



1

## Check your Eligibility

- Be over 18
- Meet course entry requirements
- Police check (if needed)
- See APTC website for more information (including fees, financial assistance and non-PIF citizens)



2

## Gather your Required Documents

See Required Documents checklist (Page 2).



4

## LLN and VKA Assessment

APTC will contact you to complete:

- An English Language, Literacy and Numeracy (LLN) assessment, and
- A Vocational Knowledge Assessment (VKA) industry knowledge and skills check.

If you are submitting your application in person to an APTC office, you may be asked to complete your LLN and VKA test at that time.



3

## Complete your Application

- Apply online at [www.aptc.edu.au](http://www.aptc.edu.au), or
- Send or hand in to an APTC Office.
- Applications are valid for 12 months.



5

## Accept an Offer

- If you are selected from the eligible applicants list, APTC will send you a Letter of Offer.
- Accept the offer, and we will contact you to finalise arrangements to start your course.



6

## Orientation and Verification

- Attend the APTC Orientation for a successful start!
- Bring your Proof of ID as well as Proof of Name Change (if applicable) to verify your identity.

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

APTC encourages eligible candidates from diverse backgrounds, including women, LGBTQI persons, individuals from rural remote communities, and persons living with a disability, 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 upload via the online application form on the APTC website, or email to us with your application.

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

### Proof of Identity

You can prove your identity with your Passport (a copy of the Photo ID page) or Birth Certificate. Alternatively, you may initially provide a Certificate of Identity, Driver's Licence (with photo), Voter's Card or a Statutory Declaration, and then 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 any 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 any 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)



### 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)



### Samoa

Building N, National University of Samoa, Vaivase Road Apia  
PO Box 2474, Apia, Samoa  
Phone: (685) 26 844  
Fax: (685) 26 871  
Email: [enquiries.samoa@aptc.edu.au](mailto:enquiries.samoa@aptc.edu.au)



### Solomon Islands

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



### Vanuatu

Vanuatu Institute of Technology, Leopold Sedar Senghor  
Boulevard, Port Villa  
PO Box 3390, Port Villa, Vanuatu  
Phone: (678) 24066  
Fax: (678) 23985  
Email: [enquiries.vanuatu@aptc.edu.au](mailto:enquiries.vanuatu@aptc.edu.au)

APTC also has representatives in some 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 any  
documents that still need 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 Gender

Male Female Other

## Q6 Country of Citizenship

Please tick one of the options below.

Cook Islands	Papua New Guinea
Fiji	Palau
Kiribati	Solomon Islands
Marshall Islands	Tonga
Micronesia	Tuvalu
Nauru	Vanuatu
Niue	Samoa
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 Name

What is the best way to contact you?

Home Ph Mobile Ph Work Ph Email

## 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 think may need to be provided to enhance your learning experience whilst at the APTC?

Reading

Maths

Study skills

Social gatherings

Writing

English

Computers

Other (please comment below)

Answer questions a - f 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.	Do you have difficulty understanding or being understood when using your usual (customary) language? (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 be funding 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.

(More course places are available to applicants who pay tuition fees or have tuition fees paid by their employer or another donor. Applicants from 'Other Countries' are not eligible for any financial assistance, stipend or accommodation, and international student course fees apply.)

**Q18** Have you previously been awarded an APTC bursary/scholarship?

Yes No

(A bursary is financial support granted to a student)

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

Yes No

**Q20** I understand that studying an APTC course may require absence from the work workplace and sometimes my family for up to six months.

Yes No

**Q21** How did you find out about APTC courses

Please tick all that apply

Friend

Newspaper

Local Tertiary Institution

Church

Relative

Radio

APTC Presentation

Community Group

Employer

School

Website

Other

## Q22 Privacy Statement

Under the Data Provision Requirements 2012, APTC (as part of TAFE Queensland) is required to collect your personal information. Your personal information (including the personal information contained on the application form and your training activity data) will initially be used to assess your application, welfare needs and provide letters of offer. 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;
- NCVET;
- Organisations conducting student surveys; and
- Researchers

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.

## Q23 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** You will be contacted by an APTC representative 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