

VET APPLICATION FOR ADMISSION

Please complete the following form and return it to the VET Administration Officer with any supporting documents prior to the commencement of your studies. If you are having trouble completing the application form please contact the VET Administration Officer. Please see section 9 of this form for contact details.

Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes where appropriate. Please call The University of Notre Dame Australia on 08 9192 0600 if you have any questions about your application.

1. COURSE DETAILS

Course name (refer to the course brochure)

2. PERSONAL INFORMATION

2.1 Title Surname/Family name First name Second/Middle name
 Preferred first name Date of birth Gender Male Female Other

2.2 Community
 Community name (as appropriate)

2.3 Usual Residential Address
 Building/Property name
 Street name Unit and street/lot number
 Town/Suburb/Locality State/Territory Postcode
 Telephone (home) Telephone (home)
 Mobile Email

2.4 Postal Address (If different from residential address)
 Building/Property name
 Street name Unit and street/lot number
 Town/Suburb/Locality State/Territory Postcode

2.5 Please state your country of birth
 If you were not born in Australia, please indicate the day, month and year of your arrival in Australia
 Please state the year permanent residency or Citizenship was granted

2.6 Citizenship and residency status Note: If you were not born in Australia, you must provide a certified copy of evidence of citizenship/residency status. Please tick the appropriate box
 Australian Citizen Permanent Resident Temporary Resident Other
 Visa type Please provide a certified copy of your visa type and confirmation of permanent residency status.

2.7 Aboriginal and Torres Strait Islander background Please tick the appropriate box
 Neither Aboriginal nor Torres Strait Islander origin Aboriginal origin
 Torres Strait Islander origin Aboriginal and Torres Strait Islander origin

2.8 Additional background information
 Religion
 Notre Dame accepts applications from people of all faiths and no faith at all. While Catholic in our tradition, the University embraces all persons who support the Objects of the University.

2.9 Languages spoken Please list all languages spoken at home in order of use

 How well do you speak English? Very well Well Not well Not at all

2.10 Concessions Please tick the appropriate box (Note: Card must be provided at interview)
 Do you hold a:
 Commonwealth Health Care card Pensioner Concession card
 Repatriation Health Benefits card issued by the Department of Veterans' Affairs
 Are you:
 A persons and dependants of persons in receipt of AUSTUDY or ABSTUDY Aged between 15 and 18 years of age
 Persons and dependants of persons in receipt of the Youth Allowance

2.10 Disability or Medical Condition

Medical/Disability support required? Yes No

If yes, please indicate the areas of disability, impairment or long term condition

- Hearing Physical Intellectual Learning Mental illness Acquired brain impairment
 Vision Medical condition Other

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you? Yes No

Disclosing this information will not affect your admission to the University.

3. EDUCATIONAL BACKGROUND

3.1 What is your highest completed school year? Please tick the appropriate box

- Year 12 Year 11 Year 10 Year 9 Year 8 or lower Never attended school

Which year did you complete school? Name of School

3.2 Are you still attending secondary school? Yes No

3.3 Have you finished any of the following qualifications? If yes, please tick all boxes that apply

- Bachelor Degree or higher Certificate III or Trade Certificate
 Advanced Diploma or Associate Degree Certificate II
 Diploma or Associate Diploma Certificate I
 Certificate IV or Advanced Certificate Certificates other than the above

3.4 Previous Courses studied:

Year last enrolled	Name of institution	Course title	Completed?		Date of completion	Currently enrolled?	
			Yes	No	Year	Yes	No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

A certified copy of your results must be provided to the University with your application.

4. STUDY REASONS

4.1 What is your main reason for studying this course? Please tick one box only

- To get a job I want extra skills for my job To develop my existing business
 To start my own business To get into another course of study To try for a different career
 To get a better job or promotion For personal interest For self development
 It was a requirement of my job Other reasons

5. EMPLOYMENT INFORMATION

5.1 Of the following categories, which best describes your current employment status. Please tick one box only

- Full-time employee Employed - unpaid worker in a family business
 Part-time employee Unemployed - seeking full-time work
 Self-employed - not employing others Unemployed - seeking part-time work
 Employer Not employed - not seeking employment

5.2 Current employment address (If employed)

Organisation name

PO BOX or street address

Town/Suburb/Locality State/Territory Postcode

Telephone (home) Mobile

Email

5.3 Relevant Work Experience (full-time, part-time, paid or voluntary)

Period	Employer/Organisation	Position/Duties
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. EMERGENCY CONTACT (It is the student's responsibility to ensure these details are kept current throughout the period of enrolment at the University)

This person should be a close relative/friend and in a position to respond to any action the University deems appropriate in relation to your welfare.

Name	<input type="text"/>	Relationship	<input type="text"/>
Number and street or PO Box	<input type="text"/>		
Town/Suburb	<input type="text"/>	State	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>

7. PERSONAL STATEMENT (compulsory)

Refer to page number 4 of this Application Form.

8. DOCUMENTATION CHECKLIST

Check that you have included the following relevant documentation with your completed VET Application for Admission. Unless stated, inclusion of these documents is a requirement of your application.

- Completed Application Form
- Personal Statement (see page 4)
- Certified copy** of Certificates

9. APPLICATIONS MUST BE SENT OR DELIVERED TO:**Sent by post****Broome Campus**

The University of Notre Dame Australia
Admissions Office
PO Box 2287, Broome WA 6725

Delivered by hand

The University of Notre Dame Australia
Admissions Office
88 Guy Street, Broome
Telephone: 08 9192 0638

Sent by email

Email: broome.courses@nd.edu.au

Apply direct

www.notredame.edu.au/forms/apply

If you have any questions about this form or applying for a VET Pathways course at Notre Dame please contact us:

Telephone: **08 9192 0638** or Email: **broome.courses@nd.edu.au**

10. STUDENT DECLARATION: USE AND DISCLOSURE OF PERSONAL INFORMATION

I agree to abide by the statutes, regulations, policies and rules of The University of Notre Dame Australia as they may apply to me during my period of enrolment at the University (<https://notredame.edu.au/about/policies/student-policies>).

I understand that the University complies with the Privacy Act 1988 (Cth) and that information on how the University will collect, use, disclose and manage my personal information is outlined in the University's Privacy Policy (<https://notredame.edu.au/home/privacy>).

I acknowledge that during my period of study at the University, information will be collected by the University about me. I understand that the University will use my personal information for the primary purpose of managing and administering all aspects of the course of study for which I have enrolled. The University will also use this information to contribute to the University's analysis, use and publication of de-identified results which relate to quality monitoring and improvement activities. I understand that the University will not disclose my personal information to any third party without my written consent, unless the University is required or authorised to do so by law.

Disclosure of Personal Information and Student Consent

I agree/consent to the University disclosing my personal information to a person or body external to the University where:

- Disclosure is required or permitted by law or is required to fulfil mandatory or contractual reporting requirements to Commonwealth and State Government departments, statutory and regulatory bodies and their authorised agents. Examples include, but are not limited to: the Commonwealth Department of Education, Centrelink, the Australian Taxation Office and Universities Australia.
- An external person or body is engaged to provide services or support to, or for, the University, such as website hubs, database hosts, data back-up service providers and survey companies holding and/or processing my personal information on their IT systems on behalf of the University, but only where there is a legal obligation in force between the external body or person and the University to safeguard my information.
- I am an international student and disclosure is a contractual reporting requirement to sponsors, exchange partners and/or agents.
- I am participating in a student exchange or cross-institutional program and the disclosure is to the other educational or vocational institution.
- Disclosure is to accreditation or registration bodies relevant to my program of study to verify qualifications and experience.
- I am under 18 years of age and disclosure is to my parent or legal guardian.

I am aware that personal information disclosed to Commonwealth and State Government departments, statutory and regulatory bodies and their legitimate agents may be shared among various Government agencies and bodies for the purpose of improving the provision of higher education, training and research.

I acknowledge that when I enrol at the University, I am provided with a University email address and that the purpose of this email address is for all official electronic correspondence. I understand that the University will use this email address to communicate with me not only for the purpose of managing aspects of my course, but also to advise me on University student services and upcoming University events and/or activities which I may wish to participate in as a student of the University. I understand that my continued use of the email address is subject to me agreeing to and abiding by the terms and conditions that apply to the use of a University email address.

I have read and understood the terms set out above and agree to them as conditions of my enrolment and/or admission at the University.

Applicant's signature

Date (dd/mm/yyyy)

This application will only be accepted if it is signed and dated
(Please note: If unable to sign electronically you can sign at your interview)

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://notredame.edu.au/home/privacy>. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au (for Broome/Fremantle Students), or Sydney.Registrar@nd.edu.au (for Sydney Students).

PERSONAL STATEMENT

As part of the admission process, it is important that your personal qualities can be identified.

Please attach to this application a personal statement (150 words in length) addressing one or all of the following:

- reasons for wishing to enrol at The University of Notre Dame Australia
- reasons for returning to formal study (mature age applications)
- involvements with clubs or groups
- talents, interests and activities