

Entry Portfolio Application Form

What is Portfolio Entry?

Portfolio entry is an alternative pathway into ECC 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 Aboriginal people and Torres Strait Islanders (ATSI), 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.

Guidelines for Submitting a Portfolio Application

1. Statement of Purpose Letter

- Explain why you want to attend ECC and the reasons why you have 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 must provide details of your work history, key responsibilities and achievements
- Your resume should address IT, written and oral communication skills required for the positions listed
- Your resume may also include hobbies/interests/special skills outside work

3. Academic Records

- Provide details of your formal education (Secondary school, qualifications from TAFE or any Registered Training Organisation). If you have any incomplete studies, you may include copies of academic transcripts.
- Provide details of any informal education (e.g. leadership programs, sports coaching, umpiring accreditation, industry training/accreditation or licenses, workplace training, etc.)
- Provide certified copies of transcripts, or bring the originals to ECC to be sighted and scanned

4. Referees

- Include a minimum of two written references - with at least one being related to professional, or work or school experiences.
- Your professional referee must provide an email address and phone number at the place of work, so that ECC can contact the referee directly, if required
- Your referees should provide details about your abilities and why they think you will succeed.

5. Other Supporting Documents (Optional)

- Evidence of past achievements (e.g. any awards, media articles, staff award, etc.)
- Work samples (e.g. reports, projects, objects, photos of work undertaken, log books, etc.)
- Workplace activities (e.g. 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.

Entry Portfolio Application Form

Personal Details		
Family Name:	Other Names:	
Date of Birth:	Home Phone:	Mobile Phone:
Email Address:		

Application Form and Checklist
<p>As part of your Entry Portfolio application, please ensure this form is completed and either:</p> <p>a) attached to the front of your Portfolio (if submitting documents by post); <u>OR</u></p> <p>b) uploaded electronically with your Portfolio documents (if applying online via our website)</p>

Please confirm that you have completed an ECC online Application Form, indicating your course preferences	
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As part of an Entry Portfolio Application, you are required to submit the following documents:

1	This Checklist (place at front of Portfolio)	
2	Statement of Purpose Letter (why you wish to study at ECC)	
3	Most recent school report	
4	Curriculum Vitae (CV) showing work experience	
5	Two written references	
6	Other supporting documents (optional)	

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 Academic Director (or nominee) on a case-by-case basis.