

SUPPLEMENTARY APPLICATION – 2010

- *All applicants (other than current La Trobe University students) **MUST** apply via the Victorian Tertiary Admissions Centre (VTAC) at www.vtac.edu.au, or other state equivalent.*
- *For applicants currently enrolled in a course at La Trobe:*
 - *If your degree is incomplete you **MUST** complete this form and an 'APPLICATION TO TRANSFER COURSE' form, OR*
 - *If you will complete your degree this year you need to complete this form, as well as applying through VTAC.*
- *All non-Year 12 applicants **MUST** complete this application form.*

Please note: ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. It is therefore in your interest to ensure your application is complete by following up with referees, or contacting the relevant campus.

APPLICANT NAME: _____

Please indicate (✓) which campus you are applying for:

- AW - Albury-Wodonga
 BE - Bendigo
 BU - Bundoora
 MI - Mildura

Please indicate (✓) which course you are applying for:

- Bachelor of Human Services and Master of Social Work [BHumServ & MSW] (AW, BE, BU, MI)
 Graduate Entry Master of Social Work [GEM] (AW, BE, BU)
 Bachelor of Social Work (Advanced Standing) [BSW A/S] (MI campus only)

Please indicate (✓) which mode of study you are applying for:

- Full-time Part-time

Notes:

1. If applying for more than one campus a separate supplementary application form **MUST** be lodged for each campus (additional copies can be downloaded from our website: www.latrobe.edu.au/socialwork, or photocopies can be submitted).

Eligibility for Commonwealth Supported Place (formerly known as HECS):

The Bachelor of Human Services and Master of Social Work [BHumServ & MSW], Graduate Entry Master of Social Work [GEM] and Bachelor of Social Work (Advanced Standing) [BSW A/S] degrees are offered under the Commonwealth Supported Places (CSP) scheme, formerly known as HECS. For information regarding eligibility for a Commonwealth Supported Place, please refer to the following website: www.goingtouni.gov.au.

All documentation should be submitted to:

The Selection Officer (at the relevant campus):

Albury-Wodonga: School of Social Work and Social Policy, La Trobe University, PO Box 821, Wodonga, Vic, 3689.

Bendigo: School of Social Work and Social Policy, La Trobe University, PO Box 199, Bendigo, Vic. 3552.

Melbourne

(Bundoora): School of Social Work and Social Policy, La Trobe University, Vic, 3086.

Mildura: School of Social Work and Social Policy, La Trobe University, PO Box 4095, Mildura, Vic. 3502.

Closing Dates:

25 September (5pm) - 'Timely' Applications (timely applicants will be considered for early offers in November)

13 November (5pm) - 'Late' Applications (a fee applies)

12 December (5pm)* - 'Very Late' Applications (a fee applies)

*After this date, you will need to contact the relevant campus to inquire about making a Late Direct Application (a fee will apply). Late applications will be considered subject to available places.

PERSONAL DETAILS:

FAMILY NAME: _____ TITLE: _____

FIRST NAME: _____ OTHER NAMES: _____

Postal Address (for correspondence)

STREET ADDRESS: _____

SUBURB/TOWN: _____ STATE: _____ POSTCODE: _____

TELEPHONE NO: _____ (Home) _____ (Work) _____ (Mobile)

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ GENDER: MALE FEMALE PLACE OF BIRTH: Australia – please specify which state: _____
 Overseas – specify which country: _____ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLAND DESCENT? Yes No

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT YOUR PERMANENT HOME RESIDENCE?

 No Yes- please specify: _____DO YOU HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM MEDICAL CONDITION: Yes No

IF YES, THE DISABILITY OR MEDICAL CONDITION IS DESCRIBED AS: _____

(Please note the information above is required for the purpose of reporting to the Department of Education Science and Training (DEST) and improving University support services)

ARE YOU, OR HAVE YOU EVER BEEN, ENROLLED AS A STUDENT AT LA TROBE UNIVERSITY Yes No

If yes, what is your student number: _____

SURNAME WHEN LAST ENROLLED _____

If previously enrolled at La Trobe University under another name, please attach supporting documentation (eg marriage certificate).

HAVE YOU APPLIED FOR THIS COURSE OR ANY OTHER COURSE IN THIS SCHOOL WITHIN THE LAST TWO YEARS? Yes No

If yes, please provide details: YEAR _____ CAMPUS: _____ COURSE: _____

ADVANCED STANDING (CREDIT) IN BACHELOR OF HUMAN SERVICES AND MASTER OF SOCIAL WORKARE YOU APPLYING FOR ADVANCED STANDING (CREDIT) IN THESE COURSES? Yes No

(For eligibility please refer to Course Brochure and FAQ Sheet or contact the relevant campus)

SPECIAL ENTRY ACCESS SCHEME (SEAS)ARE YOU APPLYING AS A SPECIAL ENTRY CANDIDATE? Yes No

In exceptional cases a small number of offers will be made to potential 'special entry' applicants in the Bachelor of Human Services and Master of Social Work or the Bachelor of Social Work (Advanced Standing). These are normally people who do not otherwise meet the usual admission requirements.

Note: 'Special Entry/Mature Age Entry' applicants for the Bachelor of Human Services Master of Social Work degrees MUST also complete the 'Special Entry Access Scheme (SEAS)' form available from the Victorian Tertiary Admissions Centre (VTAC) website and submit this to VTAC, and provide a 1,000-word autobiographical essay to the School of Social Work and Social Policy (relevant campus). For more information, please refer to the following websites:

- www.latrobe.edu.au/study/mature
- www.latrobe.edu.au/socialwork/
- www.vtac.edu.au

STUDY UNDERTAKEN SINCE SECONDARY SCHOOL:

Have you undertaken any tertiary studies: Yes No If yes, please provide details:

TITLE OF QUALIFICATION/AWARD (eg Degree/Diploma etc.) _____

YEAR COMPLETED: _____ IF INCOMPLETE, WHAT IS THE EXPECTED DATE OF COMPLETION: _____

TERTIARY INSTITUTION: _____

FIELD OF SPECIALISATION: _____

PLEASE LIST ALL OTHER QUALIFICATIONS (Please attach transcripts and other relevant documents):

_____A

ARE YOU CURRENTLY, OR HAVE YOU EVER BEEN, EXCLUDED FROM AN INSTITUTION OF HIGHER EDUCATION OR FURTHER EDUCATION. PLEASE PROVIDE DETAILS: _____

PAID EMPLOYMENT: (Please provide details. If insufficient space attach a separate sheet or C.V.)

DATES OF EMPLOYMENT (please specify proportion, eg. 1 night per month for 2 years)	POSITION	NAME OF EMPLOYER	SKILLS/KNOWLEDGE DEMONSTRATED	RELEVANCE TO SOCIAL WORK

VOLUNTEER EXPERIENCE: (Please list any community service or social welfare activities)

DATES OF EMPLOYMENT (please specify proportion, eg. 1 night per month for 2 years)	POSITION	NAME OF AGENCY	SKILLS/KNOWLEDGE DEMONSTRATED	RELEVANCE TO SOCIAL WORK

PLEASE LIST ANY LANGUAGES, IN ADDITION TO ENGLISH, WHICH YOU:

SPEAK: _____ WRITE: _____

IF YOU ARE APPLYING TO A RURAL CAMPUS PROGRAM PLEASE INDICATE YOUR REASON FOR DOING SO: (eg. resident, preference for rural social work training etc.)

ACADEMIC TRANSCRIPT

Despite the availability of academic results via the VTAC system, it has been our experience that this information is not readily available or complete at the time of selection for early round offers. Therefore, it is in your interest to supply the School with an **official** academic transcript (or **certified** copy) of all academic results with this application. If you are currently completing a degree or diploma etc., forward **an official record, or certified copy, of results available to date**. It is your responsibility to forward the completed academic transcript when it becomes available.

NOTE: PHOTOCOPIES WILL NOT BE ACCEPTED UNLESS THEY HAVE BEEN CERTIFIED (you can have your photocopies certified by Justices of the Peace, medical practitioners, police officers, pharmacists, bank managers, etc.).

APPLICANT'S DECLARATION

I declare that the information provided within this application is true and correct. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information provided by me. I authorise La Trobe University to contact my former educational institutions in order to verify any of the information I have provided with this application, if deemed necessary.

Signature _____ Date _____

CHECKLIST (please tick (✓) the appropriate boxes):

- I have lodged a VTAC (or other state equivalent) application (please note: applicants currently enrolled in an incomplete course at La Trobe University are not required to apply through VTAC)
- I enclose completed and signed Supplementary Application form
- I have attached original academic transcript/s (or a certified photocopy)
- I have enclosed Referee Reports or sent them to my nominated referees (please ensure your referees send the reports to the relevant campus)
- If qualifications were obtained overseas, I have included evidence that these are equivalent to Australian qualifications
- I have provided documentation in support of any name change

Special Entry/Mature Age Entry applicants:

- I have lodged a Special Entry Access Scheme (SEAS) form with VTAC
- I have attached my 1,000-word autobiographical essay with this application