

## **Application FAQs**

### **Certified copies and transcript**

#### ***What is a certified copy?***

A certified copy is a photocopy that has been declared by a Justice of the Peace (JP), a solicitor, or a Faculty of Education and Social Work staff member to be an exact copy of the original.

#### ***How to do I obtain certified copies?***

Locate a JP or a solicitor who can certify documents. Some pharmacists or post-office employees may also be able to certify documents.

Alternatively, bring both the photocopies and the original documents to the Faculty of Education and Social Work office (Level 3, Education Building) and have your documents certified by a faculty staff member. You must provide the photocopies – the faculty will not copy your documents for you.

#### ***Does my ID have to be certified?***

Yes. You cannot simply submit standard photocopies of your ID.

#### ***I don't have a passport or a birth certificate, will other ID be ok?***

No. You must provide proof of country of citizenship. If you do not have this you will need to obtain a copy of your birth certificate or apply for a passport.

#### ***Do I need to include certified copies of my transcripts?***

Yes. They should be certified copies or originals (even if you were a student at Sydney Uni).

#### ***I haven't finished my degree so how can I include a copy of my transcript?***

You need to attach a copy of your transcript even if you are currently completing your degree. The transcript should include the units you are currently undertaking even though they won't have results listed against them. If you are offered a place in the course you will need to submit proof of completion of the degree at time of enrolment.

#### ***I am completing my degree in Summer School 2009/2010. Can I apply for the BTeach/MTeach?***

Yes, if you will have finished all the requirements of your degree by March 2010. Please include information about units you intend to take in Summer School and provide proof of completion/eligibility for your degree as soon as results are available.

### **International applicants**

#### ***I completed my degree in the UK, am I eligible to apply?***

Yes. You still need to meet the same prerequisites as local applicants even if you do not wish to teach in NSW or Australia. If your degree does not meet the prerequisites

then you will need to do further study prior to being accepted into the course. International students need to apply through the International Office.

***I am on a Spouse Visa. Am I classified as an international or local applicant?***

Local applicants are Australian or NZ citizens or holders of Australia Permanent Resident or Humanitarian visas. All other applicants are international.

***I will become a permanent resident in December. Do I apply as a local or international student?***

If you are not a PR visa holder at time of submitting your application then you must apply as an International student. When you obtain your visa you can change your status to Local.

## **Prerequisites**

***What is a unit of study?***

Also referred to as a 'course', 'subject', 'unit of credit', 'paper'. One unit of study is equivalent to a six-credit-point subject at The University of Sydney. It is equal to a quarter of a full-time load in one semester.

***I completed a BSc/BA at Sydney University, am I eligible for primary teaching?***

Please refer to the prerequisite information on the website. You need to complete a self-assessment of the units you completed within your degree and compare it to what is required in the prerequisite table. Every degree is different and your eligibility depends on what units you completed within your degree.

***I have read the information on the website and I am still having trouble completing the application form and working out the prerequisites. Can I give you a copy of my transcript or make an appointment to discuss my transcript with you?***

No. We do not take appointments nor do we assess degrees prior to receiving your application. Please refer to the website and use the information to complete your application as best you can. You are welcome to drop by the faculty office during opening hours if you have any questions but we will not review individual transcripts.

***I completed my degree in 1985, is there a time limit?***

No. It doesn't matter how long ago you completed your undergraduate degree.

***I am two KLAs (4 units) short of meeting the prerequisites for primary teaching. Can I complete these units after I finish the BTeach?***

No. You must meet the majority of prerequisites prior to enrolling in the BTeach.

***I think I am one or two units short of meeting the prerequisites. Will I get an offer?***

Preference for places will go to applicants who meet the prerequisites, and then to those who have a good academic record and are only 1–2 units short of meeting the requirements. Demand for places in the BTeach(Primary) is high, so only a few offers are given to applicants who don't meet all the prerequisites.

***I can't remember the exact content of the units of study I completed because I finished my degree 20 years ago. What do I write?***

If you can't remember the content of what you studied try to track down copies of handbooks, which should be available at your University. If you are unable to do this

then you need to do the best you can to remember the content and make an attempt to fully complete your application. This will help us understand exactly what you've studied. It's in your best interest to write what you can – especially if the units are applied studies or a combination of two KLA or subject areas.

***I completed a Bachelor of Hospitality and my units don't match up with the KLAs. What do I do?***

They will match up. You need to read the information carefully and base your self-assessment on the unit content rather than the title. If you are still not sure, do your best to match your units to a KLA and we will assess it on receipt.

***I completed a Bachelor of Nursing and my units don't really match up to the curriculum areas because I didn't have a 'major' or 'minor'? What do I do?***

Do your best to allocate each unit to a particular area based on the subject content of the unit. You don't have to have an official 'major' and 'minor' area as not all degrees are structured the same.

***What is considered a 'relevant degree' for entry to the BTeach(Early Childhood)?***

There are no restrictions on what degree you need to hold for entry to the early-childhood designation. Your application will be assessed in conjunction with the interview.

## **Teaching areas for BTeach(Secondary)**

***What is the difference between a double method and a single method?***

Within the Secondary stream of the BTeach/MTeach you are required to specialise in one or two teaching areas. If you would like to teach Science, Maths, Languages or Art then you can choose to do them as a 'double method'. This means that you specialise in one teaching area only.

If you wish to teach in areas other than Science, Maths, Languages or Art then you need to choose two 'single methods' from the options available and you will specialise in two teaching areas.

***What is a 1<sup>st</sup> Teaching Method and a 2<sup>nd</sup> Teaching Method?***

'Teaching Method' is also referred to as Curriculum Area, Teaching Area or Teaching Specialisation and refers to the subject(s) you qualify to teach in schools. You must meet the pre-requisite requirements for one 1<sup>st</sup> Teaching Method in order to be accredited with the NSW Institute of Teachers.

*1<sup>st</sup> Teaching Method* = your main teaching specialisation. This relates to your 'major' area of study or your main discipline area specialisation in your undergraduate degree.

*2<sup>nd</sup> Teaching Method* = your second teaching specialisation. This relates to your 'minor' area of study or secondary discipline area specialisation in your undergraduate degree. Some areas such as TESOL and Classical Hebrew and Judaism can only be studied as a 2<sup>nd</sup> Teaching Method.

**Examples of teaching method combinations for the Secondary stream:**  
*(this list is not exhaustive)*

English/History-Modern

Maths/Science

Art/Geography

Maths only (double method)

Science only (double method – eg Chemistry/Biology)

Business Studies/Legal Studies

Languages/TESOL

...etc...