

Outdoor Recreation Supplementary Form 2010

Application Details

Full Name

VTAC Application No
(Cert IV and Diploma
applicants only)

Certificate IV and Diploma of Outdoor Recreation applicants must **also** apply through VTAC: www.vtac.edu.au

Certificate III in Outdoor Recreation and part-time students apply **directly** to Swinburne TAFE (using Direct Entry Form)

Your application to an Outdoor Recreation course will be assessed using the following selection criteria that will be used to determine your eligibility for and selection into the course:

- previous education and training
- paid or unpaid work experience in the outdoor field
- personal outdoor skills
- life and community experience

Please complete all aspects of the supplementary form to assist the selection process.

Inability to meet any of the above criteria will not preclude you from entry to a course. However, places are limited and applicants who meet these criteria will be looked upon favourably.

Information Session Details

I am interested in attending an information session on this date.

- | | | | |
|--------------------------|--------------------------------------|---|---------|
| <input type="checkbox"/> | Outdoor Recreation courses explained | Tuesday 22 nd September 2009 | 4.30 pm |
| <input type="checkbox"/> | Outdoor Recreation courses explained | Tuesday 10 th November 2009 | 4.30 pm |

IMPORTANT INFORMATION

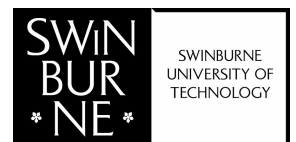
- Use this form to supplement a Victorian Tertiary Admissions Centre (VTAC) application or to supplement the Direct entry application form (Swinburne)
- For Certificate IV and Diploma applicants you must also complete the VTAC application process www.vtac.edu.au. This form must be submitted with the VTAC application number which is provided on completion of the VTAC application process.
- For Certificate III, part-time and second year only Diploma applicants must complete the Direct Entry application form available from <http://www.future.swinburne.edu.au/apply/tafe/>
- Visit our Website <http://www.tafe.swinburne.edu.au/social-sciences/outdoor/index.html> for detailed course information and information session details.
- Please use a **BLACK** or **DARK BLUE** pen. Do not use pencil or red pen.
- Remember to complete **ALL SECTIONS** of the form.
- Submit the Outdoor Recreation Supplementary Form to Swinburne University by 30 September. (Late applicants by 13 November.) Very late applicants must telephone to make alternative arrangements. These dates also reflect the VTAC application timelines.
- As part of the selection process for the 2010 course all applicants to the Certificate IV and Diploma of Outdoor Recreation are asked to attend an Information Session and Appraisal Day. This day will be held on Sunday, 22nd November 2009 at Outdoor Education Group (OEG) in Eildon, Victoria (2 hours North East of Melbourne CBD). Further information will be provided on receipt of your application.

Outdoor Recreation Supplementary Form 2010

I HAVE ATTACHED

- A cover letter stating in 300 words 'Why you would like to undertake the Certificate IV in Outdoor Recreation course?' and 300 words on 'What your ambitions/future plans are in the Outdoor Industry?'
- A completed Outdoor Recreation Supplementary form (**All applicants**)
- A completed Direct Entry application form (**Certificate III and part-time students only**)
- A current resume
- A log of your current skills and experience (if possible, but not compulsory)
- Any other supporting documentation to support your application

Note: All Certificate IV and Diploma applicants must include on the Outdoor Recreation Supplementary form a VTAC application number.



Your Privacy - The Institute is required to comply with the national and state privacy regimes and is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The information you have provided to the Institute's sport & Recreation Coordinator will be used, where applicable, for the purposes of placing you on waiting lists, assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. A condition of your application or enrolment is that you consent to the release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. We also provide information to various government agencies that is relevant to government funded targeted welfare or educational services.

"Swinburne University of Technology collects, uses and destroys personal information in accordance with our Privacy Policy. The Privacy Statement can be located at <http://www.swin.edu.au/privacy>. Enquiries relating to information included on this form should be directed to the administering department or school."

PERSONAL DETAILS

Title

Mr

Mrs

Ms

Miss

Surname/Family Name

Given Name/s

Former Surname

(Please supply proof of change of name)

Date Of Birth

/ /

Male

Female

When enrolling into a course of study at Swinburne University, the enrolling officer must cite your original birth certificate

Postal Address:

	State	
	Post Code	

Permanent Home Address

(If Different From Above):

	State	
Telephone	Post Code	

Home

Mobile

email

PREFERRED COURSE OF STUDY (Rank preference 1, 2 and 3)

<input type="checkbox"/>	Certificate III in Outdoor Recreation (Eight month course – based at Hawthorn Campus)
<input type="checkbox"/>	Certificate IV in Outdoor Recreation (one year course – based at external venue, Eildon)
<input type="checkbox"/>	Diploma of Outdoor Recreation (two year course – based at external venue, Eildon)
<input type="checkbox"/>	Diploma of Outdoor Recreation (second year only – based at external venue, Eildon)

EDUCATION AND TRAINING

(Please Circle)

1. Are you completing VCE (or equivalent eg VCAL) in 2009? Yes No

If YES Please indicate what form of Year 12 you are undertaking,

If your answer to this question is NO, complete question 2

2. If you are a Mature Age Student, (i.e, at least 18 years at 1 January 2009 and away from secondary schooling for at least 12 months), what is the highest level of SECONDARY education you have successfully completed?

<input type="checkbox"/>	Less than Yr 10	
<input type="checkbox"/>	Year 10	Year _____
<input type="checkbox"/>	Year 11	Year _____
<input type="checkbox"/>	Year 12	Year _____



3. ADDITIONAL QUALIFICATIONS STUDIES AND CREDENTIALS (list any studies beyond secondary education)

Year	Name of Institution	Course/Title Credentials	Full-time/ Part- time	If uncompleted, give stage reached

Employment / Activity History

Please complete the tables below. The information you provide in this section will support your application against the selection criteria.

4. OUTDOOR RECREATION, SPORT & RECREATION INDUSTRY EXPERIENCE (include any paid or voluntary work in the outdoor recreation, sport and recreation Industries)

Employer/ Organisation	Part-time/ Full time	Paid/ Voluntary	Dates From: To:	Type of work/ Activities

5. OUTDOOR EXPERIENCE (Including travel, exchanges, industry courses, relevant seminars, licenses, industry qualifications)

Outdoor Experience	Dates From: To:	Level of Involvement Brief summary outlining experience

NOTE: If additional rows are required please use a separate sheet of paper



6. EXTRA CURRICULA ACTIVITIES (Please describe your main interests outside academic pursuits such as sports, outdoor pursuits and/or hobbies)

Extra curricula Activity	Description of Involvement

7. FURTHER INFORMATION

We are interested to know why you wish to complete this course. Please take the time and care in answering these questions honestly and thoughtfully.

In a cover letter please state in 300 words for each question

- a) Why you would like to undertake the Certificate IV in Outdoor Recreation course? **and**
- b) What are your ambitions/future plans in the Outdoor Industry?

8. REFEREES (Please provide details of two referees. Employers, tutors, project supervisors. No personal referees)

Name		
Title/Position		
Company		
Phone		
Address		
Length of time known to person		
Relationship to you		

Do you authorize Swinburne University (or its Agents) to contact the above referees

..... YES

..... NO

I certify that the information which I have given in this application is true and accurate.

Signature

Date / /

IMPORTANT NOTICE

Send a copy of your Outdoor Recreation Supplementary Form and **photocopies** of relevant credentials, references, awards (**DO NOT SEND ORIGINAL COPIES**) to the address below.

Course Admissions Officer – Outdoor Recreation

Swinburne University of Technology

Mail # H52,

PO Box 218,

Hawthorn VIC 3122

Phone: (03) 9214 8370

Fax: (03) 9819 0850

hleverett@swin.edu.au

All applications must be received by 5pm 13th November 2009



Admin Use Only

Question	Area	Rating	Comments
1	VCE		
2	Mature aged		
3	Other quals		
4	Employment History		
5	Outdoor Experience		
6	Extra curricula		
7a	Why study?		
7b	Career path		
8	Referees		