

# GC-LTHE1 Graduate Certificate in Learning and Teaching (Higher Education)

## Supplementary Information Form



**Important:** This form is to be submitted together with Swinburne postgraduate application form <http://www.swinburne.edu.au/study/master-phd-graduate/apply/>

Full Name: .....

Email: .....

### EXTERNAL APPLICATIONS

Applicants seeking admission into the course must be currently employed in a teaching or teaching support role in Higher Education. For those applicants who cannot meet this requirement, applications may be considered if you are able to evidence current or recent experience in teaching/training adults.

Please complete the following:

#### Current position/role and experience

Are you currently employed in a teaching or teaching support role with a higher education provider? .....

If yes, please provide the following details:

Current employment: .....

Institution Name and Faculty: .....

Title of your role: .....

Course name/s and code/s being taught: .....

Dates of the teaching period being taught: .....

#### Previous experience

If you have previous Higher Education teaching experience, please provide a brief outline detailing role, institution, course title and qualification level being taught.

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#### Evidence of experience

**Please submit supporting evidence for your current and/or previous teaching or teaching support experience.** This may include a signed letter from employer, student feedback or other relevant documentation.

### SWINBURNE STAFF APPLICATIONS

List title and codes of courses/units you will be teaching in Semester of study: .....

Nature of employment at Swinburne:  Full Time  Part Time  Sessional

Name of Faculty or equivalent: .....

Name of Department or Centre: .....

#### Endorsement of application

**This is a mandatory requirement and both signatures are required.**

Endorsement of application from **Chair of Department** or equivalent:

Name: .....

Position: .....

Email: .....

Signature: .....

Date: .....

Endorsement of application from **Dean of School** or equivalent:

Name: .....

Position: .....

Email: .....

Signature: .....

Date: .....

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## SWINBURNE ONLINE STAFF APPLICATIONS

Have you had any previous Higher Education teaching experience? .....

If yes, please provide a brief outline:

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Current employment: .....

List title and code of courses/units you will be teaching in Semester of study .....

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For applicants in an academic support role please detail area of work.

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**Please submit supporting evidence.** This may include a signed letter from employer, student feedback or other relevant documentation.

### Endorsement of application by Academic Director

**This is a mandatory requirement**

Name: .....

Position: Academic Director

Email: .....

Signature: .....

Date: .....

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## PARTNER ORGANISATION STAFF APPLICATIONS

Have you had any previous Higher Education teaching experience? .....

If yes, please provide a brief outline:

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Current employment: .....

List title and code of courses/units you will be teaching in Semester of study. ....

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For applicants in an academic support role please detail area of work.

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**Please submit supporting evidence.** This may include a signed letter from employer, student feedback or other relevant documentation.

### Endorsement of application by Manager

**This is a mandatory requirement**

Name: .....

Position: .....

Email: .....

Signature: .....

Date: .....

Please return the completed form along with supporting documentation:

Domestic Students

By email  
domadmit@swin.edu.au

Postal Address  
National Admissions (H5)  
Swinburne University  
of Technology  
PO Box 218  
Hawthorn VIC 3122

Further enquiries to:  
domadmit@swin.edu.au

International Students

By email  
international@swin.edu.au

Postal Address  
Swinburne International  
PO Box 218  
Hawthorn VIC 3122

+613 8658 7002

Further enquiries to:  
international@swin.edu.au