

ACADEMIC HISTORY - Tertiary Qualifications

Please remember to supply legally certified copies of your qualification (unless the previous study was at Monash University). (Please tick the relevant boxes)

By the end of the year I will have one of the following:

- fully completed an undergraduate degree
- fully completed two years of an undergraduate degree
- fully completed an undergraduate degree AND fully completed a postgraduate diploma
- fully completed an undergraduate and a postgraduate degree

NB: If there is any doubt that an applicant has fully completed two years of an undergraduate degree, applicants will be asked to provide written verification from the last university attended.

Please give full details of your academic qualifications. You must provide a certified copy of all **academic transcripts (unless the previous study was at Monash University, in which case you do not need to provide a transcript) legally certified copies**, rather than original documents, should be supplied unless you do not require return of any original transcripts. **A key to grading must be included in each instance.**

Highest qualification completed: _____ Year completed: _____

Name of tertiary institution: _____

Other tertiary studies attempted or completed:			
Name of Institution/s	Name of Award	Last Year Enrolled	Years/semesters

NB: Applicants will be required to demonstrate either that they have a credit average in previous studies or show via their marks that they are capable of performing at credit level. They must also show that they have completed the other academic pre-requisites.

Credit			
Do you intend to apply for Credit on the basis of your tertiary education?			
Yes	Ω	No	Ω
If yes, an application for Credit must be submitted. For a credit application form go to: http://www.monash.edu.au/study/applications/credit/index.html . For more information contact the department directly.			

English Language Proficiency	
State in which way you fulfil the University's English minimum language proficiency requirements by ticking the appropriate statement below. Certified copies of results must be provided in all cases.	
Ω	I have achieved a satisfactory level of performance in an English subject at Year 12 or equivalent level.
Ω	I have studied in an institution where English is the language of instruction and assessment for the entire institution for either the equivalent of the first three semesters of a university course (within the past two years if outside Australia), or the equivalent of a three year tertiary program (within the past five years if outside Australia).
Ω	I have undertaken an IELTS (International English Language Testing System – academic) test within the past 24 months and have achieved a minimum score of 6.5 with no individual band score less than 6.0.
Ω	I have undertaken a TOEFL (American Test of English as a Foreign Language) test within 24 months and have achieved a minimum test score of 580 with a Test of Written English (TWE) score of at least 4.5 or a minimum test score of 237 in the computer-based TOEFL with an Essay Rating (ER) of at least 5.
Ω	All of my secondary schooling was in English and I have successfully completed at least two English-rich

Ω	university level subjects in an institution where English is the language of instruction and assessment. I have successfully completed the Monash University English Language Bridging Program, or equivalent programs, at the appropriate level.
Work and Welfare Experience	

This information is important as work and welfare experience are taken into consideration when making selections

Employment History & Welfare Experience				
Please provide information on your employment history and welfare experience				
Dates	Employer	Position and duties	Full or part-time	Paid or voluntary

(Please add separate sheet if insufficient space)

Referee

Your referee should preferably be a social worker, or welfare or health professional or someone who is familiar with any work experience you may have had, including voluntary work. Your referee should be someone, other than a partner, relative or friend, who has known you for a period of at least 2 years, and who can give a general assessment of you as a person — including how you relate to people, and how you cope with ‘daily living’ as well as ‘knotty’ problems.

Your referee may be contacted for additional information if required.

Important: Please insert your name on the accompanying referee’s form, and ask your referee to mail the completed reference direct to:

Applications
 Department of Social Work
 Monash University
 P O BOX 197
 CAULFIELD EAST VICTORIA 3145
 AUSTRALIA

by the closing date for receipt of applications (31st October for early round offer.)
 Please stress the importance of this to your referee, as your reference is an integral part of your application.

Name, address and phone number of referee

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Your Views on Social Work

Please attach a separate sheet answering each of the following three questions:

- 1 What do you see as the social worker's role in Australian society today? Write approximately 350 words.
- 2 What has led to your wish to become a social worker? Write approximately 350 words.
- 3 Why do you wish to do the Monash Social Work course? Write approximately 100 words.

DECLARATION

I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.

Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience.

I authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary **Qualsearch** will be engaged to access this academic information. I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I have read the University's statement on privacy and the purposes for which my personal information will be used (available at <http://www.privacy.monash.edu.au>).

I agree to abide by the statutes, regulations and policies of Monash University.

Applicant's Signature: _____

Date: _____

CHECK LIST (*I have attached the following items*)

- Application
- Certified copy of academic transcript **from institutions other than Monash University**
- Answers to views on Social Work
- Evidence of Australian citizenship or permanent residency
(*to ensure you receive a Commonwealth Supported Place*)

Assessment of your application may be held up or rejected if you do not attach these items.

(Do not send original documents, please have a copy of original certified by Police or Chemist etc)

Medicine, Nursing and Health Sciences**Confidential****APPLICANT'S NAME:** _____Bachelor of Social Work On Campus Distance Education

Date: / /

Referee's Report

Dear Referee

You have been nominated by the above applicant to provide a confidential reference in support of their application to enter the Bachelor of Social Work course at Monash University.

I would like to advise you that the BSW prepares candidates for professional social work practice, building on not less than two years of prescribed study in a university or a degree.

We are anxious to ensure that our candidates are personally, as well as academically suitable to become social workers. The functions that social workers perform require that they relate to a variety of people of all ages and understand the wide range of problems many people encounter in their daily lives. The profession of social work calls for people of integrity and intelligence, who are compassionate, though not sentimental, and who have a capacity for finding realistic solutions to often complex problems.

To complete your reference, we would appreciate your comments, in the spaces provided, on the following points:

1. Length of time you have known the applicant. _____
2. In what capacity have you known the applicant? _____

3. The applicant's personal suitability for a social work career.

4. The applicant's ability to relate to people and to cope with daily living.

Referee's Report Continued

5 The applicant's ability to cope with personal and professional challenges.

6 Any other comments you wish to make about the applicant.

Referee's Name: (Please print) _____

Referee's occupation and current position: _____

Referee's signature: _____ Date: _____

Thank you very much for your assistance. Please forward your completed reference to the address below to arrive no later than 31st October (for early round offer)

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Monash University
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CAULFIELD EAST VIC 3145
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