

MELBOURNE GRADUATE SCHOOL OF EDUCATION

L H Martin Institute

Graduate Certificate in Quality Assurance (GCQA)

Application form for 2010 program (G13)

General information

- This form is available in PDF or Word format.
- For handwritten applications please complete the form in BLOCK LETTERS. Place a clear cross in boxes as required, and attach any supporting documentation.
- Or, you may complete the form in Word format (BLOCK LETTERS not required).

Supporting documentation

- **Do not send originals as these will not be returned. Copies may be sent with your application, in hard copy by mail or in PDF format by email. Please note that certified copies of original documents will be needed before you can formally enrol.**
- A *certified* copy is a photocopy of the original document which has the signature and the official stamp of one of the following people—Barrister or Solicitor, Police in charge of station, Pharmacist, Doctor, Dentist, Principal of School, Justice of Peace, Clerk of Court—indicating that they have sighted the original document. The signature and stamp must appear on every page of the document.
- If your supporting documents are not in English you must provide a (certified) etranslated version of those documents in addition to the certified copies of the originals. Contact Overseas Qualifications Unit on 9208 3317 for more information.

Academic qualifications

- All applicants must provide full transcripts for all studies listed, including a statement that the candidate has completed requirements for the course.
- Transcripts must include a key to the grading system used.
- The Selection Committee may need to view originals to complete its assessment of your application.

Selection criteria and process of selection

- Note that to be eligible, GCQA applicants must have an undergraduate degree or equivalent, at least 2 years' relevant experience, current employment in the sector.
- Strong employer support from your institution will be favourably regarded, and the Selection Committee may need to interview you to complete its assessment of your application.
- If you are not an Australian or New Zealand citizen or Australian permanent resident graduate applicant, you can satisfy the English language requirements of the Graduate School of Education in a number of ways, detailed on <http://futurestudents.unimelb.edu.au/int/grad/english-req>. As to the most commonly used IELTS or TOEFL entry scores, for the GCQA these are:

IELTS (Academic English only) Overall 7.0 (with written 7.0 and no band less than 6.0)

TOEFL (paper-based test) 600 + TWE 5.0

TOEFL (computer-based test) 250 + 5.0 essay rating

TOEFL (internet-based test) 100 + written score of 24 and no band less than 21.

(A) Personal details

Title: _____ Family name: _____	
Given name: _____	
Home address: _____	
<i>(If your current name is different from the name which appears on your transcripts, you must include documentary evidence of the change of name.)</i>	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth: ____ / ____ / ____ (e.g. 01/Jan/1971)
Citizen status: <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident	<input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Other country: _____
Phone (work): _____	Phone (home): _____
Email: _____	Phone (mobile): _____

(B) Academic qualifications

Please provide full details of any tertiary study or research attempted or completed (including University, TAFE and non-award study).

Name of Degree/Diploma & Duration:	Name of Institution:	Completion date:
Copies of academic transcripts attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been previously enrolled as a student at the University of Melbourne? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Student ID: _____ Name: _____		

(C) English Language Proficiency

If you are an international student, please demonstrate your English Language Proficiency below (test taken, test date and scores):

(D) Current Employment

Current position: _____ Starting date: _____

Details:

(E) Previous Employment

Name of Employer	Position Held	Employment Period Dates

(F) Personal statement

Please state your reasons for wishing to undertake the GCQA program. Additional statements, with reference to professional experience, professional references (at least two), etc. may be attached in support of your application. Please use the space below or enclose additional pages with this application.

(G) Statement of Employer support

Applicants with strong support from their employer to attend the GCQA program will be favourably regarded.

Please specify why you believe this candidate should be selected for this program. Information provided by Employers is important to the Selection Committee when assessing applications.

Please indicate your support for:

- time release to allow the participant to attend the course (if offered)
- employer fee subsidy (if offered)

Please outline any mentoring or leadership development arrangements currently in place for this candidate.

Use the space below or attach a separate letter with this application.

Signature of employer: _____ **Position** _____

Email and phone contact _____ **Date:** __/__/__

(H) L H Martin Institute Scholarship application

The 2010 fee for the full 50 credit points of the GCQA program is \$10,700 for international students and both Australian and New Zealand citizens and Australian permanent residents. This includes full access to all on-line resources, but excludes textbooks.

A limited number of scholarships are available in 2010 for selected participants. These cover 50% of the program fees to support outstanding candidates from lesser developed (LDC) or low income countries (LIC). The INQAAHE Development Fund country criteria will be used in assessing eligibility.

Scholarships are available for outstanding candidates who provide evidence of:

- Strong relevant experience, potential and a clear commitment to the sector
- Strong support from their organization to study in this program.
- Indicate below if you wish to seek scholarship support, and give reasons. To support your case to be awarded a scholarship, attach separate letter(s) as needed with this application.

(I) Applicant's declaration

- I declare that the information provided by me is true and complete in every particular.
- I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission based on the basis of incomplete or false information.
- I understand that I may be required to attend an interview to support this application.
- I understand that I may be required to supply originals of all documents used to support this application.
- I understand that I might be required to supply evidence that I meet the University's English language proficiency requirements.
- I declare that I will be able to abide by the University's policy on admissions, fee payment and fee refunds.
- I understand the University reserves the right to inform other tertiary institutions if any of the material presented with this application is found to be false.
- I understand that the personal information that I have provided may be released to the Australian Commonwealth and state agencies under the ESOS Act 2000.
- I understand that the University of Melbourne may disclose the personal information I have given to this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System.

Signature of applicant: _____ **Date:** ____ / ____ / ____

Applicant's checklist

- All sections have been completed, and relevant questions have been answered in full.
- Copies of academic transcripts have been provided.
- Any additional documents that may be relevant for the selection committee have been provided.
- The declaration has been signed and dated.

Application Submission

Applications close on 31 January 2010

Please email to:

Ms Sue Ball
at spb@unimelb.edu.au

Or post to:

Selection Office
Education Student Centre
Level 2, Alice Hoy Building
The University of Melbourne

Victoria 3010 Australia

For course inquiries contact:

Assoc Prof Leo Goedegebuure
L H Martin Institute
at leo.g@unimelb.edu.au

or call the LH Martin Institute on
+61 3 8344 0756