Sphere Education Institute
RTO NO: 45176

<u>Pre - Enrolment Interview Questionnaire</u>

Sphere Education Institute ensures that an applicant goes through a formal pre - enrolment interview with our Training Administrator to assess their suitability of enrolling into the course. This pre - enrolment Interview Questionnaire is a learner needs analysis tool to ensure all learner needs are identified prior to enrolment.

This process ensures that each applicant:
- has been provided with accurate and adequate information about the course, its delivery, fees and charges, structure, and expectations, for example the timetable, nature of assessments, required work placements, support available, assessment requirements and the applicable processes of Sphere Education Institute to ensure that they make an informed choice of enrolling with Sphere Education Institute

- has been assessed for their suitability to enrol in this program including being assessed for their LLN and any special needs to meet the internal benchmarks of a learner enrolled in this program is suitable for this AQF Level.

Q1. Student Name:	
Q2. Date of Birth:	
Q3. Course of Interest:	
Q4. Review completed by (name and position):	
Date of review:	
Q5. Date of Program commencement:	
Q6. Contact Number:	
Q7. Email Address:	

Q7. What are the applicant's aspirations and interests?

As applicable, consider and document:	*Rationale:*
- *Career aspirations* - *Interests* - *Strengths* - *Weaknesses* - *Reasons for enrolling in the course, including expectations and objectives* *The likely job or further study prospects resulting from the training*	*The applicant should not be enrolled in a training program they are not interested in.* *The chosen training program links to likely job, participation and/or further study opportunities and/or access to training for disadvantaged learners.*

Q8. What educational attainments and capabilities does the applicant currently have

As applicable, consider and document:	*Rationale:*
The applicant's existing educational attainment and capabilities including - *Prior learning* - *Whether the course entry requirements and pre-requisites are met* - *Employment experience* - *Volunteering*	*The applicant is enrolled in a training program that is at the appropriate level for them.*

Q9. Does the applicant have the minimum language literacy and numeracy (LLN) skills to successfully complete the program?

As applicable, consider and document:	*Rationale:*
- *Results of LLN testing – as determined using the training provider's business process for literacy and numeracy testing* - *The AQF level of the proposed qualification* - *Secondary school results* - *Issues that may prevent the student from successfully completing the training* - *Any additional LLN support the student may require, to also be documented in the Training Plan.*	*The results of LLN testing indicate that the student has the ability to successfully complete the training program or can be provided with reasonable and accessible support to assist them to complete the training.*

Q10. Has the applicant previously acquired any relevant competencies?

As applicable, consider and document:	Rationale:
- *RPL* - *Recognition of current competency (RCC)* - *Credit transfer* - *The options offered to the student for applying competencies to this training program*	*The student does not undertake any unnecessary training that duplicates competencies.*

Q11. Are the proposed learning strategies and materials appropriate for the applicant?
Do the learning strategies and materials pose potential issues/challenges/barriers for the applicant?

As applicable, consider and document:	Rationale:
- *Special needs* - *Disability* - *The student's personal circumstances* - *Preferred learning style* - *Previously used methods of learning* - *Adequacy/appropriateness of learning materials* - *Any additional support or adjustments the student may require, to also be documented in the Training Plan*	*Proper consideration is given to whether the proposed learning strategies and materials in the TAS are appropriate for the student; and whether adjustments need to be made to suit the student's individual needs.* *;*

Q12. If the proposed learning includes portions delivered online, does the applicant have the required digital capability? Does the applicant face challenges or barriers with digital capability or access to necessary technology?	
As applicable, consider and document: - *Results of digital capability testing as determined using the training provider's PTR business process* - *applicant's level of confidence and self-assessment of digital capability* - *Any additional digital capability support the applicant may require, to also be documented in the Training Plan*	*Rationale:* *Proper consideration is given to whether the proposed learning strategies and materials in the TAS are appropriate for the applicant; and whether adjustments need to be made to suit the applicant's individual needs.*

Q13. During the course what does the applicant hope to learn about?	
Q14. What is the applicant most fearful of?	
Q15. When the applicant has finished this course what is the applicant plan to do?	
Q16. Does the applicant have USI Number?	

Participant Name: _____

Signature: _____**Date**: _____

Training Administrator Name: _____

Signature: _____**Date:**_____