

<b>Document title:</b>		Pre-Admission Interview Policy
<b>Approving authority:</b>		Board of Directors
<b>Related policies:</b>		Application and Admissions Policy Assessment System Policy Pre-enrolment Information Policy Regulatory Requirements Policy Access and Inclusion Policy for Students Access and Inclusion Reasonable Adjustments Policy Language, Literacy, and Numeracy (LLN) Admissions Policy Recognition of Prior Learning (RPL) Policy Student Support Services Policy
<b>Next review:</b>		01/06/2026
<b>Version</b>	<b>Release date</b>	<b>Comment</b>
V1.0	01/06/2023	Initial release

### 1. Purpose

The purpose of this policy is to outline the pre-admission interview procedures at ITAC. The policy aims to ensure a transparent, fair, and consistent process for conducting interviews to determine the suitability of prospective students for admission to ITAC's courses. The policy adheres to industry and educational best practices and helps ITAC identify and address any potential concerns, support needs, or issues that may arise during a student's enrolment.

### 2. Scope

This policy applies to all prospective students applying for admission to ITAC's courses and programs. The pre-admission interview process is designed to assess the applicant's suitability for the course and identify any potential support needs or concerns that may impact their success in the program.

### 3. Principles

ITAC's pre-admission interview process is based on the following principles:

- Ensuring a fair, consistent, and transparent process for all applicants.
- Assessing applicants' suitability for the course based on their individual needs and goals.
- Identifying potential concerns, support needs, or issues early in the admissions process.
- Providing applicants with an opportunity to ask questions and clarify any concerns or doubts.

#### **4. Interview Process**

The pre-admission interview process consists of the following steps:

- a. **Scheduling:** After the initial application review, eligible applicants will be contacted to schedule a pre-admission interview at a mutually convenient time.
- b. **Preparation:** Applicants should review the course information and requirements before the interview to ensure they understand the expectations and are prepared to discuss their suitability for the course.
- c. **Conducting the interview:** The interviewer will ask a series of questions to assess the applicant's suitability for the course, identify any potential concerns or support needs, and answer any questions the applicant may have.
- d. **Documentation:** The interviewer will document the outcomes of the interview, including any concerns, support needs, or recommendations for admission.
- e. **Decision-making:** Based on the interview outcomes, the interviewer will make a recommendation on the applicant's admission. The program coordinator will review the recommendation and make the final decision on the applicant's admission.

#### **5. Interview Criteria**

During the pre-admission interview, the interviewer will assess the applicant's suitability for the course based on the following criteria:

- Educational background and qualifications
- Relevant work experience or skills
- Motivation and commitment to the course
- Communication and interpersonal skills
- Understanding of course requirements and expectations
- Potential concerns or support needs

#### **6. Guidelines**

The following guidelines are designed to support ITAC interviewers in conducting effective and fair pre-admission interviews:

- a. **Focus on the purpose:** The primary aim of the interview is to ensure that we only admit students who are likely to be successful. Be prepared to counsel students into more appropriate training if necessary.
- b. **Case-by-case basis:** Decisions often involve a degree of subjectivity. Consult your manager for clarification or request a follow-up interview if needed.

- c. Keep it informal and efficient: Interviews can be stressful for students. In most cases, a 10-15 minute informal chat over the phone is sufficient to assess the applicant's suitability. Avoid delaying the processing of students unless there is a valid reason. Document a brief note to assist other staff and inform the relevant class trainer.
- d. State and location variations: Be aware that requirements may vary based on the availability of trainers in specific areas. Ensure students are comfortable with the VE requirements and have a contact in a school for permission before enrolling.
- e. Mental health considerations: For applicants with mental health issues, discuss the pressures of completing a course and the expectations of professional behaviour during placement. Do not exclude students based on mental health, but ensure they are capable of meeting the placement requirements.
- f. RPL students: All RPL students should be interviewed to determine their suitability. Counsel them into the appropriate mode of study and provide reasons for the selected strategy.
- g. Underage students: Students under 18 may be enrolled with parental permission and support from their school. Ensure they understand the adult-oriented nature of the course and advise them to seek assistance from a classroom teacher (if attending a school).
- h. Past enrolment issues: Address students flagged due to previous enrolment issues on a case-by-case basis. Consult your manager for guidance in these situations.
- i. Students with disabilities: Ask about the extent of the student's disability and its potential impact on assessments and placement. While reasonable adjustments can be made, the assessments must be completed to the same standard as other students. Consult your manager when making enrolment decisions for students with disabilities.
- j. English language difficulties: For students with English language difficulties, consider their oral and written language abilities. Consider the student's suitability for placement and explore alternative placement options, such as special needs schools or programs where their first language is useful. Use LLN tests if necessary.

By following these guidelines, ITAC interviewers can ensure a consistent, fair, and effective pre-admission interview process.

## **7. Post-Interview Communication**

After the pre-admission interview, applicants will be informed of the decision regarding their admission. If admitted, applicants will receive further information on the next steps in the enrolment process. If not admitted, applicants will be provided with feedback on the reasons for the decision

and, where appropriate, directed to alternative courses or support services that may better suit their needs and goals.

#### **8. Monitoring and Review**

This policy will be reviewed and updated periodically to ensure its continued relevance and effectiveness. Any updates or changes will be communicated to staff and relevant stakeholders. The policy's effectiveness will be evaluated through regular monitoring of the pre-admission interview process, including feedback from applicants and staff involved in conducting interviews.

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