

Pre-Enrolment 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 Australian College of Technical Studies or via telephone or web-based technology such as MS Teams / Zoom.

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.

Student Details

Full Name	
Course applied for	
Date of Birth	
Email	
Phone	
Address	
Evidence of educational qualifications/work experience as applicable	
Evidence of English language proficiency supplied	

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?

Answer:

Please specify the date you would like to defer your studies to (up to a maximum of 12 months)

Answer:

Do you require any support to participate in this course? If so, please outline.

Answer:

What is student expertise in using online applications such as Internet Browsers, Microsoft Office 365, Mobile applications etc?

Answer:

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

Answer:

Student Declaration

I declare that the documents and information I have provided are true and correct. I authorize Australian College of Technical Studies to verify my provided details with any party involved.

Student Signature:

Date:

Course entry interview result (Office Use Only)

Results of LLN assessment			
Is the student suitable for entry into the course? Please explain why or why not.			
Does the student require any support to complete the course? If so, please describe so that a support plan can be put in place.			
Name of staff member completing the interview		Date	