

Faculty of Health Sciences

Division of Nursing and Midwifery

PLEASE READ THE FOLLOWING FAQ'S BEFORE COMPLETING YOUR 2010 APPLICATION FORM.

Course Codes

HMM	Master of Midwifery
HMCFC	Master of Nursing (Child, Family & Community)
HMN	Master of Nursing
HMNAC	Master of Nursing (Acute Care)
HMNACD	Master of Nursing (Acute Care) Distance
HMNBC	Master of Nursing (Breast Care)
HMNBCD	Master of Nursing (Breast Care) Distance
HMNCA	Master of Nursing (Cardiac Care)
HMNCAD	Master of Nursing (Cardiac Care) Distance
HMNCC	Master of Nursing (Critical Care)
HMNCCD	Master of Nursing (Critical Care) Distance
HMNCP	Master of Nursing (Cancer/Palliative Care)
HMNCPD	Master of Nursing (Cancer/Palliative Care) Distance
HMND	Master of Nursing
HMNEC	Master of Nursing (Emergency Care)
HMNECD	Master of Nursing (Emergency Care) Distance
HMNIC	Master of Nursing (Intensive Care)
HMNICD	Master of Nursing (Intensive Care) Distance
HMNNIC	Master of Nursing (Neonatal Intensive Care)
HMNNID	Master of Nursing (Neonatal Intensive Care) Distance
HMNNP	Master of Nursing (Nurse Practitioner)
HMNPA	Master of Nursing (Perianaesthetic Care)
HMNPAD	Master of Nursing (Perianaesthetic Care) Distance
HMNPO	Master of Nursing (Perioperative Care)
HMNPOD	Master of Nursing (Perioperative Care) Distance
HMNRC	Master of Nursing (Renal Care)
HMNRCD	Master of Nursing (Renal Care) Distance
HMNRM	Master of Nursing (Research Methods)
HMNRMD	Master of Nursing (Research Methods) Distance
HMNSCI	Master of Nursing (Spinal Cord Injury)
HMNSID	Master of Nursing (Spinal Cord Injury) Distance
HMNUC	Master of Nursing (Urological & Continence)
HMNUCD	Master of Nursing (Urological & Continence) Distance
HPCFC	Postgraduate Diploma of Nursing (Child, Family & Community)
HPMS	Postgraduate Diploma of Midwifery
RPMH	Postgraduate Diploma in Mental Health Distance

Closing Dates

The closing date for 2010 Applications is 20 January 2010 for Full-Fee paying places only. CSP (Commonwealth Supported Place) applications are closed.

What do I have to do to obtain a CSP?

1. Ensure you tick the box in Section 2 Course Information on the Latrobe University form.
2. Provide certified copies of all your academic transcripts
3. Provide certified copies of all professional activities undertaken, such as in-house courses, volunteer work, work experience etc.

What if I am not offered a CSP place?

You will probably receive a full fee paying offer which is up to you to accept or not.

What is the difference between CSP and Fee Paying?

The cost of a subject under a CSP place is approximately \$700 and a fee paying place \$2,240 based on a 20 credit point subject. You will only be required to pay for the units that you are enrolled in for any given semester. You do not need to pay for the entire course up front.

Address for Mailing 2010 applications

Please mail your application to:

Robin Owen
Postgraduate Courses Office
Division of Nursing and Midwifery
La Trobe University Vic 3086.

Where is the Supplementary Form?

The first four pages following this FAQ is the supplementary form.

Level of detail needed

Please complete all areas on both forms. For example, just because you have completed your name on the Supplementary Form, your name and address still need to be completed on the La Trobe University form

Please block print your name, address and email address. This will help us to prevent enrolment errors. It will also help to ensure that you receive all relevant documentation in a timely manner.

I want to undertake a Graduate Certificate or Postgraduate Diploma

All students enter into the Masters program of each area of specialty nursing (excluding Midwifery, Mental Health & Child, Family and Community) and can choose to exit at the Graduate Certificate or Postgraduate Diploma level. You are asked on the Supplementary form at what level you intend to exit, but this is indicative only and not binding. Once you have completed the units required for the qualification you desire (i.e. a certificate), you may request an Alternative Exit. We will then complete you with the desired qualification. If you do not request an Alternative Exit, we will assume that you wish to continue through to the Masters level.

Clinical Placements

What if I don't get a clinical placement?

If you are entering a course with clinical placements, it is your responsibility to ensure that you obtain a clinical place. If you failed to obtain a clinical place, it is your responsibility to withdraw from the course prior to the first census date to ensure that you are not charged for your enrolment.

NB. You do not need a Clinical Placement for any of the Child, Family and Community courses.

How do I find the specific clinical requirements of each subject?

Please visit this website and click on the course you are interested in undertaking.

<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Postgraduate2009/index.php>

Once you have clicked on the course you are considering, a new page opens that lists the subjects you will be studying. These lists are linked therefore, by clicking on the subject name you will be taken to a more detailed description of each subject, with the clinical hours required.

More questions?

This link gives you access to more information

<http://www.latrobe.edu.au/nursing/ProspectiveStudents/Postgraduate2009/index.php>

Faculty of Health Sciences

Division of Nursing and Midwifery

2010 Supplementary Application Form (All Campuses)

TIMELY CLOSING DATE

20 January 2010

Family Name:	<input type="text"/>	Title (Miss, Ms, Mrs, Mr, Dr):	<input type="text"/>
Given Names:	<input type="text"/>		
Nursing Registration Number:	<input type="text"/>		
State of Registration	<input type="text"/>		

Please indicate what level course you wish to undertake by circling the relevant course i.e. <div style="text-align: center;"> <input checked="" type="radio"/> Masters <input type="radio"/> Diploma </div> If a field is greyed out, the course is not offered.	Masters (9 units, 180 credit points)	Postgraduate Diploma (6 units, 120 credit points)	LOCATION The course is offered in the following modes. If there is more than one mode you must specify which campus / mode you wish to choose in the opposite box BU = Bundoora (includes clinical schools) BE = Bendigo Campus DE = Distance Education (via correspondence)
Acute Care #	Masters		DE
Breast Care	Masters		DE
Cancer/Palliative Care	Masters		DE
Cardiac Care #	Masters		BU
Child, Family and Community #	Masters ±	Diploma	BU
Critical Care #	Masters		BE & DE
Emergency Care #	Masters		BU
Intensive Care #	Masters		BU
Mental Health #		Diploma	DE
Midwifery #	Masters ±	Diploma	BU & BE
Neonatal Intensive Care #	Masters		BU
Nurse Practitioner #	Masters ±		BU
Nursing (generic)	Masters		DE
Perioperative Care #	Masters		BU & DE
Perianaesthetic Care #	Masters		BU
Renal Care #	Masters		BU
Research Methods (course work)	Masters		DE
Spinal Cord Injury #	Masters		BU
Urology and Continence	Masters		DE

- These courses are available subject to the applicant having obtained the relevant clinical placement.

± - These courses consist of 120 credit points only

All courses will only be conducted if sufficient enrolments are achieved.

**The closing date for 2010 Applications is 20 January 2010 for Full-Fee paying places only.
CSP (Commonwealth Supported Place) applications are closed.**

Masters Courses consist of nine (9) or six (6) units comprising 20 credit points each. Total value of 180 or 120 credit points.	Postgraduate Diploma Courses consist of six (6) units comprising 20 credit points each. Total value of 120 credit points.	Graduate Certificate Courses consist of three (3) units comprising 20 credit points each. Total value of 60 credit points.
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Applicants should note that although majority of our courses are now only available for enrolment at the Masters level, there is the option to exit at either a Graduate Certificate or Postgraduate Diploma level. In order to assist the Division with the CSP allocation and hopefully provide for an increase in CSP distribution, can you please indicate (by circling) your expected level of completion:

I expect to exit at a:	Graduate Certificate	Postgraduate Diploma	Masters
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To further assist with the CSP allocation, can you please indicate (by circling) your anticipated time of completion:

I expect to complete the course in:	1 year part time	1 year full time	18 months part time	18 months full time	2 years part time
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Clinical Placement Details (if applicable)

If your course involves a Clinical Placement, please indicate the hospital/facility at which you intend completing the clinical component of the course.

Hospital:

Address:

Clinical Educator's Name: Telephone:

If relevant, have you applied separately for your clinical placement with the above listed Hospital: Yes or No (circle)

If yes, please indicate when you expect to hear the outcome of your application:

If employment is required at a Hospital, please contact the Hospital directly to submit a separate application.

ALL coursework applications (regardless of campus) must be returned directly to:

Robin Owen
Postgraduate Courses Officer
Division of Nursing & Midwifery
La Trobe University VIC 3086

Coursework Enquiries:

Phone: (03) 9479 5950

Email: nurrec@latrobe.edu.au

Web: www.latrobe.edu.au/nursing

*Certified copies: All photocopies of original documentation (Nursing registration, Academic Transcripts, Marriage Certificates etc...) must be signed and dated by a suitably qualified person (eg: Justice of the Peace, Pharmacist, Member of the Police Force, CPA, Medical Doctor)

All applications will be considered on 'Academic Merit' for consideration of an offer. Applicants wishing to be considered for a Commonwealth Supported Place (CSP) **must** submit an application to the above address by 16 October 2009 and **must** include the following information:

Certified copies of:

1. Formal qualifications, including copies of academic records (transcripts);
2. Professional development activities, including copies of certificates of attainment.

Please note: Provision of the above information does not guarantee a CSP offer. Once the quota of CSP targets for any given course has been allocated, students who meet the course requirements will be offered a Full Fee Paying Offer.

COMMONWEALTH SUPPORTED PLACE (CSP) ALLOCATION FRAMEWORK 2010

A limited number of Commonwealth Supported Places are available for students applying to enrol in majority of courses with the exception of Mental Health.

Applicants wishing to be considered for a Commonwealth Supported Place must include relevant documentation in order to be considered (please refer to previous page for list of documentation). Applicants who do not submit all relevant documentation may only be considered for a Full Fee Offer in 2010.

It should be noted that Commonwealth Supported Places will be awarded on an 'Academic Merit' basis only.

Applicants are required to advise of their expected level of completion as part of this application (you are not locked into this, it is only used as a guide at this point) so that we are able to allocate CSP accordingly. Please give consideration to your expected level of completion (Graduate Certificate, Postgraduate Diploma or Masters) in order to facilitate this process.

Some applicants prefer a Full Fee Offer for various reasons such as obtaining a scholarship (some scholarships specify eligibility for those who have a Full Fee Offer only) – if you fall into this category please include a note advising that you wish only to be considered for a Full Fee Offer.

Applicants should note that it is possible to pay fees up-front with a CSP offer – those who elect to pay CSP fees up-front may be eligible for a 20% discount (depending on the amount of money paid at any one time).

Selection will take place in Early November and all applicants will be advised of the outcome of their application and relevant enrolment processes by late November/ early December 2009.

Supplementary Application Checklist

Please ensure you have provided the following documentation as incomplete applications may miss the opportunity of being considered for a Commonwealth Supported Place.

- Have you read the **Frequently Asked Questions** located at the start of this Application form?
- Have you included certified copies of your **Academic Transcript/s**?
- Have you included certified copies of your **Current Registration with the Nurses Board of Victoria**?
- Have you clearly indicated your **Course Selection**?
- Have you clearly indicated your enrolment as either **Full or Part Time Mode**?
- Have you clearly indicated your expected **Level of Completion**?
- Have you included a certified copy of your **Evidence of Change of Name**? (if applicable)
- Have you included **Evidence of Citizenship or Permanent Residency**?
- Have you completed, signed and dated the **University Application Form** (pages 8-11 of this PDF)?
- Have you completed, signed and dated the **Supplementary Information Form** (pages 4 -7 of this PDF)?
- I authorise La Trobe University to confirm my enrolment details with **The Department of Human Services** in support of any potential Scholarship application/s.

Name (please print): _____

Signature: _____

Date: _____

Application for Admission to a Postgraduate Coursework Program (Graduate Certificate, Postgraduate Diploma, Graduate Diploma, Masters)

Applicants – Please Note:

1. This form is an application for Admission ONLY; Applicants must complete ALL sections.
2. **This form is to be used by Domestic Students only. International Students please refer to webpage: <http://www.latrobe.edu.au/international>**
3. Applicants will receive a letter detailing the outcome of this application.
4. **Certified copies*** of supporting documentation **MUST** be attached with this application. Failure to provide supporting documentation may delay or prevent your application being considered. Do not send original documents as they cannot be returned to you. Examples of appropriate documentation include certified Academic Records for previous studies, Birth Certificates etc.
5. If you have previously undertaken a course or units (subjects) at La Trobe University, you are not required to attach an academic transcript from La Trobe University with this application. Only submit relevant academic transcripts from other institutions, where applicable.
6. Applications for Admission must be sent to the **Faculty** in which you wish to study.
7. Applicants wishing to submit more than one application must complete a separate application for each course.
8. Applicants are strongly advised to check their eligibility to access HECS-HELP or FEE-HELP, if appropriate, at the "Going to Uni" website at www.goingtouni.gov.au prior to submitting their application.

*A certified copy is a photocopy that has been certified to be a true copy of the original by an appropriate person such as a Justice of the Peace, Public Notary, member of the Police Force, Dentist, Pharmacist, Minister of Religion, Medical Practitioner, Solicitor, School Principal or Bank Manager.

Return the completed application form to the appropriate Faculty office or Regional Campus. You can find closing dates for individual courses on La Trobe's CourseFinder database: www.latrobe.edu.au/coursefinder or by contacting the relevant Faculty, School or Division.

Bundoora Campus

Faculty of Education

Admissions Officer
Faculty of Education
La Trobe University
Bundoora Victoria 3086

Faculty of Health Sciences

Admissions Officer
Faculty of Health Sciences
La Trobe University
Bundoora Victoria 3086

Faculty of Humanities & Social Sciences

Admissions Officer
Faculty of Humanities & Social Sciences
La Trobe University
Bundoora Victoria 3086

Faculty of Law & Management

Admissions Officer
Faculty of Law & Management
La Trobe University
Bundoora Victoria 3086

Faculty of Science, Technology & Engineering

Admissions Officer
Faculty of Science, Technology & Engineering
La Trobe University
Bundoora Victoria 3086

Regional Campuses

Albury-Wodonga Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 821
Wodonga Vic 3689

Bendigo Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 199
Bendigo Vic 3552

Mildura Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 4095
Mildura Vic 3502

Shepparton Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 6044
Shepparton Vic 3632

SECTION 1: PERSONAL DETAILS

Have you previously been enrolled at La Trobe University? Yes No

Are you currently enrolled in another La Trobe University course? Yes No

If yes, under what name was this enrolment?

Student ID Number:

If your name has changed since prior study, please provide your previous name and attach certified copies of documentation regarding the change.

Family Name: _____ Title: (Mr, Ms, Miss, Mrs, Dr) Date of Birth: / /

Given Names: _____ Gender: Male Female

Address for correspondence

Number and Street:

Suburb: _____ State: _____ Postcode: _____

Telephone (Business/Mobile): _____ Telephone (Home): _____

Email: _____ Facsimile: _____

SECTION 2: COURSE INFORMATION

Please refer to the University website; www.latrobe.edu.au/coursefinder for correct course titles.

Name of course to which you are applying: _____ Course Code: _____

Faculty: _____ Campus: _____

Proposed intake year: Semester 1 Semester 2

Mode: Full-time Part-time Other admission period, if applicable (refer to course guide):

Student applying for a course in the Faculty of Health Sciences ONLY:

Would you like to apply for a CSP (Commonwealth Supported Place) (if eligible)? Yes No

SECTION 3: EDUCATIONAL QUALIFICATIONS

a) What was your highest year level attempted (i.e. Year 10, 11, 12 Form 5, 6):

What was your ENTER or equivalent:

Did you complete Year 12? Yes No

If Yes, in what year did you complete Year 12?

b) List all courses in which you have been enrolled at post-secondary and/or tertiary institutions, including incomplete degrees. Attach original or certified transcripts for each course, including incomplete courses. Please include any continuing educational courses and/or subjects completed, and if relevant to your application, attach documentary evidence of attendance/ completion.

Abbreviated Title of Qualification	Student ID Number	Awarding Institution	Period of Enrolment	Completed?
Example: BA	888888888	La Trobe University	2004 – 2006	Yes

If no, please enter one of the following codes:

WIL
(will complete before admission)

DIS
(discontinued)

ATT
(attempted)

SECTION 4: POST EDUCATIONAL STATISTICS

a) Are you of Aboriginal or Torres Strait Islander Descent?

Are you of Aboriginal Descent? Yes No

Are you of Torres Strait Descent? Yes No

b) Please select the citizenship/residency status that applies to you

Australian Citizen New Zealand Citizen

Permanent Humanitarian Visa (you will be required to provide evidence of permanent humanitarian visa)

Permanent Resident Status Date you obtained Permanent Resident Status / /

Temporary Entry Permit (please note if you are the holder of a temporary visa you must apply as an International Student. Please contact La Trobe International for further information. La Trobe International: Phone (03) 9479 1199; Email: International@latrobe.edu.au; webpage: www.latrobe.edu.au/international)

Other (please specify)

c) Residence

Permanent home residence postcode: If residence is overseas, state country:

Semester residence postcode: If residence is overseas, state country:

Year 12 residence suburb postcode: If Year 12 residence is overseas, state country:

Country of Birth: If born overseas, indicate year of arrival in Australia:

Language spoken at permanent residence:

d) What is your highest level of educational participation prior to commencement of this course?

02 Completed Higher Educational postgraduate level course completion year

03 Completed Higher Educational Bachelor level course completion year

04 Completed Higher Education sub-degree level course completion year

05 Have started but not completed Higher Education course last year of participation

07 Completed final year of secondary education course at school or TAFE completion year

08 Completed other qualification or certificate of attainment or competence – complete or incomplete completion year

09 No prior educational attainment

10 Completed Vocational & Technical Education course (e.g. TAFE) completion year

11 Have started but not completed a Vocational & Technical Education course (e.g. TAFE) last year of participation

SECTION 5: EMPLOYMENT/WORK EXPERIENCE DETAILS

Present occupation:	Employment duration:
Employer details (please provide information for your most recent employer/s):	
Employer 1 <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Employer 2 <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Name:	Name:
Title/Position:	Title/Position:
Postal Address:	Postal Address:
Telephone:	Telephone:
Email:	Email:

Please provide details on a separate page regarding other employment history (since leaving school) you regard as relevant; this may include unpaid or volunteer work relevant to your chosen course.

SECTION 6: SUPPLEMENTARY INFORMATION/REFERENCES

Please note the following courses require referee reports and/or other supplementary information, as listed.

Faculty of Health Sciences

- Applicants to all Nursing and Midwifery courses need to complete a Supplementary Information Form (**pages 1-4 of this PDF**).
- Applicants to the Master of Occupational Health and Master of Occupational Therapy (mode 2 only) MUST provide two reports from academic referees – please contact the School of Occupational Therapy, Division of Allied Health (03) 9479 5815 to obtain a copy of required report.
- Applicants to:
 - Master of Occupational Health
 - Master of Occupational Therapy
 - Postgraduate Diploma in Occupational Health & Safety and
 - Postgraduate Certificate in Occupational Health & Safety

MUST provide:

- A curriculum vitae outlining our recent employment history – including positions held, responsibilities and employers' contact details; as well as information on professional affiliations, relevant conference presentations, publications and community involvement, and contact details for two referees; AND
- A personal statement no longer than one page (see SECTION 7).

For further information, please contact the School of Occupational Therapy – telephone: (03) 9479 5733

- Applicants to the Master of Speech Pathology MUST provide two reports from senior academics familiar with their recent achievements.
- Applicants to all School of Public Health courses MUST contact phe.postgraduate@latrobe.edu.au for details about requisite information.
- Applicants to all postgraduate Gerontology courses MUST contact aipc@latrobe.edu.au for details about requisite information.
- Applicants to Art Therapy, Counselling and Human Services and Counselling Psychology courses MUST contact phe.postgrad@latrobe.edu.au for details about requisite information.
- Applicants to all of The Bouverie Centre courses please go to www.latrobe.edu.au/bouverie or contact bouverie.academic@latrobe.edu.au for details about requisite information.
- Applicants to:
 - Bachelor of Education in LOTE (AUSLAN) (Graduate Bachelor)
 - Graduate Certificate in Deaf Studies
 - Graduate Diploma in Deaf Studies
 - Master of Arts (Deaf Studies)
 - Master of Education (Deaf Studies)
 - Master of Sign Language

MUST contact (03) 9479 2283 (voice & TTY), or email: nids@latrobe.edu.au for details about requisite information.

Faculty of Law and Management

- All courses offered by the Graduate School of Management require two reports from senior professionals and/or academic referees familiar with the applicant's recent achievement.

Faculty of Science, Technology and Engineering

- Applicants to the Master of Clinical Psychology and Master of Clinical Neuropsychology must provide two academic and two professional references. Contact the Faculty to obtain proformas for referees to complete and return – telephone: (03) 9479 2059/2556 or email: setyourselfapart@latrobe.edu.au

SECTION 7: ADDITIONAL INFORMATION

You may support your application with any additional material you believe will be relevant in the evaluation of your application. Such information could include your curriculum vitae, proof of having completed a similar course at La Trobe; publications you have written/presentations you have made, scholarships, prizes, medals and/or awards you have received and memberships with professional affiliations. You should also attach a short personal statement (300 – 400 words) outlining your reasons for applying to your chosen course, why you believe you should be selected and what you hope to gain from the course.

SECTION 8: DECLARATION AND AGREEMENT

I declare that the information provided on this form is true and complete in every detail. I authorise La Trobe University to contact my former educational institutions in order to verify any of the information I have provided with this application, if deemed necessary. I understand the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information provided by me.

Signature: _____

Date: _____ / _____ / _____

Privacy Notice

Details regarding collection, use disclosure and access of personal information from this form are available from the following website address www.latrobe.edu.au/privacy, or by contacting your local Student Administration Office, or by telephone at (03) 9479 2005.

SECTION 9: CHECKLIST

Please use the following checklist to ensure your application is complete and eligible for processing. Make sure you have:

- Completed SECTION 1, including information about your previous study at La Trobe University and provision of certified copies of evidence relating to a change of name
- Completed SECTION 2, indicating the preferred course for admission
- Completed SECTION 3, indicating ALL educational qualifications attempted
- Attached certified copies of ALL educational qualifications attempted
- Completed SECTION 4
- Completed SECTION 5
- Completed SECTION 6
- Provided all supplementary forms and information required, as listed in SECTIONS 6 and 7
- Ensured the correct number of signed, confidential referee reports is attached OR forwarded (to the relevant Faculty) by referees
- Signed and dated the Applicant's Declaration at SECTION 8
- Checked eligibility for a Commonwealth Supported place or Fee Paying Place on the Going to Uni website: www.goingtouni.gov.au
- Attached any other relevant supporting information

OFFICE USE ONLY

Application admission Basis (i.e. V12, E33): _____

Course Code: _____

Selection Outcome – Qualification

Qualified for Admission NOT Qualified for Admission

Selection Outcome – Offer status

Offer Semester 1 Semester 2
 Full – time Part – time
 Conditional Offer (please include condition)
 Rejected application Pending application

Selection Outcome – Fee Status

Commonwealth Supported Place (CSP)
 Fee Offer

Application Authorisation

All applications MUST be signed and dated. Applications **WILL NOT** be accepted without this information.

Signature: _____

Name: _____

Position: _____

SIS ID Number: _____

Extension: _____

Date: _____ / _____ / _____

ADMINISTRATIVE USE ONLY

Student ID Number: _____

Application Entered: _____ / _____ / _____

Acknowledgement letter sent: / /

Selection outcome entered: / /

Application notified of outcome: / /

Other correspondence: / /

Conditional Offer or Special Conditions on Enrolment: _____