

Pre-Enrolment Information Checklist

About this information checklist

This pre-enrolment information checklist is available for all applicants who are interested in enrolling on any courses offered by MIA. It may be provided together with an interview when required.

About the interview:

- Obligation-free: applicants can still decide whether they want to enrol on this course after this interview
- Available at no cost to the applicant
- Not forming any part of assessments
- Can be arranged anytime before or after an enrolment form has been submitted, but before an enrolment has been formalised
- Can be arranged in the form of group interviews or information sessions - but one form should be filled out for each applicant

Who should use this form?

This form is used by admission/enrolment officers, student support officer and administration teams as a tool to ensure students have the necessary information about MIA and enrolled courses. The student is required to sign the form as confirmation of receiving all relevant information in the checklist.

Instructions for authorised staffs

- Use this form during the pre-enrolment session, with distributing documents listed in the list to the students
- Invite the applicant to sign on the form, and make comments in the comment box when required
- File it away with the student's file

Part A: PERSONAL DETAILS

Student Name			
E-mail Address		Mobile	
Postal Address			
Course Name (Please tick the following courses you are interested in enrolling)			
ELICOS Program		Business	
☐ Day to Day English		☐ BSB30120 Certificate III in Business	
☐ PTE Skills and Strategies Course		☐ BSB40120 Certificate IV in Business	
Health & Community Service			
☐ CHC33021 Certificate III in Individual Support		☐ BSB50120 Diploma of Business	
☐ HLT52021 Diploma in Remedial Massage		☐ BSB50420 Diploma of Leadership and Management	
☐ 22656VIC Advanced Diploma of Myotherapy		☐ BSB60120 Advanced Diploma of Business	
Graduates Studies		Childhood Education & Care	
☐ BSB80120 Graduate Diploma of Management (Learning)		☐ CHC30121 Certificate III in Early Childhood Education and Care	
Commercial Cookery & Hospitality		☐ CHC50125 Diploma of Early Childhood Education and Care	
☐ SIT40521 Certificate IV in Kitchen Management		Beauty	
☐ SIT50422 Diploma of Hospitality Management		☐ SHB50121 Diploma of Beauty Therapy	
☐ SIT60322 Advanced Diploma of Hospitality Management			

Part B: EDUCATION AND EMPLOYMENT HISTORY

Do you wish to apply for 'Credit Transfers'?	Yes	☐	No	☐
If yes, please provide a certified copy of an academic transcript certificate or statement of results for these courses/units of competency you wish to apply for Credit Transfer.				
Do you wish to apply for RPL?	Yes	☐	No	☐
If yes, you will be required to complete RPL forms to determine your eligibility to proceed with RPL. You should discuss the RPL process at the pre-training interview.				



Relevant Employment/Work Experience						
Have you any relevant employment or work experience? <i>If Yes, please complete the table below</i>			Yes	☐	No	☐
Year of Employment	Company Name	Position	Job Duty	Hours per week		

Part D: ADEQUATE INFORMATION PROVIDED		
To enable you to make an informed decision about whether or not to proceed with your course application, you should have access to all the information below. If 'Yes' you have the information you need, please tick the relevant box. If you tick the 'No, require more information' box for any item, a MIA representative will provide you additional information related to the topic.		
1. Course Information	Yes	No, require more information
• Have you received the relevant course information, including Course flyer, Student handbook, Enrolmen Form, USI information and Academic calendar	☐	☐
• VET Student Loans (Domestic Students ONLY) Have you received the following information? ➢ VET Student Loan Statement of Covered Fees and Notice ➢ VET Student Information booklet ➢ FAQ for students completing the VET Student Loans engagement and progression form	☐	☐
• Entry requirements for your proposed course, including Academic requirements and English language proficiency requirements	☐	☐
• Work Experience Requirement for your proposed course	☐	☐
• Assessment principles including recognition of prior learning and credit transfer	☐	☐
• Course Credit (if applicable)	☐	☐
• Content of your proposed course	☐	☐
• Duration and holidays of your proposed course	☐	☐
• Campus at which classes will be conducted	☐	☐
• Work placement information (If relevant)	☐	☐
• Any licences or registrations that you must hold for work placement or for employment after your course is finished (i.e. Massage Association, Blue Card, Police Check, immunization...etc)	☐	☐
• Delivery method (i.e. class/workshop based, distance / online or a combination)	☐	☐
• Mode of Study and scheduled contact hours per week requirements for training and assessments	☐	☐
• How assessment will be conducted during your course, including record keeping and accessing records	☐	☐
• Any materials or protective clothing you must supply and physical exertions required to complete practical tasks (lifting, handling) (i.e. disclosed shoes, Apron...etc)	☐	☐
• Materials, equipment and resources that you will be supplied with as part of your fees	☐	☐



• Any other organisation that will be involved in providing training or assessment in your course (i.e. First Aid)	☐	☐
• The requirement for you to undertake an assessment of your language, literacy, numeracy and digital (LLND) skills before enrolment to determine any support needs you may have during your study	☐	☐
• Course qualification, award or other outcomes	☐	☐
2. Services, Facilities, Complaints & Appeals	Yes	No, require more information
• General student support services, including health and safety issues	☐	☐
• Students' Rights and Responsibility	☐	☐
• Legislation and regulatory requirements (e.g. CRICOS information, Privacy Act)	☐	☐
• Facilities and services available on campus (e.g. Library, computers, cafeteria)	☐	☐
• Emergency instruction	☐	☐
• Complaints and appeals management processes	☐	☐
• Feedback and quality improvement processes	☐	☐
• Information about health insurance and applying student visa (International Students ONLY)	☐	☐
• Accommodation options and estimated cost of living in Australia (International Students ONLY)	☐	☐
3. Fee Information & Payment Schemes	Yes	No, require more information
• The fees and other charges you will incur (Fee For Service – full fee, tuition fee, material fees, enrolment fees)	☐	☐
• Payment schemes and plans that may assist in paying your fees	☐	☐
• MIA Fees and Refund Policy and Procedure	☐	☐

Part D: Digital literacy					
Questions	Beginner	Limited	Capable	Advanced	
• How would you rate your skills in the use of digital technologies?	☐	☐	☐	☐	
• Do you regularly use any of the following digital technologies? (Tick all the applicable option/s) ➢ Smart phone ➢ Laptop/computer/notebook computer ➢ Applications Microsoft Word, Excel, PowerPoint ➢ Email ➢ Internet	☐	☐	☐	☐	
Questions	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
• I am comfortable communicating with others?	☐	☐	☐	☐	☐
• I am comfortable problem-solving on my own?	☐	☐	☐	☐	☐
• I am comfortable learning something new?	☐	☐	☐	☐	☐

• I am comfortable watching videos (YouTube, etc.) and using social media	☐	☐	☐	☐	☐
• I am comfortable in creating, editing different documents.	☐	☐	☐	☐	☐
• I am comfortable researching on the internet and sending emails.	☐	☐	☐	☐	☐
• I am comfortable in using different applications and programs.	☐	☐	☐	☐	☐
• Do you have access to a computer at home with a reliable internet connection to study?	Yes ☐ No ☐				

Applicant Signature and Declaration

I declare the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Mastery Institute Australia ('The Institute') of any place which may be offered. I agree to release and indemnify the Institute and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that an LLND assessment will be undertaken to assess my suitability to the program in Stage 2 of the enrolment process.

Student Name : _____ Date: _____

Signature: _____

OFFICE USE ONLY (Please tick on boxes where applicable)

Staff in Charge : _____ Date: _____

Signature: _____

Other comments: