

APPLICATION FORM

OFFICE USE ONLY		
	DATE	INITIALS
Date Received		
Place Offered		
Place Accepted		
Place Declined		
Advised Unsuccessful		

Note:

This Application form is for **ALL** courses, with the exception of Full Time Diplomas & Advanced Diplomas. Enrolments in these courses must be made through QTAC.

Before completing this form please read the attached guide

Additional information should be attached to this form

Please do not send original documents

Mark check boxes with 'X'

Sections 1,2, 3, 7 and 10 **must** be completed

Post, fax or deliver this form to the Institute. Telephone 131 248 Facsimile (07) 3307 4746

1. PERSONAL DETAILS

NAME

TITLE	GIVEN NAMES	FAMILY NAME

ADDRESS

NO. AND STREET / PO BOX	SUBURB/TOWN	P/CODE

CONTACT

												(Home)
Area Code												
												(Work)
Area Code												
												(Mobile)
												(Facsimile)

Email: _____ @ _____

GENDER & AGE

Male Female Date of Birth: / /

TAFE STUDENT NUMBER (If known. If unknown or new student, leave blank)

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2. PREFERRED COURSES

List in order of preference. Only one course per line. Indicate Option (if applicable)

PREF	COURSE CODE	COURSE NAME	PART TIME	FULL TIME	CAMPUS	OFFICE USE ONLY
1						
2						
3						
4						

3. SCHOOL RESULTS (Please attach copies of official results - DO NOT send originals)

YEAR 10 RESULTS (Completed in)		YEAR 11 RESULTS (Completed in)				YEAR 12 RESULTS (Completed in)			
		SEMESTER 1		SEMESTER 2		SEMESTER 1		SEMESTER 2	
SUBJECT	ACHIEVEMENT LEVEL	SUBJECT	ACHIEVEMENT LEVEL	SUBJECT	ACHIEVEMENT LEVEL	SUBJECT	ACHIEVEMENT LEVEL	SUBJECT	ACHIEVEMENT LEVEL
ENGLISH		ENGLISH		ENGLISH		ENGLISH		ENGLISH	

Mature Age Entry: Level of schooling (completed or current)

YR 9 YR10 YR11 YR12

4. STUDIES SINCE LEAVING SCHOOL

COURSE OR SUBJECTS PASSED	INSTITUTION	YEAR COMPLETED

5. EMPLOYMENT OR OTHER WORK EXPERIENCE (List most recent first)

(If applying for Cert II, III, IV or Diploma of Animal Studies you must be in paid employment in a vet practice. If applying for Cert III in Zookeeping you must be employed in a wildlife park)

OCCUPATION	EMPLOYER	EMPLOYER PHONE NO.	Full-Time	Part-Time	Work Experience	Duration

6. SUPPORTING STATEMENT (Why do you want to study your chosen course?)

7. RESIDENTIAL STATUS

- Australian Citizen
 Holder of temporary resident visa
 Permanent Resident of Australia
 (i) Type of temporary visa which you hold or expect to hold: _____
 New Zealand Citizen
 (ii) Country of citizenship: _____
 Is English your first language? Yes No

8. SPECIAL ENTRY GROUPS

- SA : Aboriginal or Torres Strait Islander
 SL : Language difficulties affected studies
 SE : Learning Disability

If you have a disability and require assistance with completing this application form, please contact our Disability and Learning Support Officer on telephone: 131 248 or facsimile (07) 3307 4746.

9. INFORMATION AND OPPORTUNITIES

Do you wish to receive the latest information on courses and opportunities available through Brisbane North Institute of TAFE?

Please place me on your mailing list to ensure I have the latest information.

I do not wish to be on the mailing list.

10. DECLARATION

I declare that the information on this application is correct. I will provide any documentation required by the Institute. I understand I must provide evidence of concession eligibility at the time of enrolment. Evidence will not be accepted after the enrolment has been processed.

Applicant's Signature

Signature of Parent/Guardian (if applicant is under 18 years of age)

NOTES:

- Completion of this form **does not** guarantee a place in a course.
- If there is insufficient space in any section of this application please attach additional information
- While every endeavour will be made to conduct all advertised courses, the Institute reserves the right to change timetables, class location, courses offered, teachers, and other such details beyond our control that affect enrolments. The Institute will made every attempt to advise students of any changes made.

Date: / /

The Department of Education Training & the Arts is collecting the information on this form to determine student course selection eligibility. This information is required by the Training & Employment Act 2000. Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, or unless authorised by law.

GUIDE TO COMPLETING THE APPLICATION FORM

SELECTION CRITERIA

Selection into courses at the Brisbane North Institute of TAFE will be based on:

- Satisfaction of minimum entry requirements for each course
- School results
- Previous work and study experience
- Interest in the area
- Other criteria as determined by the Faculty for specific courses

THE NUMBERING IN THIS GUIDE MATCHES THE NUMBERS ON YOUR APPLICATION FORM

1. PERSONAL DETAILS

Print your name clearly and in full.

It may be necessary to contact you during the selection period. Print your address and telephone numbers where you can be contacted. If the information provided changes please advise the Institute immediately.

2. PREFERRED COURSES

List, in order of preference, the courses you wish to study, the study mode and campus at which you wish to undertake study.

EXAMPLE – COURSES APPLIED FOR

PREFERENCE	COURSE CODE	COURSE NAME	Full time	Part time	Campus
1	THH32897	Cert III in Hosp- Food & Beverage	X		Caboolture
2	ICA20199	Cert II in Information Technology		X	Ithaca
3	SRS50399	Diploma of Sport Development	X		Bracken Ridge

3. SCHOOL RESULTS

Provide results for the highest level of schooling achieved. Please provide 'English' result at the top of each column.

For current secondary school students end of year results may not be available at the time of lodging the application. If so, provide the results from the last semester/term. (Submission of final results may be necessary before the offer of a place can be made.)

Please attach copies of results. **Do not send original documents.**

4. STUDIES SINCE LEAVING SCHOOL

Please provide details of all courses or subjects studied since leaving school.

5. EMPLOYMENT OR OTHER WORK EXPERIENCE

List your previous work experience starting with the most recent. (See Note 6 – Supporting Statement below)
(If applying for Cert II,III,IV or Diploma of Animal Studies you **must** be in paid employment in a vet practice. If applying for Cert III in Zookeeping you **must** be employed in a wildlife park)

6. SUPPORTING STATEMENT

Completion of this information **WILL** assist your application. If you have applied for more than one course, particularly in unrelated fields, give **separate** reasons for each course. If there is insufficient space, attach a separate piece of paper.

Attach any relevant documentation including details of work (paid or **voluntary**) specific to the area you are intending to study, folios or practical work examples (if applicable), voluntary or paid work references and character references (other than from family and friends). Documentation of relevant work experience (**voluntary** or paid in a related field) **WILL** assist with your selection.

7. RESIDENTIAL STATUS

This section must be completed.

If you are not an Australian Citizen, a New Zealand Citizen or a Permanent Resident of Australia you must enrol as an Overseas Student.

8. SPECIAL ENTRY GROUPS

Applicants who belong to any one of these groups may be given special consideration.

The codes to be used in this section are:-

- SA : Aboriginal or Torres Strait Islander
- SL : Language difficulties affected studies
- SE : Learning Disability

If you have a learning disability and require assistance with completing this application form, please contact our Disability and Learning Support Officer on telephone number 131 248.

9. INFORMATION AND OPPORTUNITIES

If you ask to be placed on our mailing list you will receive the latest information on courses and opportunities available through Brisbane North Institute of TAFE. You will need to advise us if, at any time, you no longer wish to receive this material

10. DECLARATION

You must sign and date the application. If you are under 18 years of age, your parent/guardian must also sign the application.

Send your completed application to: Brisbane North Institute of TAFE
Locked Mail Bag 3
Eagle Farm BC QLD 4009

Or hand deliver to the Customer Service Information Centre at the appropriate campus.

Bracken Ridge Campus 157 Norris Road BRACKEN RIDGE Q 4017 Telephone: 131 248 Facsimile: (07) 3307 4746	Ithaca Campus Fulcher Road, RED HILL Q, 4059 Telephone: 131 248 Facsimile: (07) 3307 4746	Redcliffe Campus 64-68 Klingner Road REDCLIFFE Q 4020 Telephone: 131 248 Facsimile: (07) 3307 4746
Caboolture Campus Tallon Street CABOOLTURE Q 4510 Telephone: 131 248 Facsimile: (07) 3307 4746	South Brisbane Campus 1 Cordelia Street, SOUTH BRISBANE Q 4101 Telephone: 131 248 Facsimile: (07) 3307 4746	Grovely Campus Fitzsimmons Street GROVELY Q 4054 Telephone: 131 248 Facsimile: (07) 3307 4746

Note: Completion of the application form does not guarantee a place in a course.