



Course Application Form Certificate IV in Outdoor Recreation Western Institute



Applications must be received by 5pm on Friday 29th August 2008

TO COMPLETE THIS FORM

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

- 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 check with Lorraine Smith to see if you can be considered for **Special Admission**.
- For further information refer to: www.australianoutdooreducation.com and follow the links or contact Lorraine Smith.
- 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:		Lithgow College of TAFE NSW		Date received:	
2	Student information				
			Gender: <input type="checkbox"/> Male <input type="checkbox"/> 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?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
For this course only , are you, or are you applying to be an industry based APPRENTICE?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
For this course only , which intake are you applying for?			<input type="checkbox"/> October, 2008	<input type="checkbox"/> January, 2009	<input type="checkbox"/> Both
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. <input type="checkbox"/> Yes <input type="checkbox"/> No					

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:

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.....
.....

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

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

.....
.....

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Previous study at TAFE

Have you studied at TAFE NSW before?

Yes No

Are you applying for more than one TAFE course for 2008/2009?

Yes No

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

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Selection Criteria

Your application will be assessed using the following selection criteria that will be used to determine your eligibility for and selection into the course:

1. Evidence of ability to complete the course, based on your:
 - previous education and training (Section 5 of this Application Form)
 - paid or unpaid work experience in the outdoor field
 - personal outdoor skills (to the minimum of Certificate III in Outdoor Recreation competency)
 - life and community experience
2. Demonstrated relevance of the course to your career plans or goals.
3. Your knowledge of the career area.

It is important to prepare documentation that demonstrates that you are suitable for this course and how your skills, knowledge and experience match the selection criteria above. Your application should contain:

- a brief covering letter
- a completed Application Form
- your claim for a position in the course (selection criteria)
- log of your outdoor skills and experience (including documentation of any appropriate qualifications gained in this area)
- your resume

Each selection criterion needs to be addressed under its own heading. For each one, describe your skills, knowledge and experience and show how they could be used to support your application. Emphasise your major achievements. Include a resume (that is, curriculum vitae) and outdoor skills/experience log, that are clear, concise, up to date.

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:

Please send your application and accompanying documentation to:

Lorraine Smith
Lithgow College of TAFE NSW
P.O. Box 297
Lithgow, NSW, 2790

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

Lorraine.Smith22@det.nsw.edu.au or (02) 6352 0483

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 Lorraine Smith (contact details above).