

Student Interview Request Form

Student Details			
Student Name:		Student ID	
Course Name:		Intake Date:	
Contact Details in Australia			
Address:			
Email:		Phone No:	
Interview Appointment Details			
Appointment required with: <i>(provide name of trainer/assessor or staff member)</i>			
Preferred Date:			
Reasons for the interview with TACIS trainer/assessor or staff members			
Office Use Only			
Received by:	<i>(TACIS Officer's Signature)</i>	Date:	
Followed by:	<i>(TACIS Officer's Signature)</i>	Date:	
Confirmation of the Appointment	Yes	No	
Was the appointment confirmed with the student by letter or e-mail?	Yes	No	
Were the documents filed in the student's personal file?	Yes	No	
Recorded meeting outcome on the student management database?	Yes	No	
Officer's Signature	Date:		
Comments:			

Interview Form (Office Use Only)

Interview Records		
Interview Outcome/Action		
Follow-up status		
Staff Member or Trainer/Assessor Signature: _____ Date: _____		
Student's Signature: _____ Date: _____		
Was the student notified of the outcome by letter or e-mail?	Yes	No
Recorded interview records and outcome on the Institute database?	Yes	No
Copy filed in the student's personal file?	Yes	No
Officer Signature	Date	
Comments:		