



North Coast TAFE Sample Application Form



Goori/Koori Designs 2010 Vietnam Study Tour

North Coast TAFE together with Arts Mid North Coast (Foundations of our future program) and Arts Northern Rivers has won funding from the Australian Governments "Endeavour Outward Mobility Program" for 12 students from the Certificate IV Design (Goori/Koori Designs Programs) to undertake a study tour of design industries in Vietnam in late spring of 2010. It is anticipated the trip will be approximately ten days in length and the tour will start between the 11th and 18th of October. Places will require students to submit a competitive application. The application and selection process and relevant cultural/travel information is contained in this document.

Applications close 17 June 2010.

The aims of this tour are to:

1. Gain an appreciation of the Vietnamese indigenous arts industry
2. Network and collaborate with Vietnamese artists
3. Build business contacts with Vietnamese businesses and manufacturers
4. Develop your own business plan

Please note there is a student co-contribution. There will be some incidental expenses associated with travel and with some meals. This personal contribution is estimated to be between \$400 to \$800 per student. Some students may be eligible to obtain some extra funding for this trip from Centrelink or their Job Service Provider.

Partners and Sponsors



arts northern rivers



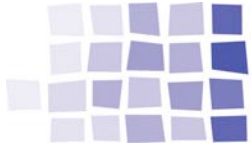
Australian Government

**Department of Education, Employment
and Workplace Relations**



Endeavour Awards
AUSTRALIAN SCHOLARSHIPS



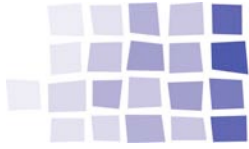


Conditions, Eligibility and Assessment Criteria

1. The study tour may be cancelled or rearranged for a different host country if the risks involved in travelling to Vietnam are deemed too high by North Coast TAFE.
2. All people undertaking the tour must have travel insurance. You must be eligible for travel insurance. Where North Coast TAFE has worked out a dollar amount for each person's travel insurance, then any amount above this must be covered by a higher co-contribution.
3. Applicants acknowledge that they will either share accommodation with members of same sex, or pay a higher co-contribution for private rooms.
4. The student is responsible for arranging their own passport. This will require a birth certificate and other documentation to verify your identity. Please refer to <http://australia.gov.au/topics/tourism-and-travel/passport-and-visa-information>. [Accessed: 14-10-2010] N.B. that the passport office will check whether the applicant is awaiting trial, is on parole or has any outstanding warrants or fines before issuing a passport. They will not issue a passport if any of these checks show an outstanding issue. If someone has a conviction and have served their sentence they may apply for a passport and generally expect it should be issued with no problems. If an applicant is on parole then the passport would be issued provided there are no new outstanding matters or parole conditions that limit travel. If you are on parole you should consult your parole officer before applying for this study tour or a passport. Also see point 5 below to check that your prior conviction/s won't invalidate your passport application.
5. Australian citizens require a visa to visit Vietnam. Please allow at least 1 month for your visa to be processed. Details can be found at the Vietnamese embassy site <http://members.webone.com.au/~vembassy/Consular.htm#visa>. [Accessed: 6-5-2010].
6. Please be aware that Vietnam has significantly different customs, art and culture and this is part of the attraction of going there. Your teachers will discuss cultural considerations before you leave.
7. By signing the application, applicants acknowledge that they will make a co-payment for the trip. Applicants will be expected to cooperate with any initiatives to secure extra funds to reduce the copayment for both themselves as individuals and the group as a whole.
8. In addition to the main application - applicants must sign 2 declarations:
 - a. Declaration of Ethical Conduct (See Appendix 1).
 - b. Authority to Publish Video/Image/Sound Recording (See appendix 2).

By signing the declarations, applicants agree to act as good ambassadors for North Coast TAFE, the art industry and Australia as a whole.

9. Applicants must be enrolled and expect to complete the Goori/Koori Designs Program (qualification CUV40303 Certificate IV in Design NSW Course NO 19231) run at either Great Lakes or Lismore campuses.



10. Applications will be assessed on the following criteria:

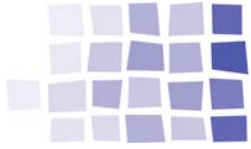
- a. **Vocational study knowledge and achievements in art and design:**
----- (30 points)
- b. **Personal skills**
----- (30 points)
- c. **Achievement in other pursuits**
----- (30 points)

- 11. This application is to be signed by both the applicant and one of your creative industries teachers. By signing an application the teacher is endorsing the application. The typed application must not exceed six pages – this page limit does not include attachments. The applicant must copy the application form template supplied on page 4 and edit it to complete their application.
- 12. Your creative industries teachers may at their discretion add a short supporting statement which must not exceed one page - this page limit does not include any attachments. The supporting statement is to highlight any of the applicant’s strengths or achievements that they don’t think have been adequately covered in the application. The applicant may submit the application without a supporting statement.
- 13. Attachments can include copies of certificates, awards and commendations you have received and that will support your application. The applicant will submit their workbook and visual diary or copies or photos of other art and design work (see ¹ below) as requested. Please scan/photocopy attachments and do not send originals unless requested.
- 14. The application must be signed and dated by both the applicant and a creative industries teacher. The application must include signed copies of- **Appendix 1 Declaration of Ethical Conduct for Goori/Koori Designs 2010 Vietnam Study Tour** and **Appendix 2 Authority to Publish** forms which are included at the end of this document.
- 15. Once completed, the application must be received at the relevant Campus (see below) by **17th June 2010**. Late applications will only be considered if there are insufficient suitable on time applications. Judging will be carried out by a panel consisting of the two Creative Industry Head Teachers, the Director, TAFE Services Information Technology and Creative Industries and an independent member from a regional arts organisation.

If you need to discuss or get help with your application then please contact:

Goori Designs / Lismore	Koori Designs – Great Lakes
Aboriginal Student Support Officer Lismore on 02 66230310	Aboriginal Student Support Officer Great Lakes on 02 65913699
Head Teacher, Creative Industries Lismore on 02 66230218	Head Teacher, Creative Industries Great Lakes on 02 6555 0616
Aboriginal TAFE Consultant, Upper North Coast on 66747224	Aboriginal TAFE Consultant, Lower North Coast on 0409122933

¹ Unless requested by the Head Teacher, just include small copies or photos of large original large or difficult to transport works such as paintings, models and ceramics. Teaching staff also have access to prior TAFE NSW results, so in general you will only need to provide transcripts from other education providers and any special awards you have received. These academic results are assessed along with aspects like personal attributes, team work, social skills and extra-curricular contributions to your community.



Application Form Template

(Maximum six pages – short and concise is fine – this page limit should not be seen as a goal)

Copy this application template into another word document and then edit it to create your application.

Applicant Details

Student Name:

Address:

Phone numbers:

Business:

Home/after hours:

Mobile:

Email address:

Course:

Certificate IV Design (Goori/Koori Designs) – currently enrolled

Campus:

**Teacher Endorsing
Application:**

Students need to submit required documents or write how they meet the following criteria. Use the criteria below as headings for your application:

- 1) Vocational study knowledge and achievements in art and design:
 - a) Visual diary
 - b) Workbook
 - c) Other artistic work – copy/photo of work/awards/commendations/sales
----- (30 points)
- 2) Personal skills
 - a) Participation and commitment in course
 - b) Working well with others
 - c) Supporting other students and teachers
----- (30 points)
- 3) Achievement in other pursuits
 - a) Community work
 - b) Business skills
 - c) Leadership skills
----- (30 points)

You may use bullet points to list your achievements.

Remember to start your application early and ask for help if you need it. Contact details for help are given on point 0 page 3.

Remember to attach relevant supporting documentation.

Applicants Declaration

The applicant declares that the information in this application and attached documentation is true and accurate. The applicant also declares that they have read, understood and signed the **Declaration of Ethical Conduct for Goori/Koori Designs 2010 Vietnam Study Tour** and **Authority to Publish Video/Image/Sound Recording** forms and attached these to the application.

Applicant’s signature _____

Date _____

Endorsing teacher’s signature _____

Date _____

SEND COMPLETED AND SIGNED NOMINATION FORMS TO:

Lismore	Great Lakes
John Stewart Head Teacher Creative Industries Goori Designs 2010 Vietnam Study Tour NC TAFE – Lismore Campus Conway St Lismore, 2480	Steve Williams Head Teacher Creative Industries Koori Designs 2010 Vietnam Study Tour NC TAFE – Great Lakes Campus Northern Parkway Tuncurry, 2428
Ph. 02 66230218	Ph. 02 6555 0616

Appendix 1 - Declaration of Ethical Conduct for Goori/Koori Designs 2010 Vietnam Study Tour

This form is an agreement between you and TAFE NSW. Please read it carefully and sign it at the bottom if you agree with what it says. The applicant acknowledges:

- the considerable effort and contribution from both North Coast TAFE and partners and sponsors for this tour. The applicants declare they will not make any negative comments about the study tour or the organisations that support that tour. Should any issues arise the applicant will deal with them in a constructive and confidential manner using the North Coast TAFE Complaints Handling Procedure.
- they will not use of alcohol or illegal drugs during the study tour. N.B. Vietnam has severe penalties for illegal drug use including the death penalty. See: <http://www.smarttraveller.gov.au/zw-cgi/view/Advice/Vietnam>. [Accessed: 6/5/2010]

The applicant acknowledges they will abide by the following code of conduct:

- adopting a positive and cooperative attitude and ensuring that all participants gain maximum benefit from this opportunity the study tour to develop their art and design and business skills.
- being respectful of the host country – its culture, people, animals and environment, e.g. asking for permission to enter premises, or take photographs and always tidying up any rubbish
- being on time and advising North Coast TAFE staff if there are any delays
- being consistently honest, trustworthy and accountable
- being courteous and responsive in dealing with others
- being committed to social justice by opposing prejudice, injustice and dishonesty
- making decisions that are fair to all people and which avoid discrimination, for example, on grounds such as gender, race, religion and culture
- promoting dignity and respect by avoiding behaviour which is, or might reasonably be perceived as, harassing, bullying or intimidating
- maintaining courteous and professional relationships with:
 - fellow students
 - international hosts and authorities e.g. police, immigration
 - teachers and mentors
 - business partners
- working collaboratively with other participants to reach our common goals
- maintaining and developing professional and work practices
- behaving in ways that advance a positive image of North Coast TAFE and Australia

I have read this declaration and I understand what it means. I am either over 18 years of age, or my parent/caregiver has approved my declaration by signing below.

Signature.....Print Full Name.....

Name of parent/caregiver (for under 18's only).....

Address.....

.....

Phone number..... Date.....

Witness signature.....

Witness name.....

Witness address.....

.....



TAFE NSW - North Coast Institute

Thank you for your cooperation



TAFE NSW - North Coast Institute

Appendix 2 -Authority to Publish Video/Image/Sound Recording

This form is an agreement between you and TAFE NSW. Please read it carefully and sign it at the bottom if you agree with what it says.

TAFE NSW would like to be able to quote you and/or use your photograph/video image and/or sound recording of your voice in some of its printed and/or electronic promotional material.

If you sign this release form it means that you agree to the following:

1. TAFE NSW is able to use your photograph/video image or sound recording of your voice or quote your words as many times and in as many ways as is required.
2. Your image may be reproduced in colour or black and white and may be altered, distorted or blurred for design purposes without any liability on our part.
3. You will not be consulted about the specific context in which your photograph/video image, sound recording of your voice and/or words appear.

TAFE NSW will not use your words and/or photograph/video image and/or sound recording of your voice for any purpose other than the general promotion of TAFE NSW. Should you agree to the use of your words and/or photograph/video image and/or sound recording of your voice but wish to further restrict that use, please provide details overleaf and tick this box

Your agreement to permit the use of your photograph/video image and/or sound recording of your voice and/or words is greatly appreciated.

To be able to sign this agreement you must be over 18 years of age. If you are not over 18, we will need the written agreement of your parents before we can use this material.

I have read this release and I understand what it means. I am either over 18 years of age, or my parent/caregiver has approved this release by signing below.

Signature.....Signature name.....

Name of parent/caregiver.....

Address.....

.....

Phone number..... Date.....

Witness signature.....

Witness name.....

Witness address.....

.....

Thank you for your cooperation