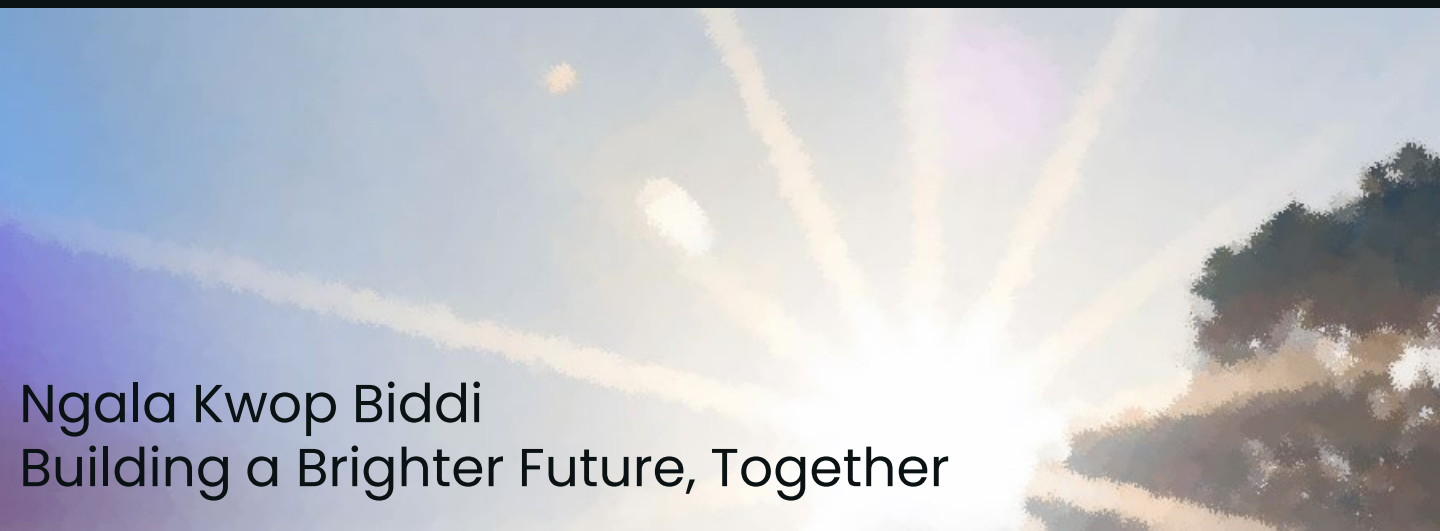# Murdoch University

# TLC Learning for Tomorrow

## Application Guide

Ngala Kwop Biddi
Building a Brighter Future, Together

# Important Admission information:

You must be a Domestic Student.

- *Australian or New Zealand citizen*
- *Permanent Resident*
- *Permanent Humanitarian Visa*
- *Pacific Engagement Visa*

You must be attending a TLC Learning for Tomorrow Partner school.

Attend a 2-hour class at a Murdoch campus after school, once a week, in terms 1, 2 and 3. Campus location will depend on the school that you attend.

**MU Murdoch University**

# Before you start your application, you will need to gather the following:

**Your USI Number (see next page)**

**Your year 11 Semester 1 or 2 school report**

**A completed <u>TLC Student Declaration form</u>**

Please provide your documents in **.pdf** or **.jpg** formats.

MU Murdoch University

# Finding My Unique Student Identifier (USI)

*A USI is a personal lifelong ID number for students in Australia who are undertaking studies at a University, TAFE or other higher education.*

*All applications submitted to Murdoch University require a student to provide their USI.*

Please follow these steps to retrieve or obtain your USI **before** submitting your application to Murdoch University:

**Step 1:** Visit to the USI website: [www.usi.gov.au/students](www.usi.gov.au/students)

**Step 2:** Click "Get your USI".

**Step 3:** Read and agree to the terms and conditions.

**Step 4**: Click "Forgotten USI" if you already have one but are unsure what it is, or "Create USI" if you don't have one.

**Step 5**: Follow the prompts and submit.

**Important note:** Since USIs are managed by the Australian Government, Murdoch University cannot provide you with assistance regarding this process. If you encounter any issues, please refer to the USI website for assistance.

# Murdoch University

# Start your TLC Learning for Tomorrow Application.

Please complete the following steps on a desktop **computer.** It should take you 30 minutes.

## Step 1: Create your Murdoch MyAdmission account

(1)   Visit the <u>MyAdmission webpage</u>.

(2)   Click the 'Create New Account' button.

**CREATE NEW ACCOUNT**
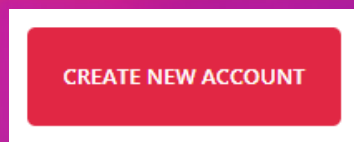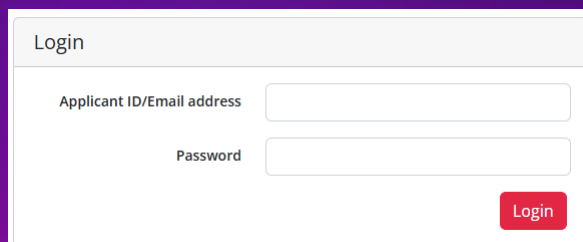
(3)   Fill in your details!

Your MyAdmission login details will be sent to the email address that you have provided in the above steps.

Check your spam or junk folders if you can't find them!

**Important note:**
**DO NOT** use your school (or parents) details.
Please enter your personal email and mobile phone number, as the university may need to reach you about your application.

# MU Murdoch University

④ Login to the [MyAdmission webpage](#) using your applicant ID and password.

## Login

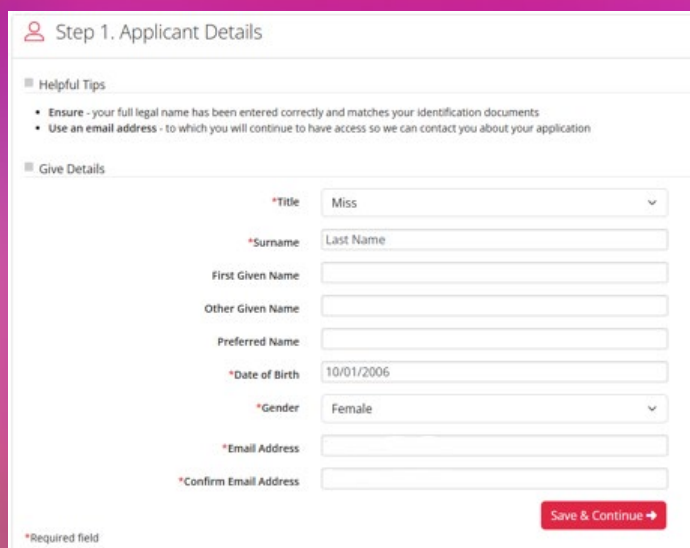| Applicant ID/Email address | |
|---|---|
| Password | |

**Login**

**Step 2:** Now that your Murdoch applicant account has been created, you can **apply for TLC!**

⑤ Click the 'Apply for a Course' button

＋

Apply for a Course
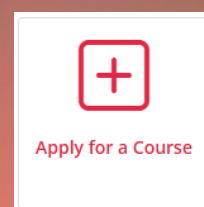
① **Applicant details:** Fill in your personal details, then click 'Save & Continue'.

**Remember to use your personal email address in case the University needs to reach you!**

### Step 1. Applicant Details

Helpful Tips

- **Ensure** - your full legal name has been entered correctly and matches your identification documents
- **Use an email address** - to which you will continue to have access so we can contact you about your application

Give Details

| | |
|---|---|
| *Title | Miss |
| *Surname | Last Name |
| First Given Name | |
| Other Given Name | |
| Preferred Name | |
| *Date of Birth | 10/01/2006 |
| *Gender | Female |
| *Email Address | |
| *Confirm Email Address | |

**Save & Continue →**

*Required field

# MU Murdoch University

## Application Steps

- ✅ **1. Applicant Details**
- ✅ **2. Additional Details**
- ○ 3. Access and Equity Details
- ○ 4. Course and Unit Set Details
- ○ 5. Advanced Standing Intentions
- ○ 6. Additional Questions
- ✓ 7. English Competency Details
- ✓ 8. Secondary Education Details
- ✓ 9. Tertiary Education Details
- ○ 10. Other Qualifications
- ○ 11. Work Experience / Employment Details
- ○ 12. Document Upload
- ○ 13. Review Application
- ○ 14. Declaration
- ○ 15. Submit Application

**Pro Tip:** Keep track of your application progress using the checklist to the right of your screen.

Completed steps will be marked by a red tick ✅

## 2 Additional Details: Complete your Citizenship/Residency details, and input your USI

### Step 2. Address and Citizenship Details

**Helpful Tips**
- Document Naming - name your documents clearly, for example: "Your Name - Birth Certificate"
- Proof of Identity - upload evidence of identity, for example: passport or birth certificate
- Change of Name - upload evidence of change of name if applicable
- International Applicants - before proceeding check GTE Requirements to find out if you need to apply via an agent.

**Citizenship**

*Citizenship Type
- ● Australian citizen (including dual citizenship)
- ○ New Zealand citizen or NZ diplomatic/consular representative
- ○ Australian Permanent humanitarian visa
- ○ Pacific engagement visa
- ○ Permanent resident visa
- ○ International student

**Other Personal Details**

A Unique Student Identifier (USI) is your individual Australian education identifier for life. Click here to find out if you require a USI and how to create a new or find an existing USI. You do not need to create a USI to submit your application.

Unique Student Identifier (USI) [                    ]

Have you previously studied at Murdoch University?  ○ Yes  ● No

**Address Details**

*Is your current postal address in Australia?  ● Yes  ○ No

*Address Line 1 [ 90 South St ]

Address Line 2 [                    ]

*Suburb or Town [ MURDOCH ]

*State [ WA ]

*Postcode [ 6150 ]

Home Phone [                    ]

*Mobile Phone [ +61455555123 ]

[ ← Previous ]  [ Continue → ]

**③ Access and Equity Details:**
You are welcome to disclose as much or as little information as you feel comfortable. **All responses are confidential and are not used to assess your application.**



**④ Course and Unit Set Details:**

- Click **Add a course +**

- Search for TLC Learning for Tomorrow using the course code **'N1110'** and click **Search**



🔍 Add a course ▸ Course Search

Major (e.g. accounting), will be selected once you select your main course of study. Check the **Murdoch course page** to find the course code or title.

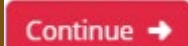| Course Code | Course Title |
|---|---|
| N1110 | |
| **Attendance Mode** | **Attendance Type** |
| ALL ⌄ | ALL ⌄ |

Please note you can use "%" for wildcard searches.

Cancel    **Search**
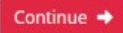
## 4 Course and Unit Set Details Continued:

- Select the campus location according to your school. Then click **Continue →**
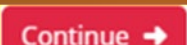
| Course Code | Course Title | Location | Attendance Mode | Attendance Type | Select |
|---|---|---|---|---|---|
| N1110 | TLC LEARNING FOR TOMORROW | MANDURAH CAMPUS | FACE TO FACE | N/A | O |
| N1110 | TLC LEARNING FOR TOMORROW | ROCKINGHAM CAMPUS | FACE TO FACE | N/A | O |

Cancel    Continue →

**Campus Locations**

- Murdoch: *South Street*

  *(available to certain schools only)*
- Rockingham: *Dixon Road*
- Mandurah: *Education Drive*

- Choose trimester and year you want to study and click **Continue →**

  Make sure the year you select is the same year that you are completing year 12!

- Select the unit set for TLC. Then click **Continue →**

Please select ONLY one **Unit Set** from below and click Continue.

☐ C-N1110-1 - TLC LEARNING FOR TOMORROW

## 4 Course and Unit Set Details Continued:

- Check that you have selected the **correct campus**, the **correct commencement period** and the **TLC unit set.**
If any adjustments need to be made, click
If all is correct click **Continue →**

**Actions**

☑ **Edit**

### Step 4. Course Details

**Helpful Tips**

- **Course Requirements** - go to the Murdoch Course page, search for your preferred course, and click "Entry Requirements"
- **Year 12 Early Offer applicants** - you may only select an ENABLING or UNDERGRADUATE program. The Bachelor of Science/Doctor of Veterinary Medicine (B1402) is not available as part of the early offer program
- **Preference** - you can select up to five (5) preferences at any time before submitting your application
- **Preference** - your first preference should be the course you would most like to do
- **Attendance mode** - Please be aware different attendance modes will be used for 2025 commencement periods onwards. Please ensure you select the appropriate attendance mode relevant for the year you intend to commence your course. For 2024 the attendance modes are 'Internal' or 'External', for 2025 onwards the attendance modes are 'Face to face', 'Online', or 'Mixed mode'

**Course Summary**

| Pref | Course Option | Expected Commencement | Unit Set | Actions |
|------|---------------|------------------------|----------|---------|
| 1 | N1110 TLC LEARNING FOR TOMORROW / MANDURAH CAMPUS / FACE TO FACE | Trimester 1 202# (Commencing between Jan 202# - Mar 202#; | TLC LEARNING FOR TOMORROW | ☑ Edit 🗑 Delete ⊕ Add Promo |

**Add a course +**

**← Previous**    **Continue →**

## 5 Advanced Standing Intentions: As TLC applicants cannot receive Advanced Standing, please click **Continue →**

## 6 Additional Questions: Please input your highest level of achievement if applicable. Otherwise select "None of the Above".
Click **Continue →**

*You will need to upload evidence in step 12 if you select anything other than "None of the above"*

# MU Murdoch University

**7** **English competency details:** Select 'No' and then click [Continue ➔]

*Do you wish to record English competency details?  ◯ Yes  ● No

**8** **Secondary Education Details:** Fill in this section with your secondary education details. Click [Continue ➔]



Step 8. Secondary Education Details

Helpful Tips

- **Early Offer Program** - only Australian current Year 12 secondary school students are eligible to apply via the early offer program
- **Education results** - upload your most recent Secondary Education results

Give Details

*Have you completed or are currently completing secondary education?  ● Yes  ◯ No

Give Details

| | |
|---|---|
| *Country of Secondary Education | AUSTRALIA |
| *Year education was or will be completed | 202# |
| *State or Territory of Year 12 Attendance | WA |
| *Assessment Type | Western Australian Certificate of Education (ATAR, WAC |
| *School | |
| *Score | 0 |

← Previous    Continue ➔
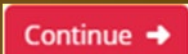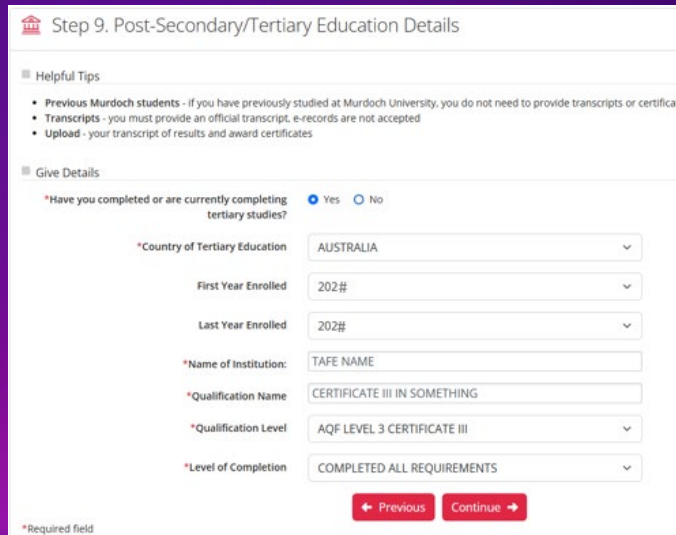
Don't forget to choose your high school from the drop-down list!

## 9. Post Secondary/Tertiary Education details:

If you are completing anything at TAFE, select 'Yes' and fill in the relevant details. Otherwise Select 'No'. Then, click **Continue →**

🏛 Step 9. Post-Secondary/Tertiary Education Details

▪ Helpful Tips

- **Previous Murdoch students** - if you have previously studied at Murdoch University, you do not need to provide transcripts or certificate
- **Transcripts** - you must provide an official transcript, e-records are not accepted
- **Upload** - your transcript of results and award certificates

▪ Give Details

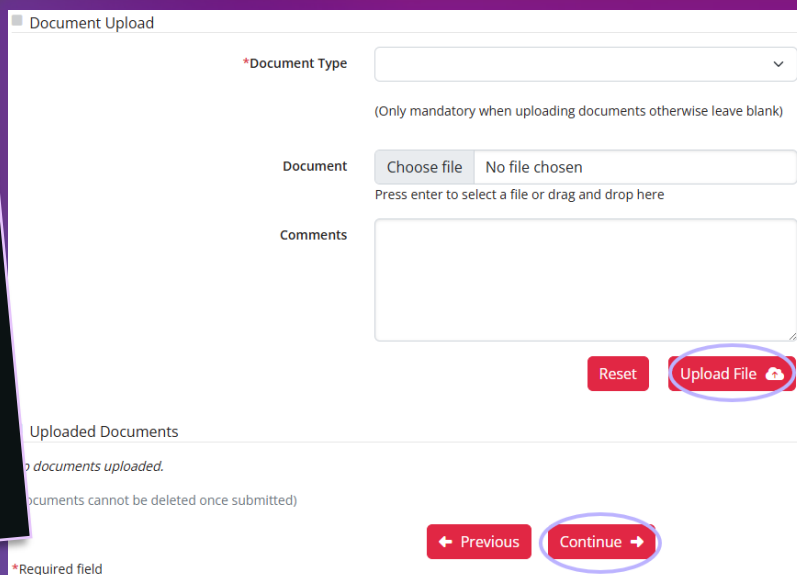| | |
|---|---|
| *Have you completed or are currently completing tertiary studies? | ● Yes  ○ No |
| *Country of Tertiary Education | AUSTRALIA ⌄ |
| First Year Enrolled | 202# ⌄ |
| Last Year Enrolled | 202# ⌄ |
| *Name of Institution: | TAFE NAME |
| *Qualification Name | CERTIFICATE III IN SOMETHING |
| *Qualification Level | AQF LEVEL 3 CERTIFICATE III ⌄ |
| *Level of Completion | COMPLETED ALL REQUIREMENTS ⌄ |

← Previous   Continue →

*Required field

## 10. Document Upload:

- First choose your document type from the drop-down list.
- Second, choose your document file to upload. ***Please upload .pdfs or .jpgs only.***
- Third and finally, add any notes, then click

**Upload File ☁**

Repeat these three steps for each document then click **Continue →**

*Don't forget to upload your school report and TLC Student declaration here, or your application can't be processed!*

▪ Document Upload

| | |
|---|---|
| *Document Type | ⌄ |
| | (Only mandatory when uploading documents otherwise leave blank) |
| Document | Choose file  No file chosen |
| | Press enter to select a file or drag and drop here |
| Comments | |

Reset   Upload File ☁
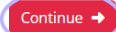
▪ Uploaded Documents

*o documents uploaded.*

*ocuments cannot be deleted once submitted)*

← Previous   Continue →

*Required field

**MU Murdoch University**

**11** **Review Application:**
Check that the information that you have provided with your application is correct.
If yes, click [Continue ➜]

**Don't forget:** Make sure you upload all required documentation, or our admissions team cannot assess your application.

**12** **Declaration:**
Review the applicant declaration, and click

[I Agree ➜]

**13** **Submit Application:**
Check the details of your application, what campus you are attending, and your desired commencement date.
If all is correct click [Submit Application]

**Congratulations! You have now submitted your TLC Learning for Tomorrow application.**

**Keep an eye on the email address that you have provided for a receipt of your application, any communications from our Admissions team, and your outcome (which you can expect within a few weeks).**

*Thank you for your interest in studying TLC Learning for Tomorrow at Murdoch University.*
*If you have any questions, please email TLC@murdoch.edu.au.*

**Murdoch University**