

APPLIED VOCATIONAL TRAINING

Application Form: Veterinary Nursing Training Program

All applications to enrol in this course will be considered. As places are limited, not all applicants will be offered a place. Most applications are considered within one week and you will be notified by mail or telephone of the results of your application.

There are no fees for making an application and your application does not enter you into any contract. You are free to withdraw or not continue with your enrolment should you be offered a place.

Please complete (tick when done to ensure your application is complete):

1. The page titled "Applicant Details"
2. The page titled "Educational Details"
3. The page titled "Work Related Experience"
4. The page titled "Consideration for Recognition of
Previous Studies or Experience"
5. The page titled "Additional Information"
6. For correspondence applicants, the page titled "Mentor Details"

There are nine pages in this application form.

Sign and date the application and send to:

Applied Vocational Training

P.O. Box 1520

Canning Vale Business Centre W.A. 6970

If you require more details; phone, fax or email to:

Phone (08) 9456 1060

Email admin@appvoc.com

Fax (08) 6313 0662

Web Page www.appvoc.com

Applicant Details

First name _____ **Middle name(s)** _____

Last name _____

Sex _____ **Date of Birth** _____

Your Home Address (Please include postcode)

Your Postal Address (Only complete if different to home address)

Contact details

Home phone _____ Work phone _____

Fax _____ Mobile _____

Email _____

Is it ok to contact you on your work number Yes / No

Please circle or highlight the program(s) you wish to be considered for:
(you may apply for more than one program)

Full time studies

Part time studies

Correspondence studies

Applicant Signature _____

Date _____

Please tell us how you found out about our training programs

Educational Details

Please provide details of the highest level of education you have completed. For each section provide:

- Where studies took place
- Year completed
- Grades where possible

Please attach copies of statements from school or other organisations that verify your study.

IMPORTANT: Please send copies of documents. Do not send originals.

High School

TAFE / University or similar studies

Any other studies

Work Related Experience

Here you should detail all work experience you have, including paid and voluntary work. Please indicate:

- the amount of time spent at that workplace
- when you completed the work
- the name of the employer.

Work experience in the Veterinary Industry

Work experience in the Animal Care industry

Other work experience

For work experience to be considered, you need to attach evidence of this experience. This may come in the form of a reference or statement from the employer or other evidence as appropriate.

Consideration for Recognition of Previous Studies or Experience

Consideration of previous studies and work will be given to see if there are any areas that may give you credit (subjects you do not have to study) in the Veterinary Nursing course.

Some credit is often gained for:

<i>Communication skills</i>	based on upper school English studies or work experience
<i>Reception skills</i>	based on experience in Veterinary practice
<i>Specific subjects</i>	based on previous studies or experience in the animal care area.

You can apply for credit at any time during the course if you realise at a later stage that you do not need to study a particular subject.

Detail any past work or studies you think may give you credit (Please ensure evidence of these details is attached)

Do you have any learning disabilities or health issues that might interfere with your studies or work practice? Please write details here. (please note we will make every effort to support this application)

On this page please write a statement about your reasons for wishing to study and work as a Veterinary Nurse and information about your past experience with animals.

We request that this statement is hand written by you and be at least half a page and not exceed one page.

Additional Information

Do you have any other information that may help your application? Information might include:

- references
- offers of employment or work experience
- short courses you have undertaken
- experience in caring for animals
- any other relevant information.

Also please ensure that any other statements are attached relating to

- records of education
- work experience references/statements.

IMPORTANT: Please send copies of documents. Do not send originals.

Please complete the following questions if you have any special preferences

Are you presently working in a practice where you would like to do your work experience or have any arrangements or preferences to do work experience in a particular practice or area?

As employment in the Veterinary Nursing area usually involves working with small animals, most nurses gain their experience in this area. Some nurses have special interests, for example working with horses or wildlife. Do you have any special areas of interest in the Veterinary Nursing area?

Mentor Details

You only need to complete this section if you are planning to study by correspondence. Do not complete if you are planning to study full or part time.

To study in this program you must have the assistance of a mentor. The mentor is sent all of your tests and is expected to supervise your assessments. The mentor is also notified of your progress in the course and should monitor and support your progress.

The mentor may be a work mate (*vet/qualified vet nurse) or even an adult family member (who is not planning on studying Veterinary Nursing), they are expected to sign a declaration stating that they will supervise your tests and ensure assessments are conducted in a fair manner.

Read the page title "Mentor Information" at the end of this document and then give it to your mentor for them to read prior to their signing this agreement.

Mentor Details

Full Name _____
Postal Address _____
(include postcode) _____

Contact Telephone _____
Email _____
Your Name _____
Mentor's relationship to yourself _____

Declaration by Mentor

I have read the document titled mentor information and agree to receive tests for the Veterinary Nursing trainee and supervise these tests to ensure that they are completed in a fair manner according to the instructions set down for each assessment.

I also agree to support the trainee and accept information on their progress.

I am not enrolled in the Veterinary Nursing course.

I am over the age of 18.

Mentor's Signature _____ Date _____

Mentor Information

There are two reasons that a mentor is required for learners to participate in this program. Firstly, the most important role of the mentor is supporting the studies of the trainee. Studying by correspondence is a challenging way of studying, most students have little difficulty with the work itself, but being disciplined to study regularly and make good progress is more challenging. It is here that the support is most helpful, the mentor will be sent information on the progress of the trainee and their results.

In effect, the mentor becomes part of a team that includes the trainee, the trainer (Applied Vocational Training) and the mentor. The mentor should take an interest in the progress of the trainee, monitor completion of assessments and be aware of estimated completion dates of modules. The mentor will regularly be sent information in this regard and may be asked to discuss the progress of the trainee with Applied Vocational Training.

Secondly, a process for checking the fairness of the trainees completion of assessments needs to be in place. When the student enrolls in a module (subject) the mentor will be sent any tests that are required to be completed for that module. The mentor then will give the trainee the tests when they are ready to complete them (the trainee will ask the mentor for the tests) and supervise the proper completion of the tests, and send them to Applied Vocational Training.

Most tests require the trainee to complete them without referring to notes or books and it is the role of the mentor to ensure that this is followed. The trainee will be questioned during phone contact and during work experience to ensure that they do have the knowledge indicated by the tests they complete. Should it become apparent from these questions that the tests do not accurately indicate the knowledge of the trainee, then modules may have to be repeated, and a more strict assessment completed.

The mentor acts in a voluntary way and is not paid, however the value of the mentor in supporting a trainee cannot be overstated, and hopefully you will find it a rewarding and satisfying activity.

End of Application Form