

# Application Form: Work Education and School Training 2012

Please mark in **NUMERIC** preference the course/s you wish to apply for.

**Certificate I in Work Education**  
National Code: 22128VIC | BHI Code: CWE09

**Certificate I in Transition Education**  
National Code: 2219VIC | BHI Code:

**Certificate II in General Education for Adults**  
National Code: 21773VIC | BHI Code: YOU73  
This course is 'Youth Focused'

## 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.

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

## 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](mailto: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](mailto:privacy@boxhill.edu.au).