

2012 GRADUATE DIPLOMA IN SECONDARY EDUCATION DIRECT ADMISSION/SUPPLEMENTARY INFORMATION FORM A136

You can use this form to apply for the Graduate Diploma in Secondary Education via Direct Entry, or to submit supplementary information with an Internal course application form. Please read the information and instructions below carefully before you complete the details. Once you have completed the details, please use the checklist below to check that you have completed all sections.

INSTRUCTIONS

All applicants (with the exception of currently enrolled Victoria University students-see below) are required to apply for this course online through the Victorian Tertiary Admissions Centre (VTAC) until 5:00 p.m. on Friday 11 November 2011. Visit the VTAC website for further information: www.vtac.edu.au. VTAC applicants should not complete this form, but should instead submit a VTAC Pi form with their application.

After the above date/time, all applicants should contact Dr Anthony Watt (telephone +61 3 9919 4119 or email Anthony.Watt@vu.edu.au) to discuss applying for this course via Direct Entry. Then you should apply by completing and submitting this form by the closing date published on the Postgraduate Course Index (available at www.vu.edu.au/apply)

You may be required to attend an interview as part of the selection process for this course. Interviews are normally conducted during December, and you will be notified of the date and time if you are required to attend.

If you are a currently enrolled Victoria University student (**only**) you must complete and submit this form and an Internal Course Application form by the closing date. Internal course application forms are available from www.vu.edu.au/apply. Please contact Dr Anthony Watt (contact details above) for further information.

When you have completed the steps above, please complete this form and lodge it at a Student Service Centre or via mail or fax as below.

Please ensure that you submit the forms in an A4 sized envelope and not in a plastic folder.

APPLICANT CHECKLIST - PLEASE CHECK THAT YOU HAVE COMPLETED ALL SECTIONS

- | | |
|--|---|
| <input type="checkbox"/> Completed Sections A, B, C, D | <input type="checkbox"/> Checked VIT Guidelines for additional requirements: www.vit.vic.edu.au (Follow the Teacher Education Program link for information about the 'Standards for initial teacher education') |
| <input type="checkbox"/> Completed Section E (referees) | <input type="checkbox"/> Securely attached certified documents (including Statement of Results) if applicable |
| <input type="checkbox"/> Completed Section F | <input type="checkbox"/> Attached an Internal Course application form for course/s listed in Section B (if applicable) |
| <input type="checkbox"/> Completed Section G and attached completed form (if applicable) | |
| <input type="checkbox"/> Completed Section H (signed and dated form) | |

PLEASE MAKE SURE YOU SUBMIT YOUR APPLICATION BY THE CLOSING DATE.

Internal course applicants (only): by the closing date published on the front cover of the postgraduate course index (available at: www.vu.edu.au/apply).

Direct applicants: by the direct entry closing date published in the postgraduate course index (available at: www.vu.edu.au/apply).

CONTACT

Enquiries [GOTOVU www.vu.edu.au/gotovu](http://www.vu.edu.au/gotovu)
 Phone +613 9919 6100
 Fax +613 9919 2976
 Web www.vu.edu.au/future-students

STUDENT SERVICE CENTRES

City Flinders
 City King
 Footscray Nicholson
 Footscray Park
 Melton

MAIL TO

Admissions Office
 St Albans Campus
 Victoria University
 PO Box 14428
 Melbourne VIC 8001

PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to apply for your chosen course of study and for Victoria University to deliver that course and related services to you.

You can access your personal information by contacting us at www.vu.edu.au/gotovu or +613 9919 4000.

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF).

OFFICE USE ONLY

RECEIVED (REC) <input type="checkbox"/>	DATE	OFFER TYPE	ADMISSION BASIS	REASON/CONDITIONS
INTERVIEW (INT) <input type="checkbox"/>	DATE	OFFER TO BE MADE - NO CONDITIONS <input type="checkbox"/>		
OFFER PENDING (OPF) <input type="checkbox"/>	DATE	CONDITIONAL OFFER TO BE MADE <input type="checkbox"/>		
SELECTION OFF. NAME:		NO OFFER <input type="checkbox"/>		
SIGNATURE:	DATE		STUDENT ID <input type="checkbox"/>	<input type="checkbox"/>

Please write in BLOCK LETTERS using a black or blue pen.

I AM USING THIS FORM TO: **APPLY** for the Graduate Diploma in Secondary Education via **Direct Entry**
 SUBMIT SUPPLEMENTARY INFORMATION with an **INTERNAL** course application form
 (SEE THE INSTRUCTIONS ON PG 1 FOR DETAILS)

CITIZENSHIP/RESIDENCY STATUS Select your current Citizenship/Residency status from below. Please tick the relevant box.

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

Australian Citizen (1)
 New Zealand Citizen living in Australia (2)
 Permanent Resident (other than Humanitarian Visa) (3) Provide date PR status granted / /
 Humanitarian Visa holder (8) Provide date granted / /

If your current citizenship/residency status is not listed above, DO NOT complete this form. Please contact Victoria University International on +613 9919 1164 or via email international@vu.edu.au

HAVE YOU APPLIED THROUGH THE VICTORIAN TERTIARY ADMISSIONS CENTRE (VTAC)? This applies to all courses listed in the 2012 VTAC Guide and on the VTAC website (www.vtac.edu.au). Please refer to the Undergraduate or Postgraduate Course Index (www.vu.edu.au/apply) for the correct method of application.

NO YES VTAC ID number (if known)

PREVIOUS STUDIES AT VICTORIA UNIVERSITY Are you currently enrolled at Victoria University, or have you previously applied for a course or been enrolled at Victoria University (including Footscray Institute of Technology or Western Metropolitan Institute of Technology) Please indicate your ID number and the course undertaken.

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

NO (go to Section A)
 YES COURSE NAME _____
 STUDENT ID (if known)

SECTION A PERSONAL DETAILS

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

TITLE: _____ FAMILY NAME: _____
 FIRST NAME: _____ OTHER NAMES: _____
 GENDER: M F DATE OF BIRTH: / /19
 STREET NUMBER AND NAME (or PO Box): _____
 SUBURB: _____ STATE: _____ POSTCODE: _____
 AFTER HOURS PHONE: _____ MOBILE PHONE: _____
 BUSINESS HOURS PHONE: _____ EMAIL ADDRESS: _____

**SECTION B (i)
COURSE APPLICATION
DETAILS**
(ALL APPLICANTS MUST
COMPLETE THIS SECTION)

Please indicate all Graduate Diploma in Secondary Education course options that you wish to apply for below.
(CSP: Commonwealth Supported Place)

- Footscray Park CSP full-time
 Footscray Park CSP part-time
 St Albans CSP full-time
 St Albans CSP part time

**SECTION C (i)
EDUCATION HISTORY**
(ALL APPLICANTS MUST
COMPLETE THIS SECTION)

Please indicate the highest level of secondary schooling undertaken, and all post-secondary qualifications that you have completed or attempted (including tertiary studies, trade certificates, short courses, etc), **and attach a certified copy of your final results or results to date to this form. Applicants who have studied Year 12 in Victoria should also include a certified copy of your ATAR (or ENTER) statement. Any outstanding results should be forwarded to the Admissions office as soon as these become available.** If your qualifications are from a country other than Australia, please attach an official 'Statement of Equivalence' available from the Overseas Qualifications Unit (Melbourne) details available from www.employment.vic.gov.au or telephone 1800 042 745. Your application is unlikely to be considered until all certified documentation is received.

SECONDARY SCHOOLING

What was the highest level you completed?

- 0 Did not go to school 2 Year 8 4 Year 10 6 Year 12
 1 Year 7 or lower 3 Year 9 5 Year 11

(i) In which year did you complete this level?

(ii) If schooling was/is in Victoria, please indicate the secondary school you attended/are attending:

(iii) If you completed Year 12 in Australia, please enter details of your permanent home address at the time of completion:

Postcode: Town/Suburb: _____

PRIOR TAFE STUDY

Have you previously studied at TAFE? 1 YES 2 NO

If YES, in which year did you commence your TAFE level? Tick any applicable boxes below:

	COMPLETED		MAJOR AREA OF STUDY	INSTITUTION	LAST YEAR OF STUDY
	YES	NO			
CERTIFICATE I	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE II	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE IV (or Adv Cert/Tech'n)	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>			
DIPLOMA (or ASSOCIATE DIPLOMA)	<input type="checkbox"/>	<input type="checkbox"/>			
ADVANCED DIPLOMA or ASSOCIATE DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			
BACHELOR DEGREE or HIGHER DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			

**SECTION C (i) (cont.)
EDUCATION HISTORY**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

PRIOR HIGHER EDUCATION AND POSTGRADUATE STUDY

Have you previously studied at undergraduate level? 1 YES 2 NO
 Have you previously studied at postgraduate level? 1 YES 2 NO

If YES, then tick ANY applicable boxes:

	COMPLETED		MAJOR AREA OF STUDY	INSTITUTION	LAST YEAR OF STUDY
	YES	NO			
ASSOCIATE DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>			
DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>			
BACHELOR/DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			
HONOURS DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			
GRADUATE CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>			
GRADUATE DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>			
MASTERS	<input type="checkbox"/>	<input type="checkbox"/>			
PH.D	<input type="checkbox"/>	<input type="checkbox"/>			

RPL/RCC OR CREDIT TRANSFER

Do you wish to claim Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC) (also known as Skills Recognition) or Credit Transfer for unit/s completed elsewhere? YES NO

Information about RPL/RCC and Credit Transfer is available from www.vu.edu.au/courses/applying. The Faculties will only process RPL/RCC or Credit Transfer applications for successful applicants.

**SECTION C (ii)
SCHOLARSHIPS AND PRIZES**

(ALL APPLICANTS MUST COMPLETE THIS SECTION IF APPLICABLE)

Provide details of any scholarships, prizes, membership of professional societies, conferences attended, presentations, etc that may support your application for this course:

**SECTION D
EMPLOYMENT EXPERIENCE**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

Please list your **relevant** employment experience (beginning with your most recent experience). Attach a separate sheet if the space below is insufficient.

ORGANISATION	POSITION	NATURE OF ORGANISATION	YEAR FROM	YEAR TO	DURATION OF EMPLOYMENT	FULL TIME/ PART PAID/ VOLUNTARY	
						TIME	

**SECTION E
REFEREE INFORMATION**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

List the name and contact details of two people (preferably with knowledge of your work experience) from whom a reference may be obtained if necessary. Referees should be able to comment on your aptitude for teaching.

NAME	TELEPHONE	MOBILE PHONE	ADDRESS	ASSOCIATION TO YOU

**SECTION F
SUPPLEMENTARY
INFORMATION**

(ALL APPLICANTS MUST
COMPLETE THIS SECTION)

If the space provided is insufficient, please attach your responses on a separate sheet.

- For each course option selected in Section B, please tick either the **two single** or the **one double** major teaching method/s you wish to study in the Graduate Diploma in Secondary Education. Applicants applying for methods offered on both campuses should consider checking boxes in section B(i) that indicate that they would consider course offers for either campus

(PLEASE NOTE Methods units which are offered on both campuses will only be taught on both campuses if there is sufficient student demand.)

FOOTSCRAY PARK CAMPUS

ST ALBANS CAMPUS

Single Methods:

- Commerce & Business Studies
- English
- English as a Second Language
- Humanities
- Information Technology/Computing
- Languages Other Than English (LOTE)
- Mathematics
- Physical Education
- Psychology
- Science
- Student Welfare
- Studies of Society and Environment (SOSE)

Single Methods:

- Commerce & Business Studies
- Creativity and the Arts in Education
- English
- Humanities
- Information Technology/Computing
- Mathematics
- Music
- Outdoor Education
- Physical Education
- Psychology
- Science
- Studies of Society and Environment (SOSE)

Double Methods:

- Mathematics
- Science

Double Methods:

- Creativity and the Arts in Education
- Mathematics
- Music
- Science

- Please indicate how your study in your undergraduate degree qualifies you for the method/s listed above (200 words maximum).

PLEASE NOTE You should consult the Victorian Institute of Teaching (VIT) guidelines for teaching methods when answering this question. Please attach certified evidence of any assessment of your qualifications for particular teaching methods obtained from the Department of Education and Training and/or VIT). The Creativity and the Arts in Education method area enables students to develop skills to teach in one or two of the following areas: Dance, Drama, Visual Media and/or Visual Arts.

- Please indicate the reasons why you are interested in teaching as a career (200 words maximum).

**SECTION F
SUPPLEMENTARY
INFORMATION (cont.)**

4. Please explain the qualities that you would bring to the teaching profession (200 words maximum).

(ALL APPLICANTS MUST
COMPLETE THIS SECTION)

5. Please outline any experience (paid or voluntary) that you have had working with young people (200 words maximum).

6. What language(s) apart from English do you speak, read, write and/or understand?

7. Rate your computer access and abilities in the table below, where:
0 = None, 1 = Basic, 2 = Intermediate, 3 = Advanced

RATING

Access to Information Technology and the Internet

Basic Computer Skills

Navigating the Internet

Use of email facilities

Use of a word processing package

**SECTION G
DIRECT ADMISSION
SPECIAL CONSIDERATION
APPLICATION**

Are you completing a Direct Admission Special Consideration application form?

YES

(Please attach your completed VU Direct Admission Special Consideration application form)

NO

For information about Direct Admission Special Consideration (including eligibility requirements), refer to the application form available from www.vu.edu.au/apply

**SECTION H
DECLARATION**

(ALL APPLICANTS MUST SIGN
THIS DECLARATION)

I declare that, to the best of my knowledge, the information given in this application is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect, or incomplete information. I further authorise the University to obtain official records from any educational authority holding such records on me, and understand that where necessary Qualsearch will be engaged to access this academic information. I understand that Victoria University is not responsible if any educational body does not supply these records, and that the results of the search will be made available to me on request and an audit of this authority may also be undertaken. I also understand that if this application has been submitted after the due date that it shall be deemed a late application and that the University is under no obligation to consider it. Victoria University collects and uses your information in accordance with our Privacy Policy, which is available at www.vu.edu.au or you may access the Privacy Information contained in the *Advice to Applicants* and on this form. External agencies/organisations to which a number of our courses have clinical placement, may require you to undertake one or more of the following: physical fitness, assessment, medical examination, psychological assessment, interview, National Police Records check and Working with Children check. These are legal pre-employment requirements and failure in any of these examinations or checks may exclude you from undertaking the clinical placement component of the course. I understand that Victoria University may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System.

SIGNATURE OF APPLICANT:

DATE: / /20

END OF FORM. PLEASE COMPLETE THE APPLICANT CHECKLIST ON PAGE 1 BEFORE YOU SUBMIT THIS FORM.