Victorian Certificate of Applied Learning (VCAL)

HOW TO SUBMIT A COURSE APPLICATION

Thank you for your interest in studying VCAL at Swinburne University of Technology.

This guide will help you to apply online. Please follow the instructions carefully and contact our department if you need any further assistance on vcal@swin.edu.au

Once submitted, will be in contact with you to arrange an online interview to discuss the outcome of your application and what happens next.

*Please fill in this checklist as you go and if you forget to **SAVE**, the information will be here to continue with your application. Never start a new application again if you stop midway.*

Swinburne ID:

Campus (Croydon (CRN) or Wantirna (WAN)):

Year level (Intermediate or Senior):

USI:

GREEN ID:

BKSB RESULTS

English =   Maths =

Please remember to SAVE after you complete each session and it will be there to return to

Victorian Certificate of Applied Learning (VCAL)

APPLICATION CHECKLIST

1a – Get your personal email address ready

- ☐ Your own not a school or parent email.
  Note: if it has been some time since you've accessed your email, login *from a computer* to check your password credentials are active and that you can check your spam/junk folder etc.

1b – Collect the following *original* documents

- ☐ Current Identification Documents (100 points required, for example):
  - o Passport *and* Medicare card
  - o Driver license/Learner permit *and* Medicare card
  - o Birth Certificate *and* Medicare card
- ☐ Centrelink Concession card *if you have one* (must not expire before 31/01/2022)

1c – Gather any previous education details *if available*

- ☐ To help us assess your application, the department needs to review:
  - o Your most recent school report *if you have one*. We can accept reports up to 18 months prior.
  - o Any VCE, VCAL or VET Certificate results from any current or previous studies in the state of Victoria, i.e. academic transcript, VCAA statement of results etc.

Please have all these documents *scanned and saved onto your computer ready to upload* to your application.
If you are having difficulties obtaining or uploading them, please contact our department – details on *page 1*.

3 – Additional websites required as you proceed through the online application you will visit additional websites and need to return to the original application after each visit. Please SAVE your details on the application as you go.

- ☐ **USI** - https://www.usi.gov.au/
  Your USI can be created before or during your application. You will need your current Identification Documents (1b) for this.

- ☐ **Green ID** - https://au.vixverify.com/sa/customers/swinburne/
  A Green ID is an electronic platform used by Swinburne to verify your identity documents. You will need your current Identification Documents (1b) for this. Once completed you will be emailed a *VixVerify* code to enter into your online application.
  Note: it can take up to 15 minutes for the VixVerify code to be emailed to your inbox. Please check your junk mail folder.
  If you have not received a code within 30 minutes, fill it out again.

- ☐ **BKSB** - http://www.swin.edu.au/bksb
  The BKSB is an online assessment that has a Math and English component. All students applying for a Government funded course are required to complete this assessment.

Victorian Certificate of Applied Learning (VCAL)
APPLICATION GUIDE
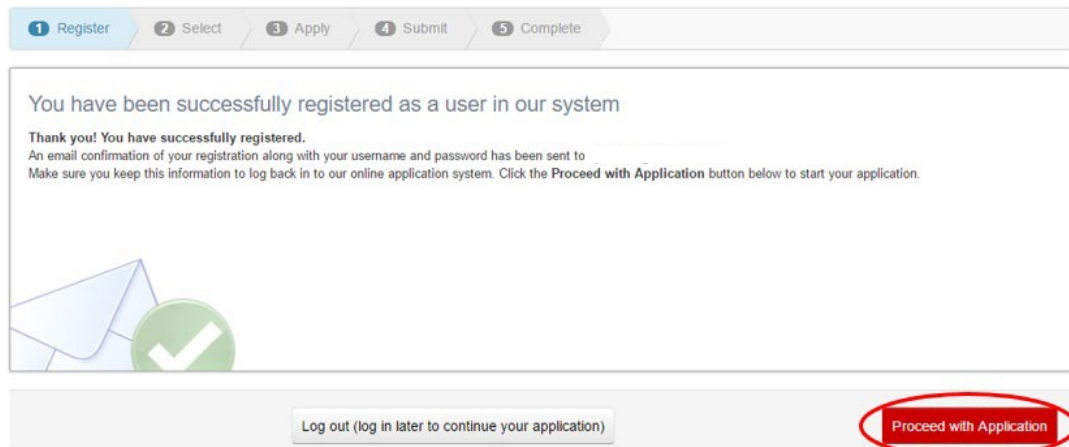
Step 1: Register / Login and start your application

1. You can complete your application online *(click to follow this link)*.
   - Click **Register and Apply**; or
   - If you've studied at Swinburne before, login at the top right of the page in the section for current Swinburne students, so you can skip the registration step.

You can rest your password here: https://passwordreset.swin.edu.au/Account/ForgotPassword

2. Complete all sections available to finalise your registration.
   Once you have completed this step, click **Proceed with Registration** & **Complete your Registration**.

You will receive a confirmation email with your ID number and a temporary password. You can use these to login if you get timed out of the application (you can login to the already registered section above)

3. Click **Proceed with Application** to start your application.

Step 2a: Select your course

4. Type the VCAL course you want into the text box and click Search

    - for **Senior VCAL**, type in **VCALSEN001**

    - for **Intermediate VCAL**, type in **VCALINT001**
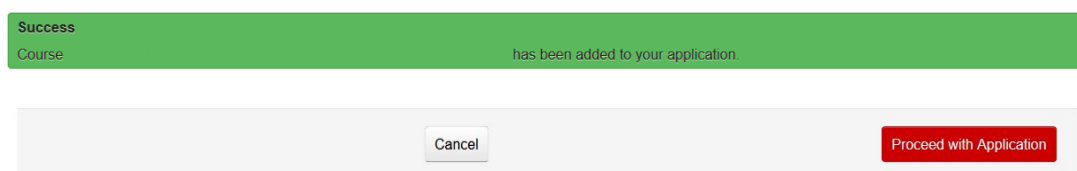

5. Select the **Campus** you want and click the **Apply** button to the right. Make sure you apply for:

    - Year: **2022 VET Feb Intake-X**
    - Load Category: **Full Time**

Year	Location	Study Period	Load Category	Attendance Mode	Study Mode	
2021	Croydon	VET Feb Intake	Full Time	Classroom based	Default	Apply
VET Feb Intake						
2021	Wantirna	VET Feb Intake	Full Time	Classroom based	Default	Apply
VET Feb Intake						

6. You will receive a confirmation that this course has been added to your application

    - Click **Proceed with Application**

Step 2b: Skip Sections

7. Click **Skip this step**. You do not need to apply for a scholarship

8. Click **Skip this step**. You do not need to apply for Advanced Standing.

If you would like Advanced Standing to be considered as part of this application, click the Apply button for each of your selected courses.
What is Advanced Standing?
Advanced Standing provides academic credit towards a Swinburne course. It is granted based on:

- **Previous post-secondary studies**
  Successfully completed studies from other educational institutions. Advanced Standing granted on this basis is also referred to as an 'Exemption'.

- **Recognition of Prior Learning (RPL)**
  RPL is a recognition of skills and knowledge gained through work experience, life experience and/or formal training.

Do not complete this section if you are applying for a research degree (Doctor of Philosophy, Doctor of Psychology, or Master by Research).

For more information, visit our Advanced Standing website.

Advanced Standing Application: Exemption, Credit and RPL

Study Package Category	Course / Unit	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Preference	
Year 12 and below	VCE0000001 Victorian Certificate of Education	2019	VET Jul Intake	Croydon	Full Time	Classroom based	Default	1	**Apply**

Back to Scholarship Selection   Cancel   **Skip this step**

9. Review your application details and click **Proceed with Application**

| Year 12 and below | VCE0000001 - Victorian Certificate of Education | 2019 | VET Jul Intake | Croydon | Full Time | Classroom based | Default | 1 |

Back to Advanced Standing Selection   Cancel   **Proceed with Application**

Step 3: Online Application Process

Note: please complete <mark>all sections</mark> as these are mandatory application requirements.
It's important that you *save regularly* throughout the application process. Answer all questions.

10. Supporting Documentation
- This is where we need to you to upload the documents listed in the checklist
  - Identification Documents – Passport, Medicare, Birth Certificate etc.
  - Previous Education Documents – reports, results etc.

Document Attachments

Cancel

[Browse...] No file selected.   Add Another

[Upload File(s)]

Save

You can upload multiple documents.
Save when you have completed all uploads.

Document Attachments

File/Note Attachment	Comment	Date	Action
Passport.JPG		04-May-2020	Delete
School Report Sem 2 2019.pdf		04-May-2020	Delete
Cert II Business.pdf		04-May-2020	Delete

Upload a new file ...

11. Complete the following section
- Requirement – **Exclusion**

12. Unique Student Identifier (USI)
If you have already created your USI select **Yes** and enter the USI. It may timeout you can re-logon.

If you have not yet created your USI – Create your USI now

Tip: If you are navigating away from the application portal to create your USI, please click
Save in order to save all the answers that you have responded to so far.

13. Complete the following sections
- Requirement – **Out of Home Care**
- Requirement – **Pre Training review**
- Further Requirement – **Devices**
- Further Requirement – **Devices Usage**
- Further Requirement – **Software**
- Further Requirement – **Accessibility**
- Further Requirement – **Preferred learning modes**
- Further Requirement – **Preferred assessment modes**
- Further Requirement – **Study reasons**
- Further Requirement – **Recognition of Previous Studies and Experience**
  Note: not applicable to VCAL. Please answer No to RPL and Credit Transfer questions
- Further Requirement – **Other assistance**
- Further Requirement – **Privacy Statement and Disclaimer**
- Requirement – **Skills First Program**
  Note: not enrolled in Secondary School or SEE program. Please answer No to both questions
- Further Requirement – **Highest Qualification**
- Further Requirement – **Other courses**
  Note: you must declare courses that you have enrolled in at other training providers including Swinburne. You must declare even if you haven't completed these courses. Do not include current or previous enrolment in a secondary school. If not sure how to answer, please contact our department (details on page 1).
- Further Requirement – **Declarations (Skills First Program)**

Save

14. Requirement – **Verify your Identity**
Further Requirement – **Generate your GreenID**

Save

You will need to verify your identity through the Green ID identification portal. This needs to be provided *before* you submit your application.

Save first, then select **Yes** to proceed with generating your Green ID

Requirement - Verify your identity

Swinburne uses an electronic identity verification service, VixVerify – GreenID, to assist in determining your eligibility for enrolment and study related facilities such as Government funding.

What you'll need
To verify your identity and citizenship you will need a combination of the following documents.

You MUST use a current ID and include at least one photo ID

• Driver's Licence (*Photo ID*)
• Australian passport (*Photo ID*)
• Australian Visa (Foreign Passport)
• Australian Citizenship Cert
• Medicare Card
• Birth Certificate

Some examples are:
• Australian Driver Licence & Green Medicare Card
• Australian Birth Certificate & Australian Driver Licence
• Australian Passport

Consent
By agreeing to proceed you, or if you are under 18 years of age you and your legal guardian, warrant that you:
• understand and accept the policies and these terms and conditions of use and the collection of your information;
• consent to your identifying information being checked with the Issuer or Official Record Holder; and
• have the power to hereby consent to Swinburne verifying your identity.

Privacy Policies
VixVerify
Swinburne

NOTE: You need to provide at least 1 answer before you can submit your application.

Do you agree?   *   Yes ▼

Click on the link to enter your details and generate your Green ID.
Note: you must enter details exactly as they appear on your identification documents to ensure an exact match.

Once completed, you will receive an email with your VixVerify - Green ID code. Enter this into the box provided, along with a description of the ID documents you use e.g. *Driver's licence and Medicare*

Note: it can take up to 15 minutes for the VixVerify code to be emailed to your inbox. If it has not been emailed to you within 30 minutes, please try again and create a new Green ID.

Further Requirement - Generate your GreenID

Step 1: Click https://au.vixverify.com/sa/customers/swinburne/ to verify your identity and obtain your GreenID.
Step 2: Please provide your GreenID number below.
Step 3: Indicate which ID documents you have used.

Reminder: Save your application!

Please provide your Green ID   *   [   ]
verification number.

Please indicate which ID documents   [   ]
you have used.

Complete the following section

- Requirement – **Language, literacy and numeracy**

  If you have completed any of the following, please answer **Yes**
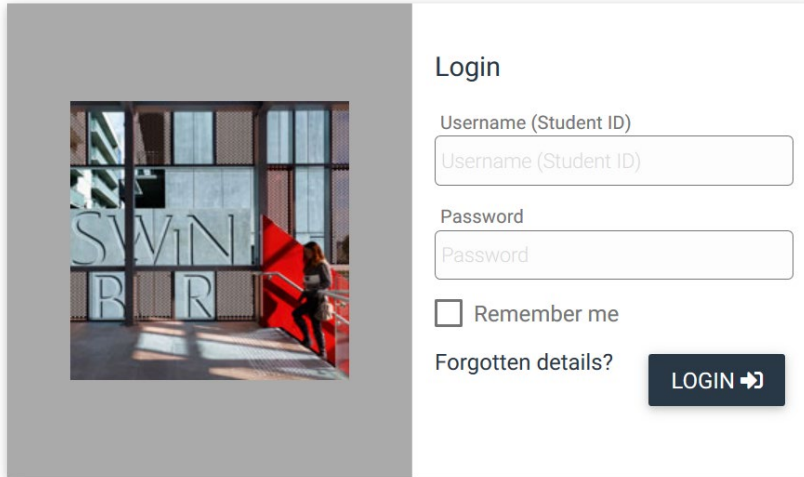
  If you have not completed any of the following, please answer **No**

  - Australian Year 12 qualification in the last 7 years
  - Year 12 VCE English (Units 3 & 4) in the last 7 years
  - Year 12 VCE Mathematics (Units 3 & 4) in the last 7 years

15. Click on this link http://www.swin.edu.au/bksb to access the assessments and login using your:

- Username: **student ID** (emailed to you as part of the online application process)
- Password: **swinburne** note: all lowercase letters (you will be prompted to change this)

You are only required to complete the **Maths and English Initial Assessment components**, which can take 40 - 60 minutes each. Please *do not* complete the Diagnostic Assessment. You have finished the assessment when you reach the green tick

Online learning powered by
:: bksb
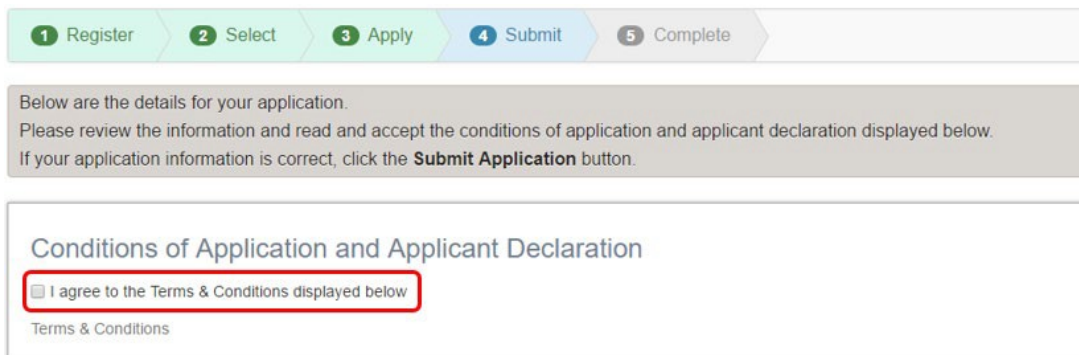
16. Complete the following section then click **Save & Continue**
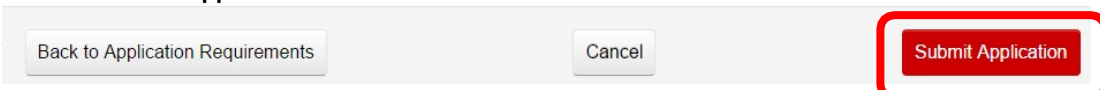- Requirement – **Secondary School Study**

Step 4: Review and Submit your application

17. Carefully check the details in your application

18. Review the Terms and Conditions, then check the box if you agree.

19. Click **Submit Application**.

Success! Your *full* application has now been submitted.

Once Swinburne receives your completed application, it will be sent to our department
to be assessed. We will be in contact with you to arrange a phone or online interview to discuss the outcome of your application and what happens next.

If you have not heard from us within 1-2 weeks please get into contact with us as you may not have completed the steps outlined in the application, and we might not have received it. We can assist you to complete any outstanding requirements.

Until then, if you have any further questions or concerns, please contact our department on the details below:

- o **Call** 9726 1720 (leave message for a call back)
- o **Email** vcal@swin.edu.au