

## Graduate Diploma / Certificate In Adolescent Health and Welfare

### APPLICATION FOR ADMISSION

Applications are to be received by the last Friday in November for commencement in March the following year OR by the first week in June for commencement in Semester Two of the same year.

It is essential that you have provided an address, telephone number and email address where you can be contacted during the application process if this is different than your permanent address.

#### The following must be included with your application:

Application Form	-	
Proof of Residency Status	-	Certified Copy
Academic Transcript	-	Original or Certified copy
Employment History	-	½ page or less
Experience Profile	-	1 page or less
1500 Word Essay	-	If applicable

#### Important please note:

**ALL DOCUMENTATION MUST BE PROVIDED or Applications cannot be processed.**

**This document does not apply to overseas students  
Overseas students should go to  
<http://www.futurestudents.unimelb.edu.au/int/index.html>**

The University of Melbourne will acknowledge applications in due course

#### Please send the Original application form and one (1) Copy to:

Unit Administrator  
Education & Training  
2 Gatehouse Street  
Parkville, VIC 3052

#### For queries please contact:

Merran Guest, Manager Education Programs, 03 9345 6671 or  
[merran.guest@rch.org.au](mailto:merran.guest@rch.org.au)

# Graduate Diploma / Certificate in Adolescent Health



## & Welfare

### APPLICATION FORM

<b>Name: Surname</b>	<b>First</b>
<hr/>	
<b>Position</b>	
<hr/>	
<b>Organisation</b>	
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<b>Preferred Address</b>	<b>Home/work Please indicate</b>
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	<b>Postcode</b>
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<b>Telephone</b>	<b>(H)</b>
<b>(W)</b>	
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<b>Mobile</b>	
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<b>Fax</b>	
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<b>Email</b>	<b>(H)</b>
<b>(W)</b>	
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<b>Date of Birth</b>	
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Please tick the appropriate box

	<b>Flexible Learning Part Time (2 years)</b>	<b>Flexible Learning Full Time (1 year)</b>
Graduate Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Graduate Certificate	<input type="checkbox"/>	<input type="checkbox"/>

## PREREQUISITES

### RESIDENCY STATUS

Australian or New Zealand citizen. (Please provide **certified copy** of your passport or birth certificate).

Holder of a Visa giving permanent residency in Australia. (Please provide **certified copy** of passport showing Permanent Residency Visa)

### ACADEMIC PREREQUISITES

For those in possession of tertiary qualifications

#### Postgraduate Studies

Degree / Diploma conferred: \_\_\_\_\_

Institution: \_\_\_\_\_

Year completed: \_\_\_\_\_

#### Undergraduate Studies

Degree/Diploma conferred: \_\_\_\_\_

Institution: \_\_\_\_\_

Year completed: \_\_\_\_\_

This application must be accompanied by **ORIGINALS** or **CERTIFIED COPIES OF TRANSCRIPTS** of the qualification listed. Original or certified copies can be obtained from the University attended. Originals will be returned to you at enrolment.

Copies of transcripts may also be certified by a Justice of the Peace, chemist, solicitor, or at a police station.

#### For those Not in possession of a Tertiary Qualification Written Pre-Course Assignment

Applicants need to complete a pre-course assignment in the form of an ESSAY if they do not have a three-year under-graduate Degree conferred by a University such as a Bachelor of Education, Bachelor of Social Work etc. Topics for essays can be negotiated by calling Merran Guest on 03 9345 6671

Applicants who have completed an under-graduate Diploma may also need to complete the essay, or may send a copy of an essay from your previous Diploma.

Please find enclosed the pre-course assignment guidelines attached to this application.

The result of the assignment will contribute to the ranking of the applicant.

## ADDITIONAL PREREQUISITES

### INTERVIEW

Applicants should note that they may be required to attend an interview to assist in selection. If an interview is required, applicants will be notified.

### EMPLOYMENT HISTORY

Please provide a complete employment history, listing places of employment, your positions and the time periods that you worked in each organisation. Provide no more than half a page.

### EXPERIENCE PROFILE

Describe your past professional work experience indicating area of practice setting and the nature of the work, client population served and number of years of experience. Please note any additional information you would like the Selection Committee to know about yourself e.g. experience in parenting teenagers, voluntary work etc.

Provide no more than **one** typed page; remember to include your full name. Prepare your response carefully, because it is your opportunity to tell the Selection Committee about yourself in ways that may not be evident from your academic or work record. Please respond concisely.

**Current tertiary students interested in obtaining employment working with young people are also encouraged to apply**

### REFEREES

Please list below details of **two** referees who are able to comment on your ability to work successfully with adolescents and indicate how these people are known to you. Referees should be able to comment on your work and/or academic experience or any other relevant experience, such as work for a voluntary organisation. Please forward the enclosed Confidential Reference Request form to *one* of your nominated referees and ask them to return the form to the University of Melbourne by application closing date.

#### Referee Details:

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

## **ATTENDANCE**

**Students** are expected to attend all tutorials, study groups and seminars\*. The Faculty of Medicine, Dentistry and Health Sciences policy requires a minimum attendance rate of **80%** per subject where applicable.

**Students** are also required to attend a 2 day **WORKSHOP** per year of study. The first workshop will be in February if applicants commence the course at the beginning of the year or in July if applicants commence the course mid-year.

\* Can be negotiated depending on geographical location

## **ENROLMENT IN OTHER UNIVERSITY COURSES/INSTITUTIONS**

Do you intend or are you enrolled in any other University courses or institutions?

- YES
- NO

If yes, please indicate the course: \_\_\_\_\_

## **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 made on the basis of incomplete or false information.
- I understand that I may be required to supply originals of all documents used to support this application
- I understand that I may 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 admission, fees payment and fee refunds.
- I understand that the University of Melbourne 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 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 in this application form to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information in the Higher Education Information Management System.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFIDENTIAL REFERENCE REQUEST**

Please return to:                   Unit Administrator  
   Education & Training  
   2 Gatehouse Street  
   Parkville, VIC 3052

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Postcode \_\_\_\_\_

Please rate the following skills from 1 -3  
 1 = Needs support in this area  
 2 = Well developed in this area  
 3 = Excellent in this area

**Practice in Relation to Young People:**

	Rate
Demonstrates knowledge base and provides rationales for practice	
Utilise problem solving skills	
Supporting statement	

**Work Skills:**

	Rate
Utilises time effectively	
Ability to prioritise	
Ability to work under pressure eg. High activity levels, changing environment	
Ability to work independently	
Supporting Statement	

**Commitment to Education / Self Development:**

	Rate
Ability to be self directed in identifying and pursuing learning needs	
Participates in education / unit activities	
Engages in Professional activities	
Facilitates the learning of others	
Supporting statement	

**Interpersonal / Communication Skills:**

	Rate
Verbal Communication skills	
Documentation skills	
Interpersonal relationships with young people and families	
Interpersonal relationships with colleagues	
Ability to work as part of a team	
Supporting statement	

**Please tick one of the following statements of your opinion regarding the applicant's suitability for the course:**

- |   |   |
|---|---|
| <p>Recommended, a very good applicant</p> <p>Recommended, with reservations</p> <p>Highly recommended, an outstanding applicant</p> | <p>Not recommended at this stage</p> <p>Recommended, a good applicant</p> |
|---|---|

**Please indicate what capacity you have known the applicant and for what period of time:**

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Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **ESSAY FOR ADMISSION**

If you do not have a three-year undergraduate degree conferred by a University such as a Bachelor of Education, Bachelor of Social Work, etc even if you have completed an undergraduate diploma then you need to complete an essay as part of the registration process.\*

Topics for essays can be negotiated by calling Merran Guest on 03 9345 6671

## **GUIDELINES FOR PRESENTATION & PREPERATION**

### **The essay should demonstrate:**

- Knowledge and understanding of relevant literature, especially recent research
- Your ability to critically review and evaluate the literature you have used
- Your experience in working with adolescents

### **The essay should include:**

A 'title' page with the following:

- Your name, address and telephone number
- Date submitted
- Word count and title of essay

and

- An introduction to the essay
- The main body of your essay (headings are encouraged)
- A conclusion, which summarises the main points, covered
- A list of all references cited. This should be on a separate page

### **Essay presentation requirements:**

- Essay should be typed and double spaced
- On A4 paper
- Have a 3cm margin on all four sides
- Have page numbers

### **Key points:**

The length of the essay is to be 1500 words.

To complete the essay, you will need to read books on adolescence in general, as well as current research in the particular area of you chosen topic. The essay should review both theory and recent research.

## **ESSAY TOPICS:**

Choose ONE of the following topics:

1. Is Adolescence necessarily a period of "storm and stress"?
2. Identify and critically discuss contemporary adolescent health Issues.
3. Many young people question whether they are normal. Discuss this in terms of adolescent development literature.

### **Please forward along with your application to:**

Unit Administrator, Education & Training  
2 Gatehouse Street  
Parkville, VIC 3052