



**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](mailto: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](mailto: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](mailto: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](mailto: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  
Email: [enquiries.timorleste@aptc.edu.au](mailto: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](mailto: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](mailto: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

APTC 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



@aptcpacific



[www.aptc.edu.au](http://www.aptc.edu.au)

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.

|   |  |
|---|--|
| <input type="checkbox"/> Cook Islands     | <input type="checkbox"/> Palau           |
| <input type="checkbox"/> Fiji             | <input type="checkbox"/> Solomon Islands |
| <input type="checkbox"/> Kiribati         | <input type="checkbox"/> Timor-Leste     |
| <input type="checkbox"/> Marshall Islands | <input type="checkbox"/> Tonga           |
| <input type="checkbox"/> Micronesia       | <input type="checkbox"/> Tuvalu          |
| <input type="checkbox"/> Nauru            | <input type="checkbox"/> Vanuatu         |
| <input type="checkbox"/> Niue             | <input type="checkbox"/> Samoa           |
| <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> 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 and Timor-Leste 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](mailto:applications@aptc.edu.au) or contact an APTC Office