

Application Form: Children's Services 2012

Please mark in **NUMERIC** preference (1-3 only) the course/s you wish to apply for. Please note you will be required to attend an information session for each selected preference.

Certificate III in Children's Services

National Code: CHC30708 | BHI Code: HC308

- Part time study
- Full time study
- Rolling enrolments (for those currently working 15 hours p/w within the industry)

Diploma of Children's Services (Early childhood education and care) ■

VTAC Code: 51311 | National Code: CHC50908 | BHI Code: HC505

- Part time study
- Full time study

■ VTAC application applies:

Timely applications close 30 September 2011
 Late Applications close 11 November 2011
 Very Late applications close 9 December
 Change of Preference close 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

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.

I am from a non-English speaking background

Education history

Have you applied for this course before? Yes: Year No

List your education history below - begin with the highest level of education completed, partially completed or currently completing followed by personal and professional development courses.

Course	Institution	Duration	Year completed

Course	Institution	Duration	Year completed

Employment history

List any employment or work experience activities (paid or voluntary) which may support your application.

Employer	Position	Commenced	Completed

Note: Non VTAC - successful applicants will be sent a letter of offer. For VTAC applications please refer to the VTAC Guide.

Declaration

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

For application closing dates and compulsory information sessions please see the Box Hill Institute website.

By post: Centre for Health and Community Services
Box Hill Institute
Private Bag 2014
Box Hill VIC 3128

In person: Centre for Health and Community Services
Box Hill Institute
Elgar Campus Building E3, HACS Reception
465 Elgar Road, Box Hill VIC 3128

Office use only			
Application Received	Interview Yes No	Offer - Govt funded	
Literacy	Interview date	Offer - FFS	
Writing	Interview	Waiting List	
Numeracy	No offer	Attended Info Session	

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.