

ASSOCIATION FOR THE BLIND OF WA

TRAINING, EMPLOYMENT AND INFORMATION SERVICES (TEIS)

STUDENT SELECTION AND ENROLMENT - TASK CHECKLIST

1.0 Preparation:

- Prepare all necessary documents – interview questions, keyboard assessment, literacy and numeracy assessment
- Organise interview dates and times

2.0 Contact Potential Students:

- Confirm the interview date and time arrangements
- Contact all clients on the JADE waiting lists or other source
- Invite for interview those clients still interested in enrolling
- Advise clients of the documents they will be required to bring to interview – eg proof of education, qualification, training, etc.

3.0 Interviews:

- Conduct interview as per the interview checklist
- Sight and copy all relevant documentation provided by the client
- Check keyboard skills
- Arrange for literacy and numeracy assessment if required

4.0 Literacy and Numeracy Assessments:

- Carry out assessment
- Check and discuss
- Inform client of the outcome
- If literacy and numeracy are below course requirements, provide suggested training pathway

5.0 Enrolment Advice:

- Advise clients of interview outcome and, where appropriate, offer training place
- Verify that SAF has been paid
- Advise clients of course enrolment date and time
- Advise clients of Induction date and time

6.0 Enrolment and Induction Day:

- Complete and sign enrolment forms
- Provide students with a list of materials they must purchase for their course (if required)
- Attend induction
- Obtain student signatures on induction checklist as proof of attendance
- Ensure that students know the course commencement dates