PVTC

Pacific Vocational Training Center

APPLICATION FORM

APPLICATION CHECKLIST

Please ensure that you have all the requirements stated in this checklist before submitting this form.

Please tick the check box to indicate the documents that you have submitted with your application.

Attach a recent passport size photo.

It must be certified to be a true likeness of you

☐ 1 Recent passport photo (taken within 6 months of date of application, against plain white background)

☐ Copy of your birth certificate

☐ Copy of your National ID card

☐ Copies of all academic award certificates

☐ Copy of recent academic report

☐ VNPF education Eligibility form if applicable

☐ Sponsor letter (if sponsored)

SECTION A: PERSONAL DETAILS

Title: **Mr./Mrs./Miss**	**Surname:**	**Middle Name:**	**First Name:**
Gender: **male/female/other**	**Date of Birth:**	**Island of origin:**	

Residential Address:	**Email:**
Postal Address:	**Phone/mobile:**

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SECTION A: PERSONAL DETAILS (Cont.)

Education Level: *Select the highest level of Education you have achieved* *(Select only one)*	☐ **Year 8** ☐ **Year 10 Leaving Certificate** ☐ **Year 11** ☐ **Year 12 Leaving Certificate** ☐ **Year 13** ☐ **Diploma** ☐ **Other:**_____
Working Experience: *State if you have any working experience.* • *Attach your CV if you had any working experience*	

Emergency Contact Details

Name:	**Relationship to you:**
Residential Address:	**Email:**
	Phone/mobile:

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SECTION B: PROGRAM DETAILS

Select the program you wish to apply for below:

Level I and Level II Programs

☐ **Certificate I in Automotive Engineering (Servicing)**

☐ **Certificate II in Computing (Computer Support/software and hardware)**

☐ **Certificate II in Plumbing (Water, Sanitation and Hygiene)**

Level IV Programs

☐ **Certificate IV in Electrical Engineering (Installation and Maintenance)**

☐ **Certificate IV in Information & Communications Technology**

☐ **Certificate IV in Mechanical Engineering (Refrigeration and Air-Conditioning)**

Mode of Study

☐ Day Class (Full Time) ☐ Evening Class (Part Time)

SECTION C: FINANCE DETAILS

Select one of the following:

☐ Private

☐ VNPF Sponsored

☐ VANGOV Sponsored

☐ Other Sponsor

- Sponsor Details:
  - Business Address:_____

    _____

    Phone Number: _____

    Email Address: _____

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SECTION D: ACESSIBILITY INFORMATION

As part of our commitment to providing inclusive training for all students, please help us understand if you face any difficulties with daily activities. Your answers will help us identify any support you may need during your training. These questions are provided in both **English and Bislama**. Please choose which version you would like to answer.

Bislama Version	English Version
1. Sapos yu gat eni problem blo lukluk, iven taem yu werem glas? ☐ Nogat problem ☐ Smol problem ☐ Fulap problem ☐ No save mekem samting nomo	1. **Do you have difficulty seeing, even when wearing glasses?** ☐ No difficulty ☐ Some difficulty ☐ A lot of difficulty ☐ Cannot do at all
2. Yu gat problem blo hearing, iven taem hemi wearem hearing aid? ☐ Nogat problem ☐ Smol problem ☐ Fulap problem ☐ No save mekem samting nomo	2. **Do you have difficulty hearing, even when using a hearing aid?** ☐ No difficulty ☐ Some difficulty ☐ A lot of difficulty ☐ Cannot do at all
3. Yu gat problem blong wokabaot? ☐ Nogat problem ☐ Smol problem ☐ Fulap problem ☐ No save mekem samting nomo	3. **Do you have difficulty walking or climbing stairs?** ☐ No difficulty ☐ Some difficulty ☐ A lot of difficulty ☐ Cannot do at all
4. Yu gat problem blong rimembarem o konsentret lo wan samting? ☐ Nogat problem ☐ Smol problem ☐ Fulap problem ☐ No save mekem samting nomo	4. **Do you have difficulty remembering or concentrating?** ☐ No difficulty ☐ Some difficulty ☐ A lot of difficulty ☐ Cannot do at all

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5. Yu gat problem blo lukaotem yu wan olsem swim yuwan mo werem klos blo yu wan?
   - ☐ Nogat problem
   - ☐ Smol problem
   - ☐ Fulap problem
   - ☐ No save mekem samting nomo
6. Wetem lanwis we yu stap yusum oltaem, Yugat problem blo komiunikesen olsem andastanem ol narafala man o olgeta I andastanem hem?
   - ☐ Nogat problem
   - ☐ Smol problem
   - ☐ Fulap problem
   - ☐ No save mekem samting nomo
7. Yu gat problem blo usum hand mo ol finga blo hem olsem pikimap wan smol sa mting o sarem ol kontena?
   - ☐ Nogat problem
   - ☐ Smol problem
   - ☐ Fulap problem
   - ☐ No save mekem samting nomo
8. Yu gat eni problem blo lanem hao blong mekem niu samting we yu neva mekem bifo?
   - ☐ Nogat problem
   - ☐ Smol problem
   - ☐ Fulap problem
   - ☐ No save mekem samting nomo

5. **Do you have difficulty with self-care, such as washing all over or dressing?**
   - ☐ No difficulty
   - ☐ Some difficulty
   - ☐ A lot of difficulty
   - ☐ Cannot do at all
6. **Using your usual language, do you have difficulty communicating, for example, understanding or being understood by others?**
   - ☐ No difficulty
   - ☐ Some difficulty
   - ☐ A lot of difficulty
   - ☐ Cannot do at all
7. **Do you have difficulty using your hands and fingers, such as picking up small objects or holding a container?**
   - ☐ No difficulty
   - ☐ Some difficulty
   - ☐ A lot of difficulty
   - ☐ Cannot do at all
8. **Do you have difficulty learning new tasks or activities that you haven't done before?**
   - ☐ No difficulty
   - ☐ Some difficulty
   - ☐ A lot of difficulty
   - ☐ Cannot do at all

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9. Yu usum ol samting ia: • Wheelchair Yes No • Prostheic leg/hand Yes No • Crutches Yes No • Walker/frame Yes No • Cane Yes No	9. **Do you use any of the following aids or devices?** ☐ Wheelchair ☐ Prosthetic leg/hand ☐ Crutches ☐ Walker/frame ☐ Cane

SECTION E: ADMISSION LETTERS AND FEES PAYMENT

Admission Letters for successful applicants will be ready to collect two (2) weeks after the closing date.

Successful applicants will be required to pay 25% of the pre-requisite program before the program starts.

You may seek further clarification from the enrolment officer.

SECTION F: ADDITIONAL INFORMATION

Withdrawal & Fees of the Course:

1. **Withdrawals before the program starts with no fees paid to PVTC will not incur a penalty**
2. **Withdrawals before the program starts with fees paid to PVTC will incur a financial penalty of VT1000.**
3. **Withdrawal after the course has commenced there will be no refund.**
4. **Nonattendance without approval from PVTC, there will be no refund**
5. **All fees must be paid before the course starts**
6. **VNPF all confirmation letters to be submitted in before the course starts**
7. **Sponsored Letters should be attached with enrolment forms**

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SECTION G: APPLICANT DECLARATION

I _____ declare that the above information filled is true and agree with the conditions of registration.

Signature: _____ **Date: _____**

FOR OFFICIAL USE

1. **Application Vetted: ☐ COMPLETE ☐ INCOMPLETE ☐ PENDING RESULTS**

Comments:_____

_____

_____

_____

Vetted By:_____ **Date:**_____

Location: Kent Street, Rue De Wales, PORT VILA
Tel: +678 29 600
Email: pacvoc@gmail.com