

Application Form: Health 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.

- | | |
|--|---|
| <p><input type="checkbox"/> RN Div 2 Anatomy & Physiology Update for Medications course
National Code: HSNAP BHI Code: HSNAP</p> <p><input type="checkbox"/> Medication Administration for Division 2 Enrolled Nurses *
National Code: HCMED BHI Code: HCMED</p> <p><input type="checkbox"/> Certificate III in Dental Assisting ◀
National Code: HLT31807 BHI Code: HC318
 <input type="checkbox"/> Trainee
 <input type="checkbox"/> Non-Trainee</p> <p><input type="checkbox"/> Certificate III in Health Services Assistance ◀
specialising in Patient/Client Services
National Code: HLT32507 BHI Code: HC325</p> <p><input type="checkbox"/> Certificate III in Hospital/Health Services Pharmacy Support *
National Code: HLT31407 BHI Code: HC307</p> <p><input type="checkbox"/> Certificate III in Allied Health Assistance ◀
National Code: HLT32407 BHI Code: HC324</p> <p><input type="checkbox"/> Certificate III in Health Services Assistance ◀
specialising in Operating Theatre Technician Work
National Code: HLT32507 BHI Code: HC327</p> | <p><input type="checkbox"/> Certificate IV in Hospital/Health Services Pharmacy Support
National Code: HLT40507 BHI Code: HC405</p> <p><input type="checkbox"/> Certificate IV in Pathology * ◀
specialising in Collection
National Code: HLT41807 BHI Code: HC418</p> <p><input type="checkbox"/> Certificate IV in Operating Theatre Technical Support
National Code: HLT42007 BHI Code: HC437</p> <p><input type="checkbox"/> Certificate IV in Allied Health Assistance
National Code: HLT42507 BHI Code: HC429</p> <p><input type="checkbox"/> Diploma of Paramedical Science (Anaesthesia)
National Code: HLT50607 BHI Code: HC517</p> <p><input type="checkbox"/> Diploma of Nursing (Enrolled/Division 2 Nursing) * ◀ ●
National Code: HLT51607 BHI Code: HC516
 <input type="checkbox"/> Part time study
 <input type="checkbox"/> Full time study
 <input type="checkbox"/> Bridging course from Cert IV Health Nursing to Dip Nursing</p> <p><input type="checkbox"/> Diploma of Remedial Massage ◀ ● ■
National Code: HLT50307 BHI Code: HC517</p> |
|--|---|
- (* ◀ ● ■ See notes on next page)

Applicant details

Mr/Mrs/Ms/Miss

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

Are you an Australian citizen?
 Yes No

Have you already passed year 12 VCE?
 Yes No If Yes year passed

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 a mature age student 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. (attach an extra sheet if necessary)

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

Final checklist

- Nursing Applicants**
Please attach a copy of your current NBV Practicing certificate if you are applying for RN Div 2 Anatomy and Physiology update for Medications or Medication Administration for Division 2 Enrolled Nurses.
- VETASSESS Test**
Courses marked with * require you to book a VETASSESS test via their website - www.vetassess.com.au (refer to Box Hill Institute's website for further details). If you have already completed the VETASSESS test within the previous 12 months attach a copy of your results to this application.
- Interview**
Courses marked with ● may require you to attend an interview.
- Compulsory Information Session**
Courses marked with ◀ have compulsory information sessions and there are special requirements that you need to be aware of eg. time, date, location, what to bring. Please check www.bhtafe.edu.au for the further information.
- VTAC application process applies for courses marked ■**. Timely applications close 30 September 2011, late applications close 11 November 2011, very late applications close 9 December 2011 and change of preference applications close 21 December 2011.

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
Literacy	Interview date	
Writing	Interview	
Numeracy	No offer	
		Offer - Govt funded
		Offer - FFS
		Waiting List
		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.