Prospective Learner Interview

Policy Statement

Meerilinga Training College (MTC) is committed to providing an efficient, timely, transparent, and responsive enrolment experience for all learners.

MTC admission policies are applied fairly and consistently to all learners. They are designed to ensure that all learners are academically able and sufficiently proficient in language, literacy, and numeracy to participate in their intended area of study, and that there are no known limitations which would be expected to impede their proposed course of study.

Policy Purpose

To provide governance relating to the admission and enrolment of learners into MTC courses.

As a Registered Training Organisation, Meerilinga Training College must demonstrate compliance with the *Standards for Registered Training Organisations (RTO's) 2015*.

Standard 5.1 states *Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies*.

Standard 1.7 states *The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses*.

The Prospective Learner Interview Policy has been developed to govern the Prospective Learner Interview (PLI) which is a part of the enquiry, application and enrolment process used for all prospective learners.

This formal procedure document serves two purposes:

a. To provide an outline of the interview process and, thereby, assist MTC staff to ascertain which training product will best suit the needs of each individual learner; and
b. To ensure that the College obtains information about the learning support needs, if any, of each prospective learner.

Scope

This policy applies to all current and prospective learners at MTC.

Exclusions

Policy Review

Biennial or from time to time when the organisation makes changes to this policy to improve the effectiveness of its operations.

Policy Reviewed	8 April 2024	**By**	Advisor Policy and Compliance
Approved By	Chief Executive Officer		
Previous Review	17 January 2024		

Implementation

Following initial enquiry and return of the completed MTC Application form, an interview will be scheduled with the prospective learner.

The mechanism through which this procedure is implemented consists of a formal interview with the MTC Administration Services Officer for the course initially indicated by the prospective learner.

Every learner seeking enrolment in a nationally recognised training package or VET accredited course at MTC will be required to participate in a prospective learner interview. Where prospective learners are under 18 years of age, a parent or guardian is encouraged to attend the PLI and must co-sign the enrolment forms.

The PLI will be conducted in a way that every prospective learner is made to feel welcome in the College and actively involved in the process of determining which training product best suits their needs.

The College staff member conducting the PLI will complete the MTC Interview for Prospective Learners T1086 during the interview to ensure the following information is obtained or provided to the prospective learner:

- Expected locations at which training will be provided and assessment conducted.
- Expected modes of delivery of training and assessment.
- Preferred way to learn, possible barriers to learning and, educational and other support services available to the learner learners either through the College or via referral to another service provider.
- Resources and equipment learners may need to participate in the course.

During the PLI the prospective learner will also be referred to number of documents available on the website or in hardcopy, which should aid decision-making. The information provided will include, but will not be limited to:

- Course codes, titles, AQF levels and time to complete
- The structure of courses including core and elective units
- Workload expectations

- Currency of VET training packages and units of competency
- Anticipated training and assessing timetables
- Learner Guide
- MTC Policies and Processes including access, enrolment, induction, fees, cancellation, complaints, appeals, withdrawal etc.

During the interview the staff member will also ask specific questions and capture important data points related to language, literacy, and numeracy (LLN) skills as well as any other conditions or individual needs that may impact the learner's process of learning and for which specific learner support may need to be considered.

The combination of the application form and PLI allows for MTC staff to offer advice about the course, unit(s), or training product most appropriate to the prospective student's needs, considering the individual's general background, vocational expectations, existing skills and competencies – including language, literacy and numeracy skills.

This course selection advice may proceed to enrolment or include recommendations relating to pre-training preparation and customisation.