

LANGUAGE, LITERACY, NUMERACY AND DIGITAL LITERACY

INTERVIEW GUIDE

Student Details

Surname:		Title:	
First Given Name:			
Course title:			
Date of interview:			
Interview with:			
Interview purpose:	To establish the student's background, motivation, and general abilities to inform what support the Institute may provide. The interview is not intended to cause anxiety but to establish training options in which the student can feel supported and self-determining in completing the training. The interview is simply a tool that the Institute can use to identify the most appropriate learning and assessment strategies for each individual.		
Confidentiality:	The student should be reassured that all information will be treated in the strictest of confidence. The information will not be disclosed beyond the interviewer unless agreed to by the student.		
Vocational background:	The student should be asked to provide a short description of their vocational background to establish the type of work previously engaged in.		

	Feedback:
Learning skills:	The student should be asked about their previous learning experiences. Were there any areas where they had difficulty in learning? Were there strategies that they relied on to assist them with learning? Feedback:
Reading skills:	The student should be asked what type of reading they do. Do they read every day, and what type of material do they read? Do they read for work or do they read for pleasure? Do they experience difficulties reading instructions such as cooking instructions or labels? Feedback:
Writing skills:	The student should be asked their specific background in writing. How have they coped when they are required to write at work? Do they use a computer to assist them? What type of reading do they prefer? Do they read the paper?

	Feedback:
Oral communication skills:	The student should be asked if they have any difficulty communicating verbally. Do people often misunderstand them? Do they have difficulty understanding others? Feedback:
Numeracy skills:	The student should be asked their specific background in using numbers. Can they count adequately? Can they perform basic addition and subtraction? Can they use a calculator? How do they cope at work when they need to calculate something or use numbers? Feedback:
Digital literacy skills:	The student should be asked about their current experience using technology and digital devices. Are they familiar with operating a computer and using word processing? How do they normally send a message? Do they pay bills online? Feedback:

Support preferences:	Ask the student what type of support they consider would be helpful in undertaking the training. Outline the support that is available. Feedback:
Motivation level:	Ask the student how committed they are to accept and use the support services offered. Are they willing to take the course over a longer duration than others to participate in the support services offered? Feedback:
Responsiveness to referral	Ask the student if they are willing to participate in specific language, literacy and numeracy training by another training provider in order to prepare them to undertake the training with the Institute. Are they prepared to meet any financial cost of this training? Feedback: