

# Course Application Form

Semester One 2010

Applications must be received **by 5pm on Friday 30 October 2009**

NEW SOUTH WALES  
DEPARTMENT  
OF EDUCATION  
AND TRAINING



## 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 30 October 2009**.
- 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.

OFFICE USE ONLY	
APPLICATION NUMBER	
DATE RECEIVED	
C-GROUP	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	<input type="text"/>		
	SUBURB/TOWN	POSTCODE	
COUNTRY OF POSTAL ADDRESS (IF NOT AUSTRALIA)	<input type="text"/>	POSTCODE OF TOWN/SUBURB WHERE YOU USUALLY LIVE	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		
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 "View proposed locations for this course".

	APPLICATION COURSE CODE	TAFE NSW COURSE NO	ATTENDANCE MODE	OFFICE USE ONLY
Pref 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	COURSE NAME	CAMPUS NAME		
Pref 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	COURSE NAME	CAMPUS NAME		
Pref 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	COURSE NAME	CAMPUS NAME		
Pref 4	<input type="text"/>	<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 accounting course and a hairdressing course you will need to **copy pages 2 and 3 first**, so that you can provide different answers for both animal studies and hairdressing. **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** successfully 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 2009?  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 qualifications?  No  Yes

If YES, then tick 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 Framework 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 you have a disability, impairment or long term condition  No  Yes

If YES, then tick the appropriate box(es)

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 TAFE NSW 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 of Aboriginal or Torres Strait Islander origin? (If applicable, tick both the second and third boxes.)

No  Yes, Aboriginal  Yes, Torres Strait Islander

Please mark your citizenship or residency status below.

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*

not residing in Australia.

### 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 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 30 October 2009. **Faxed** applications will **not** be accepted.

**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](http://www.tafensw.edu.au) or your local campus. Preference changes can only be accepted if received by 5pm on Friday 30 October 2009.

**For further information** — contact the campus of your first course preference or the TAFE NSW Information Centre on 131 601 (for calls within NSW) or 02 8289 4777 (for calls outside NSW).

**Privacy** — Information concerning students is collected and held by the TAFE NSW Commission (having its principal office located at Level 2, 35 Bridge Street Sydney NSW 2000). The information on this form will be used by TAFE NSW and the National Centre for Vocational Education Research (NCVER) and/or other authorised organisations for the purpose of general student administration, identification, communication, state and national reporting, program monitoring and evaluation. The provision of this information is not required by law but is necessary to determine your eligibility for a place in a TAFE NSW course listed on this application form. Selection into a course can be solely based on the information provided on this form and provides the basis of information necessary for enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access, correct or amend your personal details by contacting the college where you lodged your application form.