

**Application for admission into the  
Diploma of Applied Commerce**

OFFICE USE ONLY
Application No.:
Receipt Date:

**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:

State:

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. You will need to attach a certified copy of your HSC to your application. 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 accounting or finance?

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.

**Name of Applicant:**

**Part B – Other admission requirements**

**B1.** Interview.

Based on the information provided in Part A above, you may be invited to attend an admission interview. In the interview, you will be asked to discuss your goals, ambitions and motivations. You will also be able to discuss your educational background and any disadvantage you have faced. As part of the interview, you may be required to complete a short literacy and numeracy assessment.

**B2.** 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.

**Campus and Course Preference**

Number the campuses and course preference that you wish to study at in order of preference. TAFE NSW will endeavour to offer you a place at your first preference; however, this will depend on the number of places available at your preferred campus and your ranking based on results of Parts A and B above. Do not number campuses if you do not wish to study there. If you list only one campus, you will not be offered a place at any other campus should you be unsuccessful in gaining a place at your preferred campus.

**Diploma of Applied Commerce**

St George

Newcastle

Granville

Ultimo

Ourimbah

Albury Wagga

Meadowbank

Wagga

**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?

**Applicant declaration**

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

- You have completed this form 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:**

**Closing date information:**

- First round applications must be received by **4pm on Friday 1 December 2017**.
- Applications may be accepted until **4pm on Friday, 26 January 2018** subject to places still being available in the course. Check with the course coordinator to check that places are still available.

## Lodging your application

Lodge your application to the campus you are applying to. If you have indicated multiple preferences, lodge your application ONLY with the campus that is your first preference. Do NOT lodge your application at more than one campus. 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 Applied Commerce Course Coordinator.**

## Course enquiries:

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

<p><b>TAFE NSW St George Campus</b> Ground Floor Building A Corner Princes Highway and President Avenue KOGARAH NSW 2217 <b>Customer Service:</b> (02) 9598 6333 <b>Email:</b> <a href="mailto:sydney.degree@tafensw.edu.au">sydney.degree@tafensw.edu.au</a></p>	<p><b>TAFE NSW Ultimo Campus</b> Building D, Ground Floor Harris Street ULTIMO NSW 2007 <b>Customer Service:</b> (02) 9217 4546 <b>Email:</b> <a href="mailto:sydney.degree@tafensw.edu.au">sydney.degree@tafensw.edu.au</a></p>
<p><b>TAFE NSW Meadowbank Campus</b> Student InfoPoint, Level 2, Building P See St MEADOWBANK NSW 2114 <b>Customer Service:</b> (02) 9448 4568 <b>Email:</b> <a href="mailto:NSI.AssocDegreeAcctng@tafensw.edu.au">NSI.AssocDegreeAcctng@tafensw.edu.au</a></p>	<p><b>TAFE NSW Granville Campus</b> Block A, 136 William Street GRANVILLE NSW 2142 <b>Customer Service:</b> (02) 9682 0382 <b>Email:</b> <a href="mailto:sysi.degree@tafensw.edu.au">sysi.degree@tafensw.edu.au</a></p>
<p><b>TAFE NSW Blacktown Campus</b> Block A, Cnr Main Street and Newton Road BLACKTOWN NSW 2148 <b>Customer Service:</b> (02) 9865 1147 <b>Email:</b> <a href="mailto:Degrees Western Sydney@tafensw.edu.au">Degrees Western Sydney@tafensw.edu.au</a></p>	<p><b>TAFE NSW The Hills Campus</b> Block B, 146 – 162 Old Northern Road BAULKHAM HILLS NSW 2153 <b>Customer Service:</b> (02) 9865 1147 <b>Email:</b> <a href="mailto:Degrees Western Sydney@tafensw.edu.au">Degrees Western Sydney@tafensw.edu.au</a></p>
<p><b>TAFE NSW Newcastle Campus</b> Building P, Ground Floor, Room PG.14 Maitland Road TIGHES HILL NSW 2298 <b>Customer Service:</b> (02) 4923 7518 <b>Email:</b> <a href="mailto:degree.hunter@tafensw.edu.au">degree.hunter@tafensw.edu.au</a></p>	<p><b>TAFE NSW Ourimbah Campus</b> Building AB Room 130 Brush Road OURIMBAH NSW 2258 <b>Customer Service:</b> (02) 4923 7518 <b>Email:</b> <a href="mailto:degree.hunter@tafensw.edu.au">degree.hunter@tafensw.edu.au</a></p>
<p><b>TAFE NSW Albury Campus</b> Poole Street ALBURY NSW 2640 Customer Service: (02) 6058 2707 Email: <a href="mailto:catherine.jones52@tafensw.edu.au">catherine.jones52@tafensw.edu.au</a></p>	<p><b>TAFE NSW Wagga Wagga</b> Poole Street ALBURY NSW 2640 Customer Service: (02) 6058 2707 Email: <a href="mailto:catherine.jones52@tafensw.edu.au">catherine.jones52@tafensw.edu.au</a></p>