

Office use only

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Mature Age Entry: YES  NO  Family Name: \_\_\_\_\_

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**PROFESSIONAL WRITING AND EDITING  
DIRECT APPLICATION FORM  
MID YEAR 2010**

Use this form when applying directly to NMIT for the Certificate IV.

**PLEASE NOTE: Completed application forms are kept for the current year only**

**Please submit the application and folio in one plastic pocket.  
No presentation folders.**

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**HOW TO APPLY**

1. Complete this form. Please use a dark pen.
2. Provide a **5 page writing folio** as described on page 3 of this form.
3. Provide the **additional information** as described on page 3 of this form.
4. Send a copy of this Application Form, additional information and writing folio to NMIT at the following address:

Northern Melbourne Institute of TAFE  
Professional Writing & Editing Coordinator  
Greensborough Campus  
Civic Drive  
Greensborough 3088

**DEADLINES:**

**2010 Mid Year Entry:**

**Part-time** applicants whose forms and folios are received by **Friday 11<sup>th</sup> June** and if successful will be notified in time to enrol on the June 17<sup>th</sup> Information and ENROLMENT Night. Applicants who meet this deadline will have the best chance of securing a place.

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**GENERAL INFORMATION**

Family Name: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Birth: ...../..... / .....      Male (✓)       Female (✓) 

Phone:(Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

email address: \_\_\_\_\_

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**EDUCATION AND TRAINING INFORMATION**

	YES	NO
<b>Part A—VCE and Mature Age Applicants</b>		
Have you completed VCE in 2009? (✓) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Are you a mature age student? (✓) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*(i.e. at least 18 years at January 1st 2010 and away from full-time secondary schooling for at least 12 months)

**Part B—Post Secondary Education and Training**

Year/s attended	Name of educational institution or training body	Course title	Full-time or part-time	If incomplete, give stage reached

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**EMPLOYMENT / WORK EXPERIENCE / VOLUNTARY WORK INFORMATION**

Provide evidence of any employment, work experience and activities, paid or voluntary, which could enhance your prospects of selection. (Attach additional pages if necessary.)

Type of work/activities	Duration	Full-time or part-time	Employer, organisation

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**APPLICANT'S DECLARATION**

*I certify that all information supplied with this form is correct and that folio material is my own work.*

Applicant's signature: .....Date: .....

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**ADDITIONAL INFORMATION**

(a) In no more than 2 A4 pages:

State in your own words why you wish to undertake this course. Briefly describe your intended career path and indicate your knowledge of the writing, editing and publishing industries, including job opportunities available now or in the future.

(b) Add any further information to support your application (e.g. references, employer support).

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**FOLIO OF WORK**

You **MUST** include samples of a variety of written work (no more than **5** pages) with this application to be considered for this course. Send copies only—folios will not be returned.

Your folio should be word processed in 10–12 point font on one side of A4 paper.

The folio may include short pieces, extracts from long pieces, examples of work in progress, fiction, nonfiction, performance pieces, poetry, academic writing, business writing and so on.

If you don't have sufficient material for a folio please attempt one or more of the following tasks:

- Write a short article about a local tourist attraction for a local newspaper.
- Write an autobiographical piece focusing on an important event in your life.
- Write a story about a man and a woman standing on the steps of Flinders Street Station.

Please note: The purpose of the folio is purely for selection into the course. Manuscript assessment of your folio is not provided.

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**INTERVIEW**

If you are required for an interview, you will be notified.  
**NB: At NMIT applicants are not required for and interview.**

The interviewer is interested in your reading, communication skills, academic background, any experience or knowledge of the writing, editing and publishing industries, your purpose in doing the course, your writing habits and your plans for the future.



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**CONFIRMATION OF RECEIPT**

If you wish to confirm that this application has been received by NMIT, complete the information below, and return this section with the application form and a STAMPED SELF-ADDRESSED ENVELOPE.

NMIT cannot confirm by telephone that Professional Writing and Editing application forms have been received.

Applicant's Name: .....