

Graduate Certificate in Education (Higher Education) Application Form 2012



THE UNIVERSITY
of ADELAIDE

(A) PERSONAL DETAILS (Please complete all personal details)

Family Name or Surname _____

Given Names _____

Former Surname/s (if applicable) _____

Date of Birth _____

Are you an Australian Citizen? Yes No

IF NOT, have you been granted
Permanent Resident status in Australia? Yes No

Note: If your current name is different from the name which appears on your transcripts or citizenship documentation, include documentary evidence of the change of name.

Country of Birth _____ Date of Arrival in Australia _____

University of Adelaide Staff ID _____

Faculty _____

School _____

Department/Discipline _____

Position Title _____ Classification _____

Employment Status Full-time Part-time Sessional

Telephone (Work) _____ Fax _____

Email _____

Mailing Address for correspondence:

Postcode _____

(B) ACADEMIC QUALIFICATIONS

Please provide details of any tertiary study or research begun or completed
(including University, non-award study and TAFE study):

Degree/Diploma _____

Institution _____

Length of Program _____ Year Completed _____

Degree/Diploma _____

Institution _____

Length of Program _____ Year Completed _____

Note: Please include a separate sheet for additional qualifications.
Please attach photocopies of academic transcripts.

OFFICE USE ONLY

(C) PREVIOUS COMPLETION OF TEACHING @ UNIVERSITY COURSE

Staff who have completed the requirements of the *Teaching @ University* course during the years 2000-2011 may apply for credit equating to the first course of the certificate, *University Teaching for Effective Student Learning*. You may be required to submit negotiated assessment tasks.

Do you wish to apply for credit?

Yes No

In what year did you complete the *Teaching @ University* course? _____

(D) COURSES AVAILABLE

Please select the course/s below that you wish to enrol in for 2012.

in Semester 1, 2012

University Teaching for Effective Student Learning
 Tuesday 3 & Wednesday 4 April, 9.00 am – 5.00 pm,
 and Tuesday 29 May, 9.00 am – 1.00 pm.
 This course is a prerequisite for all other courses in the program.

Curriculum Design, Assessment and Evaluation
 Tuesday 9.30 am – 12.30 pm
 on March 6, 13, 20, 27; April 17, 24; May 1, 8.

in Semester 2, 2012

University Teaching for Effective Student Learning
 Tuesday 18 & Wednesday 19 September, 9.00 am – 5.00 pm,
 and Tuesday 30 October, 9.00 am – 1.00 pm.
 This course is a prerequisite for all other courses in the program.

Reflective Practice in Learning and Teaching
 Tuesday 2.00 pm – 5.00 pm
 on July 24, 31; August 7, 14, 21, 28; September 4, 11.

(E) COURSE FEES

Current postgraduate course fees apply for all participants who are not eligible for a fee-waived course place. The cost for the Graduate Certificate in Education (Higher Ed.) will be \$6500 (GST free), or \$1625 (GST free) for each of the four courses, in 2012.

Do you wish to be considered for a fee waived place as a University of Adelaide teaching staff member? yes no

Participants not eligible for fee waived course places

You will be invoiced by the University of Adelaide for \$1625 (GST free) for each course you have enrolled in as indicated in (D) above.

(F) TEACHING RESPONSIBILITIES

Please list current teaching responsibilities.

Current position _____ Starting Date _____

Details _____

Please list any relevant teaching experience prior to your current position.

Institution _____

Position held _____

Dates of employment _____ to _____

Institution _____

Position held _____

Dates of employment _____ to _____

Institution _____

Position held _____

Dates of employment _____ to _____

Note: Please include a separate sheet for additional teaching experience.

Years of teaching experience:

0 years 1–3 years 4–5 years 6–10 years 11–20+ years

Have you used SET/SELT evaluations? yes no

Are you an Instructor in MyUni? yes no

(G) FURTHER INFORMATION

Please state your reason(s) for wishing to undertake the program. Use the space below or attach additional pages to this application.

OFFICE USE ONLY

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What aspects of teaching and learning do you particularly want addressed?

Note: Additional statements, with reference to professional experience, professional references, etc. may be attached in support of your application.

(H) EMERGENCY CONTACT DETAILS

Please list below who we may contact on your behalf in the event of an emergency.
(Required by the University of Adelaide.)

Name _____

Relationship _____

Address _____

Telephone (Work) _____ (Home) _____

(I) DECLARATION

- I declare that the information given above is true and complete in every particular;
- I authorise the University to seek whatever information about my academic qualifications it considers necessary to process my application;
- I acknowledge that submission of incorrect or incomplete information relating to my application may result in the withdrawal by the University of Adelaide of any place offered to me and that this withdrawal may take place at any stage during the program I undertake.

Signature _____ **Date** _____

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(J) FACULTY AND SCHOOL APPROVAL

Applicants must have support and approval from the Head of School and the Faculty Executive Dean to be eligible for the program.

I have read the program outline documents and support the applicant to apply for the Graduate Certificate in Education (Higher Education) for entry in 2012.

Head of School

School _____

Signature _____ Date _____

Executive Dean

Faculty _____

Signature _____ Date _____

PLEASE NOTE

In 2012, up to fifteen University of Adelaide teaching staff will be offered fee-waived course places. These places are only available to staff on continuing appointments and, if there are places available, to staff on fixed term contracts. Enrolment for these fifteen fee-waived course places will be conditional on approval by the Head of School, Executive Dean and Deputy Vice-Chancellor and Vice-President (Academic). Please note, the allocation of fee-waived course places is subject to continuing contractual employment with the University of Adelaide.

If a Faculty approves more than three applications, and if the total quota of fifteen participants is exceeded, the Executive Dean will be asked to rank the applications in order of merit and/or suitability for selection for the program. Some Faculties may, in addition, fund further course places.

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(K) APPLICANTS CHECKLIST

- All sections of the application form have been completed, and relevant questions have been answered in full.
- Photocopies of academic transcripts have been provided.
- Personal statement of reason(s) for wishing to undertake the course has been provided.
- Any additional documents that may be relevant for the selection committee have been provided.
- Emergency contact details have been provided.
- The Declaration has been signed and dated.
- School and Faculty approval has been granted, signed and dated. (Unless you are paying full course fees.)

Please address applications to

Centre Administrator
Centre for Learning and Professional Development
Level 2, Schulz Building West
UNIVERSITY OF ADELAIDE SA 5005
AUSTRALIA

You will receive confirmation of receipt of your application from the Centre for Learning and Professional Development within 10 working days. This letter will include information on when selection and formal advice of offers for the course will take place.

***Note:** The University reserves the right to place quotas on courses or programs, and to offer programs of study subject to the availability of staff. The University of Adelaide also reserves the right to review fees annually.*

The closing date for applications is **Tuesday 1 November 2012**
Late applications may be considered.

Centre for Learning and Professional Development

Level 2, Schulz Building West, University of Adelaide SA 5005 Australia

TEL +61 8 8303 5771 • FAX +61 8 8303 3553 • EMAIL clpd@adelaide.edu.au