

Office use only

Mature Age Entry:
(Enter Y or N)

Family Name:

**PROFESSIONAL WRITING AND EDITING
SUPPLEMENTARY APPLICATION FORM
VTAC APPLICANTS 2011**

Use this form when applying through VTAC for a full-time place in the Certificate IV or Diploma of Professional Writing and Editing

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

HOW TO APPLY

1. Check your VTAC Guide for all closing dates.
2. Complete and lodge a VTAC application.
3. Complete this Professional Writing and Editing Application Form. Please use a dark pen.
4. Provide a 5-page writing page folio as described on page 3 of this form.
5. Provide the additional information as described on page 3 of this form.
6. **Send a copy of this Application Form, additional information and writing folio to :**
The Coordinator
Professional Writing and Editing
Northern Melbourne Institute of TAFE
77-91 St Georges Road
Preston 3072
7. **Do not send this form to VTAC.**

GENERAL INFORMATION

Family Name: _____

First Name(s): _____

Address: _____

Post Code: _____

Date of Birth:/...../.....

Male

Female

Phone: (Work)

(Home)

(Mobile)

Email address: _____

VTAC Application No: _____

VTAC Course Code: _____

EDUCATION AND TRAINING INFORMATION

Part A – VCE and Mature Age Applicants

YES

NO

Are you completing VCE in 2010?

Are you a mature age student?

(i.e. at least 18 years at 1 January 2011 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

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

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:

ADDITIONAL INFORMATION

In no more than two A4 pages:

- (a) State in your own words why you wish to complete 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).

FOLIO OF WORK

You **MUST** include samples of a variety of written work (no more than **five** 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 12 point font on single-sided A4 paper.

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

If you don't have sufficient material for a folio, or are a VCE student, we suggest you 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 focussing 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. We do not provide manuscript assessment of your folio.

INTERVIEW

If you are required for an interview, you will be notified.

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.

✂

TO BE REMOVED BY ADMISSIONS OFFICER

CONFIRMATION OF RECEIPT

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

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

Applicant's Name:

TAFE Institute:

Course Title:

VTAC Course Code: