

# Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 VET CRICOS 01812M

## Advanced Diploma of Rudolf Steiner Education

Course code: 10527NAT, CRICOS code 086202A

### INTERNATIONAL STUDENT ENROLMENT APPLICATION

*Your privacy in providing these details is respected by the Melbourne Rudolf Steiner Seminar Ltd*

**Course Details:** Advanced Diploma of Rudolf Steiner Education (Course code 10527NAT; CRICOS code 086202A)

**Application Criteria:** This course is open to a wide range of people of different ages and from various backgrounds. Melbourne Rudolf Steiner Seminar (MRSS) enrolls students on the basis of their demonstrated capacity to succeed.

Therefore, to successfully complete the course:

1. Applicants must be 18 years of age.
2. Applicants must have either
  - a) completed the *equivalent* of an Australian Year 12 Certificate of Education, **or**
  - b) provide evidence of successful completion of an *equivalent* or higher qualification (e.g. Diploma, Bachelor), **or**
  - c) language/literacy skills to level 4 and numeracy skills to level 3 of the Australian Core Skills Framework (ACSF). This will be demonstrated by the completion of an approved online Language, Literacy and Numeracy (LLN) assessment, displaying competence at these Exit levels.  
Please refer to the following website for details of the ACSF levels:  
<http://www.industry.gov.au/SKILLS/FORTRAININGPROVIDERS/AUSTRALIANCORESKILLSFRAMEWORK/Pages/default.aspx>
3. English Language Requirement for students whose first language is other than English: Students residing overseas should consult the Australian Embassy regarding your Pre-Visa Assessment before sending the application form to the Seminar. Please note that all Vocational Education courses have an **English language proficiency requirement**. This requirement is fulfilled by achieving an Academic IELTS testing score of 6, or equivalent. This requirement relates to the Standard 2 of the ESOS National Code.

**Professional Experience:** This course requires students to complete three Professional Experience blocks in the Workplace. See the *Professional Experience Handbook* Please note that applicants will need to obtain a *Working with Children Check* (WWCC) through <http://www.workingwithchildren.vic.gov.au/> in order to undertake the Professional Experience (unless you hold current teaching registration). This can be done, once you arrive in Australia.

**Unique Student Identifier:** As a student studying in Australia you are required to have a USI (Unique Student Identifier number). If you are already residing in Australia please apply for your USI at this website <http://www.usi.gov.au/Pages/default.aspx> **If you are not yet in Australia** we will apply for this number for you. Please complete the Unique Student Identifier – for offshore applications section (page 6) in this application to give us permission to do this. Please read the USI Privacy Notice on our website.

### Course Costs:

TOTAL Course fee for 2018/19 is AU\$21,525 **plus** a non-refundable application fee of AU\$370. Enrolment is subject to the *Tuition Fee Policy*.

37A Wellington Park Drive, WARRANWOOD, VIC., AUSTRALIA 3134

[www.steinerseminar.com](http://www.steinerseminar.com) TEL: (03) 9876 5199 FAX: (03) 9876 7984 [office@steinerseminar.com](mailto:office@steinerseminar.com)

Updated October 2017

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### Application procedure:

It remains the determination of the Seminar to approve any application.

Enrolment takes place after the application form is lodged, upon which a subsequent *Application Interview* is based. This interview is an opportunity to meet with you, discuss specific details of your enrolment and answer any questions you may have about this course of study.

1. Please go to our website to view the Advanced Diploma in Rudolf Steiner Education Course Syllabus summary and Policies and Procedures at [www.steinerseminar.com](http://www.steinerseminar.com)
2. Complete all sections of the application form and attach:
  - a. Letter of transfer between providers (if applicable)
  - b. Certified copies of your qualifications
  - c. Any other supporting documents particularly if you are applying for Recognition of Prior Learning (RPL) or Credit Transfer (CT)
  - d. If you are already in Australia: Your *Working With Children Check* or receipt of application
  - e. A copy of your IELTS Certificate or equivalent
  - f. Two written references. The referees must have known you in a professional or educational capacity for a minimum of 2 years.

Please ensure that referees attest to:

- your general character;
  - your personal motivation;
  - your organisational skills; and
  - your ability to be self-reliant.
- g. A short biography Please provide a written biography (handwritten, approximately 500 words) please indicate:
    - Your life experiences including any turning points
    - Why you have come to do this course now?
    - Anything else that seems relevant to share i.e. additional skills, interests, hobbies
  - h. A copy of your passport
  - i. A current photograph

3. Lodge the form and pay your \$370 application fee, please attach receipt.

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Your \$370 application fee can be made via internet banking as follows:

Account Name: Melbourne Rudolf Steiner Seminar Ltd.  
BSB No: 013-278  
Account No: 351184665  
Bank Name: ANZ (Australia and New Zealand Banking Group Limited)  
Branch Address: 111 Main St Croydon 3136  
Swift Code: ANZBAU3M

Please use your name as the Reference and notify us by email when you have made a payment.

Email your application to: [office@steinerseminar.com](mailto:office@steinerseminar.com) OR post it to:

### The Administrator

**Melbourne Rudolf Steiner Seminar Ltd**

**37A Wellington Park Drive, Warranwood, Vic. Australia, 3134**

4. After we receive this Application form, you *may* be asked to complete an **online CSPA (Core Skills Profile for Adults) Language, Literacy and a Numeracy pre-enrolment assessment**. We will set up an online profile for you and you will then be sent an email with your login details by ACER who conducts this assessment. Please log in and complete all 3 tests, reading, writing and numeracy. We will receive the results of your test directly from ACER. We will notify you via the enrolment agreement form of your results and any necessary educational support you are required to engage in (e.g. mathematics tutorial).
5. You will be contacted to arrange an *Enrolment Interview*.
6. If your application is successful the Seminar will contact you with a Letter of Offer which includes an Enrolment Agreement.
7. Check, complete, sign and return the *Enrolment Agreement*.
8. You will then receive a confirmation of enrolment (CoE). You will need this document for your Visa application.

**9. Once you have received your visa, you must pay your first fee installment of AU\$5250. The balance of fees are payable by installments of AU\$2730 due at the end of each term of study thereafter until the fees are fully paid with the final installment being \$2625. The payment of AU\$5250 confirms your place in this course.**

If you have any questions about completing this application, please contact the Administrator on tel. (61 3) 9876 5199 or email [office@steinerseminar.com](mailto:office@steinerseminar.com)

### Note:

- It remains the determination of the Seminar to approve any application.
- Enrolment takes place after the application form is lodged, upon which the subsequent application interview is based.

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### PERSONAL DETAILS

Date.....

Surname: .....

First name..... Middle name.....

Date of birth..... Age..... Male  Female

Country of Birth: .....

Nationality..... Country of Citizenship: .....

Overseas Address: .....

Post code ..... Tel: ..... Mobile tel. no.....

Email address: .....

Address in Australia (if known)

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Post code ..... Tel: (if different from above) .....

Emergency contact details:

Name: ..... Relationship to you: .....

Phone number: ..... Mobile number: .....

Address: .....

Email address: .....

### Transfer between Providers

- Are you currently enrolled, or have an application with another provider in Australia?
- Yes  No If Yes please attach a copy of your Confirmation of Enrolment from your other provider.
- If you are transferring from another registered provider prior to completing less than six months of the principal course of study you must obtain a letter of release from the registered provider.
- Please see our *Transfer between Providers Policy*.

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### Educational background:

Highest school year completed.....Year completed.....

Name of Institution .....

Country of Institution.....

(please attach certificate)

### Provide details of all prior tertiary education:

Name of Institution .....

Country of Institution.....

Name of Course completed.....

Date completed.....

(Please attach a transcript or certificate)

Name of Institution .....

Country of Institution.....

Name of Course completed.....

Date completed.....

(Please attach a transcript or certificate)

You may attach a separate page if necessary

If you have **not** completed the equivalent of an Australian Year 12 or an Australian Certificate IV or higher qualification. **Please tick here**

You will be required to complete an online language, literacy and numeracy test, you will receive an email link to access this test. This must be completed before enrolment can be finalised.

**Recognition of Prior Learning (RPL) or Credit Transfer (CT): (Please read the Seminar's policy of RPL and CT available on the website. RPL applications must be submitted prior to the commencement of the unit.)**

**Are you intending to apply for either RPL or CT?** Yes  No

If "Yes" download and complete the RPL or CT application form and include it with this Application Form. Please attach all relevant records.

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### Employment History

Please provide a summary of your work history, including Employer's name, address, telephone number and a contact name. This should include details of the position held, duties and dates. Attach any supporting documents if available.

Employer	Position	Duties	Dates

### Anthroposophy/work of Rudolf Steiner Education

What interest, experience, background or research have you done in the work of Rudolf Steiner (Anthroposophy) and/or Steiner education?

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*(You may attach a separate page on this question if necessary).*

Are you a teacher? Yes/No

If yes, what level do you teach Early Childhood/Primary/Secondary/Other \_\_\_\_\_

Do you want to be a teacher? Yes/No If yes, why?

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*(You may attach a separate page on this question if necessary).*

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### Special consideration

1. Do you have a disability, impairment or long term medical condition which may affect your studies? Yes / No
2. If yes please indicate the area of impairment: Hearing , Learning , Mobility , Vision , Medical , Other  .....
3. If yes to question 1 would you like to receive advice on support services equipment and facilities which may assist you? Yes /No

If "Yes" please give details:

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Are there any other special considerations that you have not outlined in your Autobiography?

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### Policies

Please ensure you have read our *Course Syllabus summary*, the *Seminar Handbook* and the *International Student Information Handbook*, as well as our policies and procedures at [www.steinerseminar.com](http://www.steinerseminar.com) with particular attention to the following:

- International Student Information Handbook
- International Student Enrolment Policy and Procedure
- The Seminar Student Handbook
- Professional Experience Handbook
- Transfer between Providers Policy
- Access and Equity policy
- International Student Attendance Policy
- International Student Academic progress Policy
- International Student Enrolment Policy
- Resubmission policy
- Tuition fee Policy
- Assessment policy
- Recognition of Prior Learning (RPL) and Credit Transfer (CT)
- Special Consideration Application Policy
- Assessment Appeals Policy
- Issuing Qualifications Policy
- Communication Policy including Complaints and Appeals
- Harassment and Anti discrimination Policy
- Privacy Policy
- Student Support Services Policy
- Complaints and Appeals Policy
- The International Student Application Form

### Unique Student Identifier

As a student studying in Australia you are required to have a USI number.

#### For Onshore Applications

If you are already residing in Australia please apply for your USI at this website <http://www.usi.gov.au/Pages/default.aspx> and provide this number below.

Unique Student Identifier number (USI):.....

Please note: for verification purposes your USI name must be the same as you indicate on this form.

#### For Offshore Applications Only

For information about the USI number please refer to this website:

<http://www.usi.gov.au/Pages/default.aspx>

and the USI Privacy Notice on our website [www.steinerseminar.com](http://www.steinerseminar.com)

*I have read the USI Privacy Notice, I do not yet reside in Australia and I give permission for the Melbourne Rudolf Steiner Seminar to apply for a USI number on my behalf.*

Please sign .....Date.....

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### Acknowledgment

*I .....have read the Seminar's Course Syllabus and Procedures and Policies including the international Student Attendance and Academic Progress requirements.*

*I confirm the accuracy of all information I have supplied here.*

*Signed.....Date.....*

### Checklist.

Have you completed/included the following? Please ensure you provide all information as it helps us to make a complete and speedy assessment of your application.

Please mark boxes to indicate documents provided:

- Letter of release (if transferring from another provider)
- Copies of transcripts and certificates
- RPL/CT application (if applicable)
- WWCC (if applicable)
- Copy of IELTS certificate or equivalent
- Two written References
- Advice from bank for payment of application fee of \$370.00
- Personal Biography
- Photocopy of passport (with photo and passport no. clearly visible)
- Current Photograph
- Signed the Acknowledgement