



**Applied Management Courses
Certificate in Applied Management
(Human Services)
CHECKLIST - For Your Use**

COURSE DETAIL

Course Type: Management Courses
Course Name: Certificate in Applied Management

PERSONAL DETAILS – SELECTED

PPS Number

GNIB Number (for international students, if required)

Emergency Contact number – ready to input?

Identification Document (copy of Passport/Driver’s License photo page)

READY?

EDUCATION DETAILS

NOTE: International applicants will need to provide proof of English proficiency.

Evidence of English Proficiency (if required)

READY?

Secondary Education Transcripts (only required if no third level education)

READY?

Further/Higher Education Transcripts (if available, and relevant to the course only)

READY?

SPECIAL REQUIREMENTS / MEDICAL INFORMATION

Ready to input?

READY?

PERSONAL STATEMENT

A one-page document completed?

READY?

Employer Verification Form

A one-page document completed and signed by the employer?

READY?

Volunteer Form if applicable

A one-page document completed and signed?

READY?

REFERENCES

NOTE: These are optional and are not required for application to this programme.

PAYMENT

Ready? To be paid before course commencement.

If using Debit card, then no extra bank charges.

If using Credit card, you will be asked to pay an extra 2% in addition to the course fee.

DEBIT

CREDIT

Please note:

This checklist is for your own use and does not need to be included in your online application.