

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. International applicants on a non-student visa (Another Temporary Visa) apply using this form.

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. This admissions 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 below)
- (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) Your English language proficiency
- (h) Access and equity guidelines

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 TAFE Queensland Higher Education Disability Fact Sheet for more information.

Course registered with AHPRA

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 your course.

Inherent Requirements

Some courses have inherent requirements. Students must meet the *Inherent Requirements* relevant to their course of study in order to complete their course requirements. TAFE Queensland offers reasonable adjustment to support students meet their course requirements. The course brochure provides information about the specific inherent requirements for their course. TAFE Queensland is unable to offer support where an applicant does not disclose their disability or impairment.

Citizenship Status

Domestic Student:

- An Australian citizen
- A New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- An Australian permanent resident visa holder;
- An Australian permanent humanitarian visa holder; or
- Entitled to stay in Australia, or enter and stay in Australia, without any limitation as to time.

International Students:

If you are on a temporary visa that is NOT a student visa, you apply using this form. You will be a domestic student for the purposes of student rules, policies and procedures. You will be invoiced the international student fee rate in accordance with the legislative requirements.

If you have a student visa, you are required to enrol as an international student through TAFE Queensland International Education. If you are unsure, please contact Customer Service on 1300 308 233 to enquire about your residential status.

Declaration

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

Supporting Documentation

Please submit the following documentation with your application:

- Certified True Copies of Year 12 Certificate of Education* (as relevant i.e. QCE – 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
- Statement of confirmation of meeting Inherent requirements
- Evidence of meeting the English Language proficiency requirements.
- Statement of meeting English Language Skills requirements (if relevant)

*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 HigherEd@tafeqld.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 HigherEd@tafeqld.edu.au.

APPLICATION FOR ADMISSION

(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	<input type="checkbox"/> On Campus		<input type="checkbox"/> On campus with some online
Attendance Type	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Campus: (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)		<i>(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).</i>	
First Name			
Last Name			
Preferred Name		Previous Last Name (if any – e.g. maiden name)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified		
Were you born in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If No, what year did you first arrive in Australia?		Which country were you born in?	

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, 572, 612)

Are you currently attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Please provide the following details					
Grade:		Name of School:			
If No - What was 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"/> Other/Unknown	
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 successfully completed any of the following subjects: (tick the relevant boxes) (Australian curriculum)

- Biology Physics Chemistry English Mathematics (A, B, or C)
 General Mathematics, Mathematical Methods or Specialist Maths (Pass level results)

What is your highest level of prior educational achievement? (E620)

		Commenced	Completed	Last year of participation in that course
110	Doctoral Degree	<input type="checkbox"/>	<input type="checkbox"/>	
120	Master Degree	<input type="checkbox"/>	<input type="checkbox"/>	
300	Bachelor Degree	<input type="checkbox"/>	<input type="checkbox"/>	
200	Graduate Diploma or Graduate Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
410	Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	
420	Diploma	<input type="checkbox"/>	<input type="checkbox"/>	
511	Certificate IV	<input type="checkbox"/>	<input type="checkbox"/>	
514	Certificate III	<input type="checkbox"/>	<input type="checkbox"/>	
521	Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	
524	Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	
000	None of the above	<input type="checkbox"/>	<input type="checkbox"/>	

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)	<input type="checkbox"/>	<input type="checkbox"/>
21	Bachelor Degree	<input type="checkbox"/>	<input type="checkbox"/>
22	Other post school qualification (e.g. VET Certificate, Associate Degree or Diploma)	<input type="checkbox"/>	<input type="checkbox"/>
23	Completed Year 12 schooling or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
24	Did not complete Year 12 schooling or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
25	Completed Year 10 schooling or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
26	Did not complete Year 10 schooling or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
49	Don't know	<input type="checkbox"/>	<input type="checkbox"/>
99	No information provided by student	<input type="checkbox"/>	<input type="checkbox"/>

Since leaving school (within the last 10 years), list other educational achievements **you** have attained.

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

RELEVANT PAID/UNPAID EMPLOYMENT OR OTHER WORK EXPERIENCE

(attach resume if insufficient space – Last 5 years only) *

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"/> Of Torres Strait Islander origin but not Aboriginal (4) | <input type="checkbox"/> Of Aboriginal origin but not Torres Strait Islander (3) |
| <input type="checkbox"/> Non-Indigenous
(neither Aboriginal nor Torres Strait Islander origin (2)) | <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"/> Temporary entry permit and resides in Australia (4) |
| <input type="checkbox"/> Permanent resident
(other than permanent humanitarian visa) (3) | <input type="checkbox"/> New Zealand citizen (2) |
| | <input type="checkbox"/> Permanent humanitarian visa (8) |

- Not one of the above categories and applicant is residing outside Australia during time of application (5)

ENGLISH LANGUAGE PROFICIENCY

English for domestic applicants and applicants with a temporary entry visa (Non-student visa)

Applicants born outside of the following countries are required to meet the English Language Proficiency requirements set by TAFE Queensland for each higher education course of study: Australia, New Zealand, Canada, United Kingdom, Ireland, South Africa and the United States of America.

Applicants must demonstrate English Language Proficiency if:

- English is your second language, and
- You have not taken a course taught entirely in English in a country approved by TAFE Queensland and to a level (e.g. diploma) and standard (e.g. pass/fail) required.

Applicants can demonstrate they meet English Language Proficiency requirements by providing evidence of:

- English language test results;
- Formal study; and/or
- Work experience.

Please provide evidence of any of the following

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Completed senior secondary schooling where the medium of instruction is English |
| <input type="checkbox"/> | Completion of a tertiary qualification deemed comparable to an Australian AQF Diploma or higher where the language instruction is English, with a passing GPA (4.0 or better). |
| <input type="checkbox"/> | Undertaken a minimum of one year of full-time equivalent tertiary study within the last five years, deemed comparable to an Australian bachelor degree or higher with a passing GPA (4.0 or better) from an accredited university or institution recognised by TAFE Queensland. |
| <input type="checkbox"/> | Completion of an approved Australian tertiary preparation program (e.g. Certificate IV in Adult Tertiary Preparation) within the last five years. Results must include a pass in one of the following (or similar) tertiary preparation subjects: English, Academic English, Academic Writing, Language and Learning Skills, Effective Communication, Academic Literacy Skills. |
| <input type="checkbox"/> | Acceptable evidence of sufficient English language skills developed through paid or voluntary work experience in a primarily English-speaking professional environment for at least 3 years immediately before the start of your TAFE Queensland studies. |

Is English language assistance required? No Yes (Contact Student Services to discuss your needs)

Disability, impairment or long-term condition (E615)			
Are you a person with disability, impairment, or long-term medical condition?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say (99)
If yes, please indicate the relevant condition/s			
<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 your failure to declare a disability, impairment, or long-term condition may adversely impact your eligibility for certain courses and related professional registrations and approvals.			

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	

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 NOTICE

TAFE Queensland is collecting your personal information on this form for the purpose of managing your admission application in your course. In accordance with the *Information Privacy Act 2009* (Qld), your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for this purpose.

TAFE Queensland handles your personal information in accordance with our Privacy Policy (which you can view here: <https://tafeqld.edu.au/privacy>). By applying for admission with TAFE Queensland you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy.

Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy or where disclosure is 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 privacy@tafeqld.edu.au.

USI Privacy Notice (where we apply for a USI on your behalf)

In limited circumstances TAFE Queensland may apply for a Unique Student Identifier (USI) on behalf of a student under the Student Identifiers Act 2014 (Cth). If we are applying for a USI on your behalf the USI Privacy Notice located here: <https://tafeqld.edu.au/legal/ncver-privacy-policy> applies to you.

By authorising us to apply for a USI on your behalf you are acknowledging that you understand and consent to this USI Privacy Notice and you understand that if you do not provide all the information requested, or if it is inaccurate, it may affect the Student Identifiers Registrar's ability to provide you with a USI.

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.

Notification of outcome

You will be notified in writing of the outcome of your application.

OFFICIAL USE ONLY

All sections of this application must be completed.

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 Coordinator 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: Must be recorded in the SMS
Inherent requirements signed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Evidence must be recorded in student file
English language proficiency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	(Nursing) Evidence must be recorded in student file
First Nations Peoples consideration	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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

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)

Approved Declined

Reason not approved/declined:

Comments/Notes/Recommendations

Signature:

Date: / /

Name: