completed for each student before the finalisation of enrolment. The information provided will be used to ensure that the course is aligned with the 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 course entry interview may be filled in face to face or over the phone

SECTION A – Student/Applicant Details			
Name		Surname	Date of Birth
Phone	()	Email	Passport No
SECTION B – Agent Name/ Interviewer Name			
Agent Name		Face to face/ Phone?	
Interviewer Name		Date of Interview	
SECTION C – Questions to be asked of the student			
Interview Questions		Summary Points of Student Responses	
Q1.	What course/s do you want to study?	<input type="checkbox"/> BSB40215 - Certificate IV in Business (CRICOS Course Code: 091311J) <input type="checkbox"/> BSB50215 - Diploma of Business (CRICOS Course Code: 091312G) <input type="checkbox"/> BSB60215 - Advanced Diploma of Business (CRICOS Course Code: 091313G)	
Q2.	Tell me a bit about the reason you wish to study this course?		
Q3.	In your most recent study, what was the main challenge that you faced in the learning process?		
Q4.	How do you plan to balance between the need to attend college, complete assessments and other commitments you may have?		
Q5.	Give an example of how you would research a topic required for an assignment and how you would use the research you have obtained?		
Q6.	What job would you like to work in as a career choice?		



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Q7.	Why did you choose to study in Sydney, not elsewhere?	
Q8.	When you last studied, how many hours a week of learning, reading and assessment preparation did you do?	
Q9.	How would you handle a situation where you had to complete several assessments, in English, in-class and self-study mode?	
Q10.	What do you want to achieve by the end of this course if you are admitted to it?	
Q11.	What are the main challenges that you faced/face when learning English as a second language (writing, reading, listening or speaking) and how did you overcome them?	
Q12.	Do you have a disability? Do you require extra support for your studies?	
Q13.	Can you swim?	
SECTION D – OUTCOME OF ENTRY INTERVIEW To be completed by RTO representative		
Comments about verbal communication		
Comments about student comprehension		
Notes		
Signature of Interviewer		

Staff member declaration			
The student is suitable for the course.			
Comments			
Staff member Name		Position	
Signature		Date	