

Participant Profile

Ph: 5581 8479

gcit.bdcI@deta.qld.gov.au

Fax: 5581 8338

Please complete this form to provide Gold Coast Institute of TAFE with your previous industry experience. This will ensure you have the required experience to complete our fast tracked diploma.

Process:

1. Complete this form
2. Have form signed by your referees listed on page 4
3. Attach a copy of your Curriculum Vitae or Resume
4. Return to Gold Coast Institute of TAFE Administration

Fax: 07 5581 8338

Email: GCIT.BDCI@deta.qld.gov.au

Applicant Details

Surname:

Given Names:

Street Address:

Postal Address:

Home Phone:

Mobile Phone:

Work Phone:

Email:

Have you enrolled in the program?

Yes / No (please circle)

Program:

Financial Planning

Mortgage Broking

Human Resources

Business Management
On-Line

Business Management

Application Reference Check

Successful?

Prerequisite to be checked:

Industry Experience Underpinning skills met

References Provided

Yes - confirm enrolment

No - Stage Two

BDCI Staff Members Name:

Signature:

Date:

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Please tick the program and delivery option that you have or are enrolled/enrolling into:

<input checked="" type="checkbox"/>	Program Title	Minimum Industry Experience	Please tick which delivery method	
			Classroom Delivery	Online Delivery
<input type="checkbox"/>	Diploma of Business Management <i>Have you demonstrated any of the following skills in the role:</i> Marketing? Yes / No Operational planning? Yes / No Managing people? Yes / No Budgets reporting? Yes / No Innovation and change? Yes / No Workplace health and safety? Yes / No	5 years	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Diploma of Business (Human Resources) <i>Have you demonstrated any of the following skills in your career or have been exposed to:</i> Recruitment, selection and induction? Yes / No Organisational HR documentation policy and procedures? Yes / No Managed a team of people? Yes / No Managed a project? Yes / No Customer awareness - internal/external? Yes / No Monitor a safe workplace? Yes / No Organise/time management? Yes / No Presentation/training and development facilitation? Yes / No	3 - 5 years	<input type="checkbox"/>	Not Available
<input type="checkbox"/>	Diploma of Financial Services (Financial Planning) <i>Have you demonstrated any of the following skills in the role:</i> Previous experience in finance? Yes / No Risk management? Yes / No Financial analyse? Yes / No Developed financial plan? Yes / No	3 years	<input type="checkbox"/>	Not Available
<input type="checkbox"/>	Certificate IV Financial Services (Finance/Mortgage Broking) <i>Have you demonstrated any of the following skills in the role:</i> Understanding of credit applications? Yes / No Prospects for new client? Yes / No Prospectus for new clients? Yes / No	2 years	<input type="checkbox"/>	Not Available

Please Note: The Fast Track Corporate Programs require a commitment per week of study which includes reading and preparing for plans. The recommended time frame = 10 hours per week, depending on the course chosen and your individual experience. Please speak to a course coordinator or facilitator if you have any concerns about this.

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INDUSTRY EXPERIENCE

Most Recent Position:	
Organisation:	Start Date: Finish Date:
Position Title:	Duration of Employment:
Contact Person:	Position:
Contact Numbers:	
<i>Please detail the positions and experience you have to fulfil this requirement. (if more space is required to show work history, please attach additional pages)</i>	
Previous Position:	
Organisation:	Start Date: Finish Date:
Position Title:	Duration of Employment:
Contact Person:	Position:
Contact Numbers:	
<i>Please detail the positions and experience you have to fulfil this requirement. (if more space is required to show work history, please attach additional pages)</i>	
Previous Position:	
Organisation:	Start Date: Finish Date:
Position Title:	Duration of Employment:
Contact Person:	Position:
Contact Numbers:	
<i>Please detail the positions and experience you have to fulfil this requirement. (if more space is required to show work history, please attach additional pages)</i>	

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Referees:

You are required to identify two individuals (preferably a supervisor or professional), who can verify that the information on this form are true and correct. Please ask your two referees to read this profile form and sign the below to support your profile.

Referee One

_____ (Name)
_____ (Signature)
_____ (Relationship)
_____ (Contact telephone)

Referee Two

_____ (Name)
_____ (Signature)
_____ (Relationship)
_____ (Contact telephone)

Declaration

I declare that to the best of my knowledge the information in this application form is correct and complete and I hereby authorise Gold Coast TAFE to verify all of the information contained in my application. I acknowledge that the provision of incorrect or false information will adversely affect the assessment of my integrity and could result in cancellation of my enrolments.

Signed:

Date: