

## PRE-ENROLMENT QUESTIONNAIRE FORM

This form is to assess the prospective student's suitability to the course and advise the student about the training product appropriate to meeting the student's needs, taking into account each student's existing skills and competency. Melbourne City College Australia (MCCA) will apply this form to gain information from each applicant to determine suitability into the qualification/course. The letter of offer and written agreement form will be provided to and signed by the student if the Pre-Enrolment Questionnaire Form has been successfully completed and assessed.

<b>Instructions:</b>			
1. Please complete the following form in full and return it by email to <a href="mailto:admissions@melbournecitycollege.edu.au">admissions@melbournecitycollege.edu.au</a> or by post.			
2. If you have any question, please contact our Student Support Officer or visit our website at: <a href="https://www.melbournecitycollege.edu.au/">https://www.melbournecitycollege.edu.au/</a>			
<b>Part 1 - Personal Details</b> (Please choose by placing an X in the boxes that apply)			
<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		
<b>Surname</b>			
<b>Given Name</b>			
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth</b>	/ /
<b>Course Code and Name</b>			

<b>Part 2 - Questionnaire</b>				
<b>Questions</b>	<b>Student Comments</b>	<b>For College Use Only</b>		<b>Comments</b>
		<b>Place an X in the applicable boxes</b>		
		<b>Satisfactory</b>	<b>Unsatisfactory</b>	
1. Why did you choose to enrol at MCCA?		<input type="checkbox"/>	<input type="checkbox"/>	
2. What course do you wish to undertake?		<input type="checkbox"/>	<input type="checkbox"/>	
3. Why do you wish to undertake the course?		<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you meet the course entry requirements?		<input type="checkbox"/>	<input type="checkbox"/>	
5. What is your highest education qualification level? Please specify the field of study if applicable.		<input type="checkbox"/>	<input type="checkbox"/>	

## Part 2 - Questionnaire

Questions	Student Comments	For College Use Only		Comments
		Place an X in the applicable boxes		
		Satisfactory	Unsatisfactory	
6. Do you have any experience that is relevant to your chosen course? If yes, please specify your experience.		<input type="checkbox"/>	<input type="checkbox"/>	
7. Do you want to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? If yes, please fill in a Credit Transfer or Recognition of Prior Learning (RPL) Application Form. This is available from Student Services.		<input type="checkbox"/>	<input type="checkbox"/>	
8. What do you expect to achieve after completion of the course?		<input type="checkbox"/>	<input type="checkbox"/>	
9. What is your career plan?		<input type="checkbox"/>	<input type="checkbox"/>	
10. Do you need extra/ special assistance/ support or have any medical conditions that should be considered which may interfere with undertaking the course? If Yes, please comment details of extra/ special assistance/ support to be required.		<input type="checkbox"/>	<input type="checkbox"/>	

## Part 3 - Student Declaration

### Privacy Statement:

The information collected in this form is for the purpose of processing your enrolment application with Melbourne City College Australia. The information will be held by the College in accordance with its Privacy Policy and Procedures and maybe accessed and used by people employed/ engaged by the College. The information maybe made available to government departments and agencies in relation to the College's obligations under law including the Australian Skills Quality Authority (ASQA) reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).

**Privacy Declaration:** I am aware that the Education and Training Reform Act 2006 requires the College to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number, Unique Student Identifier and updating my personal information on the Victorian Student Register.

I am aware that I have a right to access and correct my personal information in accordance with privacy legislation and the College's Privacy Policy and Procedures. For more information in relation to how student information may be used or disclosed please access the Colleges Privacy Policy at: <https://www.melbournecitycollege.edu.au/pdfs/privacy.pdf>.



<b>Declaration:</b> I declare that the information provided by me in this form, is correct. I confirm that I have read, fully understand, and accept the College TERMS AND CONDITIONS and Policies and Procedures available on the College Website, and agree to be bound by them including the Fee and Refund Policy, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due. I acknowledge and agree to the terms described in this privacy statement.			
<b>Student Name</b>			
<b>Student Signature</b>		<b>Date</b>	/ /
<b>Provider Decision (For College Use Only)</b>			
<b>Enrolment Offered</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Comments:</b>  			
<b>College Staff Name</b>			
<b>College Staff Signature</b>		<b>Date</b>	/ /