



Pre-Enrolment form

BSB42615- Certificate IV in New Small Business

Student Name:

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience and qualifications. You will be asked to complete this Pre-Enrolment Interview form during the enrolment process by providing details of your existing knowledge, skills, experience and qualifications that are relevant to the course being applied for. RTO will then review this information and respond to you with the outcome of the review.

The Pre-enrolment interview ensures:

- Understand your objectives for undertaking this course
- Explores your current competencies and provides opportunities for these to be assessed through Recognition of Prior Learning (RPL) and the Credit Transfer (CT)

Instructions

Read each of the questions below and answer as accurately as possible. If you require more space to write your response to a question, please attach a second sheet and number the responses.

Selection for enrolment in our courses will be approved for applicants who meet the qualification selection criteria during the pre-training assessment interview prior the confirmation of enrolment at RTO. A satisfactory outcome of interview with authorized RTO Staff or representative.

Relevant work experience will be acknowledged and taken into consideration.

Student self-assessment questions answered from the pre-enrolment interview document if face to face. (skype, or phone) if required when a student is in overseas.

Questions	Tick		Your explanation and comments
	Yes	No	
1. Have you read the course information prior attending this interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Have submitted the Application for enrolment to the institution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Do you wish to apply for RPL? (The Assessor shall explain the RPL (Recognition of prior learning) process and the documents required as evidence for Student's claim)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Are you above 18 years of age?			



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	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Why would you like to attain this qualification?			
6. If you are employed, please give at least one referee for the RTO to contact and verify that you are working here?			
7. Age Requirements: All students must be aged 18 years or over at the time of applying for admission to the College (all students)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8. <u>Academic Requirements:</u> Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 11 qualification is required for entry into this course.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9. Have you attained any other qualifications from the BSB training package https://training.gov.au/Training/Details/BSB	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10. Satisfactory evidence that the learner has the required level of literacy and numeracy skills (Australian core skills frame work (ACSF) level 4) to complete the qualification.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11. To obtain an indication of students ACSF Level, in addition to the enrolment form, they will be subjected to a test as a component of the enrolment process - https://tlrg.com.au/pages/lln-robot . Students are required to successfully test their LLN skills by completing an appropriate level LLN test.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12. A Unique Student Identifier (USI): Are you ready to provide RTO with your Unique Student Identifier number? A Unique Student Identifier (USI) is a reference number made up of numbers and letters, unique to each student. This USI allows them to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. This lets them see all their training results, from all their previous providers. A USI Number will stay with the student for	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



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life, and must be recorded with any nationally recognised VET course they undertake.			
<p>13. Do you have adequate Computer literacy requirements skills for you to undertake this course?</p> <ul style="list-style-type: none"> All students enrolling into this program must satisfy basic computer digital literacy skills of the RTO. If a student has completed a Cert III level or above qualification, then a separate test is not required, it is deemed that he/she would have adequate computer skills to complete this qualification. To test one self, a student can undertake a Computer basics test : http://public.digitalliteracyassessment.org/?m=1&l=en A passing score (85% or higher) must be achieved as a basic computer literacy requirement. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

14. Read the items in the following table that describes the topics that are part of the course you have applied for. For each subject area think about your previous work and/ or life experiences (including hobbies and interests) that relate to the subject area and indicate your level of skills, knowledge and experience in that area.

The key below is a guide to deciding your level of knowledge, skills and experience in each area in the relevant section of the table.

Key:

No experience: have any experience in completing any tasks / activities in this subject area. Have no knowledge of this subject area. Possess no skills relevant to this subject area.
Some experience: Have some experience related to this subject area. Have completed some tasks/ activities in this subject area. Possess some knowledge of this subject area. Possess some skills relevant to this subject area.
Valuable experience: Have completed many tasks/ activities in this subject area. Have good knowledge relating to this subject area. Possess good skills relevant to this subject area.

Note: Students are to indicate a response in the table below for experience, knowledge and skills for each subject area. Refer to example for guidance.

Subject area (Please tick under good or Some or No)	Good	Some	No
WHS (Example Only)		✓	
Establish legal and risk management requirements of small business			
Plan small business finances			



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Market the small business			
Undertake small business planning			
Address customer needs			
Manage a small team			
Implement and monitor environmentally sustainable work practices			
Build and maintain relationships with small business stakeholders			
Establish networks			
Monitor and manage small business operations			

15. Your expectations - What do you hope to gain from undertaking this qualification?

16. Please write a brief description of your current position OR attach a Position Description.

17. Have you acquired any formal training in any of the qualifications you wish to enroll into?

Yes No

18. Previous Experience and Current Competencies – One way we can assess your current competencies is to look at the different job roles within your work history and ascertain their relevance to the course you intend to undertake. In the table below provide details of any paid or unpaid work experience relevant to the course you are applying for.

Position	Organisation	Roles/ duties	Dates in position and hours per week



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19. What was the highest year of high school you completed? In what year did you leave high school?

20. Have you undertaken any training courses since leaving High School which could be relevant to the enrolling qualification? (This may include at work, short term, formal/informal, full qualifications, units of competency or accredited units). If so list the titles of the training courses that you think relate to the course you have applied for.

21. When you have studied in the past did you experience any issues that prevented you from learning? If so, please outline the issues below.

22. The "Training and Assessment Strategy" for this course includes:

Total volume of learning for this qualification is 520 hours which includes all classroom learning hours only.

- The course includes 10 units of competency.



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- Duration is: 26 Training weeks (Excluding break periods) + 2 weeks of break=28 weeks
- Volume of learning may be adjusted depending upon the student cohort. For example, students with significant industry experience may be able to complete the course in a shorter duration whilst students with little experience and/or studying with a disadvantage may require longer study durations.
- The course is delivered via face to face based training for 20 hours per week attendance required.
- Training will include a mixture of trainer demonstrations/ presentations, individual theoretical and practical tasks, group theoretical and practical tasks.
- Simulated workplace environments will be employed to recreate workplace conditions.
- Assessments methods including theoretical and practical tasks to demonstrate competency. This includes completing short answer questions, reports, case studies and completing practical activities.
- Students will be expected to undertake study, research and homework tasks outside of scheduled face to face training.
- The course requires independent study time to fully prepare for assessments.

Do you think that the training and assessment strategy described above is suitable for your needs?

Yes or No

If you have answered no to the question above, please outline the reasons why you think the “Training and Assessment Strategy” is unsuitable for your learning needs.

23. Are there any other issues, concerns or factors including any disability, impairment or long-term condition that may prevent you from learning and achieving this qualification? If so, please outline below.

Student Declaration

I confirm that completion of this Pre-Enrolment Interview is all my own work and my own experience and I have reviewed it.

Student Signature: _____

Student Name: _____

Date: / / _____

Pre-Enrolment Form	Issue Date: 01 January 2017	Review Date: 01 January 2019
Developed By: RTO Manager	Authorized By: CEO	Version: 1.0
Level 7, 190 Queen St, Melbourne Vic 3000		Page 6 of 7
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OFFICE USE ONLY

Assessor use only:

I have assessed the responses in the Pre-Enrolment Interview and based on the results obtained, the course:

- LLN Required LLN Not required
- Addresses the Student's learner needs and the Student will be able to complete the requirements of the course they are enrolling in.
- Does not address the Student's learner needs and/ or the Student will not be able to complete the requirements of the course they are enrolling in.

Assessor Signature: _____

Assessor Name: _____

Date: / / _____

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