Course Application Form

Semester One 2012

Applications must be received by 5pm on Friday 28 October 2011

TO COMPLETE THIS FORM

All questions must be answered. Incomplete application forms will not be processed.

To complete this form you will need to refer to the TAFE NSW website: www.tafensw.edu.au

• Please read the section about Applying and Enrolling.
• Only use this form to apply for courses which are marked with an application closing date. Semester One closing date is Friday 28 October 2011.
• Make sure you will be able to meet the entry requirements for the course(s) you select, or — if you don’t meet the entry requirements, check with a TAFE NSW Counsellor or course information officer to see if you may be considered for Special Admission.

You may lodge only one TAFE NSW Course Application Form — you can apply for up to four courses on the form. However you can be offered a place in only one of your preferences.

To lodge your form — mail or deliver your application to the Course Application Centre at the campus of your first course preference. Your application must be received by 5pm on Friday 28 October 2011. Faxed applications will not be accepted.

Part A — YOUR PERSONAL DETAILS

NAME

DATE OF BIRTH

POSTAL ADDRESS

COUNTRY OF POSTAL ADDRESS

IF NOT AUSTRALIA)

EMAIL ADDRESS

RESIDENTIAL ADDRESS

PHONE

What is your TAFE NSW student number (if you already have one)?

[ ] Tick this box if you want to update your address in the TAFE NSW record system with the address on this form.

Part B — COURSE PREFERENCES

Select up to four application courses in order of preference.

Please note: the same course at different campuses may vary in content — check with the campus to see if the course content is suitable; the same course at different campuses or with different attendance modes requires a separate preference.

To provide details below, see the course displays on the TAFE NSW website. Note:

• the TAFE NSW course number is found near the top of the course details.
• for the APPLICATION CODE, CAMPUS and ATTENDANCE MODE, go to the course on the TAFE NSW website and click through from “Locations and Fees”.
• courses may be cancelled without prior notification.
ASSESSMENT

This form will be assessed based on your answers to:
Part C — Education and training
Part D — Relevance to career plan or goals

ALL questions must be answered. They are equally important.

You may need to copy pages 2 and 3 first

If you are applying for more than one course, and the courses are in different career areas, you will need to supply different answers to the questions in Parts C and D.

For example, if you are applying for an animal studies course and a design course you will need to copy pages 2 and 3 first, so that you can provide different answers for both animal studies and design. Attach any relevant documents to the relevant extra pages, and attach to your application form. Make sure to put your name and the relevant career area on each set of answers.

CHECKLIST

Please check that you have:

☐ Attached all copies of documents (do not send original documents with your application) required for Part C — check the documents required where this symbol appears: 

If any documents are in a language other than English, you must provide English translations of these documents. Contact a TAFE NSW counsellor or an Institute Multicultural Education Coordinator if you need assistance to provide this evidence.

☐ Attached or included any materials you have been asked to provide (such as portfolio, artwork or video) and labelled them with your name and the name of the course they relate to.

☐ Copied your application form and relevant documents for your own reference.

PART C — PREVIOUS AND CURRENT EDUCATION AND TRAINING

– this includes education and training in other countries.

Please complete the following by ticking the boxes or by providing information where requested.

You should provide complete and comprehensive details below and attach copies of evidence.

1. What is your highest completed school level?

☐ Year 12 or equivalent ☐ Year 10 or equivalent ☐ Year 8 or below

☐ Year 11 or equivalent ☐ Year 9 or equivalent ☐ Never attended school

In which year did you complete the above school level? 

Are you still attending secondary school? ☐ No ☐ Yes

Weren't you a NSW Higher School Certificate Candidate for the year 2011? ☐ No ☐ Yes Attach copies of your trial HSC results

If you have done the NSW Higher School Certificate since 1991, what was your Board of Studies student number?

2. Have you successfully completed any of the following qualifications? ☐ Yes ☐ No

If YES, then place a cross in any of the applicable box(es):

☐ Bachelor Degree or Higher Degree ☐ Certificate III (or Trade Certificate)

☐ Advanced Diploma or Associate Degree ☐ Certificate II

☐ Diploma (or Associate Diploma) ☐ Certificate I

☐ Certificate IV (or Advanced Certificate/Technician) ☐ Certificates other than above

Tick the applicable box(es) below to indicate where you obtained the above qualifications:

☐ Overseas ☐ Adult & Community Education (ACE) ☐ HSC VET Course

☐ TAFE NSW ☐ Other training provider
3. Please list any courses you have completed or in which you are currently enrolled in the table below and attach evidence for each claim you make (e.g., copies of subject result notices, reports, testamurs or certificates).

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<th>COURSE NAME</th>
<th>INSTITUTION</th>
<th>STATE/COUNTRY</th>
<th>YEAR FINISHED</th>
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4. Are there any other factors that influenced your education and training (for instance, isolation, health or personal circumstances)?  
   □ No  □ Yes

If Yes, please provide details

PART D — RELEVANCE OF THE COURSE TO CAREER PLAN OR GOALS

Relevance of the course

1. Of the following categories, which BEST describes your main reason for undertaking this course?  
   Tick one box only.
   □ To get a job  □ To get a better job or promotion  □ For personal interest or self development
   □ To develop my existing business  □ It is a requirement of my job  □ Other reasons
   □ To start my own business  □ I want extra skills for my job
   □ To try for a different career  □ To get into another course of study

2. Write your reasons for undertaking this course, including your career plan or goals. Please include any other factors that are relevant to your application.
PART E — STUDENT DETAILS AND DECLARATION

All questions must be answered.

STUDENT DETAILS

Please complete the following by ticking the boxes or by providing information where requested. All information will be treated confidentially.

☐ Please indicate if you agree for TAFE NSW Marketing to contact you with further information about courses or for market research.

☐ Please indicate if you speak a language other than English at home.

Do you consider yourself to have a disability, impairment or long term condition

[ ] No [ ] Yes

If YES, place a cross in any applicable box listed below:

[ ] Vision [ ] Intellectual [ ] Acquired Brain Impairment

[ ] Hearing/Deaf [ ] Medical Condition [ ] Learning

[ ] Physical [ ] Mental Illness [ ] Other

Do you require assistance because of this disability, impairment or long term condition from a Teacher/Consultant for Students with Disabilities?

[ ] No [ ] Yes

If YES, please contact a Teacher/Consultant for Students with Disabilities for further information, including help with completion of this form (contact details are available at the college enrolment centre or on the TAFE NSW website under ‘Students - Support Services’).

Are you an Australian Aboriginal or Torres Strait Islander? (If applicable, tick both the second and third boxes.)

[ ] No [ ] Yes, Australian Aboriginal [ ] Yes, Torres Strait Islander

Please mark your citizenship or residency status below.

Do you reside in Australia?

[ ] Yes [ ] No

Citizenship or residency status, I am – (tick more than one box if appropriate)

[ ] an Australian citizen, or

[ ] a New Zealand citizen, or

[ ] an Australian permanent resident or

[ ] an Australian temporary visa holder

and my visa sub-class is

STUDENT DECLARATION

• This form has been completed by me personally and the information I have given is correct.

• I understand that evidence I provide with my application will need to be verified at enrolment if I am made an offer.

• I consent to TAFE NSW obtaining personal information necessary to complete or verify my application.

• I understand that TAFE NSW will not accept responsibility for incorrectly completed forms, forms sent to the wrong address, or the return of original documents or materials.

• I understand that this application does not guarantee a place in a course.

Your signature

Date

FURTHER INFORMATION

To change your preferences after lodging your application — use the TAFE NSW Course Application Amendment Form which can be obtained from the website www.tafensw.edu.au or your local campus. Preference changes can only be accepted if received by 5pm on Friday 28 October 2011.

For further information — contact the campus of your first course preference.

Privacy — Information collected by the New South Wales TAFE Commission during a student’s enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed. The information may be disclosed to Centrelink, the Department of Veterans’ Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your application will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration.