



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 is to be filled in by an Bentley College 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"/> BSB50120 Diploma of Business <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB60120 Advanced Diploma of Business <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management
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 Bentley College or with another education provider if not available at Bentley College.</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> <i>If not related, please advise student of appropriate course with Bentley College or with another education provider if not available at Bentley College</i>
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>



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SECTION B – Questions to be asked of the student

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 textbooks, 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):

8. What support do you think you might need in order to complete this course successfully (anything known to you prior to your application)?

- ☐ English language support
- ☐ Reading support
- ☐ Writing support
- ☐ Study support
- ☐ One-on-one guidance with a trainer/assessor
- ☐ Additional resources

Other:



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SECTION B – Questions to be asked of the student

9. Are you currently working in the industry for which you are seeking training for?	<input type="checkbox"/> Yes – continue with the below questions <input type="checkbox"/> No a) If answered Yes to the above, what is the name of your workplace? _____ b) Please provide your updated CV to support your answer
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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
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?	<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>
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, the applicant must supply certified copies of their transcripts.

SECTION C – Information on online or digital component

13. Do you have regular access to a computer and internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, discuss solutions and strategies for accessing online content when needed and document here. _____ _____ _____ _____
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SECTION C – Information on online or digital component

14. Approximately, how often do you use a computer and/or the internet?

- ☐ 3 hours or more a day
☐ Less than an hour each day
☐ A couple of times a week
☐ Once a week
☐ A couple of times a month
☐ Never/ rarely

Note: Students who answer A couple of times a month or never/rarely – should be referred to a digital literacy assessment.

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?

Score: _____

☐ Yes ☐ No

If No, discuss solutions and strategies for accessing online content when needed and document here.

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

16. How often do you use social media?

- ☐ Every day
☐ A couple of times a week
☐ Once a week
☐ A couple of times a month
☐ Never/ rarely

Note: Students who answer A couple of times a month or never/rarely –



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SECTION C – Information on online or digital component

	should be asked to provide further evidence in relation with digital literacy.
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SECTION D – OUTCOME OF ENTRY INTERVIEW

To be completed by RTO representative

17. Is the candidate suitable for the intended course?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Additional information required. Please detail:
18. What additional support will be provided to the student in order to ensure they are able to complete their program successfully? (if relevant)	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other comments and notes

Staff member declaration

For students who are suitable for enrolment, I confirm that I have explained and the student has received:

- ☐ Course outline including detailed information about the course and arrangements for delivery
- ☐ Process for applying for RPL and Credit Transfers (where applicable)
- ☐ Student Handbook

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.

Staff member Name:		Position:	
Signature:		Date:	