

Keep a copy of all your forms for your own reference

MORLING COLLEGE

The Baptist Bible and Theological College of NSW

120 HERRING ROAD MACQUARIE PARK, NSW 2113

PHONE: (02) 9878 0201

FAX: (02) 9878 2175

EMAIL: info.southland@morling.edu.au

Website: www.southland.edu.au

Application to enrol in Bachelor of Education: Conversion (Upgrade Course)

Your application will not be processed until all sections of this form are received by the Southland Principal at Morling College, 120 Herring Road, MACQUARIE PARK 2113

PLEASE NOTE: Acceptance of this Application is NOT your enrolment; if your application is accepted, you will then be given the appropriate enrolment forms to fill in.

Sending Relevant Documents

Please **do not send original documents** because these will **not be returned**.

All photocopies must be certified (see explanation below).

Relevant documentation may include: transcript and testamur of relevant undergraduate study; proof of citizenship, residency; Birth Certificate, etc.

Please send photograph and supporting certified documents as hard copies by POST; do NOT send them as scans attached to an email.

What is a Certified Copy? — To create a “certified” copy, make a copy of the original document, then show the copy AND the original to a trustworthy other person, such as a Justice of the Peace or your School Principal, who should write on the copy these words: ‘I have viewed the original, of which this is a copy, and declare this to be a true copy of the original’ and then write his/her name clearly and sign the copy. This proves the copy is real.

Section One: Personal details

Title (please circle): Mr / Mrs / Miss / Ms / Dr / Rev / Other:

Sex: Male Female

Name (please print):

Surname:

Given names:

Address:

STATE: Postcode:

Phone home: (.....) work (.....)

Telephone Mobile:

Email:

Occupation:

Church attended:

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Church address:
..... STATE: Postcode:

Married: Yes No (optional)

Spouse's name: (optional)

Section Two: Employment History

Please list your employment history, including any schools you have worked in, beginning with your most recent date of employment.

Job Title	Address of Workplace	Duties	Part Time/ Full Time	From	To

Section Three: Citizenship and residency

All applicants are required to provide proof of citizenship.

Applicants should forward a certified copy of the identification page of a current passport.

Australian citizens who do not hold a current passport may provide a certified copy of a birth certificate instead.

What is your nationality?

Are you an Australian citizen? Yes No

If NO, do you hold a permanent residency visa for Australia? Yes No

If you are neither an Australian citizen nor a permanent resident, which type of visa are you applying for or do you currently hold?

Student Visa Other (please specify).....

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Section Four: Course details

Course chosen: Bachelor of Education: Conversion (Upgrade Course)

Section Five: Educational details

Please supply certified transcripts for any **secondary*** and **tertiary** study indicated below. Please supply a certified Confirmation of Enrolment (or similar) from your institution for courses in which you are currently enrolled.

Secondary Education	Completed Secondary Education? Yes <input type="checkbox"/> No <input type="checkbox"/> Completed Secondary Education in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, in what year? _____ In what state? _____ If you did not complete your Secondary Education in what year did you leave school? _____
High School Name and Address:	
Student ID Number:	

*This is required for Australian government data collecting purposes with DEEWR.

Tertiary education							
Years of attendance		Institution	State/ Country	Course	Completed		
From	To				Yes	No	Current
Details of Biblical/theological studies							

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Section Six: Personal statements

Please attach separate sheets with your answers.

- 1 Please give a summary of your Christian experience including your conversion, subsequent commitments, significant spiritual events and formative influences in your life.
- 2 What has led to your interest in applying to do this course?
- 3 Are there areas of teaching you are presently involved in or have been in the past, and what has this experience been like for you?
- 4 What do you think you would have to offer as a teacher?
- 5 What do you think might be the most challenging aspect for you in doing a teacher training course?
- 6 What would you hope to gain from doing the course?
- 7 How would you relate your faith to your interest in teacher training?
- 8 Is there anything else you would like us to know about you that may help our selection process?

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Section Seven: Fee payment

Please note that fees are payable in advance in Week One of each semester, unless a written request for deferred payment has been approved by the College Council. See The Education Handbook (Pre-enrolment information) for details.

Section Eight: Declaration and signature

Note that your application will not be processed until all sections are completed and the Southland Principal has received all supporting documentation.

Have you attached the following documents?

- | | |
|--|---|
| <input type="checkbox"/> Pastoral reference | <input type="checkbox"/> Proof of citizenship (all applicants) |
| <input type="checkbox"/> Current resume | <input type="checkbox"/> English competency records (if needed) |
| <input type="checkbox"/> Academic records | <input type="checkbox"/> Two passport sized photos |
| <input type="checkbox"/> One other reference from someone who can attest to your character | |
| <input type="checkbox"/> One other reference from someone who can attest to your experience with children / young people | |

Declaration of understanding:

I declare that I have read the Southland Education Handbook and the rules and regulations expressed therein. I understand the purpose of Southland College as a Christian College and have noted the expectations regarding personal conduct, and noted the expectations for its students. Submitting this application indicates my willingness to uphold the regulations, general standards, and the academic and spiritual integrity of the College. I further declare that the information provided by me in this application is complete and correct. I authorise Southland College to obtain/verify results from any educational institution attended by me. I understand that Southland College reserves the right to vary or reverse any Offer of Admission made on the basis of incomplete or incorrect information.

Applicant's signature: **Date:**

OFFICE USE ONLY

Date Received

Approved

Please email completed form to info.southland@morling.edu.au or post to:
120 Herring Road, MACQUARIE PARK NSW 2113

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Referee Report

Candidates should complete Section One and forward the report to their chosen referee to complete Section Two

Referees are requested to post this form directly to the Registrar at the address above.

Email enquiries may be directed to info.southland@morling.edu.au

Section One: to be completed by the applicant

Applicant's name:

Address:

Postcode:

Contact telephone: Fax:

Course applied for: Bachelor of Education (*Conversion*)

Referee's name:

Title and position:

Address:

Postcode:

Contact telephone: Fax:

Section Two: to be completed by the referee

To the Referee: You have been asked to give your own opinion of the personal, professional and academic qualities of the above-named applicant. Please scale the applicant realistically on the following qualities, and report any other characteristics, both positive and negative, which reflect their present capacity to undertake advanced study and work in teaching or a teaching related field. (Please note that a carefully prepared discriminatory report is liable to receive more weight than a uniformly positive one.)

1. Please indicate the basis on which you have formed these opinions of the applicant
(including type of interactions and time period).

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2. Please circle the appropriate number. If you do not know enough about their capacity in a particular area, please circle NK. There is an opportunity to qualify any answers below.

	Excellent	Above average	Average	Below Average	Poor	Not known
Demonstrated commitment to good teaching practice [BEd (Conversion), Grad Dip Ed, MEd] or commitment to good leadership practices [MEd (Leadership)]	5	4	3	2	1	NK
Complexity and clarity of thought	5	4	3	2	1	NK
Ability to express complex ideas in clear, written English	5	4	3	2	1	NK
Fluency and clarity of spoken English	5	4	3	2	1	NK
Demonstrated openness to other's ideas	5	4	3	2	1	NK
Ability to take personal responsibility for good quality relationships	5	4	3	2	1	NK
Personal maturity	5	4	3	2	1	NK
Ability to manage high stress	5	4	3	2	1	NK
Ability to negotiate conflict	5	4	3	2	1	NK
Ability to deal positively with criticism	5	4	3	2	1	NK
Powers of critical analysis	5	4	3	2	1	NK
Demonstrated initiative and self direction	5	4	3	2	1	NK
Ethical professional practices	5	4	3	2	1	NK
Understanding of Christian Education Ethos	5	4	3	2	1	NK

Please comment on the candidate's personal suitability for undertaking this course.
(This might include an expression of answers above and other strengths and weaknesses.)
Use a separate page if necessary.

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Signature: Date:

Thank you for your time and assistance