



That's it! We can't wait to welcome you to the APTC family.

APTC encourages eligible candidates from diverse backgrounds, including women, persons with diverse gender identity and sexual orientation, persons with disabilities and students from rural, remote, maritime and small islands to apply. If at any stage you want to check the progress of your application, or update any of your details, email applications@aptc.edu.au, or visit or call your nearest APTC Office.



CHECKLIST - REQUIRED DOCUMENTS

Additional supporting evidence will be required. If applying online or by email, and you don't have a scanner, take a clear picture of the required documents on your phone and attach with your application.

Passport style photo - Face and shoulders, with no other person in the photo. Write your name on the back of the photo (only for hardcopy applications).

Proof of Identity

You can prove your identity with your Birth Certificate or Passport (a copy of the Photo ID Page). Alternatively, you may initially provide a Certificate of Identity, Driver's Licence (with photo), Voter's Card or a Statutory Declaration, and show your Passport or Birth Certificate to APTC staff at Orientation.

Proof of name change - Only attach this if your name is different to that on your Proof of Identity. Proof of name change can be a Marriage Certificate, Court Order, Divorce Decree, etc.

Work references - Attach evidence of relevant work experience from the past 10 years. This could be from past or current employers, payslips, duty statements, role descriptions, etc.

Education/Training: Attach evidence of relevant qualifications, certificates, results, etc.

✓ *Tick only if documents are attached*

Please return the completed application form and all required documents to one of our offices:



Fiji - Suva and Regional Head Office

Level 5 Ganilau House, Corner Edward and Scott Street,
Suva PO Box 14319, Suva, Fiji Islands
Phone: (679) 330 0967
Email: enquiries@aptc.edu.au



Solomon Islands

Lot 1664 Town Ground, West Honiara
PO Box 2374, Honiara, Solomon Islands
Phone: (677) 21313 /21316
Email: enquiries.solomons@aptc.edu.au



Papua New Guinea

POMTECH, Idubada, Port Moresby
PO Box 1043, Port Moresby, NCD, Papua New Guinea
Phone: (675) 7640 5600
Email: enquiries.png@aptc.edu.au



Timor-Leste

c/o Centro Nacional de Formação Profissional- Becora
CNFP
Estrada de Becora,
Posto Administrativo Cristo Rei,
Dili, Timor-Leste
Enquiries: Timorleste@aptc.edu.au



Samoa

Building N, National University of Samoa, Vaivase Road Apia
PO Box 2474, Apia, Samoa
Phone: (685) 26 844
Email: enquiries.samoa@aptc.edu.au



Vanuatu

Vanuatu Institute of Technology, Leopold Sedar Senghor
Boulevard, Port Villa
PO Box 3390, Port Villa, Vanuatu
Phone: (678) 24066 / 25584
Email: enquiries.vanuatu@aptc.edu.au

APTC also has representatives in other Pacific Island countries.
Please see APTC Website (Our Locations) for details.

APTC USE ONLY (check application, complete below, and hand Pages 1 and 2 back to applicant)

As an APTC staff member or representative, I confirm that:

this application is complete, and
the required documents are attached OR the applicant has been advised of documents to be submitted

ATPC Staff Name:

APTC Country Office:

Signed:

Date Received:

Then scan Pages 3 to 6, along with copies of the required documents, and save to P:\Student Files\APTC New Applications

Complete this form in English with a blue or black pen

Please attach your photo here

(if submitting a hard copy application)



When you see this paperclip it means **YOU MUST PROVIDE DOCUMENTS AS EVIDENCE**

(See Page 2 for the Checklist of Required Documents)

Q1 What course are you applying for?

Q2 Your current legal name - as shown on [Proof of Identity](#) or [Proof of Name Change](#) (Checklist - Page 2)



Mr Mrs Miss Ms Other

First Name

Second Name

FAMILY NAME (in CAPITAL LETTERS)

Q3 Name you are known as

Q4 Your Date of Birth

If you are under 18 you cannot apply.



Date Month Year

Q5 Your Sex

Male Female Other Prefer not to say

Q6 Country of Citizenship

Please tick one of the options below.

Cook Islands	Palau
Fiji	Solomon Islands
Kiribati	Timor-Leste
Marshall Islands	Tonga
Micronesia	Tuvalu
Nauru	Vanuatu
Niue	Samoa
Papua New Guinea	Other Country

Q7 Your Contact Details

(If you change your details, please let APTC know)

Home phone number

Mobile phone number

Work phone number

Email address

Facebook ID

What is the best way to contact you?

Home Ph Mobile Ph Work Ph Email

Facebook

Q8 Where do you live?

Street number and name

Suburb / Town

Province / Island

Country

Q9 Your Postal Address

Same as above go to next question

OR enter details

PO Box Number OR Street number and name

Suburb / Town

Province / Island

Country

Q10 Emergency Contact

Full Name (first name, LAST NAME)

Mobile phone number

Relationship to you (e.g. Father, Wife, Uncle)

Email address

Home phone number

Q11 What is your current employment status?

Employed

Unpaid work

Self-employed

Unemployed

Your Current Employer (if applicable)

Name of Company / Organisation / Business

Suburb / Town

Employer's Email Address

Province / Island

Country

Phone Number

Website/URL (if available)

PO Box Number OR Street number and name

Q13 Do you have a current, valid passport?



Yes attach a copy of the [Photo ID page](#) No attach a copy of other [Proof of Identity](#) (see Page 2 Checklist)

Passport Number

Expiry Date

Q14 Is there any support that you may need to enhance your learning experience at APTC?

Reading

Maths

Study skills

Social gatherings

Writing

English

Computers

Other (please comment below)

Answer questions a - g below:

a.	Do you have difficulty seeing, even if wearing glasses? (tick one)	No	Yes – some	Yes – a lot	Cannot do at all
b.	Do you have difficulty hearing, even if using a hearing aid? (tick one)	No	Yes – some	Yes – a lot	Cannot do at all
c.	Do you have difficulty walking or climbing steps? (tick one)	No	Yes – some	Yes – a lot	Cannot do at all
d.	Do you have difficulty remembering or concentrating? (tick one)	No	Yes – some	Yes – a lot	Cannot do at all
e.	Do you have difficulty speaking, reading or writing in English? (tick one)	No	Yes – some	Yes – a lot	Cannot do at all
f.	Using your usual customary language, do you have difficulty communicating (for example understanding or being understood by others)? (tick one)	No	Yes – some	Yes – a lot	Cannot do at all
g.	Do you have difficulty with self-care (such as washing all over or dressing)? (tick one)	No	Yes – some	Yes – a lot	Cannot do at all

Q15 What **WORK EXPERIENCE** or **VOLUNTEER WORK** do you have from the last 10 years that is relevant to the course you are applying for? (If you need more space please attach another page.)



Position/Tasks	Name of Company / Organisation / Business	From		To		Type			
		Month	Year	Month	Year	Full time	Part time	Unpaid	Volunteer

Q16 What **EDUCATION** or **TRAINING** do you have relevant to the course you are applying for? (If you need more space please attach another page.)



What is your highest level of education? (Tick One)	Primary School		Secondary School		Tertiary (post-secondary)	
	Year 1	Year 5	Year 9	Year 12	Certificate	Graduate
	Year 2	Year 6	Year 10	Year 13	Diploma	Certificate
	Year 3	Year 7	Year 11		Advanced Diploma	Masters
	Year 4	Year 8			Degree	PhD
When did you complete your highest level of qualification? (Tick One)	2019 - 2020		1995 - 1999		1975 - 1979	
	2016 - 2018		1990 - 1994		1970 - 1974	
	2010 - 2015		1985 - 1989		Before 1970	
	2005 - 2009		1980 - 1984			
	2000 - 2004					
Course/Qualification	Name of High School, Tertiary Institution or University				Year Completed	

Q17 How will you fund your course?

My employer will pay my fees.

I, or someone else (other than my employer), will pay my fees.

I will apply for an APTC bursary (a financial grant). I understand that bursaries are limited and there is no guarantee I will be granted one.

(Only applicants from Pacific Island Forum nations can apply for APTC bursary. International student course fees will apply to all other applicants.)

Q18 Have you previously received an APTC bursary/scholarship?

(A bursary is financial support granted to a student)

Yes No

Q19 Do you intend to seek work in another country after you finish your course?

Yes No

Q20 Are you interested in working in Australia after studying at APTC ?

Yes No

Q21 If Yes, do you consent for APTC to share your personal details with your country's Labour Sending Unit and Pacific Australia Labour Mobility (PALM) to facilitate your access to possible opportunities?

Yes No

Q22 How did you find out about APTC courses?

Please tick all that apply

Friend	Newspaper	Local Tertiary Institution	Church	Social Media
Relative	Radio	APTC Presentation	Community Group	
Employer	School	Website	Other	

Q23 Privacy Statement

As part of the registered training organisation (RTO) TAFE Queensland, APTC collects your personal information (contained on the application form and your training activity data) to assess your application, welfare needs, provide letters of offer and further manage your enrolment in a technical vocational education and training (TVET) course with us.

TAFE Queensland (and APTC) is required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

Additionally, if you accept a training place in APTC, your personal information may be used or disclosed by APTC and/or TAFE Queensland to other people or organisations for statistical, research, regulatory and contractual reporting purposes. These people and organisations include:

- Your employer – if you are enrolled in training paid by your employer;
- Australian Department of Foreign Affairs and Trade (DFAT);
- Other Commonwealth and State or Territory government departments and authorised agencies;
- Organisations conducting student surveys; and
- Researchers.

Personal information collected may also be disclosed to third parties but only with your consent or as permitted or required by law.

APTC will collect, hold, use and disclose your personal information in accordance with the Privacy ACT 1988 (Cth). You can request access to your personal information by writing to an APTC Country Office.

I have read and understood the Privacy Statement above.

Q24 Applicant Declaration:

I declare that the information supplied in this application and the supporting documentation is true and correct.
I will advise APTC of any changes to my contact details

Signature

Date

Next Steps

- 1 Submit your application to an APTC office (see Page 2)
- 2 An APTC representative will contact you to undertake the following assessments:
 - Literacy and Numeracy (LLN), and
 - Vocational Knowledge Assessment (VKA)
- 3 If you change your contact or other details, please let us know by emailing applications@aptc.edu.au or contact an APTC Office