

Graduate Certificate in Education (Higher Education) Application Form 2009



(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 NoIF 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 AT UNIVERSITY COURSE

Staff who have completed the requirements of the *Teaching at University* course during the years 2000-2008 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 at University* course? _____

(D) COURSES AVAILABLE

Please select the course/s below that you wish to enrol in for 2009.

in Semester 1, 2009

University Teaching for Effective Student Learning

The first course of the Graduate Certificate will run on Wednesday mornings, 9:30am–12:30pm, on 11, 18, 25 March; 1, 8, 29 April; 6, 13 May.
This course is a prerequisite for all other courses in the program.

Curriculum Design, Assessment and Evaluation

The second course of the Graduate Certificate will run on Tuesday mornings, 9:30am–12:30pm, on 10, 17, 24, 31 March; 7, 28 April; 5, 12 May.

in Semester 2, 2009

Reflective Practice in Learning and Teaching

The third course of the Graduate Certificate will run on Tuesday afternoons, 2:00am–5:00pm, on 28 July; 4, 11, 18, 25 August; 1, 8, 15 September.

(E) COURSE FEE

Please provide the following details unless you have previously completed the *Teaching at University* course.

University of Adelaide staff

Departmental Payment:

\$250 (GST free) course fee for *University Teaching for Effective Student Learning*

Debit a/c _____

Signed _____

Name _____

Position _____

Credit: UNIAD-3102-10-732-00-2009-10021200

Please note: University of Adelaide staff with no fee-reduced place will be invoiced for \$1500 for subsequent courses in which they enrol.

Participants not employed by the University of Adelaide

You will be invoiced by the University of Adelaide for \$1500 (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 2009.

Head of School

School _____

Signature _____ Date _____

Executive Dean

Faculty _____

Signature _____ Date _____

PLEASE NOTE

In 2009, up to fifteen University of Adelaide staff will receive significantly discounted course fees. If more than three applications are received from the same Faculty, the appropriate Executive Dean will be asked to prioritise candidates.

Some Faculties may, in addition, fund further places.

Any University of Adelaide staff member who is also a PhD student on a scholarship should contact John Willison before submitting the application form.

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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 **3 November 2008**
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