

PLEASE PRINT CLEARLY IN BLACK INK

Form: SSC-128/11/08

ALL DETAILS MUST BE PROVIDED – Incomplete applications will not be considered.

Before completing this application form read the section "Instructions for Completing the Application Form" (on page 3)

1 Title **Surname/Family Name**

First given name **Second Given Name**

Birth date **Gender** **Former Surname(s) / Family Name(s)**

Day Month Year (M / F)

Notification Address
Street address or PO Box Number

Suburb State Postcode

Telephone and Email
Home Work Mobile

Email:

Permanent Home Address (If different from notification address)
Street address or PO Box Number

Suburb State Postcode

2 Citizenship and residency status and country of birth

i) Australian citizen 1 New Zealand citizen 2 Approved for/holder of Aust permanent resident Visa 3 Holder of Aust permanent humanitarian Visa 8 None of these 4

ii) Country of birth (specify)

iii) Date of first arrival in Australia Day Month Year

iv) Date permanent residency approved/granted (if later): Day Month Year

3 Language at home

4 Aboriginal and Torres Strait Islander applicants

Are you of Aboriginal or Torres Strait Islander origin?

No 2 Aboriginal 3 Torres Strait Islander 4 Aboriginal and Torres Strait Islander 5

5 Choice of Courses (Do not repeat course codes)

PREFERENCE ORDER	COURSE CODE	CAMPUS	METHOD OF STUDY	COURSE	SECONDARY CODE ONLY	
					MAJOR	MINOR
1 st						
2 nd						
3 rd						

6 Tertiary Education

i) Are you currently enrolled and/or have you ever been enrolled in a **diploma, associate diploma, associate degree, bachelor's degree** or **postgraduate** course at a tertiary institution? NO YES

If 'Yes', enter below full details of all courses attempted.

Year Last Enrolled	Institution	Course (e.g. Science)	Type (e.g. Bachelor)	Currently Enrolled		Course Completed		Completing Course 2009		Student Number	Documents Attached	
				No	Yes	No	Yes	No	Yes		No	Yes

ii) If you are enrolled in Semester 1, 2009 please list the subjects that you are studying

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

7 Other Education

- i) Have you completed studies at Year 12 level in WA, Interstate or Overseas? No Yes
 If 'Yes', supply the year in which you completed

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- ii) Are you currently enrolled and/or have you ever been enrolled in a **certificate level, diploma, associate diploma** or **advanced diploma** course at a TAFE college or Technical College? No Yes
 If 'Yes', supply details:

Year last enrolled	Type (e.g. Cert IV, Advanced Diploma)	Course Completed	
		No	Yes

- iii) Do you have any other qualifications or certificate of attainment or competence (including STAT, Nurses registration etc) No Yes
 If 'Yes', supply details:

Name of Qualification/Course	Year Obtained

8 Resume and Personal Statement

Have you submitted the required resume and signed and declared personal statement providing relevant experience to support your application? (See instructions for completing these forms) No Yes

9 Credit/Advanced Standing

Do you wish to be considered for credit for incomplete previous studies in education? No Yes

10 Declaration and Signature

I,, declare that I have read the instructions for completing the application form including the privacy statement and that the information provided by me in connection with this application is true and complete. I authorise Edith Cowan University to verify the facts and I understand that if any information is found to be false this application may be cancelled.

Signature: _____

Date: / /

APPLICATION PROCESSING FEE - \$44.00

Method of Payment

Cheque Money Order Cash (do not send cash by mail) Credit Card

Credit Card Authority

Applicant's Name

Please charge my : BANK MASTER VISA Card account with the amount of \$

Cardholder's Name (as printed on card)

My card number is: Expiry Date: /

Cardholders Signature:

SUBMITTING THE APPLICATION FORM

Before submitting make sure you:

- Attach all necessary documentation
- Read and sign the declaration. Unsigned applications cannot be accepted
- Include the correct fee and/or fully complete the credit card authority including the cardholder's name and signature.

Submit the completed form to: Edith Cowan University
 Admissions Office
 270 Joondalup Drive
 Joondalup WA 6027
 Phone No: 08 6304 3434

Office Hours: 8.30am-4.45pm (Mon to Fri)

GRADUATE DIPLOMA OF EDUCATION

GENERAL INFORMATION

English Competency

On completion of the Graduate Diploma of Education, most students seek employment with the Department of Education and Training. As the major employer of teachers in Western Australia the department requires all prospective teachers to demonstrate English language proficiency (written, oral and interpretation).

The Department of Education and Training requirements are "the successful completion of tertiary entrance English subjects such as TEE English or TEE English Literature (or equivalent) or to have completed at least four years (3 years before Graduate Diploma in Education studies commence) of tertiary training in an English language environment."

If your qualifications were taught in a language other than English you'll need to sit the International English Language Testing System (IELTS) or equivalent in Western Australia and must provide documentary evidence that you have met the English requirements with your application. An overall score of 7.5 or above is required with no score below 7 in each of the four components (speaking, listening, writing and reading). Curtin University of Technology conducts IELTS. The contact numbers are (08) 9266 7622 or (08) 9266 2369.

Teacher Suitability – Department of Education and Training policy

Because of its responsibility for the education, safety and duty of care of children in schools, the teaching profession demands the highest professional standards and personal ethics from practitioners.

The Department of Education and Training and cooperating non-government schools have the right to determine 'fit and proper persons' to enter and practice in schools. Education authorities have the legal right to exclude people from school premises. This power will be exercised in cases of serious or frequent criminal conviction and may also be exercised in cases where children are thought to be at risk for any reason.

For these reasons, all applicants offered a place in teacher education courses must obtain a criminal record check through the Department of Education and Training's Criminal Record Screening system. No other type of criminal record check will be accepted. National Police Certificates are not acceptable.

You should be aware that a criminal record does not necessarily preclude you from future employment as a teacher. However, the Department of Education and Training has advised that convictions:

1. of a violent or sexual nature; or
2. for dealing or trafficking illegal drugs; or
3. involving fraud; or
4. any offence which results in a jail sentence

are likely to lead to refusal to undertake employment or practice teaching regardless of when the offence(s) was committed.

Further details about obtaining the compulsory Department of Education and Training's criminal record check will be sent to successful applicants with their offer letter. Universities require this special criminal record check to be done as soon as possible after enrolment. There is a cost involved in obtaining this check.

You should be aware that if you apply for a criminal record check and do in fact have a conviction relating to offences such as 1, 2, 3 or 4 above which subsequently precludes your employment as a teacher, then this information may be placed on a confidential database held by the Department and made available to other education authorities.

Criminal history is not disclosed to the university by the Department, and is destroyed once suitability has been established.

For further information about this requirement, on a confidential basis, you should contact the Screening Policy Officer at the Department of Education and Training on (08) 9264 4391, or email screening@det.wa.edu.au

Please also be aware that the provisions of the Working with Children Act are currently being phased in. The Department of Education and Training Screening Unit will be an Accredited Agency to provide Criminal History Check clearances under this Act from the beginning of 2007. However, in the interim, education students requiring a Criminal History Check for the purposes of their practicum must, if they are going to be working with children within the ages of 0-7 years, be cleared through the Working with Children Screening Unit. For further information on the Working with Children Act, see website: <http://www.checkwww.wa.gov.au>.

Method of Study

If you intend studying part-time, you should note that course units may only be available during the day and that teaching practice requires full-time attendance. See page 5 for availability.

Overseas Applications

Edith Cowan University offers full fee-paying places to applicants who are not Australian or New Zealand citizens nor permanent residents of Australia. If you are an overseas student you should not use the form in this brochure. You need to contact the International Students Office for further information regarding application procedures.

Documentary Evidence and Certification

Your application cannot be assessed without relevant documentation attached. All supporting documents must be originals or correctly certified copies of the original documents. Photocopies, scans, faxes and website printouts are not acceptable. Certification can be carried out by:

- Student Central staff at ECU; or
- The official records department of the institution that originally issued the documents; or
- The Admissions Office or Student Administration of any Australian University; or
- Within Australia, anyone who is currently employed as a Justice of the Peace; Commissioner of Declarations, Pharmacist, Credit Union branch manager, bank manager, barrister, solicitor or patent attorney, police officer in charge of a police station or of the rank of sergeant and above, medical practitioner, postal manager, principal of an Australian secondary college, high school or primary school, accountant – member of the Institute of Chartered Accountants in Australia or CPA Australia or the National Institute of Accountants or the Association of Taxation and Management Accountants or Registered Tax Agents; or
- Overseas, an Australian overseas diplomatic mission and Australian Education Centres or Notary Public; or
- The Administration Office at any TAFE College; or
- Western Australian Tertiary Institutions Service Centre, Queensland Tertiary Admissions Centre, South Australian Admissions Centre, Universities Admissions Centre (NSW and ACT) or Victorian Tertiary Admissions Centre.

Applicants are advised that the authorised officer should certify each document by writing "This is a true copy of the original document sighted by me", then signing the statement, printing their name, address, contact telephone number, profession or occupation or organisation, date verified and including the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

Application Processing Fee: \$44.00

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Question 1: Personal Details

Former Surname: If your surname/family name has changed, print your previous surname/family name(s), (separate by a slash if more than one). If you have changed your name since you gained any of your qualifications you must supply either original or properly certified# documentary evidence (e.g. marriage certificate or registration through deed poll) that shows all the changes involved, including your current name. Processing of your application will be delayed without this information.

Notification Address and Permanent Home Location: Print your notification address. All correspondence will be sent to this address. Where your permanent home location is different from your notification address print the address. Do not use a post box address. This information is required by the university for reporting to Federal Government agencies for statistical purposes when and if your application is successful. **Questions 2 and 3 are asked for the same purpose.**

Question 2: Citizenship, Residency Status and Country of Birth

- 2(i)** Cross the appropriate box. If you choose 'None of these', you are classed as an International student and should apply to the International Student Office.
- 2(ii)** Print your country of birth.
- 2(iii)** If you were not born in Australia print the day, month and year you first arrived.
- 2(iv)** If you were already in Australia when permanent residency was granted please print the day, month and year it was granted.

Question 3: Language at Home

If you speak a language other than English at your permanent home residence, clearly print it in the space provided.

Question 4: Aboriginal and Torres Strait Islander Applicants

Cross the appropriate box. This information is required for statistical purposes.

Question 5: Choice of Courses

Course Code: It is not necessary to list three preferences/courses. However, as places are subject to quotas, you should nominate every course that you are prepared to undertake. Use the course codes listed on page 2 when completing this section. **Codes may not be repeated.**

Method of Study (MOS): Print MOS code for each course you list as a preference: P – Internal part-time, F – Internal full-time.

Question 6: Tertiary Education

To be eligible applicants must have qualified for a degree or equivalent.

6(i) If you are currently enrolled and/or have been enrolled previously at a tertiary institution, cross the 'Yes' box and provide complete details of all **courses attempted**. Please enter TAFE study at question 7(ii).

Year last enrolled: Print the calendar year you were **last enrolled**.

Institution: Print the name of the **Institution**.

Course: Print the name of the **course**.

Type: Print the **type** of course, e.g. Bachelors, Masters, Associate Diploma.

Currently enrolled: Cross the appropriate box to indicate whether or not you are **currently enrolled**.

Course completed: Cross the appropriate box to indicate whether or not you have already **completed** your course.

Completing course 2006: Cross the appropriate box to indicate whether or not you anticipate **completing** your course in 2006.

Student Number: Print your student number.

Documents attached: You may have to attach documents as proof of study at some institutions (see back of application form). If you are attaching documents cross the 'Yes' box, if not, cross the 'No' box.

6(ii) Applicants who are currently enrolled at a tertiary institution must indicate their enrolment for first semester, and upon enrolment in the Grad Dip Ed course, provide proof of eligibility to graduate.

Academic Documents: You are required to submit your academic record and proof of course completion (if applicable). Documents must be correctly certified#.

Note: Examination results slips are not acceptable.

Applicants holding overseas qualifications: It is essential that you approach your home institution for your academic record if it is not already in your possession, as the lack of information about individual subject results could lead to an offer not being made. Your degree parchment itself is not sufficient.

If your qualifications are written in a language other than English, a NAATI certified and stamped translation of all documents must be provided, as well as the original language transcript of studies showing the subjects and results, and the original language award certificate. For NAATI contact information, telephone The National Accreditation Authority for Translators and Interpreters (08) 9472 3588, or log on to the NAATI website: www.naati.com.au. Also refer to the "English Competency" section on page 1 under General Information.

Question 7: Other Education

7(i) If you have completed secondary schooling at Year 12 or equivalent level in WA, interstate or overseas, cross the 'Yes' box and print the year in which you completed. You are not required to supply documentation of this study.

7(ii) If you have commenced any study at a TAFE or Technical College, cross the 'Yes' box and provide full details of all courses attempted. Details of leisure, hobby, recreation or personal enrichment courses are not required.

Last year enrolled: Print the calendar year you were **last enrolled**.

Type: Print the **type** of course, e.g. Certificate IV, Diploma.

Course Completed: Cross the appropriate box to indicate whether or not you have already **completed** the course.

7(iii) If you have any other qualifications or certificates of attainment/competence, cross the 'Yes' box and provide the name and year the qualification was attained. (Include STAT results, Nurses Registration etc.

Question 8: Resume and Personal Statement

NB: Applications without the Resume and signed and declared Personal Statement will not be considered.

Resume

You must submit a resume of relevant experience to support your application (maximum 2 pages).

Personal Statement

All applicants are required to submit a Personal Statement with their application. This statement is to be no longer than 500 words. The purpose is to convince the selection panel that you should be offered a place. **It must be your own work**, and should outline:

- Why you want to pursue a career in teaching;
- How you consider your past studies and experience to date will be of assistance to you in teaching (including any work experience). If your previous progress at tertiary level study has been unsatisfactory, you should explain the circumstances for your poor performance and why you believe your future academic performance will be more successful;
- Why you think you will succeed in the course;

- For Secondary Teaching applicants only: If your degree was completed five or more years ago, explain how you have kept up to date in the field in which you plan to teach.

A declaration must be added at the bottom of the page, stating: "I declare that this statement is my own work, and truthfully addresses the requested criteria. I understand that my enrolment may be cancelled, and my academic record annotated accordingly, if it is proved that I was offered a place based on false or misleading evidence." This declaration must then be signed and dated. Emailed personal statements will not be accepted.

Question 9: Credit/Advanced Standing

If you are seeking consideration for credit for incomplete previous studies in education, cross the appropriate box.

Question 10: Declaration and Signature

It is a legal requirement that you sign and date the application form, having read and accepted the declaration. If this is not done, your application cannot be considered and will be returned to you. Applications must be personally signed or accompanied by your letter of authority (signed by both parties) if completed by a third party. A letter of authority for another to act on your behalf is also required if you will be absent during the admission process.

Privacy Statement

Edith Cowan University (ECU) has a firm commitment to privacy in accordance with the Privacy Act 1988 and the Privacy Amendment Act (Private Sector) Act 2000 and the National Privacy Principles.

Collection

The information we collect as part of the application process enables ECU to assess in a reliable, valid and equitable manner an application from you for a university place and facilitates research into matters relating to secondary or higher education.

To assist us with enrolments and/or special programmes ECU will also collect information about languages spoken at home, place of birth and ethnicity.

Most of the information we collect is obtained directly from you.

If you fail to provide us with information that we request it may delay consideration of your application for university or jeopardize your chance of gaining a place.

Disclosure: The information we hold about you may be disclosed to a number of other organisations in the course of our business. These may include:

- Australian Tertiary Admission Centres
- Educational institutions attended by you
- State government education authorities
- Commonwealth Department of Education, Science and Training (DEST)
- Mailing houses to whom ECU contracts dispatch of correspondence

Personal information about you will not be disclosed to third parties unless:

- You have authorised its release
- ECU is required by law or legal action to provide the information
- Disclosure is necessary to prevent or lessen a serious or imminent threat to your life or health or that of another person.

Access: Under the terms of the Privacy Act 1988 and Privacy Amendment Act (Private Sector) Act 2000 you may access the personal information about you held by us, subject to exemptions in some circumstances under the Act. You may make such a request in writing to the University Admissions Manager of Edith Cowan University at 270 Joondalup Drive, Joondalup, 6027. You will be advised of the outcome of your request within fourteen days of its receipt.

If you require further information about the Privacy Act contact the Office of the Federal Privacy Commissioner or visit www.privacy.gov.au.

Application Processing Fee

Complete the appropriate boxes to indicate your method of payment. Payment should be in Australian dollars. Do not send cash in the mail. Dishonoured cheques or invalid credit card details will result in an application being withdrawn. Applications received without the appropriate fee will be returned by mail to the notification address without being processed.

For certification requirements, see Documentary Evidence on page 3.

Graduate Diploma of Education (Early Childhood Studies)

Mt Lawley Campus – Code EM01C

Available full-time or part-time

This course combines education and curriculum studies to enable graduates to teach children aged 3 to 8 years in the full range of early childhood settings.

Work Experience

A special feature of this course is the significant school/centre field experience component organised concurrently with lectures and seminars on early childhood pedagogy, in addition to 9 weeks of block practicum.

Graduate Diploma of Education (Primary)

Mt Lawley Campus – Code EM02C

Southwest Campus (Bunbury) – Code EB02C

Available full-time or part-time

This course is directed specifically towards primary teaching. It combines education and curriculum studies to enable graduates to teach the entire primary syllabus.

School Experience

During the year students spend 12 weeks on school experience, part of which is completed concurrently with university lectures. The remainder is organised in full-time blocks of one to five weeks in school working closely with university and school staff.

Students applying for a place in the Graduate Diploma of Education (Primary) course at one of ECU's metropolitan campuses (Mt Lawley or Joondalup) will not automatically be transferred to the other campus, if the campus they have applied for is full. If interested, students should therefore apply for a place at both campuses and not just the Mt Lawley or Joondalup campus.

Graduate Diploma of Education (Middle Years of Schooling)

Joondalup Campus – Code EJ04C

Available full-time or part-time

(Periods of professional practice require a full-time commitment)

This course provides a credential to teach young adolescents in upper primary schools, lower secondary schools, purpose-built middle schools and district high schools. This one year, full-time course is offered on the Joondalup campus and is available to people who have obtained a relevant Bachelor degree or equivalent qualification for an approved tertiary institution. It incorporates innovative approaches to teacher education, and integrates university course work with extensive school-based professional practice. Program content focuses on curriculum and teaching in Year 6-10 classrooms, adolescent development, youth studies and the context, structure and philosophy of middle schooling.

Graduate Diploma of Education (Secondary)

Mt Lawley Campus – Code EM03C

Joondalup Campus – Code EJ03C

Available full-time or part-time (not evening classes)

School Experience

The emphasis on school experience in this programme provides opportunities for extensive practice teaching which also familiarises students with the broader aspects of the education system. During the year, students spend ten weeks on school experience in blocks of two to six weeks at a particular school. Other school-based activities occur throughout the course.

Fields of Teaching Specialisation

See this page for a list of major and minor learning areas available.

Professional Studies

Core units in both semesters integrate education theory and practice. Teaching and learning theories and strategies and classroom management are studied in the context of teaching methodology and the school experience programme.

Further Studies

Upon completion of the Graduate Diploma of Education, Early Childhood Studies, Primary, Middle Years of Schooling or Secondary, students may apply for entry to postgraduate studies leading to the degree of Master of Education.

Further Information

School of Education General Enquiries

Ph: 9442 4000 Fax: 9370 6690

Email: education@ecu.edu.au

Student Recruitment

Joondalup Campus, 270 Joondalup Drive, Joondalup WA 6027

Ph: 6304 6304 Fax: 6304 2166

Email: enquiries@ecu.edu.au

COURSE AND SECONDARY TEACHING MAJOR/MINOR CODES

	MOS	CODE
Early Childhood	F, P	EM01C
Primary – Mt Lawley Campus*	F, P	EM02C
Primary – Southwest Campus (Bunbury)	F, P	EB02C
Middle Years of Schooling	F, P	EJ04C
Secondary – Mt Lawley Campus ^	F, P	EM03C
Major and Minor Teaching areas		
Art		ART
Computer Education		CST
Dance		DED
Design and Technology		DTE
Drama		DRM
English		ENG
Media		MED
Music		MUS
Physical Education		PHE
Social Science (incl Economics, Geography, History, Politics)		SSC
Major Teaching Areas only		
Languages other than English (LOTE) Including Asian languages		LOT
Minor teaching areas only		
Health		HED
Middle Years of Education		MID
Teaching English to Speakers of Other Languages (TESOL)		TES
Secondary – Joondalup Campus ^	F, P	EJ03C
Major and Minor teaching areas		
Home Economics		HEC
Mathematics		MAT
Science (Physical or Biological)		SCI
Major Teaching areas only		
School Psychology		EPS
Minor Teaching areas only		
Middle Years of Education		MID

^ Students may select a minor from either campus.

* Students applying for a place in the Graduate Diploma in Education (Primary) course at ECU's Mt Lawley or Joondalup campuses will not automatically be transferred to the other campus, if the campus they have applied for is full. If interested, students should therefore apply for a place at both campuses and not just Mt Lawley or Joondalup.