

## 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

|                                                                                               |  |                                                                                         |  |
|-----------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------|--|
| <b>Student Name</b>                                                                           |  |                                                                                         |  |
| <b>E-mail Address</b>                                                                         |  | <b>Mobile</b>                                                                           |  |
| <b>Postal Address</b>                                                                         |  |                                                                                         |  |
| <b>Course Name</b> <i>(Please tick the following courses you are interested in enrolling)</i> |  |                                                                                         |  |
| <b>ELICOS Program</b>                                                                         |  | <input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management            |  |
| <input type="checkbox"/> General English                                                      |  | <b>Beauty</b>                                                                           |  |
| <input type="checkbox"/> PTE Preparation                                                      |  | <input type="checkbox"/> SHB50121 Diploma of Beauty Therapy                             |  |
| <b>Health &amp; Community Service</b>                                                         |  | <b>Business</b>                                                                         |  |
| <input type="checkbox"/> CHC33021 Certificate III in Individual Support                       |  | <input type="checkbox"/> BSB30120 Certificate III in Business                           |  |
| <input type="checkbox"/> HLT52021 Diploma in Remedial Massage                                 |  | <input type="checkbox"/> BSB40120 Certificate IV in Business                            |  |
| <input type="checkbox"/> 22656VIC Advanced Diploma of Myotherapy                              |  | <input type="checkbox"/> BSB50120 Diploma of Business                                   |  |
| <b>Graduates Studies</b>                                                                      |  | <input type="checkbox"/> BSB50420 Diploma of Leadership and Management                  |  |
| <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)                   |  | <input type="checkbox"/> BSB60120 Advanced Diploma of Business                          |  |
| <b>Commercial Cookery &amp; Hospitality</b>                                                   |  | <b>Childhood Education &amp; Care</b>                                                   |  |
| <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management                        |  | <input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care |  |
| <input type="checkbox"/> SIT50422 Diploma of Hospitality Management                           |  | <input type="checkbox"/> CHC50125 Diploma of Early Childhood Education and Care         |  |

### MIA Respects Privacy

Information collected on this form will solely be used in the enrolment process. Unless required by law, MIA will NOT pass any of the information on this form onto any third parties or used it in any other areas of MIA's businesses (e.g., not for sending marketing materials) unless written consent has been obtained from the applicant.



| Part B: EDUCATION AND EMPLOYMENT HISTORY                                                                                                                                           |              |          |          |                          |    |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|----------|--------------------------|----|--------------------------|
| Do you wish to apply for 'Credit Transfers'?                                                                                                                                       |              |          | Yes      | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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      | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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      | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/>     |
| • VET Student Loans ( Domestic Students ONLY)<br>Have you received the following information?<br>➢ VET Student Loan Statement of Covered Fees and Notice<br>➢ VET Student Information booklet<br>➢ FAQ for students completing the VET Student Loans engagement and progression form                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Entry requirements for your proposed course, including Academic requirements and English language proficiency requirements                                                                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Work Experience Requirement for your proposed course                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Assessment principles including recognition of prior learning and credit transfer                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Course Credit (if applicable)                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Content of your proposed course                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Duration and holidays of your proposed course                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Campus at which classes will be conducted                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Work placement information (If relevant)                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/>     |
| • 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)                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Delivery method (i.e. class/workshop based, distance / online or a combination)                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/>     |
| • Mode of Study and scheduled contact hours per week requirements for training and assessments                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/>     |



|                                                                                                                                                                                                    |                          |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| • How assessment will be conducted during your course, including record keeping and accessing records                                                                                              | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Any materials or protective clothing you must supply and physical exertions required to complete practical tasks (lifting, handling) (i.e. disclosed shoes, Apron...etc)                         | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Materials, equipment and resources that you will be supplied with as part of your fees                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Any other organisation that will be involved in providing training or assessment in your course (i.e. First Aid)                                                                                 | <input type="checkbox"/> | <input type="checkbox"/>            |
| • 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 | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Course qualification, award or other outcomes                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/>            |
| <b>2. Services, Facilities, Complaints &amp; Appeals</b>                                                                                                                                           | <b>Yes</b>               | <b>No, require more information</b> |
| • General student support services, including health and safety issues                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Students' Rights and Responsibility                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Legislation and regulatory requirements (e.g. CRICOS information, Privacy Act)                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Facilities and services available on campus (e.g. Library, computers, cafeteria)                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Emergency instruction                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Complaints and appeals management processes                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Feedback and quality improvement processes                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Information about health insurance and applying student visa                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Accommodation options and estimated cost of living in Australia                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/>            |
| <b>3. Fee Information &amp; Payment Schemes</b>                                                                                                                                                    | <b>Yes</b>               | <b>No, require more information</b> |
| • The fees and other charges you will incur (Fee For Service – full fee, tuition fee, material fees, enrolment fees)                                                                               | <input type="checkbox"/> | <input type="checkbox"/>            |
| • Payment schemes and plans that may assist in paying your fees                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/>            |
| • MIA Fees and Refund Policy and Procedure                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/>            |

| <b>Part D: Digital literacy</b>                                                                                                                                                                                                          |                          |                          |                          |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Questions</b>                                                                                                                                                                                                                         | <b>Beginner</b>          | <b>Limited</b>           | <b>Capable</b>           | <b>Advanced</b>          |
| • How would you rate your skills in the use of digital technologies?                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you regularly use any of the following digital technologies? (Tick all the applicable option/s)<br>➢ Smart phone<br>➢ Laptop/computer/notebook computer<br>➢ Applications Microsoft Word, Excel, PowerPoint<br>➢ and Email Internet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Questions                                                                                | Strongly Agree                                           | Agree                    | Neutral                  | Disagree                 | Strongly Disagree        |
|------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • I am comfortable communicating with others?                                            | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am comfortable problem-solving on my own?                                            | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am comfortable learning something new?                                               | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am comfortable watching videos (YouTube, etc.) and using social media                | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am comfortable in creating, editing different documents.                             | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am comfortable researching on the internet and sending emails.                       | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am comfortable in using different applications and programs.                         | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have access to a computer at home with a reliable internet connection to study? | Yes <input type="checkbox"/> No <input type="checkbox"/> |                          |                          |                          |                          |

#### 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: