

Tertiary Preparation Program (Limited) Online Study Period 1, 2021

Carlton College of Sport Diploma

How to Apply

Applications for the online Tertiary Preparation Program (limited) Online Study Period 1, 2021 will open between the 30th of December, 2020 and the 1st of January, 2021. This entry point is for students finishing year 12 with a VCE award (scored or unscored) and are planning to enter into the Carlton College of Sport diploma programs.

Before you start, **please read this information carefully** and check to make sure you meet the basic criteria for entry:

- minimum 18 years of age
- Australian citizen, New Zealand citizen, Permanent Australian Resident

Please make sure you have the following things before you start your application:

- Time (if you have everything ready, it should take 10-20 minutes to complete your application)
- A reliable internet connection
- Visa status details (scanned copies are fine) are required **if** you are New Zealand Citizen or Permanent Australian Resident
- English language results (these are requested if English is your second language, and you have not undertaken at least 5 years of schooling in Australia. For this program we recommend a level of Certificate 4 in English as a Second Language or an IELTS score of 6.5 across all bands)

PLEASE NOTE:

- Only the boxes with * asterisk next to them are required to be completed, the rest are optional.
- The application may not appear to have 'drop-down' boxes (there might not be a visible arrow), however if you click the section you are trying to complete, the information is there.
- **If the application happens to 'lock' you out/ "can't find you in the system", please ring 1300 528 762 for help.**

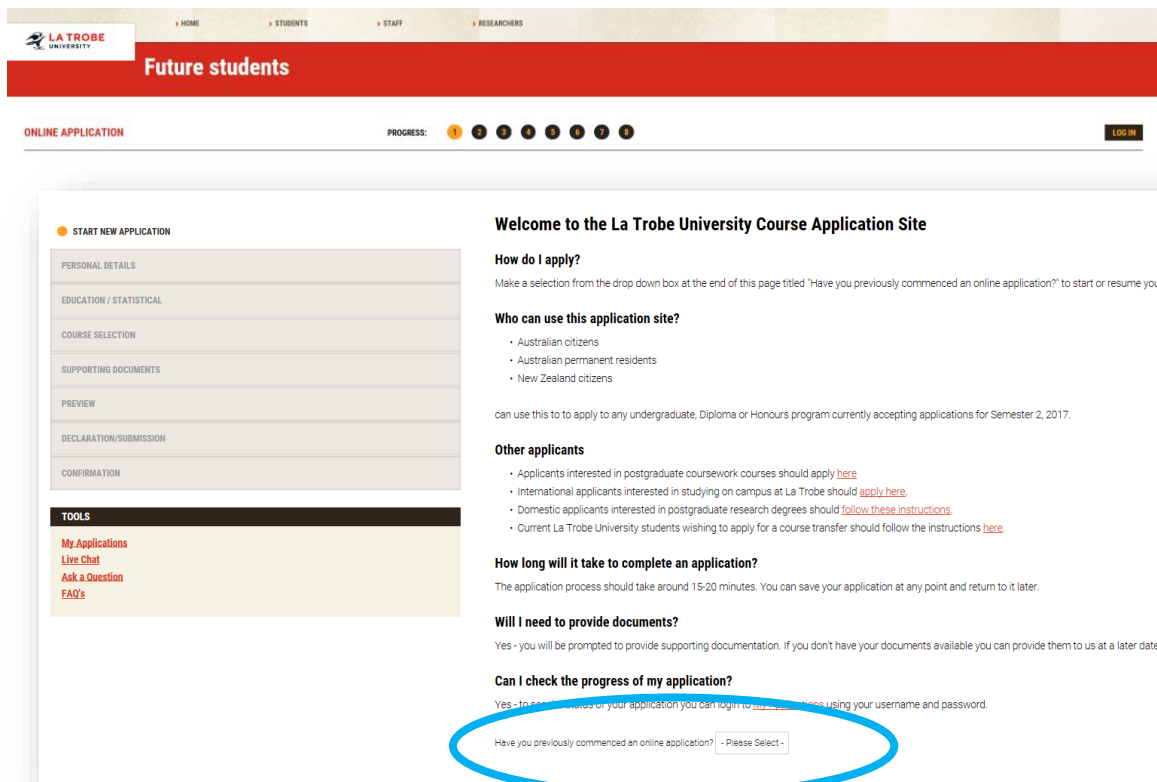
If you have any difficulties, please email n.dashwood@latrobe.edu.au .

Setting up your Application account.

Step 1.

If you **have** applied directly to La Trobe University/Carlton College of Sport previously you can LOG IN and start an application from there (move down to page 5 of this document).

If you **have not** applied before follow this link: <http://latrobe-apply.custhelp.com/>



The screenshot shows the 'Future students' section of the La Trobe University website. It features a navigation bar with 'HOME', 'STUDENTS', 'STAFF', and 'RESEARCHERS'. Below this is a red banner for 'Future students' and a progress indicator for 'ONLINE APPLICATION' with steps 1 through 8. Step 1 is highlighted.

START NEW APPLICATION

- PERSONAL DETAILS
- EDUCATION / STATISTICAL
- COURSE SELECTION
- SUPPORTING DOCUMENTS
- PREVIEW
- DECLARATION/SUBMISSION
- CONFIRMATION

TOOLS

- My Applications
- Live Chat
- Ask a Question
- FAQ's

Welcome to the La Trobe University Course Application Site

How do I apply?
Make a selection from the drop down box at the end of this page titled "Have you previously commenced an online application?" to start or resume your application.

Who can use this application site?

- Australian citizens
- Australian permanent residents
- New Zealand citizens

can use this to apply to any undergraduate, Diploma or Honours program currently accepting applications for Semester 2, 2017.

Other applicants

- Applicants interested in postgraduate coursework courses should apply [here](#)
- International applicants interested in studying on campus at La Trobe should [apply here](#)
- Domestic applicants interested in postgraduate research degrees should [follow these instructions](#)
- Current La Trobe University students wishing to apply for a course transfer should follow the instructions [here](#)

How long will it take to complete an application?
The application process should take around 15-20 minutes. You can save your application at any point and return to it later.

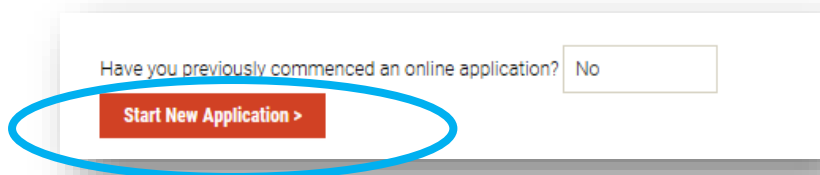
Will I need to provide documents?
Yes - you will be prompted to provide supporting documentation. If you don't have your documents available you can provide them to us at a later date.

Can I check the progress of my application?
Yes - to see the status of your application you can login to [my applications](#) using your username and password.

Have you previously commenced an online application?

Step 2

Have you previously commenced and online application - Select "No", then click on the "Start New Application" tab – you will be applying for the Tertiary Preparation Program (Course Code: ETPPO)

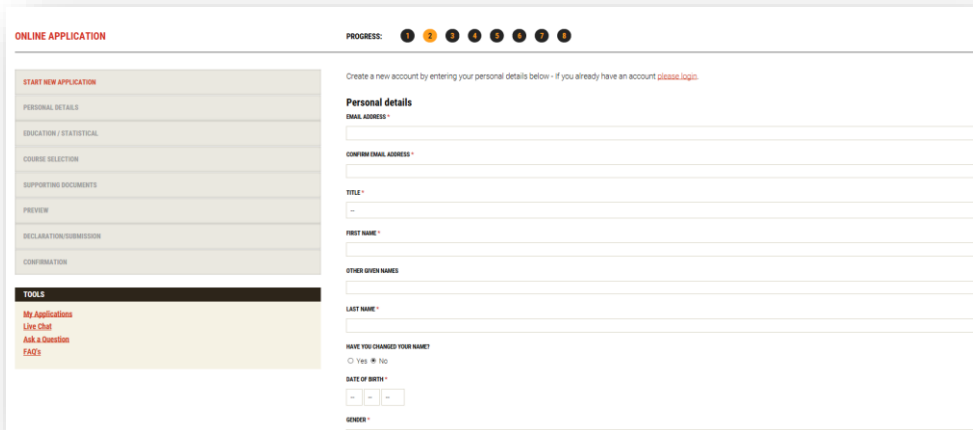


Have you previously commenced an online application?

Start New Application >

Step 3

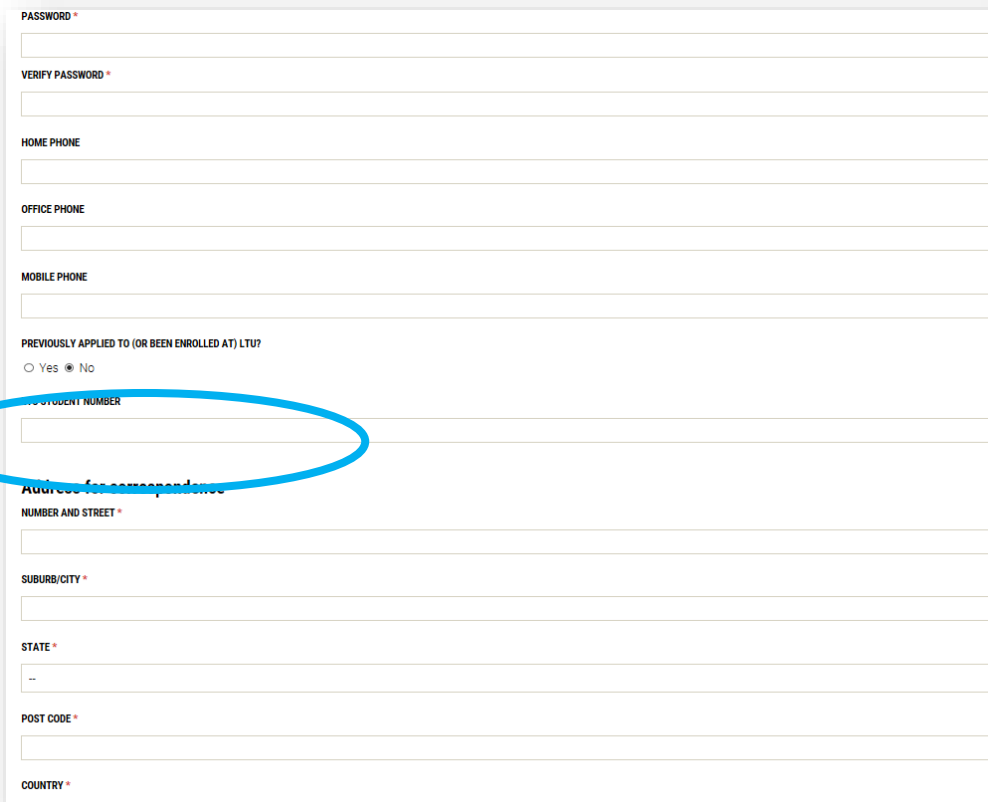
Start filling in the personal details as requested



The screenshot shows the 'ONLINE APPLICATION' progress bar with 8 steps. Step 2 is highlighted in yellow. Below the progress bar is a sidebar with 'START NEW APPLICATION' and 'TOOLS' (My Applications, Live Chat, Ask a Question, FAQs). The main content area is titled 'Personal details' and contains the following fields:

- EMAIL ADDRESS *
- CONFIRM EMAIL ADDRESS *
- TITLE *
- FIRST NAME *
- OTHER GIVEN NAMES
- LAST NAME *
- HAVE YOU CHANGED YOUR NAME?
 Yes No
- DATE OF BIRTH *
- GENDER *

Where it asks if you have “previously applied to or been enrolled at LTU” check ‘NO’ in that box – as you will only have a student number if you have been enrolled previously (not applied).



The screenshot shows the 'Address for correspondence' form with the following fields:

- PASSWORD *
- VERIFY PASSWORD *
- HOME PHONE
- OFFICE PHONE
- MOBILE PHONE
- PREVIOUSLY APPLIED TO (OR BEEN ENROLLED AT) LTU?
 Yes No
- STUDENT NUMBER
- Address for correspondence
- NUMBER AND STREET *
- SUBURB/CITY *
- STATE *
- POST CODE *
- COUNTRY *

A blue circle highlights the 'PREVIOUSLY APPLIED TO (OR BEEN ENROLLED AT) LTU?' field.

Continue moving through the questions, answering them to the best of your knowledge, and then create a password for your account when instructed to.

Home address (if different from correspondence address)

NUMBER AND STREET

SUBURB/CITY

STATE

POST CODE

COUNTRY

Citizenship & residency

ARE YOU AN AUSTRALIAN OR NEW ZEALAND CITIZEN *

Yes No

MAIN LANGUAGE SPOKEN AT PERMANENT HOME RESIDENCE

AUSTRALIAN ABORIGINAL OR TORRES STRAIT ISLANDER

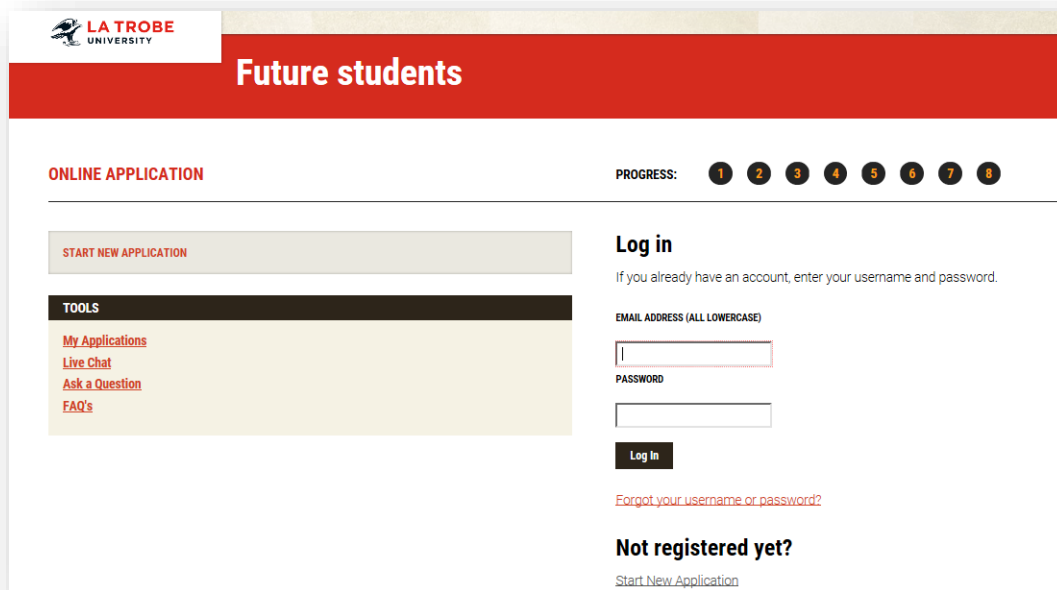
You have now finished setting up your application system [account](#).

The next step is to log into the application system and create an application.

Logging into the Application system.

Now that you have set up your account you can log into the system and get started.

Once you have created your account, log in using your details (email address and password that you created) and select 'Start New Application'.



The screenshot shows the 'Future students' online application system. At the top left is the La Trobe University logo. The main header is a red bar with the text 'Future students'. Below this, the page is divided into two main sections. On the left, under the heading 'ONLINE APPLICATION', there is a button for 'START NEW APPLICATION' and a 'TOOLS' menu with links for 'My Applications', 'Live Chat', 'Ask a Question', and 'FAQ's'. On the right, under the heading 'Log in', there is a progress indicator showing 8 steps, with the first step highlighted. Below the heading, there is a prompt: 'If you already have an account, enter your username and password.' This is followed by input fields for 'EMAIL ADDRESS (ALL LOWERCASE)' and 'PASSWORD', and a 'Log In' button. At the bottom of the login section, there is a link for 'Forgot your username or password?' and a section for 'Not registered yet?' with a link for 'Start New Application'.

Once you have logged in, confirm your personal information and then select 'Next'

Completing your Application

Now you can start to complete your application for the Tertiary Preparation Program.

Educational Background

Select the highest level of education you have attempted.

The two questions ‘Have you completed year 12?’ and ‘What is your highest level of education participation prior to this application?’ are important as they give us an understanding of where your learning is at and helps us to provide you with the correct information.

Please do not be concerned, just answer honestly.

Educational background

HAVE YOU COMPLETED YEAR 12 *

Yes No

HIGHEST YEAR LEVEL ATTEMPTED (IF YOU DID NOT COMPLETE YEAR 12, WHAT WAS THE HIGHEST YEAR LEVEL ATTEMPTED E.G. 10, 11)

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION PARTICIPATION PRIOR TO THIS APPLICATION *

COMPLETED YEAR

Education History

This section is optional.

If you have not attempted any post-secondary studies, please leave this section blank

Education history

Please list all courses in which you have been enrolled at post-secondary and/or tertiary institutions, including incomplete degrees. Please also include any continuing educational courses and/or subjects completed.

Qualification title <small>Example: Arts Certificate</small>	Student ID <small>12345678</small>	Awarding institution	Final year <small>2017</small>	Completed	Add / Remove
<input type="text"/>	<input type="text"/>	<input type="text" value="Search"/>	<input type="text" value="-- Search for Instituti"/>	<input type="text" value="--"/>	<i>Enter title first</i>

Disabilities and Special Consideration

If you have any disabilities or have or are experiencing any situations which may impact your studies, please complete the details in this section. This information guides us to link you with support throughout your studies.

Disabilities

DO YOU HAVE A DISABILITY, IMPAIRMENT OR LONG TERM MEDICAL CONDITION *

Yes No

DISABILITY TYPE

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WANT SUPPORT INFORMATION?

Yes No

Special consideration

I WOULD LIKE CONSIDERATION FOR DISADVANTAGE OR DIFFICULT CIRCUMSTANCES TO BE TAKEN IN TO ACCOUNT WHEN ASSESSING MY APPLICATION? (PLEASE ATTACH ANY RELEVANT INFORMATION WITH YOUR DOCUMENTS)

Yes No

I HAVE SPENT TIME IN FORMAL OUT OF HOME CARE (THIS INCLUDES FOSTER CARE, WARD OF THE STATE, KINSHIP CARE, CUSTODIAN ORDERS)

Yes No

Parent/Guardian details

Please enter the highest level of education details of at least one of your parents. If you do not know the answer to the questions please select 'Not Declared'.

This is only for reporting data purposes – you need to answer the question however we do not look at this information when reviewing your application.

Parent/guardian details

Please provide the highest level of educational attainment of your parent (s) guardian (s).

Parent/guardian 1

GENDER *

Female

HIGHEST EDUCATION LEVEL *

Don't know

Parent/guardian 2

GENDER

--

HIGHEST EDUCATION LEVEL

--

Employment

This section is optional to complete and not necessary for this course.

Employment (if applicable)
Current employment
POSITION

EMPLOYMENT DURATION

TYPE

ORGANISATION NAME

NAME OF CONTACT PERSON

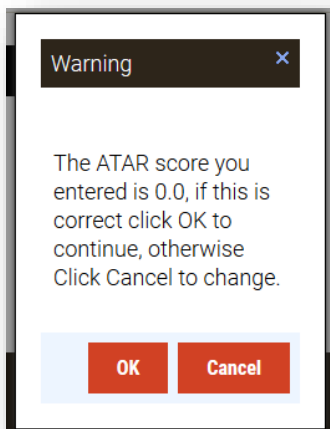
POSITION OF CONTACT PERSON (E.G. MANAGER)

TELEPHONE

EMAIL

Once you have completed these sections click 'next'.

If you receive the below message, please click 'OK', this will allow you to go to the next page:



Course selection

Select the 'course type' as: 'Undergraduate'

Select the 'course name' as: 'Tertiary Preparation Program' or you may find our course code of 'ETPPO'

(If it appears that the 'course' is not available to be selected please click on the box itself and it will 'drop' down)

Course selection

COURSE TYPE: *

Undergraduate

Honours applications are treated as undergraduate

COURSE NAME: * Enter your courses in order of preference

Search

--

< Back
Close & Resume Later

Once you have selected these options click the 'Add course to preferences' button:

You only need to 'Add' 1 course – **you do not need to add the course you would like to study after TPP.**

Supporting Documentation:

This section is optional – we do not need it for entry into this program.

Supporting documentation

Please attach copies of the following documents* to support your application.

* If you completed Year 12 in Australia, or studied at an Australian university, we may be able to obtain your academic records electronically. Please contact the Future Students Centre on 1300 135 045 to discuss.

If you wish to post your documentation to us, please send your documents with your application reference number to:

Future Students Centre - Admissions
La Trobe University
Bundoora VIC 3086

If the documents you are asked for are not applicable to your particular circumstances, you do not have to attach them - just proceed with your application!

Document Required	Upload Document	OR	Estimated Post Date
Postgraduate transcript of results	<input type="button" value="Browse..."/>	No file selected.	--
Undergraduate transcript of results	<input type="button" value="Browse..."/>	No file selected.	--
Supplementary evidence of completed prerequisite studies (eg. maths, chemistry or physics depending on the course you applied to), and the scores achieved (if not provided elsewhere)	<input type="button" value="Browse..."/>	No file selected.	--
Evidence of English language competence if your studies were completed in a language other than English	<input type="button" value="Browse..."/>	No file selected.	--

Evidence of English Language capacity. If English is your second language please include your evidence of completing an English language course or assessment here.

Document Required	Upload Document	OR	Estimated Post Date
Postgraduate transcript of results	<input type="button" value="Browse..."/>	No file selected.	-- <input type="text"/>
Undergraduate transcript of results	<input type="button" value="Browse..."/>	No file selected.	-- <input type="text"/>
Supplementary evidence of completed prerequisite studies (eg. maths, chemistry or physics depending on the course you applied to), and the scores achieved (if not provided elsewhere)	<input type="button" value="Browse..."/>	No file selected.	-- <input type="text"/>
Evidence of English language competence if your studies were completed in a language other than English	<input type="button" value="Browse..."/>	No file selected.	-- <input type="text"/>

Other Supporting Documents

This section is optional.

If you have other supportive documents that you would like to include you can add these in the 'Other Supporting Documents' section.

Other supporting documents

You may support your application with other documents including your current resume, Academic Transcripts, Visa, Residency Status, Change of Name, and any other relevant documents.

Name / Title	Upload Document
<input type="text"/>	<input type="button" value="Browse..."/>

Enter a document name first

Notes

If you are unable to provide documents at this point, please indicate below when these will be available and then continue with your application.

Use the same process as above to upload any documents. Then click 'next'

Preview your application

Prior to submitting your application, please look through the information you have put into the system.

Once your application is submitted you will not be able to amend the details provided.

When you are comfortable that you have included everything and that your application is complete, please click 'next'.

If you have any difficulties, please email n.dashwood@latrobe.edu.au

Application declaration

The declarations relate to your application as at the time you submit it, so please read the information provided carefully.

Click 'Submit' to lodge your application.

Application declaration

I provide the University the consent to ask personal, identifying information to Higher Education Information Management System (HEIMS) for the allocation of a Commonwealth Higher Education Student Support Number (CHESSN).

Yes No

Please note that if you answered 'No', you may not be able to apply for HECS-HELP, FEE-HELP or similar government loans schemes, which help students cover course fees.

I declare that the information provided on this form is true and complete in every detail. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information provided by me. I authorise La Trobe University to seek and obtain official records pertaining to me from any educational authority holding such records either directly or via electronic request.

I agree Exit

Submit

Well done on submitting your application.

You will receive an automated confirmation email that states you have submitted your application.

After that point you can expect to hear from us within 3 days regarding your offer.