

Changing your contact details

If you change your address, email address or telephone number after applying, notify UAC immediately to ensure that you receive important information from the institutions or from UAC.

You can change your contact details:

- using Online applicant services on UAC's postgraduate website at www.uac.edu.au/postgraduate/
- in writing.

Note:

- you cannot change your contact details by telephone, fax or email
- you should not include changes to your contact details with other correspondence.

Changing your courses

You can add, delete, or change the order of your courses. First, check the closing dates listed in the separate Table of courses booklet and on UAC's postgraduate website at www.uac.edu.au/postgraduate/.

Then follow the online instructions on UAC's postgraduate website – the only costs to you are your internet access charges.

You cannot change your courses by telephone, letter, fax or email.

Cancelling your application

To cancel your application you must write to UAC, including your UAC application number.

Note: UAC will not refund charges or fees paid to UAC under any circumstances.

13 Offers

Offers are sent by UAC on behalf of the institutions. If your application is successful, you will receive an offer notification from UAC and, under separate cover or online, information from the institution making the offer that explains acceptance and enrolment dates and procedures. You must accept your offer by the date shown otherwise you may lose your offer.

Offers will also be available on UAC's postgraduate website as soon as institutions start making their offers. To check, visit www.uac.edu.au/postgraduate/ and follow the links.

How many offers can I receive?

You can receive offers from more than one institution. You can also receive more than one offer from the Australian National University and La Trobe University. Read section 9 for an explanation.

Notification of offers

Institutions make their offers progressively. If you are not made an offer you will receive a notice advising you that your application was unsuccessful.

Offer to a course that you did not apply for ('slipback' offers)

Institutions reserve the right to make an offer to a lower level of study than you have applied for. For example, you apply to the Masters program. The institution determines that, while you are not eligible and competitive enough for entry to the Masters program, you are eligible and competitive enough for the related Graduate Diploma. The institution may make you an offer to the lower level of study.

Offer queries

If you have queries regarding your offer/s contact the institution/s directly.

Accepting your offer

Accept your offer by the due date shown in the offer material otherwise you may lose your offer.

Can I defer my offer?

Check each institution's entry in this booklet to establish their policy on deferrals.

14 Higher education information

Student Learning Entitlement (SLE)

A Student Learning Entitlement (SLE) enables students to access a Commonwealth-supported place (CSP). All Australian citizens, New Zealand citizens or the holders of an Australian permanent resident visa (including an Australian permanent resident humanitarian visa) are eligible to receive an SLE, giving them access to seven years equivalent full-time study in a CSP.

Commonwealth Higher Education Student Support Number (CHESSN)

Every CSP student is allocated a Commonwealth Higher Education Student Support Number (CHESSN). This unique number stays with you throughout your university life, allowing your eligibility for Commonwealth assistance to be facilitated and monitored.

The Department of Education, Employment and Workplace Relations (DEEWR) is responsible for allocating CHESSNs. When you apply through UAC, DEEWR will automatically allocate a CHESSN for you. You will then be advised of your CHESSN when you have applied for and been granted Commonwealth assistance.

Higher Education Information Management System (HEIMS)

The web-based Higher Education Information Management System (HEIMS), allows you to access a summary of the Commonwealth assistance provided to you. For more information check www.goingtouni.gov.au.

15 Special government policies

The NSW Government has special requirements and policies for students in both health-related and teacher education courses.

These requirements relate to:

- clinical/internship placements which must be undertaken as part of your course and
- procedures for employment after you have completed the course.

Policies in this area are subject to regular review.

Note: Changes to the English and Mathematics requirements for teachers in NSW will take effect from 1 January 2010 – see shaded box on page 8 for details.

Health-related courses

Criminal record checks

NSW Health requires all students in health-related courses to undergo a criminal record check before they can undertake a clinical placement in NSW Health facilities.

All new students seeking placement in a NSW Health facility will be required to sign a Student Undertaking with their institution agreeing to notify NSW Health if they become the subject of a serious allegation or are charged or convicted of any criminal offences committed during the duration of their course. Students will then obtain (and pay the relevant fee for) their own National Police Certificate, either through a state or territory police service or through the Australian Federal Police.

If a student receives a National Police Certificate that shows that the student has no criminal history, the student can present their National Police Certificate to the NSW Health facility before undertaking their clinical placement.

If a student receives a National Police Certificate that shows that the student has a criminal record, the student will not be able to use their National Police Certificate for their clinical placement. Instead, the student will be required to contact the Employment Screening Unit at NSW Health, who will review the student's criminal history and conduct a risk assessment. If the student is assessed as suitable for clinical placement, the student will be given either a Clinical Placement Authority (if there are no conditions on their placement) or a Conditional Letter to present to the NSW Health facility before undertaking their clinical placement. If a student is given a Conditional Letter, the student must disclose the conditions to the Clinical Placement Co-ordinator/Facilitator at their institution, who will liaise with the NSW Health facility before the clinical placement to determine whether the conditions imposed on the student can be met by that facility.

Child Protection legislation also requires serious sexual offences to be declared. The institution will require a student to complete a Prohibited Employment Declaration before any clinical placement. A student signs the Declaration and returns it to their institution, which retains it for its records. NSW Health does not issue or administer this Declaration.

Infectious diseases

Students who need to complete clinical training in the NSW hospital system will be subject to various guidelines and procedures laid down for health workers by the NSW Department of Health, including guidelines on infectious diseases.

In the hospital system you will be exposed to a large number and variety of individuals, and this may place you at risk of acquiring one of these diseases.

In other cases, if you have a communicable disease you may place your clients at risk. Therefore, you are required to be protected against a range of vaccine preventable infectious diseases and screened for tuberculosis.

Information about the specified infectious diseases and the requirements of the NSW Health policy is at www.health.nsw.gov.au/publichealth/immunisation/ohs.

If you do not have the required documentary evidence of protection against the specified diseases, you will not be accepted for clinical placement in the NSW health system and your progress in the course will be affected.

Some categories of health care workers – nurses, doctors, dentists, dental technicians, podiatrists and physiotherapists – also have regulated individual responsibility with regard to infection control. You should familiarise yourself with these responsibilities.

Health care workers who are either HIV antibody positive or Hepatitis B e-antigen or Hepatitis B DNA positive or Hepatitis C PCR positive must not perform exposure-prone procedures. Expert medical advice should be obtained by infected people on their infectious status and the extent to which this may limit their clinical practice.

Teacher education courses

Working with Children Check

The NSW Government is committed to providing a safe and caring environment for children. Under the *Commission for Children and Young People Act 1998* and the *Commission for Children and Young People Amendment Act 2005*, employers are required to implement what is referred to as the Working with Children Check. These Acts also establish employment screening requirements for child-related employment in NSW.

All teacher education students must complete a Prohibited Employment Declaration before commencing their initial practicum or internship placement in a NSW school. In signing the Declaration a student is declaring that they have not been convicted of any prohibited or registrable offence that would preclude them from working in child-related employment in NSW.

Teacher education students will be unable to undertake practical course requirements in NSW schools if they are prohibited persons.

It is an offence for a prohibited person to apply for, remain in or undertake child-related employment. It is also an offence to make a false declaration.

In addition, a national criminal records check is undertaken once the student completes a Consent to Employment Screening and involves:

- a Working with Children Check
- an Australia-wide check for relevant criminal records
- a check for relevant apprehended violence orders and
- a check of relevant employment proceedings.

A national criminal records check is required before a student teacher or associate teacher is approved to commence an internship placement. This check assists organisations to select suitable staff to work with children.

For further details contact the course co-ordinator/s at the institutions.

Secondary teaching courses

If you are interested in applying for secondary teaching courses, read the Secondary teaching course FAQs on UAC's postgraduate website at www.uac.edu.au/postgraduate/.

NSW Institute of Teachers – new scheme teachers

Teachers who were first employed to teach in a NSW school after 1 October 2004, or who have returned to teaching in a NSW school after an absence of five years or more, are defined as new scheme teachers by the *Institute of Teachers Act 2004*. In order to be employed as a teacher in NSW, new scheme teachers must meet the accreditation requirements of the NSW Institute of Teachers, including payment of an annual fee. Information on the NSW Institute of Teachers is available at www.nswteachers.nsw.edu.au or 1300 739 338.

Requirements for admission to a graduate entry program to become a teacher in NSW*

* New requirements as advised by the NSW Institute of Teachers effective from 1 January 2010.

Primary teachers in NSW schools

The entry requirement to become a primary teacher is a relevant undergraduate degree (and appropriate postgraduate studies) with minimum study of two units in each of four of the primary key learning areas; or four units in one key learning area and two units in each of two other key learning areas. See the NSW Institute of Teachers website www.nswteachers.nsw.edu.au for more information.

Where you do not meet these entry requirements, you may need to undertake concurrent study or appropriate bridging units and/or demonstrate satisfactory performance in approved tests in literacy and numeracy before graduation. For further details contact the course co-ordinator/s at the institutions.

Secondary teachers in NSW schools

The entry requirement to become a secondary teacher is a relevant undergraduate degree (and appropriate postgraduate studies) with studies in an area related to a school subject, as follows: a minimum of six sequential semester-long units of discipline knowledge in a teaching area (equivalent to a minimum of three academic years of study), and at least four of these units at level 2 (year 2) or above. A second teaching area, if studied, requires four units with two units at level 2 or above. Appropriate study is determined by the institution. See the NSW Institute of Teachers website www.nswteachers.nsw.edu.au for more information.

Where you do not meet these entry requirements, you may need to undertake concurrent study or appropriate bridging units and/or demonstrate satisfactory performance in an approved test in literacy before graduation. For further details contact the course co-ordinator/s at the institutions.

English language proficiency

You may have to provide proof of proficiency in English at one or two points in your pathway to becoming a teacher in NSW: **1** when you apply for admission to your course and/or **2** when you apply for teacher accreditation.

The tests/qualifications and results that are accepted at these two points are different. You must therefore read the requirements carefully.

1 When you apply through UAC for admission to the graduate entry course

If you have undertaken your studies in an overseas country, you may have to provide proof of proficiency in English. You need to know that:

- institutions determine their own English proficiency requirements
- you can find information about the tests and qualifications that institutions accept as proof of English language proficiency in this booklet – read the English language proficiency table on pages 15–19
- most institutions have up to 14 ways for you to provide proof of English language proficiency.

and/or

2 When you apply for teacher accreditation

Teachers entering teaching in NSW must meet minimum levels of English language proficiency. You need to know that:

- the NSW Institute of Teachers determines acceptable English language tests and results
- you can find a copy of the Institute's Policy for English Language Testing of New Scheme Teachers for Provisional and Conditional Accreditation at www.nswteachers.nsw.edu.au/Teaching-in-NSW.html – follow the English language requirements link
- the Institute has three ways for you to provide proof of English language proficiency.