



# COURSE APPLICATION FORM

## CERTIFICATE IV in OUTDOOR RECREATION

Applications must be received by 5pm on **Monday 3rd October 2011**

**COMPLETE THIS APPLICATION FORM AND ATTACH A CURRENT RESUME**

- Make sure you will be able to meet the **entry requirements** of the Certificate IV in Outdoor Recreation. If you **don't** meet the entry requirements for Certificate IV please check with Lorraine Smith to see if you can be considered for admission to the Certificate III in Outdoor Recreation that can/will lead to a Certificate IV in Outdoor Recreation over a period of 12-18 months (depending on current skills and experience).
- For further information refer to: [www.australianoutdoored.com](http://www.australianoutdoored.com) and follow the links to Certificate IV.
- This form **should not** be used for other TAFE Institute applications.

Use BLOCK LETTERS to complete the form.

**The student must complete ALL parts of this application form and attach any required documentation as outlined below.**

### 1 Course details (OFFICE USE ONLY)

Name of Course: **Certificate IV in Outdoor Recreation** Application number: \_\_\_\_\_  
TAFE College/Campus: **TAFE Western – Lithgow College** Date received: \_\_\_\_\_

### 2 Student information

Gender:  Male  Female  
Family name: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Given name (in full): \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
Email address: \_\_\_\_\_  
**For this course only**, are you, or are you applying to be an industry based TRAINEE?  Yes  No  
**For this course only**, are you, or are you applying to be an industry based APPRENTICE?  Yes  No  
**TAFE NSW Student Number** (if you already have one): \_\_\_\_\_  
Please indicate if you want to update your address in the TAFE NSW record system with the address on this form.  Yes  No

### 3 Student statistics

#### TAFE Statistics – KEY QUESTIONS

*This information is required for TAFE NSW statistical purposes.*

#### Citizenship and Residency

Please mark your citizenship or residency status below, marking more than one box if appropriate. The details provided below will be verified with the Department of Immigration and Citizenship or other Government Agencies. If the verification process shows a mismatch of information, you could be asked to provide evidence of your status.

- Australian citizen  New Zealand citizen  Australian permanent resident  Not residing in Australia  
 Holder of an Australian temporary visa and my visa sub-class is: .....

#### Are you of Aboriginal or Torres Strait Islander origin?

If you are both Aboriginal and Torres Strait Islander mark both boxes 2 and 3.

1.  No 2.  Yes, Aboriginal 3.  Yes, Torres Strait Islander

Are you of non English speaking background?  Yes  No

1. **Do you consider yourself to have a disability, impairment or long term condition?** Mark one box only.  Yes  No

If Yes, mark any applicable box

- Vision       Hearing/Deaf       Physical       Intellectual       Medical Condition  
 Mental Illness       Acquired Brain Impairment       Learning       Other

Please provide details if other: .....

.....

.....

1. Will an application for additional support/resources be submitted?  Yes  No

If **YES**, provide details.....

.....

#### 4 Previous study at TAFE

Have you studied at TAFE NSW before? Yes  No

Are you applying for more than one TAFE course for 2009/2010? Yes  No

#### 5 Education and Training

This includes education and training in countries other than Australia.

Please complete the following by ticking the boxes or by attaching/providing the 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?

- Year 12       Year 11 or equivalent       Year 10 or equivalent       Year 9 or equivalent       Year 8 or below

2. In which year did you complete the above school level? \_\_\_\_\_

3. Have you successfully completed any further qualifications?  Yes  No

4. If YES, tick the applicable box(es):

- Bachelor Degree or Higher Degree  
 Advanced Diploma or Associate Degree  
 Diploma (or Associate Diploma)  
 Year 9 or equivalent  
 Certificate IV (or Advanced Certificate/Technician)  
 Certificate III  
 Certificate II  
 Certificate I  
 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 Framework Course       TAFE NSW       University  
 Other training provider

#### 6 Selection Criteria

Your application to a Certificate IV in Outdoor Recreation will be assessed using the following selection criteria that will be used to determine your eligibility for and selection into the course:

- previous education and training (Section 5 of this Application Form)
- paid or unpaid work in the outdoor recreation/outdoor guiding/outdoor education field
- personal outdoor skills (to the minimum of Certificate III in Outdoor Recreation)

Please ensure your Curriculum Vitae provides information of the above areas to assist the selection process.

Inability to meet any of the above criteria will not preclude you from entry to the program. However, you may be required to complete pre-requisites relevant to the areas of your skill, knowledge or experience gaps. This is why we offer a Certificate IV in Outdoor Recreation incorporating a Certificate III in Outdoor Recreation to assist those students who do not have the necessary skills and experience to gain direct entry to the Certificate IV in Outdoor Recreation.

Your application should contain:

- a brief covering letter
- a completed Application Form
- a current resume
- log of your outdoor skills and experience (if possible, but not compulsory)

**Student's Declaration:** I understand the requirements of the TVET course for which I am applying. I understand that my school/school authority may access my results from this course and that results will be provided to the Board of Studies. I am aware that I may be responsible for arranging my own transport to and from the college/campus and that I may have to undertake some travel out of school hours. If accepted I am committed to completing the course.

I agree to abide by the TAFE NSW policies, instructions and rules and confirm the accuracy of the information which I have supplied. I consent to TAFE NSW verifying information about me from, or supplying it to, Centrelink, the Department of Veterans' Affairs, the Department of Immigration and Citizenship, the Universities Admissions Centre, the Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. If I am an apprentice or trainee, I also consent to TAFE NSW verifying information about me from or supplying it to my employer, New Apprenticeship Centre and State Training Services (or the relevant State Training Authority). If I am a temporary visa holder I declare that I have read and understood the conditions relating to the enrolment of temporary visa holders in TAFE NSW.

For additional information please refer to the **Student privacy** notice at the end of this document.

STUDENT SIGNATURE: ..... Date: .....

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***Please send your application and accompanying documentation to:***

Olivia Hickey  
TAFE Western - Lithgow College  
P.O. Box 297  
Lithgow, NSW, 2790

For further Certificate IV in Outdoor Recreation course information contact Lorraine Smith:

[Olivia.Hickey@det.nsw.edu.au](mailto:Olivia.Hickey@det.nsw.edu.au)      or      (02) 6352 0478

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**Student privacy**

Information concerning students, including information submitted on this enrolment form is collected and held by the NSW TAFE Commission (having its principal office located at Level 2, 35 Bridge Street Sydney NSW 2000). The NSW TAFE Commission will also collect personal information concerning students during their enrolment at TAFE NSW including, but not limited to, their attendance and participation in courses and training modules, and academic progress. The information on this form and information that will be collected by TAFE NSW throughout a student's enrolment (collectively "the information") will be used by TAFE NSW or other authorised organisations for the purposes of general student administration, identification, communication, state and national reporting, program monitoring and evaluation.

Information provided will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veteran's Affairs, the Department of Immigration and Multicultural and Indigenous Affairs, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys, and in the case of apprentices and trainees, also to their employer and, New Apprenticeship Centres and State Training Services (or the relevant State Training Authority). State-wide and regional statistics derived from information provided by all students will also be provided to the Commonwealth.

The provision of this information is not required by law but is necessary for both enrolment and re-enrolment, and in the case of apprentices and trainees, to provide a report to employers regarding a student's attendance and academic performance. Failure to provide this information may prevent TAFE NSW from processing your enrolment and, in the case of apprentices and trainees, meeting the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001.

While the provision of this information is not mandatory under legislation, it is a requirement of TAFE NSW that this information be provided in order for your enrolment to be accepted. This is to assist TAFE NSW in recording enrolments for certain target groups for which funding is provided for student services. Without that funding, TAFE NSW would be unable to continue providing training and services at current levels.

You may correct any personal details provided by contacting Olivia Hickey (contact details above)