



# HETI Scholarship Program

## Course Application Pack

### How to submit an application for study

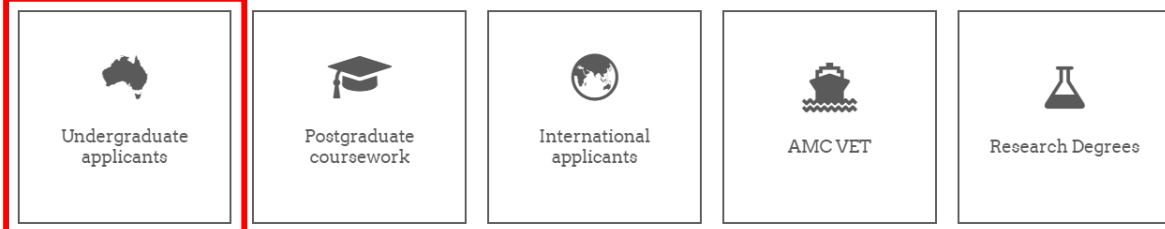
Please follow this guide to submit an application for study at the University of Tasmania, under a HETI Scholarship.

# HOW TO SUBMIT AN APPLICATION

Navigate to <https://www.utas.edu.au/admissions>

1) Select Postgraduate coursework from the options below:

Apply to the University of Tasmania today.



Undergraduate applicants

Postgraduate coursework

International applicants

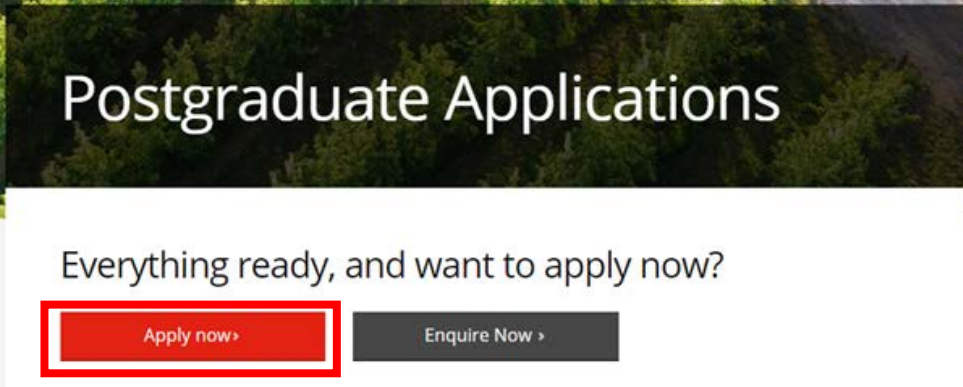
AMC VET

Research Degrees

Respond to your offer

Enquire Now

2) Then select "Apply now"



Postgraduate Applications

Everything ready, and want to apply now?

Apply now >

Enquire Now >

3) Select "New Applicants Sign Up"

Applications for Courses  
and Scholarships

**Please note:** you can apply for 2020 courses via this Portal. If  
you want to apply for 2019 courses, please click [here](#)

Email address

Password

[Forgot password?](#)

SIGN IN

NEW APPLICANTS SIGN UP

4) This will take you to a section to fill in your personal details and create an eApplication account. In this section, you will also be asked a series of questions for Government reporting purposes

## Create New Account

University of Tasmania Applicant Details

### Sign-up details


Email *	Confirm email *
<input type="text"/>	<input type="text"/>
Password * ?	Confirm password *
<input type="password"/>	<input type="password"/>


### General Information

Title *	Gender *
<input type="text"/>	<input type="text"/>
First given name *	Other given name - Optional
<input type="text"/>	<input type="text"/>
Family name *	Have you ever changed your name?
<input type="text"/>	<input type="button" value="ADD PREVIOUS NAME"/> <input type="button" value="REMOVE PREVIOUS NAME"/>
Preferred first name - Optional ?	Date of birth *
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
Are you currently studying or have you previously studied at the University of Tasmania? *	
<input type="radio"/> Yes <input type="radio"/> No	

**\*Please remember to note down the email address and password you used for your application, as you will require this information to log back in and accept your offer.**

## Contact details

Mobile number \* 

Home number - *Optional* 

## Residential address

Country/countries \*

State / territory / province \*

Address line 1 \*

Address line 2 - *Optional*

City / suburb / town \*

Postcode \*

Is your postal address different to your residential address? \*

Yes  No

Once you have filled in the required details, please ensure you carefully check the information in the 'Formal Name' box, as this is the information that will appear on your testamur and official academic record. Especially making sure it includes any middle names, and that your names are ordered correctly. Select "Submit" once you are certain all details are correct.

## Name details confirmation

Formal name as it will appear on University records:

It's important that we get your name and details correct. The name you provide here will be used on all formal university records including your graduation certificate. If you need to change your name details later, you can. More information about the process see [How do I change my name or personal details?](#)

- I confirm that these are the correct details I would like to appear on my official record. \*
- I have read and agree to the [UTAS Course and Scholarship Applicant Declaration](#)\*

CANCEL

SUBMIT

5) You will then be sent an email asking you to verify your email address.

---

## Almost done ...

We need you to verify your email address. Please go to [tweb4@mailinator.com](mailto:tweb4@mailinator.com) and retrieve your verification code.

If you cannot find the email, please also check the Junk/Spam folder. Note in some cases this email may take up to 30 minutes to arrive.

Enter confirmation code:

**RESEND EMAIL**

**VERIFY**

---

From: [apply.now@utas.edu.au](mailto:apply.now@utas.edu.au) <[apply.now@utas.edu.au](mailto:apply.now@utas.edu.au)>  
Sent: Tuesday, 20 October 2020 1:01 PM  
To: |  
Subject: University of Tasmania sign up verification



Dear Tricia,

Thank you for registering at the University of Tasmania.

Your account needs to be verified before you can start your application. To verify your account, you will need to log back into the [Applicant Portal](#), and enter the following verification code: 46449

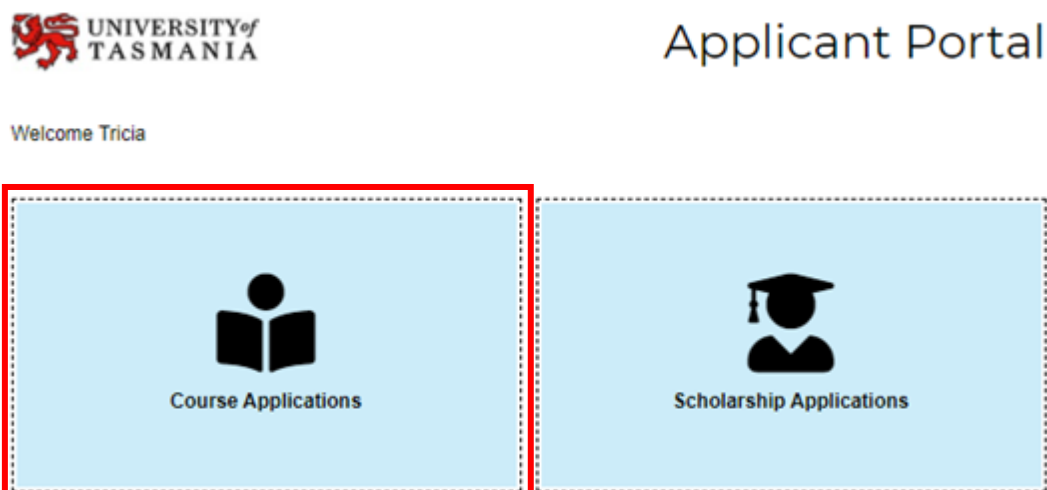
We wish you all the best for your application to study and thank you for your interest in the University of Tasmania.

Kind Regards,

**Admissions Office**  
Student Operations  
Private Bag 11  
Hobart TAS 7001  
T +61 3 1300 363 864 | F +61 3 6226 2087  
[www.utas.edu.au/admissions](http://www.utas.edu.au/admissions)

05/11/2020

6) Once you have verified your account, you will be asked to sign in. Select Course Applications from the options below:



7) You will then be taken to the application dashboard where you can commence your application for 2021

## Application dashboard

ya pulinginal! Hello and welcome in palawa kani. We're excited for you to join our community!

### Your applications

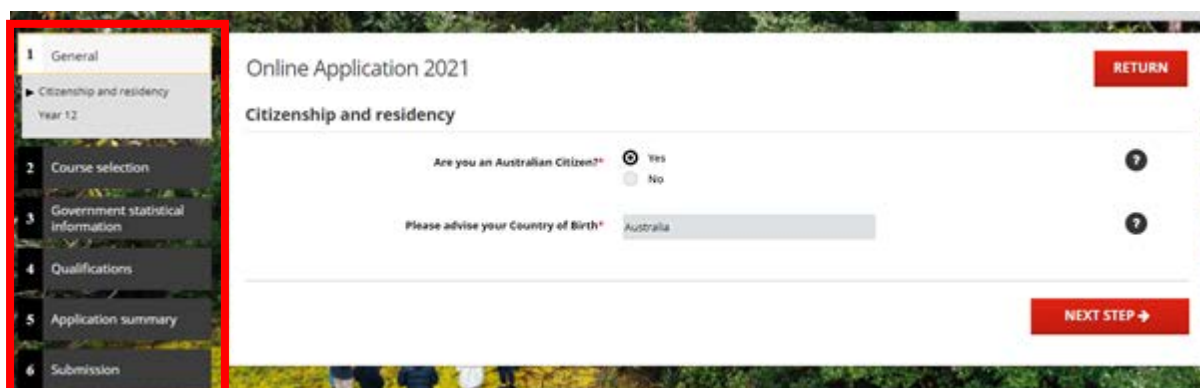
UPDATE PROFILE

Congratulations on taking the first step towards a brighter future with the University of Tasmania. We're excited for you to join our community. We embody the Tasmanian spirit, we're curious and adventurous, but also friendly and supportive.

Now's the part where you complete your application. Don't worry if you make a mistake, you can always go back and fix it later. You can save your application at any time and return to complete it. Let's dive in!



8) Complete your application and follow steps 1 through to 6 – starting with Citizenship and residency



05/11/2020

## And onto your qualifications

Online Application 2021

RETURN

Year 12

Did you undertake Y12 study in 2020 or 2019?\*

Yes  
 No

?

NEXT STEP →

## 9) Then next screen will ask you to select your course preference

Online Application 2021

CONTINUE LATER

Preferences

Here you get to pick your top five preferences for courses. Check out our [Course and Unit Handbook](#) for more information about our exciting courses. [Get in touch with us](#) if you would like to chat about options.

ADD PREFERENCE

NEXT STEP →

When selecting the course, you have been approved for through HETI, type the relevant course code into the course line. This will bring up a list of all the available specialisations for you to select the correct option.

- A) If you are a **Registered Nurse** and have been nominated to study one of the following, please select the course code H5F Graduate Certificate in Nursing (Specialisation):
- Acute Care**
  - Child and Family Health**
  - Gerontology**
  - Neonatal Intensive Care (for Registered Nurses)**
  - Special Care of the Newborn Nursing (for Registered Nurses)**
- B) If you are a **Registered Midwife** have been nominated to study **Special Care of the Newborn**, or **Neonatal Intensive Care** please select the course code H5C – Graduate Certificate in Midwifery
- C) If you have been nominated to study **Drug and Alcohol (Addiction Studies)**, enter the course code H5G Graduate Certificate in Addiction Studies for Health Professionals.

Course

Graduate Certificate in Addiction Studies for Health Professionals (H5G)



Select an Option

Semester 1 Distance Off Campus

OK

Cancel





**10) You will then be asked to select the Semester of Study. Please choose “Semester One”**

The next page will give you details of the information you are required to submit with your application – HETI requirements are in dot point 3 and highlighted in the screen shot below:

Course Questions/Information

H5G - Graduate Certificate in Addiction Studies for Health Professionals, Distance

**Eligibility for Admission**

To support your application for postgraduate study you must provide:

- confirmation of employment in the form of either a payslip or letter from your employer on their formal letterhead
- a short statement outlining the area in which you work including the length of time worked.
- If you have been accepted for the NSW Health, Health Education and Training Institute (HETI) program, please include your HETI Scholarship Student Agreement (signed by yourself and your manager)

The option to upload documents will be presented to you later in the application process.

Your application will not be able to be assessed until we receive these documents. If you are having problems with uploading your documents to your application, please email them to [Health.Central@utas.edu.au](mailto:Health.Central@utas.edu.au)

**HECS Fee Scholarship Eligibility**

If you are employed with, or a member of one of our partner organisations, and want to be assessed to receive a HECS Fee Scholarship please ensure you provide evidence of your eligibility. This could be one of the following documents:

- Confirmation of membership; invoice; a membership card or a letter from our partner organisation
- A recent payslip; a copy of your staff id card; or a letter from your employer

The option to upload documents will be presented to you later in the application process.

If you do not provide these documents with your application, you will not be assessed for a HECS Fee Scholarship prior to your offer being released.

**If you are applying for a scholarship because you are employed by one of our partner organisation, please tell us who your employer is.**

(if you are not employed by one of our partner organisations, please type n/a)

**What is the location, site or facility of your employment?**

(if you are not employed by one of our partner organisations, please type n/a)

SAVE

Back

11) Important: Please ensure you write **"HETI"** in the first box above, and NSW Health in the second box.

12) You will then be shown your selection as your number 1 preference. If it is correct, click on Next Step.

Online Application 2021

CONTINUE LATER

Preferences

Here you get to pick your top five preferences for courses. Check out our [Course and Unit Handbook](#) for more information about our exciting courses. [Get in touch with us](#) if you would like to chat about options.

Course Preferences

PREFERENCE	COURSE DETAIL	
1	Graduate Certificate in Addiction Studies for Health Professionals Distance, Semester 1 of 2021, Off Campus	<a href="#">DELETE</a> <a href="#">EDIT</a>

13) You will then be stepped through the information required to be collected on behalf of the Australian Government Department of Education.

Online Application 2021

RETURN

Parent/Guardian Qualifications

We don't need this information to assess your application, but we have to collect this data for the Australian Government.

How many parent/guardians do you have?\*

- None  
 One  
 Two

What was the highest level of educational attainment for Parent/Guardian 1?\*

Completed Year 12 schooling or equivalent

What was the highest level of educational attainment for Parent/Guardian 2?\*

Other post school qualification(e.g. VET Cer

NEXT STEP →

### Year 12 location

We don't need this information to assess your application, but we have to collect this data for the Australian Government.

Did you reside in Australia while completing Year 12 studies?\*

Yes  
 No

Please advise the following details of your residential address where you lived while completing your Year 12 studies.

Residential State \* TAS

Residential Suburb \* Howrah

Residential Postal Code \* 7018

NEXT STEP →

### Aboriginal/Torres Strait Islanders

We don't need this information to assess your application, but we have to collect this data for the Australian Government.

Are you an Aboriginal person?\*

Yes  
 No  
 I choose not to answer

Are you a Torres Strait Islander person?\*

Yes  
 No  
 I choose not to answer

NEXT STEP →

### Language at home

We don't need this information to assess your application, but we have to collect this data for the Australian Government.

Do you speak a language other than English at home?\*

Yes  
 No

NEXT STEP →

## Disability and support


 The University of Tasmania aims to ensure that people with disability and/or health conditions obtain equal access to university life. All information gathered from this section remains confidential.

Do you have a disability, impairment or long term medical condition that may affect your studies? \*  Yes  No

NEXT STEP →

## Secondary (Year 11) Study

TYPE	LEVEL	COUNTRY	INSTITUTION	START	END	STATUS	
Year 11	Year 11 (or equivalent)	Australia	ST MARY'S COLLEGE		2017	Complete	<a href="#">DELETE</a>

 Please provide details of all secondary qualifications you wish to submit with your application. You must add each qualification to your application using the "Save Qualifications To My Application" button before selecting "Next Step".

Do you have any Secondary (Year 11) Study to advise? \*  Yes  No

Please make certain that you press 'save qualifications to my application' every time you are asked through this section.

If you don't, your qualifications will not be saved and your assessment will be delayed.

**SAVE QUALIFICATIONS TO MY APPLICATION**

## Secondary (Year 12) Study

TYPE	LEVEL	COUNTRY	INSTITUTION	END	STATUS	
Year 12	Year 12 (or equivalent)	Australia	ST MARY'S COLLEGE	2018	Complete	<a href="#">DELETE</a>

 Please provide details of all secondary qualifications you wish to submit with your application. You must add each qualification to your application using the "Save Qualifications To My Application" button before selecting "Next Step".

Do you have any Secondary (Year 12) Study to advise? \*  Yes  No

## Post Secondary Study

Do you have any Post Secondary study to advise?\*

Yes  
 No



NEXT STEP →

When asked about the Personal Competency Statement, please be aware that you do not have to complete this section – you can select ‘No’.

If you have completed previous Post Graduate Nursing study, you *may* be eligible for Advanced Standing, but please be aware that you are only able to receive one unit of credit in a four unit qualification.

**Advanced standing** is now managed outside of the application process. If you wish to be considered for this, please tick yes complete the application form located <https://www.utas.edu.au/admissions/undergraduate/credit-advanced-standing> making sure you include your previous transcript and certificate with your application documents in the next few steps.

Continue with the application completing the following sections -

## Professional Qualifications

Do you have any Australian professional qualifications to advise?\*

Yes  
 No

NEXT STEP →

## Employment

You may have relevant work experience that can count towards your application.

Do you have any employment experience you believe is relevant to your application?\*

Yes  
 No

NEXT STEP →

### Application overview

Summary prepared for: Tricia Webster  
Summary prepared on: 05/11/2020 01:22:37 PM AEST

#### Personal details

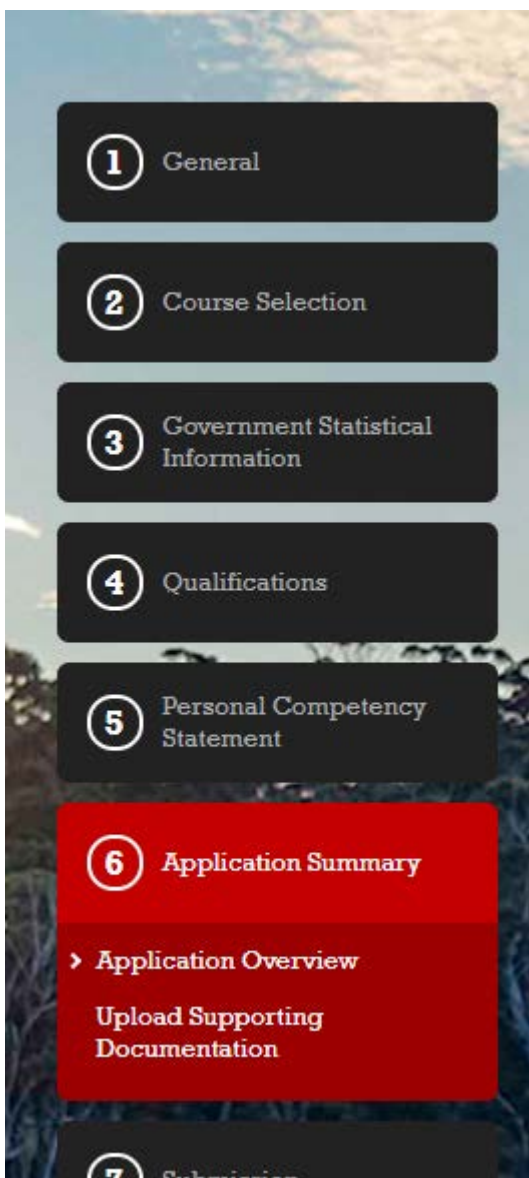
Collapse

To update your personal or contact details, select Continue Later and use the Update Profile function. Please note that only your contact details can be updated once your application is submitted.

### 14) You will then be directed to a summary of your application.

Please double check that all of your personal information provided, and the course you have applied for is correct.

If you need to return to a previous screen to change details, you can do this through the navigation menu on the left-hand side of the application screen:



Once you have clicked “Next Step” you will be directed to upload your supporting documentation.

Online Application 2021

RETURN

### Upload supporting documentation

You're on the right path, just a few more steps now. If you're unsure, check out our [documentation guidelines](#). But make sure you save your application so you can continue it later.

Please ensure your documents are in one of these formats: PDF, RTF, DOC or DOCK. We are unable to accept any other formats.

Advanced Standing
Admissions requires a copy of the course syllabus and unit outlines for your completed subjects. (Not Applicable for UTAS completed units)
Unit Outline <input type="button" value="v"/>
<input type="button" value="UPLOAD DOCUMENT"/>

Course Specific Documents - Course H3N001101 - Bachelor of Nursing Hobart Campus Nursing Study Period 1

**It is extremely important that you include everything requested below, without this information your application cannot be assessed and may lead to you not being able to start the course in this intake.**

**To be able to have your application successfully assessed we require;**

- A confirmation of your AHPRA registration
- A short statement outlining the area you are currently working in and the length of time you have worked in this area (a current CV would be suitable)
- A copy of your HETI Scholarship Student Agreement form, signed by yourself and your manager (see below example)

*Example: HETI Scholarship Student Agreement Form*

## Nursing and Midwifery Graduate Certificate Scholarship Student Agreement

THE STUDENT **MUST** PROVIDE AN APPROVED COPY OF THIS STUDENT AGREEMENT TO THE PROVIDER AS A PART OF THE ENROLMENT PROCESS

I, \_\_\_\_\_ of \_\_\_\_\_ ("the Student")  
(Student Name) (Student Home Address)

by applying for a **NSW Health**-funded scholarship with the Health Education and Training Institute ("HETI") to undertake the Graduate Certificate in:

\_\_\_\_\_ ("the Certificate")  
(Graduate Certificate Name)

Provided by:

\_\_\_\_\_ ("the Provider")  
(Provider Name)

Agree to the following if my application is accepted:

- The Student will take all reasonable steps to comply with the requirements of the Provider which are necessary to complete the Certificate.
- The Student will provide updates on their progress in completing the Certificate to

\_\_\_\_\_ ("the Manager") in an agreed upon manner and schedule.  
(Manager Position)

- The Student will declare to the Provider and to the Manager if they intend to temporarily or permanently leave the course.
- The Student agrees that the Provider may contact the Manager directly to provide updates on the Student's progress where there is reasonable concern by the Provider that the student is at risk of being unable to complete the Certificate, or in any other circumstance where the Provider feels there is sufficient reason to do so. If the Manager is not contactable, the Student agrees that the Provider may instead contact HETI.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Manager Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



15) If you would like someone to act as your proxy, please complete the Authority to act section. Please note that we are unable to provide an update of your application without your permission.

Online Application 2021 RETURN

**Authority to act**

This gives authority for someone like a parent/guardian or partner to help with your application, such as submitting documents for you.

Do you wish to authorise someone to act on your behalf?\*

Yes ?

No

NEXT STEP →

16) You will then be provided with your application reference number and to finish, please press the SUBMIT button

Online Application 2021 RETURN

**Almost there!**

You're nearly there! The adventure of a lifetime awaits... just make sure you have completed all the documentation we need. Hold tight while we assess your application. We'll be in touch soon.

i Your application details have been saved.  
Your application reference number is: **AP63684952**

SUBMIT

Once your application has been assessed, you will be sent an email to your application email address with some information including instructions and help guides on how to accept your offer, steps you need to take before you are able to enrol and information on what your invoice will look like and why.

If you would like further information, please contact the Health Central team on [U.Connect@utas.edu.au](mailto:U.Connect@utas.edu.au)