Swinburne University of Technology
Direct Application Form
Certificate I, Certificate II and Certificate III

INSTRUCTIONS / CHECKLIST

- Check the course details on Swinburne Course Search at www.swinburne.edu.au/courses, visit the Future Students website at www.swinburne.edu.au/future or email us at study@swin.edu.au
- Complete the Course Preference table in Section A. You must provide details of at least one course preference. Please ensure that you enter the correct course code and course title.
- Complete all questions, sign and date the application form. Please use BLOCK LETTERS and tick ✓ the appropriate boxes. Submit the completed form with all required supporting documentation.
- Do not use this form if you wish to apply for an apprenticeship or traineeship. Go to www.tafe.swinburne.edu.au/apprenticeships/apprenticeships.html for details of apprenticeships and traineeships at Swinburne.

SECTION A: COURSE PREFERENCES

Provide details of your preferred course(s). Before completing this section of the form, check Swinburne Course Search (www.swinburne.edu.au/courses) for all course details including availability, course code, delivery mode and study mode.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Course type (Cert I, Cert II Cert III)</th>
<th>Course code</th>
<th>Course name (Including stream or course specialisation, if relevant)</th>
<th>Delivery mode</th>
<th>Campus</th>
<th>Study mode (full-time or part-time)</th>
<th>Start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
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<td>3.</td>
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</tr>
</tbody>
</table>

1. Delivery mode may be on-campus, off-campus, flexible delivery or online. If choosing online delivery mode, please check Swinburne Course Search (www.swinburne.edu.au/courses) to ensure your preferred course is offered online.

2. Enter one of the following Swinburne campuses: Croydon, Hawthorn or Wantirna. NB. Not all courses are offered at all campuses.

1. Have you been previously enrolled at Swinburne? □ Yes (see below) □ No
   If yes, please provide your student ID number (if known)

2. Have you previously studied part of your selected course(s) at another TAFE?
   □ Yes □ No

SECTION B: PERSONAL DETAILS

1. Personal information

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Gender</th>
<th>Title</th>
<th>Family Name/Surname</th>
<th>Given Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Do you have skills and knowledge obtained through work or life experiences outside the formal education and training system? If so, you may wish to apply for Recognition of Prior Learning (RPL) status. See www.future.swinburne.edu.au/pathways/workforce for further details once you have completed this form.
**2. Contact Information**

- Home telephone number
- Work telephone number
- Mobile telephone number
- Facsimile number
- Email address

**3. Postal address**

- Number and street
- Town/Suburb
- State
- Postcode
- Country

**4. Home address**

Same as above (please tick)

- Yes
- No (if No, complete details below)

- Number and street
- Suburb
- State
- Postcode
- Country

**5. Citizenship**

Please tick one of the following.

- Australia
  - Australian citizen (includes Australian citizens with dual citizenships)
- New Zealand
  - New Zealand citizen
  - New Zealand citizen with Australian permanent residency
- Other countries
  - Citizen of country other than Australia or New Zealand with Australian permanent residency

- Country of citizenship
- Visa sub-class number (from your passport)
- Type of visa (if known)

- Citizen of country other than Australia or New Zealand without Australian permanent residency

Note: You are not eligible to complete this form. Please contact +61 3 8676 7002 (from overseas) or 1800 897 973 (from within Australia), or go to www.international.swinburne.edu.au/apply

**6. Country of birth**

Were you born in Australia?

- Yes
- No (see below)

If no, what is your country of birth?

Year of arrival in Australia

**7. Are you of Australian Aboriginal or Torres Strait Islander descent?**

- No
- Yes, Aboriginal descent
- Yes, Torres Strait Islander descent
- Yes, Aboriginal and Torres Strait Islander descent

**8. Is English your first language?**

- Yes
- No (see below)

If no, what language is spoken at home?
9. Do you have a disability, impairment or long term medical condition?

Providing information about a disability will not disadvantage your application. This information is collected to ensure that the University provides appropriate information on the support services available to students. This information is also collected for statistical and planning purposes.

☐ No (proceed to Section C)

☐ Yes – (please tick one or more of the following):
  - Hearing/Deaf
  - Intellectual
  - Mobility
  - Learning
  - Acquired Brain Impairment
  - Visual
  - Physical
  - Mental Illness
  - Medical Condition

☐ Other (please specify) ....................................................................................................................

If you answered yes to this question, you may wish to contact the Disability Support Service for further information concerning the support services available on +61 3 9210 1181 (TAFE) or +61 3 9214 8500 (Higher Education) or visit the website www.swinburne.edu.au/stuserv/disability

SECTION C: PREVIOUS STUDY

1. Secondary Education

(a) What is the highest level of secondary studies you have completed or attempted? (please tick)

☐ VCE
☐ HSC
☐ International Baccalaureate (IB)
☐ VCAL

☐ Year 11
☐ Year 10
☐ Year 9
☐ Year 8 (or below)

☐ Other (please specify) ....................................................................................................................

(b) Was this final year undertaken in Australia?  ☐ Yes  ☐ No

(c) Details of final or current year of attendance

Year
Name of School
State
Country
Student number (if known)

Was this final year completed?  ☐ Yes  ☐ No

2. Post-Secondary Education

List any studies you have completed or attempted at university, TAFE or other post-secondary institution.

<table>
<thead>
<tr>
<th>Year started</th>
<th>Year completed or ceased</th>
<th>Institution</th>
<th>Title of Course</th>
<th>Course Type (Office use only)</th>
<th>Completed Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>eg. 2011</td>
<td>2013</td>
<td>Swinburne University of Technology</td>
<td>Certificate III in Children’s Services</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

SECTION D: EMPLOYMENT HISTORY

Provide details of your employment history, including voluntary experience. Attach extra sheets if there is insufficient space.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>Start date</th>
<th>End date</th>
<th>Full-time or Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>eg. Glenferrie Sandwich Shop</td>
<td>Sandwich Hand</td>
<td>25/03/2008</td>
<td>10/11/2010</td>
<td>Full-time</td>
</tr>
</tbody>
</table>
SECTION E: APPLICANT’S DECLARATION

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.

I understand that:

- My information may be disclosed to relevant government agencies and bodies (e.g. DEEWR, Office of Skills Victoria) and in some cases other non-government bodies, agencies or other third parties to enable Swinburne to confirm my identity, eligibility to government support, to verify my entitlement to become an enrolled student and to otherwise progress my application.
- Confirmation of study and results from previous or current study for the purpose of determining eligibility may be undertaken.
- Swinburne collects, stores and uses personal information in accordance with Swinburne’s Privacy Policy, which can be accessed at: www.swinburne.edu.au/corporate/registrar/ppd/docs/Privacy.pdf
- The University will correspond with me by electronic means.

Signature of Applicant: ...................................................................................... Date: __________/________/________

Please refer to the checklist at the beginning of this document to ensure you have completed this form correctly and that you submit all required supporting documentation.

By email enrol@swin.edu.au
(Scan and attach required supporting documentation)

By post National Admissions (H5)
Swinburne University of Technology
PO Box 218
HAWTHORN VIC 3122

In person Any Swinburne Student HQ
Hours of operation: 9am to 5pm
(Note: photocopy facilities are NOT available at Student HQ)