



Entry Portfolio – Application Form

What is Portfolio Entry?

Portfolio entry is an alternative pathway into ACBT/ECC programs that is available to applicants who, for reasons beyond their control, may have experienced disadvantage in accessing and participating in education. It is open to, mature-aged entrants, those affected by a medical condition or disability, disruption to education due to multiple relocations, bereavement or other disadvantaged circumstances. You need to demonstrate your achievements, determination and commitment to succeed in your chosen course of study through the Portfolio and a face-to-face interview.

If you think you may be eligible, please complete the details below and collate a Portfolio (refer to the **Guidelines** overleaf) to support your application.

Application Form and Checklist		
As part of your Entry Portfolio application, please ensure this form is completed and either: a) attached to the front of your Portfolio (if submitting documents by post); <u>OR</u> b) uploaded electronically with your Portfolio documents (if applying online via our website)		
Personal Details		
Family Name:	Other Names:	
Date of Birth:	Home Phone:	Mobile Phone:
Email Address:		

Please confirm you have completed an ACBT/ECC online Application Form, indicating your course preferences

As part of an *Entry Portfolio Pathway* application, you are required to submit the following documents, in the order listed:

1. This Checklist (Please place at front of Portfolio)
2. *Statement of Purpose* letter (why you wish to study at ECC)
3. Most Recent School Report **OR** Final Curriculum Statement
Not essential for Mature Age applicants
4. Curriculum Vitae (CV) / Resume showing work experience
5. Two Written References
6. Other Supporting Documents (Optional)

This application needs to be submitted in conjunction with the ACBT/ECC application form located at <https://www.acbt.net/documents-and-forms>

PLEASE ONLY SUBMIT CERTIFIED COPIES OF YOUR TRANSCRIPTS –if you have difficulty with this, you can bring the original documents to the ACBT Reception and the ACBT staff are able to scan them and certify that the original has been sighted.



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Guidelines for submitting a Portfolio Application

1. Statement of Purpose Letter

Explain why you want to attend ACBT and the reasons why you've chosen a course and how it relates to your future career goals.

Your statement should explain your commitment, preparation to study and motivation to succeed in your chosen course.

2. Resume

Outline details of any work experience to date, including both paid work, voluntary positions and/or community-related activities

Your resume should provide details of your work history, key responsibilities, achievements,

Your resume may also include hobbies/interests/special skills outside work

3. Academic Records

Provide details of your formal education (Secondary school, qualifications from O/L or any recognized school or Training Organisation). If you have any incomplete studies, you may include copies of academic transcripts.

Provide details of any informal education (eg. leadership programs, sports coaching, umpiring accreditation, industry training/accreditation or licences, workplace training, etc.)

4. Referees

Include a minimum of two written references - with at least one being related to professional, or work or school experiences.

Your referees should provide details about your abilities and why they think you will succeed.

5. Other Supporting Documents (Optional)

Evidence of past achievements (eg. any awards, media articles, staff award, etc.)

Work samples (eg. reports, projects, objects, photos of work undertaken, log books, etc.) Workplace activities (eg. work journal/records)

Supporting letters from community and volunteer groups to verify claims

6. Checklist – complete the [Applicant Checklist](#) (on the other side of this form) and attach it to the front of your portfolio documents if posting to us.

Note: Following the submission of your Portfolio, you will be invited to attend a face-to-face meeting so that your application can be assessed by the Marketing Manager (or nominee) on a case by case basis.