

## Application for admission into the Bachelor of Business

### Instructions:

- You must complete both Section 1 and Section 2.
- You must answer all questions, and sign the applicant declaration.
- Submit your application together with any required supporting documentation to the campus you wish to study at as per the details on the last page of this form.  
Do not use the 'Submit Form' button in Adobe.
- If you require assistance to complete this form, Student Services at the campus can provide you with assistance or go to the TAFE website at:  
<http://www.tafensw.edu.au/student-services>
- Incomplete applications will not be processed.
- You will be contacted if your application is successful and will be advised how to enrol.

### Section 1: Personal Details – Please complete the following information

Family name:

First given name:

Other given name/s:

Date of birth:

Gender:

Your address – Line 1:

Your address – Line 2:

Suburb / Town:

Postcode:

Country:

Email address:

Mobile phone number:

Other phone number:

Are you of Aboriginal or Torres Strait Islander origin?

Indicate your citizenship status.

Australian citizen

Australian permanent resident

New Zealand citizen

Permanent humanitarian visa holder

Australian temporary visa holder. My visa sub-class is:

Have you previously enrolled in a TAFE course?

If yes, what was your Student Number?

Name of Applicant:

## Section 2: Course Admission Requirements

Before completing Section 2, make sure that you meet the entry requirements for the course. These can be found at [www.tafensw.edu.au/degrees](http://www.tafensw.edu.au/degrees). If you do not meet the entry requirements, contact the course coordinator to see if you can be considered for special admission.

### Part A – Your previous education and training

This part relates to the level of education you have completed, whether in Australia or elsewhere. Answer the following questions providing the information as requested. You must attach certified copies of academic transcripts as evidence of your educational achievement. If your transcripts are in a language other than English, you must provide certified translations.

- A1. You must have completed one of the following to be eligible for entry. Indicate which of the following qualifications you have by ticking the relevant box.

NSW HSC or equivalent including study of Mathematics. You will need to attach a certified copy of your HSC to your application. If you have not completed Mathematics as part of your HSC you may be required to undertake a Maths bridging program prior to enrolment. If you are currently completing your HSC, attach a copy of your most recent report.

Recognised Tertiary Preparation Certificate or equivalent. You will need to attach a certified copy of your TPC to your application. If you are currently completing your TPC, attach a copy of your most recent transcript.

Qualification from a Registered Training Organisation at Certificate IV level or higher. You will need to attach a certified copy of your certificate to your application. If you are currently completing your certificate, attach a copy of your most recent transcript.

At least one year full time equivalent of a higher education qualification. You will need to attach a certified copy of your latest transcript of academic record.

If you do not meet any of the above requirements, are you seeking entry into this course based on mature age (over 21) or disadvantage? If so, contact the course coordinator for details of evidence that you should attach to your application.

- A2. Have you worked or completed any studies relevant to the field of business? If so, you may be eligible for recognition of prior learning (RPL). Provide details of your work or studies in the space below, or provide information on a separate sheet. You should include where and when you worked or completed your studies and attach certified copies of any relevant documentation.

#### Supporting your learning.

If relevant, on a separate sheet provide any additional information that will assist TAFE NSW to support you in your learning, should you be successful in gaining entry into this course.

**Name of Applicant:**

### **Campus Preference**

Indicate the campus that you wish to study at.

Granville

Ultimo

### **Study Preference**

Tick your preferred study mode. This will help us to timetable classes but does not guarantee that your preferred study mode will be offered at your preferred location.

Full-time

Part-time

Please tell us how you found out about this course. Tick one or more boxes below.

TAFE NSW website

Other website. Name which one.

TAFE campus Open Day

Facebook

Newspaper. Name which one.

Family or friend.

Other. Please specify.

### **Applicant declaration**

**By signing this form you state that:**

- This form has been completed by you personally and the information you have given is true and correct.
- You understand that the evidence you have provided with this application will need to be verified at enrolment if you are made an offer of a place in the course.
- You consent to TAFE NSW obtaining personal information necessary to complete or verify this application.
- You understand that TAFE NSW will not accept responsibility for incorrectly completed applications, applications sent to the wrong address, or the return of original documents or materials.
- You understand that this application does not guarantee you a place in the course.

**Signature**

**Date**

**Name of Applicant:**

**Applicant checklist**

- Have you attached certified copies of documents as evidence of your educational achievement? Do not attach originals.
- If any of your documents are in a language other than English, have you provided certified translations of these documents? You can contact a TAFE NSW Counsellor or Multicultural Education co-ordinator if you need assistance to provide this evidence.
- Have you attached any additional material you have been asked to provide (eg: written piece, evidence to support mature aged, disadvantage or special admission)?
- Have you labelled all additional material with your name, contact numbers and the name of the course you are applying for?
- Have you made a copy of your application form and additional material to keep for your own reference?

**Closing date information:**

- First round applications must be received by 4pm on Friday 2 December 2016.
- Applications will be accepted until 4pm Friday 27 January 2017 subject to places still being available in the course. Check with the course coordinator to check that places are still available.

**Course enquiries:**

If you would like further information about this course, you can contact the campus you would like to study at.

Granville

Course Coordinator: (02) 9682 0382

Email: [sws.degree@tafensw.edu.au](mailto:sws.degree@tafensw.edu.au)

Ultimo

Course Coordinator: (02) 9217 4897

Email: [sydney.degree@tafensw.edu.au](mailto:sydney.degree@tafensw.edu.au)

### **Lodging your application**

Lodge your application to the campus you are applying to. You should contact the campus you are applying to if you need help completing this form.

**You must mark your application to the attention of Bachelor of Business Course Coordinator.**

#### Granville

You can lodge your application in person at:

Customer Service

Level 1, Building A

136 William Street

Granville NSW 2142

You can post your application to:

Bachelor of Business - Applications Coordinator

Business Centre, Building B,

Cnr William Street & The Avenue

Granville NSW 2142

You can scan and email your application to:

[swsi.degree@tafensw.edu.au](mailto:swsi.degree@tafensw.edu.au)

**Use the subject line:**

Application for entry into the Bachelor of Business

#### Ultimo

You can lodge your application in person at:

Customer Service,

Ground Floor, Building G

Thomas Street

Ultimo NSW 2007

You can post your application to:

TAFE NSW Higher Education Applications Coordinator

PO BOX 707

Broadway NSW 2007

You can scan and email your application to:

[sydney.degree@tafensw.edu.au](mailto:sydney.degree@tafensw.edu.au)

**Use the subject line:**

Application for entry into the Bachelor of Business