

Course Application Form

Semester Two 2012

Applications must be received **by 5pm on Friday 25 May 2012**



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 Two closing date is **Friday 25 May 2012**.
- 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 25 May 2012. **Faxed** applications will **not** be accepted.

OFFICE USE ONLY
APPLICATION NUMBER
DATE RECEIVED
COPIES

Part A — YOUR PERSONAL DETAILS

NAME	FAMILY NAME						
	FIRST GIVEN NAME	OTHER GIVEN NAMES					
DATE OF BIRTH	<input type="text"/>	<input type="text"/>	<input type="text"/>	(DAY / MONTH / YEAR)	SEX	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
POSTAL ADDRESS	SUBURB/TOWN			POSTCODE			
COUNTRY OF POSTAL ADDRESS (IF NOT AUSTRALIA)	POSTCODE OF TOWN/SUBURB WHERE YOU USUALLY LIVE						
EMAIL ADDRESS	<input type="text"/>						
RESIDENTIAL ADDRESS	If the same as Postal Address, write "AS ABOVE"						
	SUBURB/TOWN		STATE	POSTCODE			
PHONE	HOME <input type="text"/>	WORK <input type="text"/>	MOBILE <input type="text"/>				

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.

	APPLICATION COURSE CODE	TAFE NSW COURSE NO	ATTENDANCE MODE	OFFICE USE ONLY	OFFICE USE ONLY COURSE GROUP
Pref 1	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	COURSE NAME	CAMPUS NAME			
Pref 2	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	COURSE NAME	CAMPUS NAME			
Pref 3	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	COURSE NAME	CAMPUS NAME			
Pref 4	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	COURSE NAME	CAMPUS NAME			

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.

YOUR NAME

CAREER AREA


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?

- | | | |
|--|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Year 8 or below |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 9 or equivalent | <input type="checkbox"/> Never attended school |

In which year did you complete the above school level?

Are you still attending secondary school? No Yes

Were you a NSW Higher School Certificate Candidate for the year 2011? No Yes *Attach copies of your 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):

- | | |
|--|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or Associate Diploma) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificates other than above |

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

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Overseas | <input type="checkbox"/> Adult & Community Education (ACE) | <input type="checkbox"/> HSC VET Course |
| | <input type="checkbox"/> TAFE NSW | <input type="checkbox"/> Other training provider |

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*

a permanent humanitarian visa holder

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 25 May 2012.

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.