

*We can help you fill out this  
form if you need assistance*

# **APPLICATION FOR INTERVIEW**

## **FOR ALL COURSES**

### **WORK EDUCATION PROGRAMS**

The Work Education Programs at Melbourne Polytechnic, provides high quality pre-vocational and Vocational Education and Training (VET) to students with a range of disabilities to improve their employability, work readiness and life skills.

**In order to apply for any of the Work Education Programs courses the applicant needs to have proof of disability / learning needs, must be 16 years and over and not attending school.**

Prior to consideration into the chosen course an interview is required to determine suitability.

In making the application the applicant is agreeing to the Work Education Programs checking on the applicant's previous educational / medical history and requesting further details from the referring person / agency / doctor etc.

**Please fill in the attached form and return to:**

Rosanna Matovinovic  
Melbourne Polytechnic  
Work Education Programs  
Locked Bag 5  
PRESTON VIC 3072  
Phone: 9269 8390 / 8450  
[rosannamatovinovic@melbournepolytechnic.edu.au](mailto:rosannamatovinovic@melbournepolytechnic.edu.au)

## SECTION A

What year are you applying for:	
Name of Applicant:	
Address:	
	Postcode:
Telephone No: (H)	Applicant's Mobile:
Date of Birth:	/ /
Applicant's Email:	
Do you require an interpreter?	<input type="checkbox"/> Yes If Yes what language do you require? _____ <input type="checkbox"/> No <input type="checkbox"/> AUSLAN
Signature of Applicant:	Date:

Parent / Advocate / Guardian Name	
Relationship to Applicant	
Parent/Advocate/Guardian Tel:	Mobile:
Parent / Advocate / Guardian Email	

Referred by:	_____
Position / Title of Referee	_____
School / Agency	_____
Address:	Postcode
Telephone No:	Mobile:
Email:	_____
Signature:	_____
Date of Referral	/ /
Does the applicant's family/guardian/advocates know about this referral? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please tick below your preferred Course / Mode of Study

22566VIC Certificate I in Work Education	
<p>The course prepares you for a job. It involves hands-on activities in different workplaces, work experience and career planning.</p> <p><b>Please Note: Hospitality Stream</b> If you undertake the Hospitality Stream it also includes a dual enrolment in the FBP10121 Certificate I in Food Processing.</p>	<p><b>Preston ONLY</b></p> <p><b>General Stream</b></p> <p><input type="checkbox"/> Full Time: 1 year (4 - 5 days per week)</p> <p><input type="checkbox"/> Full Time: 2 years (3 days per week)</p> <p><input type="checkbox"/> Part Time: 1 full day per week</p> <p><input type="checkbox"/> Part Time: 1 half day per week</p> <p><b>Ignition Theatre Stream</b></p> <p><input type="checkbox"/> Full Time: 2 years (3 days per week)</p> <p><b>Hospitality Stream / Cert 1 Food Processing</b></p> <p><input type="checkbox"/> Full Time: 1 year (4 - 5 days per week)</p> <p><input type="checkbox"/> Full Time: 2 years (3 days per week)</p>
22481VIC Certificate II in Work Education	
<p>The course builds on skills learnt in Cert I in Work Education and prepares you for a job in a specific vocation. It involves hands-on activities in workplaces, work experience and career education.</p> <p><b>Important information for Feb 2024 intake: Cert II in Work Education 22481VIC is currently in transition to a new course. For the February 2024 commencement, you will be enrolled in the new course and units. This will be updated when we have the new course codes.</b></p>	<p><b>Preston ONLY</b></p> <p><input type="checkbox"/> Full Time: 1 year (3 days per week)</p> <p><b>Please also tick your preferred stream</b></p> <p><input type="checkbox"/> Retail / Warehouse</p> <p><input type="checkbox"/> Creative Events</p> <p><input type="checkbox"/> Hospitality</p>
22567VIC Certificate I in Transition Education	
<p>The course focuses on you. It will help develop independence, decision making and self-confidence.</p>	<p><b>Preston ONLY</b></p> <p><input type="checkbox"/> Full Time: 1 year (4 - 5 days per week)</p> <p><input type="checkbox"/> Full Time: 2 years (3 days per week)</p> <p><input type="checkbox"/> Part Time: 1 full day per week</p> <p><input type="checkbox"/> Part Time: 1 half day per week</p>
22555VIC Certificate I In Initial Adult Literacy & Numeracy	
<p>Support development of Literacy &amp; Numeracy skills.</p>	<p><b>Preston ONLY</b></p> <p><input type="checkbox"/> Full Time: 1 year (2 days per week)</p> <p><input type="checkbox"/> Part Time: 1 day per week</p> <p><input type="checkbox"/> Part Time: ½ day per week</p>

## SECTION B

- 1) What difficulties / disabilities and /or other issues does the applicant have, that affects his/her learning?

---

---

---

- 2) Has the applicant participated in any other work preparation courses? Please give details.

---

---

---

---

- 3) Why have you chosen this course?

---

---

---

---

- 4) Is the applicant a client of a Disability Employment Service (DES) Provider?

YES [ ] NO [ ] If YES please give details.

Name of Agency:

Name of Caseworker:

Phone No:

---

---

---

- 5) Does the applicant have NDIS or SLES Funding?

YES [ ] NO [ ] APPLYING [ ]

- 6) Has the applicant had any formal educational or other professional assessment/s?

YES [ ] NO [ ] If YES please give details.

---

---

---

- 7) Is the applicant registered with Centrelink?

YES [ ] NO [ ] IN PROGRESS [ ]

8) **Has the applicant had any career counselling?**

YES [ ]      NO [ ]      If YES please give details.

---

---

---

9) **Has the applicant been involved in any work experience, SBAT or voluntary work?**

(eg at school etc)

YES [ ]      NO [ ]      If YES please give details.

---

---

---

10) **Has the applicant been in any form of employment? Paid or Voluntary.**

YES [ ]      NO [ ]      If YES please give details.

---

---

**(ONLY Ignition Theatre Applicant)**

**Has the applicant been involved in Performing Arts programs?**

YES [ ]      NO [ ]      If YES please give details.

---

---

---

---

---

---

**(ONLY Hospitality / Food Processing Applicant)**

**How could this course assist the applicant to gain employment into the Hospitality Industry?**

---

---

---

---

---

---

**Please make comments on the following with particular reference to meeting survival needs.**

1) **Reading:** eg PTV App, using the internet, timetable, read books & newspaper, recipes, community signs. Is this hard for the Candidate? Please provide details

---

---

---

---

---

2) **Writing:** eg complete basic forms, personal details, sending and writing emails, addressing letters/envelopes, writing texts. Is this hard for the Candidate? Please provide details

---

---

---

---

3) **Numeracy:** eg money handling, recognising coins/notes, understanding change, time, measurements, direction, budgeting. Is this hard for the Candidate? Please provide details.

---

---

---

---

---

---

---

4) **Speech / Oral Communication/Social Skills:** eg greetings, conversation, initiating conversation, asking for help, protective behaviours

---

---

---

---

---

---

---

---

---

---

---

5) **Areas of Independence:** *e.g. Banking, Shopping, travel etc*

---

---

---

---

---

---

---

---

6) **Outline applicant's STRENGTHS when relating to others:**

---

---

---

---

---

---

---

---

7) **Outline applicants LIMITATIONS when relating to others:**

---

---

---

---

---

---

---

---

8) **Has the applicant required assistance to manage any difficulty when dealing with others or coping with issues?** If YES please provide details.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

