THE UNIVERSITY OF NOTRE DAME AUSTRALIA BROOME CAMPUS

HLT54115 Diploma of Nursing

VET Application for Admission

Effective date: 22 May 2019

The Nursing and Midwifery Board of Australia (NMBA) requires all students intending to study the HLT54115 Diploma of Nursing to demonstrate sufficient language, literacy and numeracy (LLN) skills to successfully undertake the programs academic and workplace experience requirements, prior to commencing the program.

You must provide evidence to demonstrate these skills in two ways:

- Complete a LLN assessment with a result at exit level 3 in the Australian Core Skills Framework in both reading and numeracy. This is part of the application process.
- Provide evidence of English language skills in one of the following ways:

1. **English is your primary language (Primary Language Pathway)** and you have attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English in one of the recognised countries (Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America), including at least two years between years 7 and 12;
2. **If English is not your primary language (Extended Education Pathway)** you must provide evidence of the completion of three and a half (3.5) years (full-time equivalent) of continuous education taught and assessed in English, in any of the recognised countries that is a combination of:
   a) vocational and secondary education taught and assessed in English; or
   b) tertiary and vocational education taught and assessed in English; or
   c) combined tertiary, secondary and vocational education taught and assessed in English; or
   d) tertiary education taught and assessed in English

NOTE: Graduates applying for registration will be able to include the completed Diploma of Nursing, from The University of Notre Dame Australia, as evidence of the vocational qualification in the relevant discipline that is being relied upon to support eligibility for registration.

3. You achieve the required minimum scores in one of the following English language tests and meet the requirements for test results:
   a) IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking);
   b) OET with a minimum score of B in each of the four components (listening, reading, writing and speaking);
   c) PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking);
   d) TOEFL iBT with a minimum total score of 94 and the following minimum score of 24 in listening, 24 in reading, 27 in writing and 23 for speaking; or
   e) other English language tests approved by the NMBA from time to time and published on the NMBA's website with the required minimum scores.

I _____

have read the registration standard for English language requirements at www.nursingmidwiferyboard.gov.au/registration-standards/english-language-skills.aspx which provide more detailed information.
I declare the information I have provided about my English language skills is true and correct.

Student's signature

Date __ __ / __ __ / __ __ __ __

Please complete the following form and return it to the VET Administration Officer with all supporting documents to begin the process of your application. 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. Complete the Document Checklist in Section 8 before returning this form.

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 0612 if you have any questions about your application.

1. COURSE DETAILS

Course name: HLT54115 Diploma of Nursing

2. PERSONAL INFORMATION

2.1 Title | Surname/Family name | First name | Second/Middle name

Preferred first name | Date of birth __ __ / __ __ / __ __ __ __ | Gender ☐ Male ☐ Female ☐ Other

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you have not yet applied for a USI, see section 7 of this form.

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 (work)

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:

- ☐ Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY
- ☐ Persons and dependants of persons in receipt of the Youth Allowance
- ☐ Secondary school-aged persons, not enrolled at school
- ☐ Persons and dependants of persons who are inmates of a custodial institution

2.11 **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
- ☐ Neurological
- ☐ Not specified

Please list impairment

Impairment	Effective date	Supporting document – please attach

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

3.4 Previous Courses studied:

Year last enrolled	Name of institution	Course title	Completed? Yes	Completed? No	Date of completion Year	Currently enrolled? Yes	Currently enrolled? No

A certified copy of your results must be provided to the VET Administration Officer with your application.

Complete table 3.5 on page 4, listing details of your relevant education.

Sample 1 – Primary Language Pathway

Satisfactorily completed at least 6 years of primary and secondary education taught and assessed in English, in one of the recognised countries (below), including at least two years between years 7 and 12.

Timeframe	Level of Education	Program Name (if applicable)	Education Institution Specify name and address	Recognised Country (if applicable)	Study Status
Study commenced: 02/2006 Study completed: 12/2013	X Primary Secondary Vocational Tertiary	*Primary School*	*Roebuck Primary School*	X Australia New Zealand South Africa United States Canada Republic of Ireland United Kingdom	X Full-time Part-time
Study commenced: 02/2014 Study completed: 18/2018	Primary X Secondary Vocational Tertiary	*High School*	*Broome Senior High School*	X Australia New Zealand South Africa United States Canada Republic of Ireland United Kingdom	X Full-time Part-time
Study commenced: MM/YYYY Study completed: MM/YYYY	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States Canada Republic of Ireland United Kingdom	Full-time Part-time

Sample 2 – Extended Education Pathway

Completed at least 5 years (full-time equivalent) continuous education combined secondary and/or tertiary and/or vocational education taught and assessed solely in English, in one of the recognised countries (below). Note: This can include the satisfactory completion of HLT54115 Diploma of Nursing (1.5 years) at The University of Notre Dame Australia.

Timeframe	Level of Education	Program Name (if applicable)	Education Institution Specify name and address	Recognised Country (if applicable)	Study Status
Study commenced: 01/2016 Study completed: 12/2017	Primary X Secondary Vocational Tertiary	*High School Certificate*	*St Francis Xavier College Newcastle, NSW*	X Australia New Zealand South Africa United States Canada Republic of Ireland United Kingdom	X Full-time Part-time
Study commenced: 01/2018 Study completed: 12/2019	Primary Secondary X Vocational Tertiary	*Diploma of Conservation Management*	*South Regional TAFE, Perth, WA*	X Australia New Zealand South Africa United States Canada Republic of Ireland United Kingdom	X Full-time Part-time
Study commenced: 02/2020 Study completed: 12/2021	Primary Secondary X Vocational Tertiary	*HLT54115 Diploma of Nursing*	*The University of Notre Dame Australia, Broome Campus, WA*	X Australia New Zealand South Africa United States Canada Republic of Ireland United Kingdom	X Full-time Part-time

SAMPLE ONLY

3.5 Please list details of your relevant education.

Timeframe	Level of Education	Program Name (if applicable)	Education Institution Specify name and address	Recognised Country (if applicable)	Study Status
Study commenced: M M / Y Y Y Y Study completed: M M / Y Y Y Y	☐ Primary ☐ Secondary ☐ Vocational ☐ Tertiary			☐ Australia ☐ Canada ☐ New Zealand ☐ Republic of Ireland ☐ South Africa ☐ United States ☐ United Kingdom	☐ Full-time ☐ Part-time
Study commenced: M M / Y Y Y Y Study completed: M M / Y Y Y Y	☐ Primary ☐ Secondary ☐ Vocational ☐ Tertiary			☐ Australia ☐ Canada ☐ New Zealand ☐ Republic of Ireland ☐ South Africa ☐ United States ☐ United Kingdom	☐ Full-time ☐ Part-time
Study commenced: M M / Y Y Y Y Study completed: M M / Y Y Y Y	☐ Primary ☐ Secondary ☐ Vocational ☐ Tertiary			☐ Australia ☐ Canada ☐ New Zealand ☐ Republic of Ireland ☐ South Africa ☐ United States ☐ United Kingdom	☐ Full-time ☐ Part-time

4. STUDY REASONS

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

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

5. EMPLOYMENT INFORMATION

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

- ☐ Full-time employee (35 hours +)
- ☐ Part-time employee (less than 35 hours)
- ☐ Self-employed – not employing others
- ☐ Self-employed – employing others
- ☐ Employed – unpaid worker in a family business
- ☐ Unemployed – seeking full-time work
- ☐ Unemployed – seeking part-time work
- ☐ 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

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 Relationship

PO Box or street address

Town/Suburb State Postcode

Telephone Mobile

Email

7. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we The University of Notre Dame Australia can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at www.usi.gov.au/students/create-your-usi on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at www.usi.gov.au/faqs/i-have-forgotten-my-usi/.

Unique Student Identifier (USI) ☐☐☐☐☐☐☐☐☐☐

8. DOCUMENTATION CHECKLIST

Check that you have included the following relevant documentation with your completed VET Application for Admission.
These documents are a requirement of your application.

- ☐ Completed Application Form
- ☐ Personal Statement (see section 11)
- ☐ **Certified copy** of Certificates and Results
- ☐ **Certified copy** of Birth Certificate or Passport
- ☐ NMBA English Language Skills requirement
- ☐ **Certified copy** of Visa/Residency status
- ☐ Supporting document for medical condition (if required)
- ☐ Included my USI

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 0612

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 course at Notre Dame please contact us:
Telephone: **08 9192 0612** or Email: **broome.courses@nd.edu.au**

10. STUDENT DECLARATION: USE AND DISCLOSURE OF PERSONAL INFORMATION AND STUDENT CONSENT

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 (notredame.edu.au/about/policies/student-policies).

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).

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 and how I may complain is outlined in the University's Privacy Policy (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.

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.

We may disclose your personal information to Australian Government agencies, including Services Australia, where this is required or authorised by Australian law.

Information about your enrolment with us may be disclosed if you are claiming or receiving a payment from Services Australia.

You are still required to notify Services Australia of any change in circumstances that may affect your payment.

Personal information disclosed to Services Australia is protected by law, including the Privacy Act 1988. More information about the way Services Australia handles personal information can be found on their privacy webpage.

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PRIVACY NOTICE – National VET Data Policy

Under the *Data Provision Requirements 2012*, **The University of Notre Dame Australia** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **The University of Notre Dame Australia** for statistical, administrative, regulatory and research purposes. **The University of Notre Dame Australia** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you are unable to provide your personal information, we will not be able to enrol you.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the Training and Accreditation Council, Western Australia (TAC). TAC Privacy Policy https://www.tac.wa.gov.au/SiteCollectionDocuments/2015-07641.pdf

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at dese.gov.au/national-vet-data/vet-privacy-notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact **broome.courses@nd.edu.au** to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Notre Dame's Privacy Policy.

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)	/ /
Parent/Guardian signature		Date (dd/mm/yyyy)	/ /
Student 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)

Please turn over the page to complete your personal statement

11. PERSONAL STATEMENT

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

Tell us about your passions, dreams, motivations and any work or community experience you have had. Your personal statement should be approximately 300 words. Here are some prompt questions to get you started.

- What are your interests and aspirations?
- What are you passionate about?
- What motivates you?
- Why have you chosen this Notre Dame program?
- Your leadership roles
- Any volunteering, work, church and/or community involvement