

Expression of Interest Form

Certificate IV in Hospitality

specialising in Bars, Hotels, Restaurants

VTAC Code: 51571 | National Code: SIT40307 | BHI Code: HTBHR

Diploma of Hospitality

specialising in Bars, Hotels and Restaurants

VTAC Code: 51571 | National Code: SIT50307 | BHI Code: HTDOH

Advanced Diploma of Hospitality

specialising in Management

VTAC Code: 51571 | National Code: SIT60307 | BHI Code: HTHAD

In addition to this application form you must complete a VTAC application.

Due dates shown below (late fees may apply):

Timely applications: 5pm Friday 30 September 2011

Late applicants: 5pm Friday 11 November 2011

Very late: 5pm Friday 9 December 2011

Change of preference: 5pm Wednesday 21 December 2011

Applicant details

Mr/Mrs/Ms/Miss VTAC ID (If applicable)

Family name First name

Date of birth Male Female

Address

Postcode

Phone (home) Phone (mobile)

Email

Will you complete year 12 VCE this year?

Yes No

Have you already passed year 12 VCE?

Yes No If Yes year passed

(attach a copy of results)

I am a mature age student

Are you an Australian citizen?

Yes No

If not, are you a permanent resident?

Yes No If YES continue with this application.

If **NO** please contact the International Student Office on (03) 9286 9425.

Declaration

I am applying for:

Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants

Diploma of Hospitality specialising in Bars, Hotels and Restaurants Management

Advanced Diploma of Hospitality specialising in Management

I declare the information I have supplied is accurate at the time of my application. I have attached copies of any supporting documentation that is required.

Name Date

Signature

This form to be returned by Friday 9 December 2011

By post: VTAC Selection Officer
Centre for Hospitality and Tourism Studies
Private Bag 2014
Box Hill VIC 3128

In person: Centre for Hospitality and Tourism Studies
Box Hill Institute
Elgar Campus Building E4, Room 146
465 Elgar Road
Box Hill VIC 3128

Office Use Only

Application received: Attended info sessions: Yes No Group interview date:

Previous experience

Have you completed VET Hospitality in VCE No Yes: Year

School

Knowledge of the hospitality industry and employment options

Choose two hospitality employment venues from the list below and explain what you believe to be the type of duties undertaken by an employee working in these locations. (If additional space is required please attach another sheet)

Bed and Breakfast

Fine Dining Restaurant

Cocktail Bar

Convention Centre

Banqueting department of a large hotel

Reception desk in a 5 star hotel

1.....
.....
.....
.....
.....

2.....
.....
.....
.....
.....

Personal qualities and skills

What particular qualities and skills do you have which make you well suited to working in the tourism industry?

.....
.....
.....
.....
.....
.....
.....
.....

Disability Liaison Service (DLS) Do you have a disability? Yes No

If you have a disability or a medical condition and may require support in your studies, you will need to contact the Disability Liaison Service (DLS) to negotiate your individual support needs. Box Hill Institute respects all students' rights to confidentiality and contact is voluntary. However, if you choose not to contact the DLS, immediate support cannot be guaranteed. It is the applicant's responsibility to make the DLS aware of their support needs. The DLS can be contacted on 9286 9894 or 9286 9893. If you require assistance during the application process (e.g. AUSLAN interpreting at interview, scribe for entry test) please contact the DLS as soon as possible so that the necessary arrangements can be made. The Disability Liaison Service is part of the Centre for Student Support Services, 9286 9891.

Your Privacy

The Institute is required to comply with the national and state privacy regimes and is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The information you have provided to the Institute's Centre for Hospitality and Tourism Studies will be used, where applicable, for the purposes of placing you on waiting lists, assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. A condition of your application or enrolment is that you consent to the release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. We also provide information to various government agencies that is relevant to government funded targeted welfare or educational services. You can request access to your personal information by writing to The Administrative Officer, Centre for Hospitality and Tourism Studies Private Bag 2014, Box Hill 3128 or by sending an email to privacy@bhtafe.edu.au. If you do not wish to provide the requested information, this may restrict the range of services and educational programs that the Institute can offer you. If you would like further information in relation to the Institute's privacy handling practises, please write to the Privacy Officer, Box Hill Institute of TAFE, Building 2, Elgar Campus, 465 Elgar Road, Box Hill, Victoria 3128 or email privacy@boxhill.edu.au.