

Application Form: Writing and Editing

Please tick the course you wish to apply for.

- Certificate IV in Professional Writing & Editing**
 VTAC Code: 51651 | National Code: 22091VIC | BHI Code: PWEC4
 Part time study Full time study

- Diploma of Professional Writing and Editing**
 VTAC Code: 51651 | National Code: 22091VIC | BHI Code: PWEDP
 Part time study Full time study

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: Wednesday 21 December 2011

Please ensure you have completed *all parts of this form* and have *attached* the supplementary information that is requested on page 2.

Applicant details (Please use a dark pen)

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? (attach a copy of results)

Yes No If Yes year passed

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.

Post Secondary Education and Training

Course*	Institution	Full time or part time	Years attended

*If you did not complete any of the listed courses please list stage reached.

Employment / Work experience / Voluntary Work

Type of work/activity	Duration	Full time or part time	Employer/Organisation

Additional Information

- State in your own words why you wish to complete this course, briefly describe your intended career path and indicate your knowledge of the writing, editing and publishing industries, including job opportunities available now or in the future. (maximum 2 x A4 pages)
- Attach any further information to support your application eg. references, letter from your employer.

Folio of Work

You must include samples of a variety of your own written work with this application to be considered for this course (maximum 5 pages). Please **attach copies only** as folios will not be returned. Your folio should be typed in size 12 point font and be on one side of an A4 sheet (not double sided).

Your folio may included short pieces, extracts from long pieces, examples of work in progress, fiction, non fiction, performance pieces, poetry, academic writing, business writing and so on. If you do not have sufficient material for a folio (or you are a VCE student) we suggest you attempt one or more of the following:

- Write a short article about a local tourist attraction for a local newspaper.
- Write an autobiographical piece focussing on an important event in your life.
- Write a story about a man and a woman standing on the steps of Flinders Street Station.

(Please note: The purpose of the folio is purely for selection into the course. We do not provide manuscript assessment of your folio)

Please return this form and all accompanying paperwork to:

Post:	Centre for Creative Industries Box Hill Institute Private Bag 2014 Box Hill VIC 3128	In person:	Centre for Creative Industries Building W1, Room 124 1000 Whitehorse Road Box Hill VIC 3128
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Declaration

I certify that all information supplied on this form is correct and that the folio material I have submitted is my own work.

Name Date

Signature

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 Creative Industries 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 Creative Industries 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.