

TRPP010 - Prospective Learner Interview Policy and Procedure

General

Mount Pleasant College (MPC) is a Registered Training Organisation (№ 52297) and, therefore, must demonstrate compliance with the *Standards for Registered Training Organisations (RTOs) 2015*.

Standard 5.1 states that "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."

And *Standard 1.7* states that "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 and Procedure has been developed in order 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 MPC 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.

Policy content

1. The mechanism through which this policy and procedure is implemented consists of the completion of an application form by the prospective learner followed by a formal interview (PLI) with the Head of Department (HOD), or Head of College/Trainer in case of HOD not being available, for the course initially indicated by the prospective learner. Every learner seeking enrolment in a nationally recognised training package or VET accredited course at MPC 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.
2. The PLI will be conducted in such 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 MPC staff member/s conducting the PLI will ensure that, during the interview, the following information is provided to the prospective learner:
 - expected locations at which training will be provided and assessment conducted,
 - expected modes of delivery of training and assessment,

-
- name and contact details of any third party that will provide training and/or assessment,
 - related educational and support services that are available to the learner either through the College or via another educational service provider,
3. During the PLI the prospective learner will also be referred to a 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,
 - Student handbook
 - Student Fees and Refund Policies
 - Consumer Protection Policy,
 - Access and Equity Policy,
 - Complaints and Appeals Policies.
4. During the interview the MPC staff member/s will also ask specific questions and capture important data points related to language, literacy, and numeracy (LLN) skills as well as any other diagnosis or individual needs that may impact the learner's process of learning and for which specific learner support may need to be considered.
5. In order to determine the prospective learner's level of competence for their course of interest, MPC will require them to complete a practical and/or written assessment i.e: music audition and theory assessment or supply a portfolio of previous work in the case of Media/Design courses.
6. The combination of PLI and practical assessment/portfolio submission process allow for MPC staff to offer advice about the course, unit(s), or training product most appropriate to the prospective learner'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 also include recommendations relating to pre-training preparation and customization.

Original Document name	TRPP010 Prospective Student interview procedure	
Date created	6 August 2015	
Previous review date/s	1 Aug 2017, 22 June 2021	
Latest review date	08 August 2022	
Nature of Review	Minor stylistic and grammatical amendments	
Reviewed by	Ida Yee, Mia Matthiessen, Andrew Field, Jake Breytenbach	
Authorised by	Jake Breytenbach, Head of College	
Authorisation date and document	17 August 2022	HOD meeting minutes
Signature		
Next review date	31 October 2024	
To be reviewed by	Head of College, Heads of Departments	
Document name and version number	TRPP010 Prospective Learner Interview Policy and Procedure 2022v1.0	
Related documents	2022 Student Handbook TRPP001 Access and Equity Policy 2022v2.0 TRPP007a Appeals Policy 2021v1.3 TRPP007b Grievance and Complaints 2021v1.3 TRPP011 Privacy Policy and Procedure 2022v1.0 TRPP015 Refund of Fees Policy 2022v2.4 TRPP025 Consumer Protection Policy 2022v1.0	