

103 B FM C Higher Education Direct Entry Application Form

(Other than Queensland Tertiary Admission Centre [QTAC] assessed courses)

Note: All domestic applicants are encouraged to apply via QTAC.

Completion of this form does not guarantee you a place in the course. If there is insufficient space in any section of this application, please attach separate sheets of paper. Applicants will be notified in writing, with further information and instructions.



INFORMATION SHEET

Applicant Admission Criteria

TAFE Queensland maintains open, fair and transparent procedures for making decisions about the admission of domestic students into TAFE Queensland's Higher Education courses. Admission into a Higher Education course at TAFE Queensland is conducted in accordance with the 103 B Higher Education Admission Procedure. This process includes application of the published course entry requirements and consideration may also be given to:

- a. Your achieved and pending academic qualifications (please attach evidence)
- b. Your stated interest, commitment and motivation for study (see supporting statement above)
- c. Your work or other non-academic experience
- d. Your academic and/or professional references (please attach evidence where relevant – these will be verified)
- e. Where required, your performance at interview
- f. Where required, your portfolio or sample of written work
- g. Access and equity guidelines

Address for Notifications

It may be necessary to contact you during the admission process to arrange an interview, collect further information, or to advise you of the outcome of your application. Print your address and phone numbers where you can be contacted. If the information changes; please advise the relevant admissions officer immediately. "Other address" refers to another address you can be contacted at, e.g. a holiday address, family address.

Studies Since Leaving School

You may provide details of programs, courses or subjects since leaving school. In particular, you should provide details of studies completed which are relevant to the course/s being applied for.

Paid/Unpaid Employment or Other Work Experience

You may provide details of employment or work experience which are relevant to the course/s being applied for (including what you did at school if relevant).

Inherent Requirements

Inherent requirements are the essential components of a Course or Unit/s of Study that demonstrate the abilities, knowledge and skills to achieve the core learning outcomes of the Course or Unit/s of Study. Inherent Requirements differ between the courses.

TAFE Queensland encourages applications from persons with disabilities, and from those with diverse social and cultural backgrounds. Where there are physical, intellectual, cultural, religious or other factors that impact your ability to meet course Inherent Requirements, TAFE Queensland will make reasonable adjustments to assist you to meet the requirements.

Disability, Impairment or Long-Term Medical Condition

Course information shall be made available in alternative format where possible. Should you require this service or need assistance in completing your application form, please contact the Disability Support Services at the campus at which your course is delivered or call 1300 308 233 for assistance.

If you are a person with disability, impairment or long-term medical condition you are required to disclose this for professional registration i.e. Australian Health Practitioner Regulation Agency (AHPRA). Please refer to the 130 FS A TAFE Queensland Higher Education Disability Fact Sheet for more information.

For Dental Applicants

Australian Health Practitioner Regulation Agency (AHPRA) has mandatory and voluntary notification requirements. TAFE Queensland is required under the National Law to notify AHPRA if it reasonably believes:

- a student enrolled in a course of study provided by TAFE Queensland has an impairment that, in the course of the student undertaking the clinical component as part of the course of study, may place the public at substantial risk of harm; or
- a student for whom TAFE Queensland has arranged clinical training has an impairment that, in the course of the student undertaking clinical training, may place the public at substantial risk of harm.

Any entity (person or organisation) may make a voluntary notification about a student to AHPRA when they believe that the student:

- has been charged with an offence, or has been convicted or found guilty of an offence, that is punishable by 12 months imprisonment or more; or
- has, or may have, an impairment that they believe may harm the public; or
- has, or may have, contravened a condition of the student's registration or an undertaking given by the student to the National Board.

If you believe that you may be in contravention of the above requirements, you MUST notify TAFE Queensland. Failure to do so will result in TAFE Queensland revoking any offer made to you for entry into the Bachelor of Dental Prosthetics (See item 4 in your declaration statement).

Supporting Statement

Completion of this information may assist your application. If you have applied for more than one course, particularly in unrelated fields, give separate reasons for each course. If there is insufficient space, attach a separate sheet of paper.

Residential Status

Persons who are not:

- An Australian citizen
- A New Zealand citizen
- A permanent resident of Australia
- An Australian humanitarian visa holder

Are required to enrol as an international student through TAFE Queensland International. You are required to obtain the necessary visa and pay full fees, which are based on actual cost of providing the course. Applicants with other visas should contact Customer Service on 1300 308 233 to enquire about their residential status.

Declaration

You must sign and date the application. If you are under 18 years of age, your parent/guardian must also sign the application.

Supporting Documentation

Please submit the following documentation with your application:

- Certified True Copies of Year 12 Certificate of Education and Senior Statement* (or overseas equivalent)
- Certified True Copies of any Academic Transcripts (Vocational or Tertiary)
- Resume (for relevant work experience only)
- Evidence of disability and/or health impairment

*If you are unable to locate your Certificate of Education, please contact the Queensland Curriculum & Assessment Authority (QCAA) www.qcaa.qld.edu.au (or contact your state's curriculum authority).

*Overseas qualifications presented for admissions consideration must be officially translated into English, including results, unit/subject learning outcomes and definitions, and they must also undergo an assessment by the [Department of Employment, Small Business and Training – Overseas Qualification Recognition](#).

I have a question

Please contact the Student Centre at the campus where your course of study is delivered about your request for admission into a higher education course, or email degrees.tafequeensland@tafe.qld.edu.au.

Lodging instructions

This application form and any documentary evidence may be lodged in person or electronically to the Admissions Officer at the faculty in which the course is delivered, or emailed to degrees.tafequeensland@tafe.qld.edu.au.

Notification of outcome

Applicants will be notified in writing of the outcome of their application.

DOMESTIC APPLICATION FOR ADMISSION INTO A HIGHER EDUCATION COURSE

(PLEASE COMPLETE ALL QUESTIONS)

QUALIFICATION (Which course do you want to study?) (E306, 307, 308, 310, 329, 330, 394)

Course Code		Course Name	
Attendance Mode	Internal On Campus <input type="checkbox"/>		
Attendance Type	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	
Campus: <input type="checkbox"/> South Bank <input type="checkbox"/> Other (name of campus).....			

APPLICANT DETAILS (PLEASE USE BLOCK LETTERS AND PRINT YOUR NAME IN FULL) (E313, 314, 315, 346, 347, 402, 403, 404)

TAFE Student Number (if known)		Date of Birth:	
Unique Student Number (USI - if known)		(The name recorded to the left should be as shown on the following documents – Australia Passport, Australian Driver Licence, Australian Birth Certificate, Medicare Card, Visa (with Non-Australian Passport)Citizenship Certificate).	
First Name			
Last Name			
Preferred Name		Previous Last Name (if any – e.g. maiden name)	
Were you born in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If No, what year did you first arrive in Australia?		Which country were you born in?	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified		

CONTACT DETAILS (E319, 320, 406, 407, 409, 410, 411, 413, 466, 467, 468, 469, 470, 471)

Mobile Number		Home Phone		Work Phone	
Email Address					
Home Address					
State		Country		Post Code	
Mailing Address (Please write 'As Above' if same as home address)					
State		Country		Post Code	
Temporary Study Address					
State		Country		Post Code	
		Effective from		to	

STUDIES (E702)

Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No, move to next question					
If Yes: Please provide the following details (as at your application date) Grade:					
Name of School:					
What is your highest completed/attempted school level?					
<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or lower	<input type="checkbox"/> Did not go to school

What year did you leave school?	What was your ATAR /OP?
In which state or country (if not Australia)?	
If you completed Year 12, indicate whether you finished any of the following subjects: (tick the relevant boxes)	
<input type="checkbox"/> Biology <input type="checkbox"/> Physics <input type="checkbox"/> Chemistry <input type="checkbox"/> English (Australian curriculum)	
<input type="checkbox"/> Mathematics (A, B, or C) (Australian curriculum with minimum Sound Achievement)	

What is your highest level of prior educational achievement? (E493, 730, 731, 732, 733, 734, 735, 736, 737)

	Commenced	Completed	Last year of participation in that course
Higher Doctorate	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral Degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master Degree	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor Degree (Hons)	<input type="checkbox"/>	<input type="checkbox"/>	
Graduate Diploma or Graduate Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor Degree	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced Diploma or Associate Degree (<i>at a university, college, or other higher education institute</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Diploma (<i>at a university, college, or other higher education institute</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced Diploma or Associate Degree (<i>undertaken with a VET organisation</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Diploma (<i>undertaken with a VET organisation</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate IV (<i>undertaken with a VET organisation</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate III (<i>undertaken with a VET organisation</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate II (<i>undertaken with a VET organisation</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate I (<i>undertaken with a VET organisation</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Other e.g. Certificate of Attainment, Certificate of Competence	<input type="checkbox"/>	<input type="checkbox"/>	
None of the above	<input type="checkbox"/>	<input type="checkbox"/>	

Since leaving school (within the last 10 years), list other educational achievements you have attained. (Exclude English as a second language *).

Course/Qualification Title or Subjects passed if incomplete qualification	Institution	Year Completed

What is the highest completed educational attainment by your parents/guardians? (tick box) (E573, 574)			
		Parent 1	Parent 2
20	Postgraduate qualification (e.g. Postgraduate Diploma, Masters, PhD)		
21	Bachelor Degree		
22	Other post school qualification (e.g. VET Certificate, Associate Degree or Diploma)		
23	Completed Year 12 schooling or equivalent		
24	Did not complete Year 12 schooling or equivalent		
25	Completed Year 10 schooling or equivalent		
26	Did not complete Year 10 schooling or equivalent		
49	Don't know		
99	No information provided by student		

RELEVANT PAID/UNPAID EMPLOYMENT OR OTHER WORK EXPERIENCE (attach resume if insufficient space) *

Occupation	Company Name	Full Time	Part Time/ Casual	Duration	
				Years	Months
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

CULTURAL DIVERSITY AND CITIZENSHIP (E316)

Do you identify yourself with either of the following ethnic groups?

<input type="checkbox"/> Non Indigenous – neither Aboriginal nor Torres Strait Islander origin (2)	<input type="checkbox"/> Of Aboriginal origin but not Torres Strait Islander (3)
<input type="checkbox"/> Of Torres Strait Islander origin but not Aboriginal (4)	<input type="checkbox"/> Both Aboriginal and Torres Strait Islander origin (5) <input type="checkbox"/> No information (9)

Which of the following reflects your current citizenship status? (E358)

<input type="checkbox"/> Australian citizen (including Australian citizens with dual citizenship) (1)	<input type="checkbox"/> Permanent resident (other than permanent humanitarian visa) (3)	<input type="checkbox"/> Permanent humanitarian visa (8)
<input type="checkbox"/> Temporary entry permit and resides in Australia during the unit of study (4)		<input type="checkbox"/> New Zealand citizen (2)

Do you speak a language at your permanent home residence apart from English? (E348)

<input type="checkbox"/> No	<input type="checkbox"/> Yes – please specify the main language spoken at home
Is English language assistance required?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Contact Student Services to discuss your needs)

Additional Entry Information

If you do not meet the Course entry requirements, you may be considered for entry into your chosen course based on additional admission criteria. Please indicate whether you identify with any of the following.

Attach copies of any information you think will help your application (e.g. experience, membership, and qualifications)

<input type="checkbox"/> SA – Aboriginal or Torres Strait Islander	<input type="checkbox"/> SD – Disadvantaged socially or economically
<input type="checkbox"/> SC – Study affected through long term illness or major accident	<input type="checkbox"/> SM – Professional experience and/or other special consideration for non-school leaver applicants
<input type="checkbox"/> SL – Language difficulties affected studies	

Disability, impairment or long-term condition (E386) (E615)

Do you have a disability, impairment, or long term medical condition which may affect your studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say (99)		
If yes, please indicate the relevant condition/s – this is required for government reporting:			
<input type="checkbox"/> Hard of Hearing/deaf/Deaf (11)	<input type="checkbox"/> Physical disability (12)	<input type="checkbox"/> Intellectual disability(13)	
<input type="checkbox"/> Specific Learning Disability (14)	<input type="checkbox"/> Mental health condition (15)	<input type="checkbox"/> Acquired brain injury (16)	
<input type="checkbox"/> Low Vision/Blind (17)	<input type="checkbox"/> Medical condition (18)	<input type="checkbox"/> Neurological condition (20)	<input type="checkbox"/> Other disability (19)
If yes, do you require advice on support services, equipment, and facilities which may assist in your learning environment or arrangements? Evidence may be required of your disability so we can support your specific needs.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Note: TAFE Queensland acknowledges that you failure to declare a disability, impairment, or long-term condition may adversely impact your eligibility for certain courses and related professional registrations and approvals.			

EMERGENCY CONTACT

First Name		Last Name	
Mobile		Home Phone	Work Phone
Relationship to student (e.g. Parent, Spouse, Friend)			

SUPPORTING EVIDENCE/STATEMENT

(Is there anything you would like to disclose or comment on in support of your application for direct entry? e.g. your interests, commitment and motivation for study, employment goals).

QUALIFICATION/S: (Please attach your CV with supporting documentation and transcripts. Documents must be visually verified or have been certified by a Justice of the Peace).

PRIVACY STATEMENT

TAFE Queensland is collecting your personal information on this form in order to manage your admissions application in your course. In accordance with the *Information Privacy Act 2009* (Qld), your personal information will only be accessed by staff employed by TAFE Queensland for the purposes of administering applications for Admission into a TAFE Queensland higher education course.

Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or the disclosure is otherwise permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at TAFE.Queensland@tafeqld.edu.au.

APPLICANT DECLARATION (Please read carefully)

If under the age of 18 years, this application must be signed by a parent/guardian. This includes consent for the applicant to have access to the Internet through TAFE Queensland.

I agree to abide by TAFE Queensland rules, regulations and policies and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules.

1. I confirm the accuracy of the information contained within this form and, where necessary, identification documents provided.
2. I understand that TAFE Queensland will authenticate any qualifications I submit as part of my admissions application.
3. I declare that I have read the instructions and that all information submitted is correct and complete.
4. I acknowledge that the provision of incorrect information may result in the cancellation by TAFE Queensland of any place which may be offered.

Applicant's Signature		Date	
Parent/Guardian's Signature (If student is under 18 yrs.)		Date	
Parent/Guardian's Name (If student is under 18 yrs.)			

Issues may arise beyond TAFE Queensland's control, which affects its ability to deliver courses. Whilst every effort will be made to conduct all courses as advertised, TAFE Queensland reserves the right to change or otherwise revise any course-related issues including courses offered, class timetables, class locations and teacher allocations. TAFE Queensland will make every reasonable attempt to advise students of any changes made to their selected course. The details in this document are correct at the time of printing.

Note: Completion of this form DOES NOT guarantee you a place in your nominated course. If there is insufficient space in any section of this application, please attach separate sheets of paper. Applicants will be notified in writing, with further information and instructions. Print and return this form in person or electronically to the student admissions office of the campus on which you elect to study.

END

OFFICIAL USE ONLY

Date Received:	Student Number:	Date Notified:
Processed by:		Date:
Academic Records - Highest Qual	<input type="checkbox"/> Yes <input type="checkbox"/> No Code:	Must be recorded in the SMS
Criminal History	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If Yes, the following are notifiable for consultation regarding an Offer for entry into the Course.	<input type="checkbox"/> Dean Higher Education notified <input type="checkbox"/> Course Convenor notified <input type="checkbox"/> Counsellor Where there is a discord in decision, final approval rests with the Dean Higher Education.	
Application from Young Person	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Refer procedure and risk assessment for Admissions of Young Persons and approvals
Late Admission approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Special Admission approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Disability/Impairment approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Code:
Disadvantage consideration	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Misconduct disclosure approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
New Basis of Admission (E327)	Code	Description
MUST BE RECORDED IN THE SMS	<input type="checkbox"/> 31	A higher education award course (Australian or overseas equivalent; complete or incomplete)
	<input type="checkbox"/> 32	An enabling or bridging course delivered by a higher education provider (complete or incomplete)
	<input type="checkbox"/> 34	A VET award course or VET delivered enabling or bridging course other than a secondary education course (Australian or overseas equivalent; complete or incomplete).
	<input type="checkbox"/> 40	Work and life experience
	<input type="checkbox"/> 41	Recent secondary education (whether undertaken at school, VET or another Australian provider) – ATAR only
	<input type="checkbox"/> 42	Recent secondary education (whether undertaken at school, VET or another Australian provider) – ATAR plus other criteria
	<input type="checkbox"/> 43	Recent secondary education was undertaken (whether undertaken at school, VET or another Australian or overseas provider) – only other criteria, ATAR not considered
Applicant background (Reportable in the student profile on the TQ website)	<input type="checkbox"/>	Higher education study: Applicants whose highest level of study enrolment since leaving secondary education is a higher education course, whether at a university or non-university provider.
	<input type="checkbox"/>	Vocational education and training (VET) study: Applicants whose highest level of study enrolment since leaving secondary education is a VET course.
	<input type="checkbox"/>	Work and life experience (includes less recent secondary results): Applicants who left secondary education more than two years previously and have not undertaken VET or higher education study since then.
	<input type="checkbox"/>	Recent secondary education: Applicants whose admission is based mostly on secondary education undertaken at school, TAFE or other VET or higher education provider (Australian or overseas equivalent) that was completed (or will be) in the current year or within the previous two years (National Admissions Transparency).

What is the student's or applicant's highest educational participation and last year of that participation prior to the first enrolment in the course of study (E493) HEIMS reportable.		
		Last year of participation in that course
A complete Higher education postgraduate level course	<input type="checkbox"/>	
A complete Higher education bachelor level course	<input type="checkbox"/>	
A complete Higher education sub-degree level course	<input type="checkbox"/>	
An incomplete Higher education course	<input type="checkbox"/>	
A complete final year of secondary education course at school or through a Registered Training Organisation	<input type="checkbox"/>	
Other qualification, complete or incomplete	<input type="checkbox"/>	
No prior educational attainment	<input type="checkbox"/>	
A complete VET award course	<input type="checkbox"/>	
An incomplete VET award course	<input type="checkbox"/>	
Comments		

APPROVALS

COURSE COORDINATOR	
a. Late admission application (Approved/Not Approved) b. Disability/Impairment review (Recommended / Declined) c. Portfolio/Interview (Approved/Not Approved) d. Additional admissions criteria met (Approved/Not Approved) e. Misconduct disclosure review (Recommended / Declined)	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Recommended <input type="checkbox"/> Declined
Reason not approved/declined:	
Comments/Notes/Recommendations:	
Signature:	Date:
Name:	

DEAN HIGHER EDUCATION APPROVAL	
a. Young person applicant b. Subject Offer applicant c. Special Admissions applicant d. Exceptional case applicant e. Disability/Impaired applicant f. Misconduct disclosure applicant (Approved/Not Approved)	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Reason not approved/declined:	
Comments/Notes/Recommendations	
Signature:	Date:
Name:	