Applicant Portal Guide

Application for Admission to Graduate Certificates

- **Graduate Certificate in Indigenous and Cross-Cultural Leadership**
- **Graduate Certificate in Indigenous Research**
- **Graduate Certificate in Indigenous Workforce Development**

Important Information

Graduate Certificates applicants should familiarise themselves with the relevant program options for the course they are applying for at Graduate Certificates | Batchelor Institute.

To find out what you should do prior to applying for admission to a Graduate Certificate program please check How to Apply - Higher Education | Batchelor Institute

Applications will be assessed on the Admission Framework as outlined in the Higher Education Admission Policy, that the applicant meets:

a) The requirements to be admitted to Batchelor Institute, including their Indigenous Australian status, and the minimum age requirements; and

b) The minimum course admission requirements for entry into the relevant course; and

c) The eligibility and basis of merit to occupy a Commonwealth Supported Place (CSP), if applicable; and

d) That priority considerations will be given for Indigenous Australians applicants, should they meet all eligibility.

The outcome of your Application for Admission will be emailed to the email address you provide in this application.

For more information or assistance, please contact:

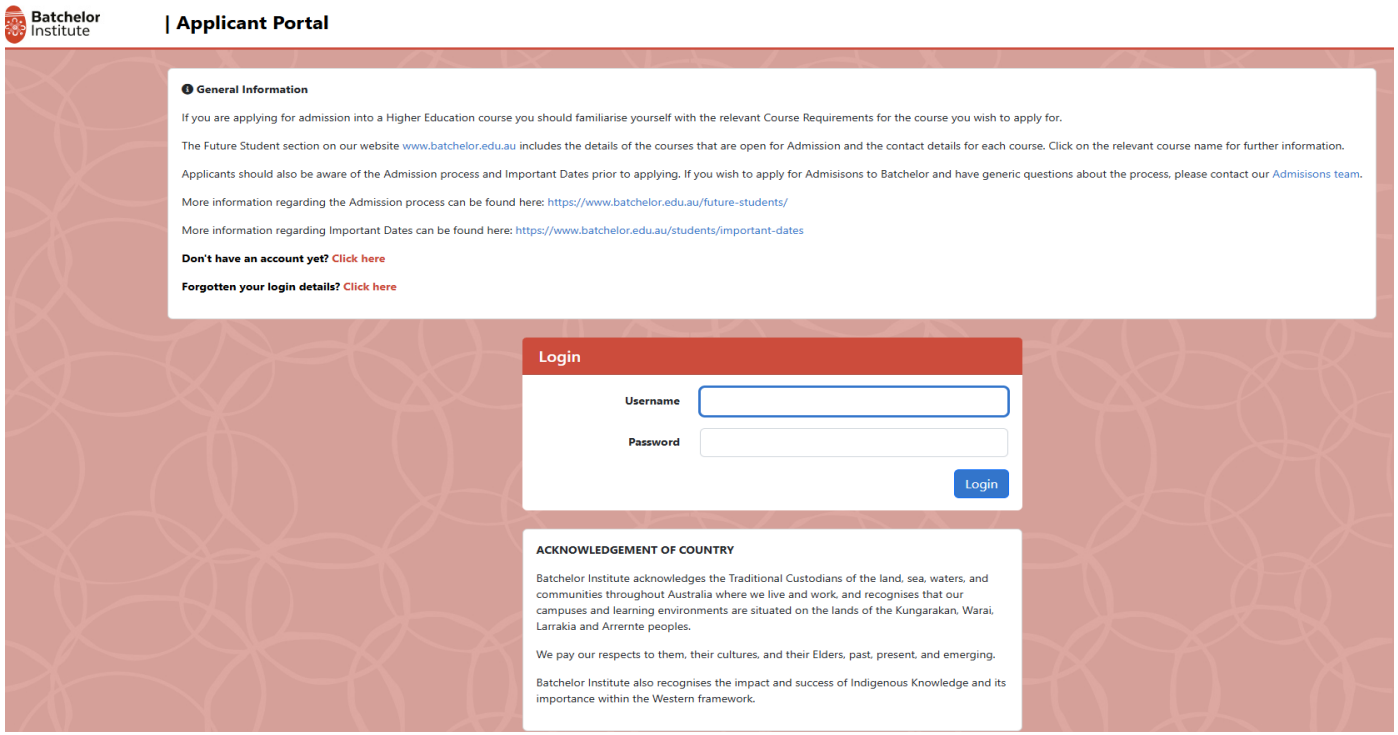
Graduate Certificate Coordinator(s)
Email: herdadmin@batchelor.edu.au
Freecall: 1800 677 095

Admissions
Email: admission@batchelor.edu.au
Freecall: 1800 677 095

1. Applicant Portal Login Page

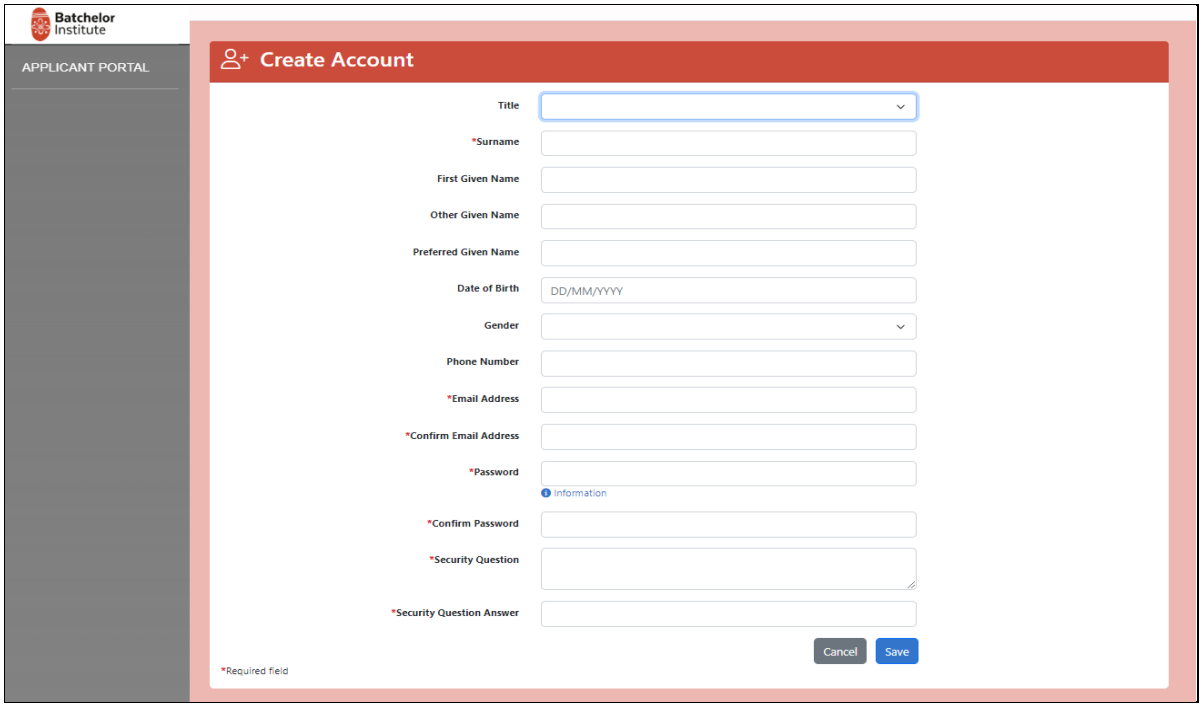
To apply for admission into a Graduate Certificate program, you will need to create an account here or retrieve your account if you have applied for admission at Batchelor Institute previously.

https://applicant.batchelor.tribalcloudservices.com.au/connect/webconnect



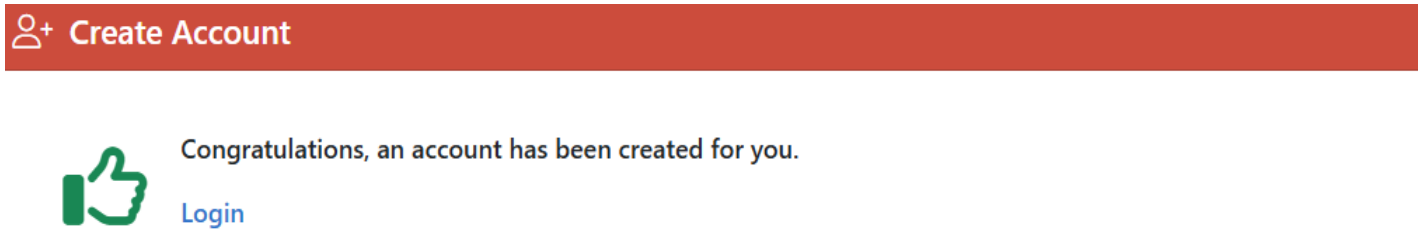
2. Create Account

To create an account, you must supply all the mandatory information (marked with *) and click SAVE.



3. Account Created

Once you have clicked save, you will receive the message below, confirming your account has been created.



4. Applicant Portal Registration Email

Your username and password details will be sent to the email address that you provided to create the account.

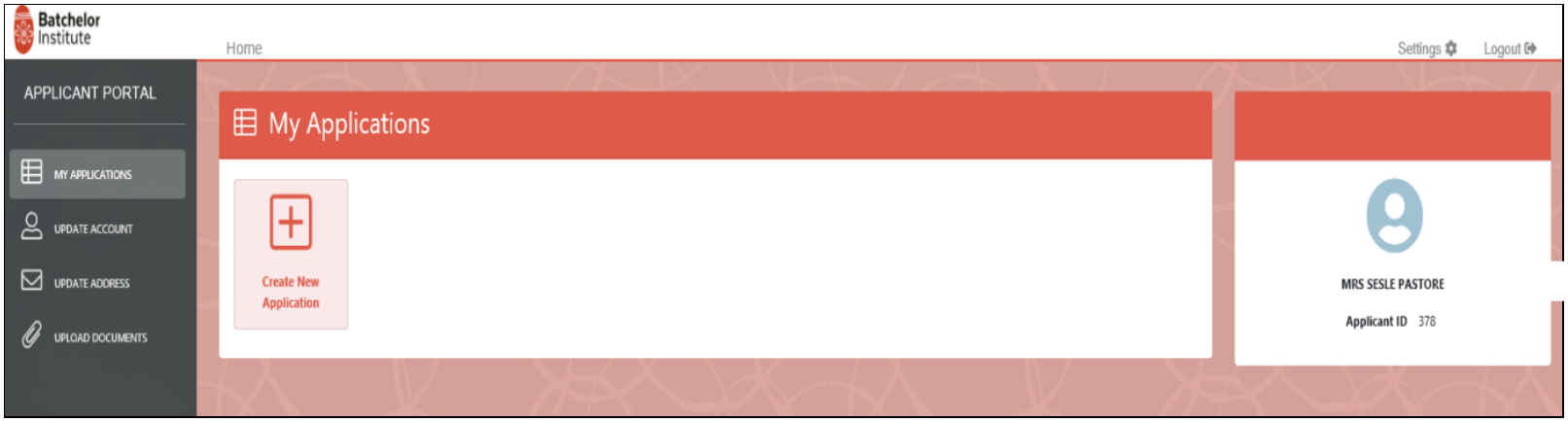
5. Applicant Portal Login Page

Once your account has been created, you will need to go back and log into the Applicant Portal again using your registered Username and Password.

You can also return later to continue an Application for Admission if you need to.

6. Create an Application for Admission

To create an Application for Admission, make sure you navigate to [My Applications] and click on [Create New Application].



7. Step 1 – Applicant Details

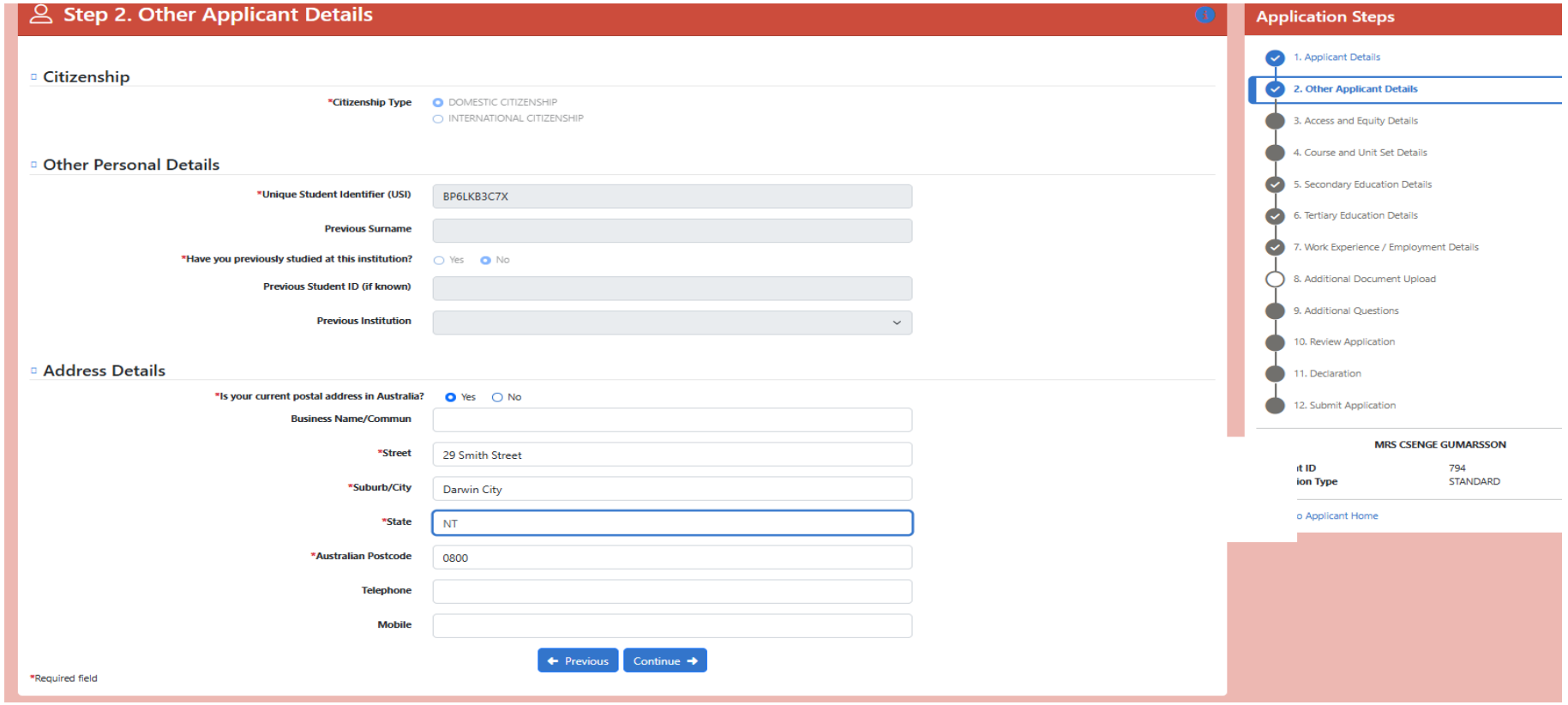
The details below show what you entered during the Account Creation step. If all details are correct and click Continue.



8. Step 2. Other Applicant Details

You will need to provide Batchelor Institute with all the mandatory information (marked with *)

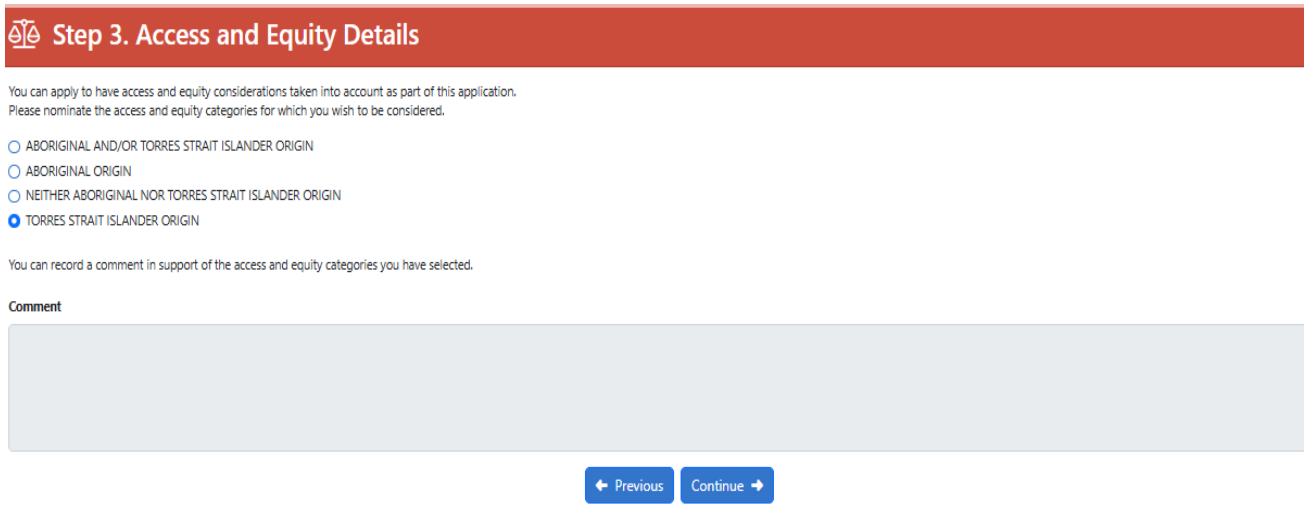
Ensure that you have applied for a Unique Student Identifier (USI) and that it matches the surname, first name and date of birth details in Step 1. Once you have done this, click Continue.



9. Step 3. Access and Equity Details

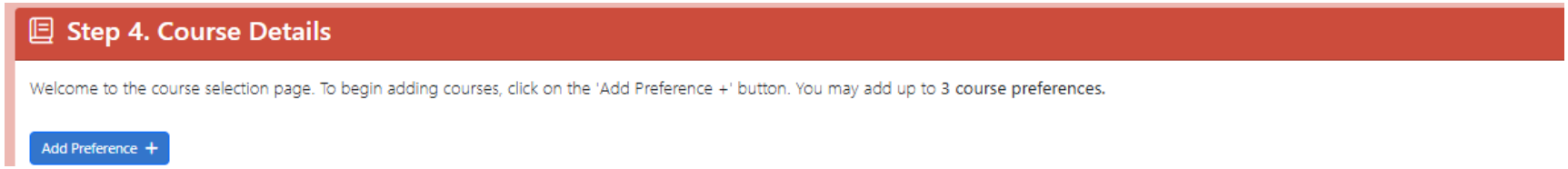
Please select one of the options below and click Continue.

NB. The Institute accepts Indigenous and Non-Indigenous Australian applicants into the Graduate Certificate programs.

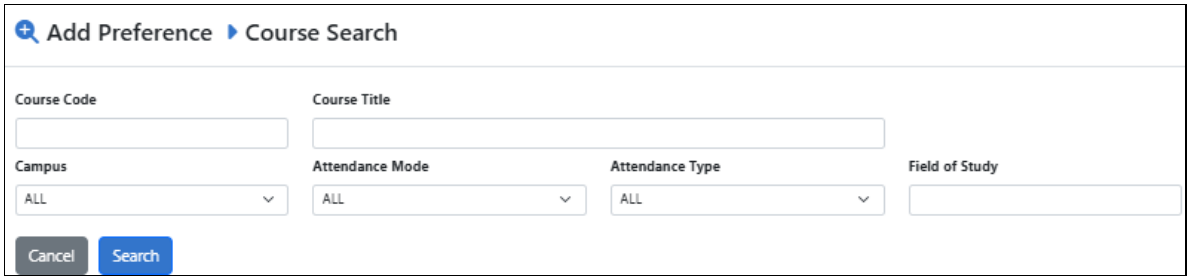


10. Step 4. Course Details

In this step, you will select your Application for Admission Course Preference(s).



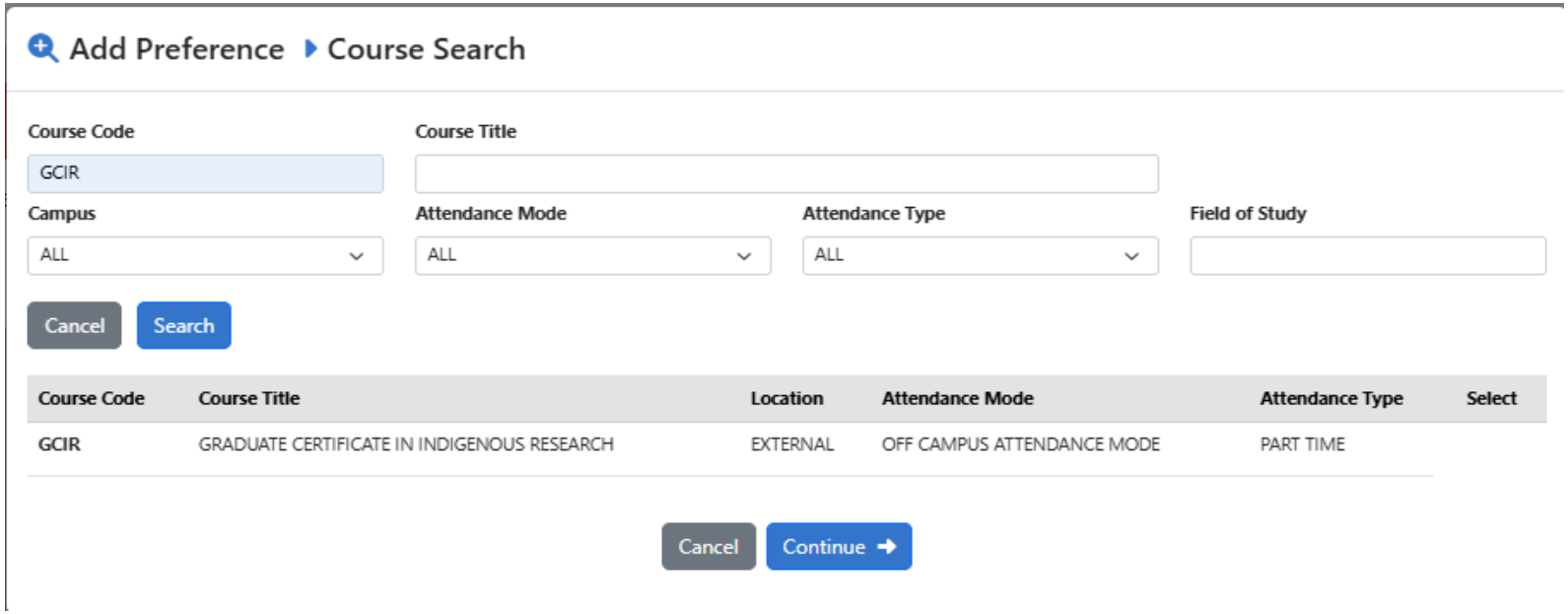
Click [Add Preference] and enter/search for the Course you are applying for by searching for the 'Course Code' and clicking [Search]. Alternatively, you can search for all Graduate Certificates by adding 'Graduate Certificate' in the 'Course Title' field.



Course Code	Course Title	Location	Attendance Mode	Attendance Type
GCICL	GRADUATE CERTIFICATE IN INDIGENOUS AND CROSS-CULTURAL LEADERSHIP	EXT	External Mode (no attendance on campus)	Part-Time
GCIR	GRADUATE CERTIFICATE IN INDIGENOUS RESEARCH	EXT	External Mode (no attendance on campus)	Part-Time
GCIWD	GRADUATE CERTIFICATE IN INDIGENOUS WORKFORCE DEVELOPMENT	EXT	External Mode (no attendance on campus)	Part-Time

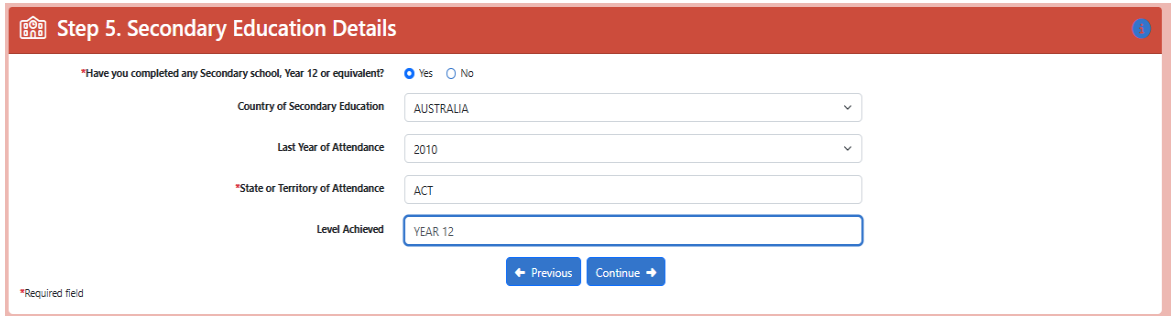
NB. You may choose more than one (1) course preference.

a) Search for a relevant course code from the list, for example **GCIR** and click Search.
If you have only one (1) preference, click Continue.



11. Step 5. Secondary Education Details

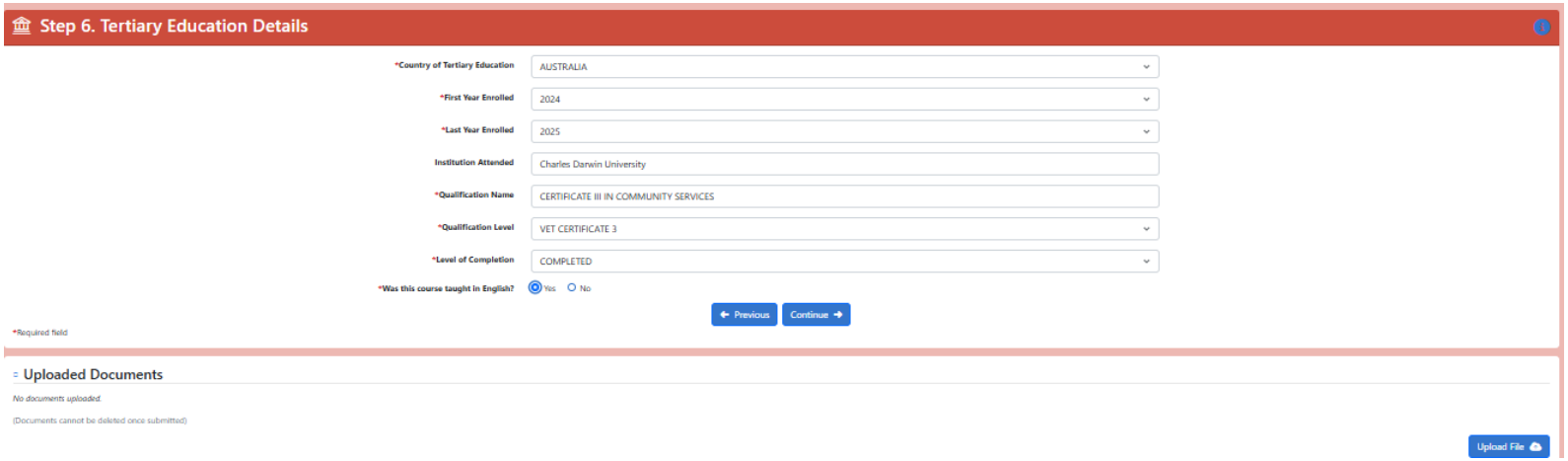
Complete your highest secondary education details here.



12. Step 6. Tertiary Education Details

This is a mandatory step.

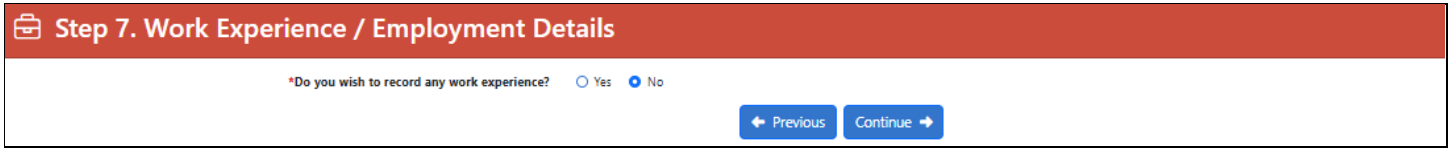
Please complete this section and upload your relevant Tertiary Transcripts/AQF Certifications.
Transcripts from other Higher Education Providers or Universities must be certified prior to being uploaded.
Once complete, upload your document(s) and click Continue.

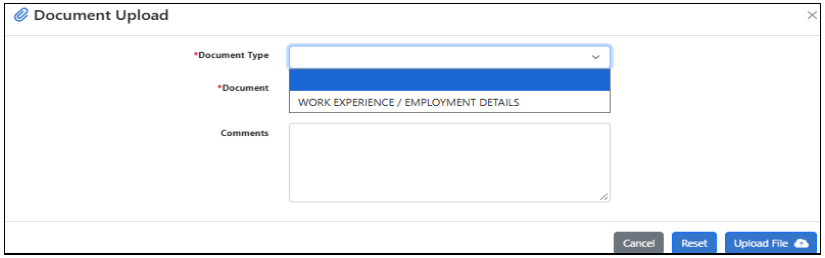


13. Step 7. Work Experience/Employment Details

If you would like to provide this information in support of your application, feel free to do so.

Once completed, click **Continue** to move to the next step.



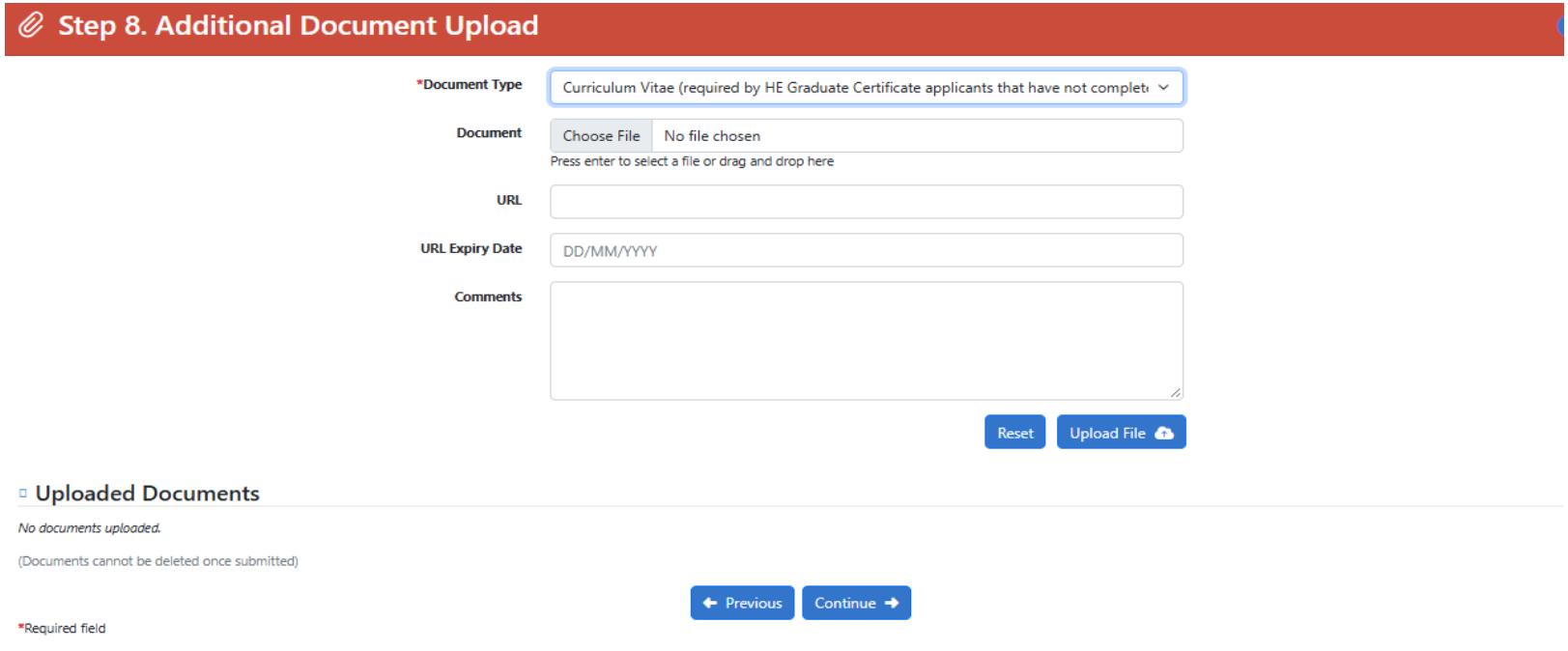


14. Step 8. Additional Document Upload

This is a mandatory step.

Please complete this section and upload your curriculum vitae (cv).

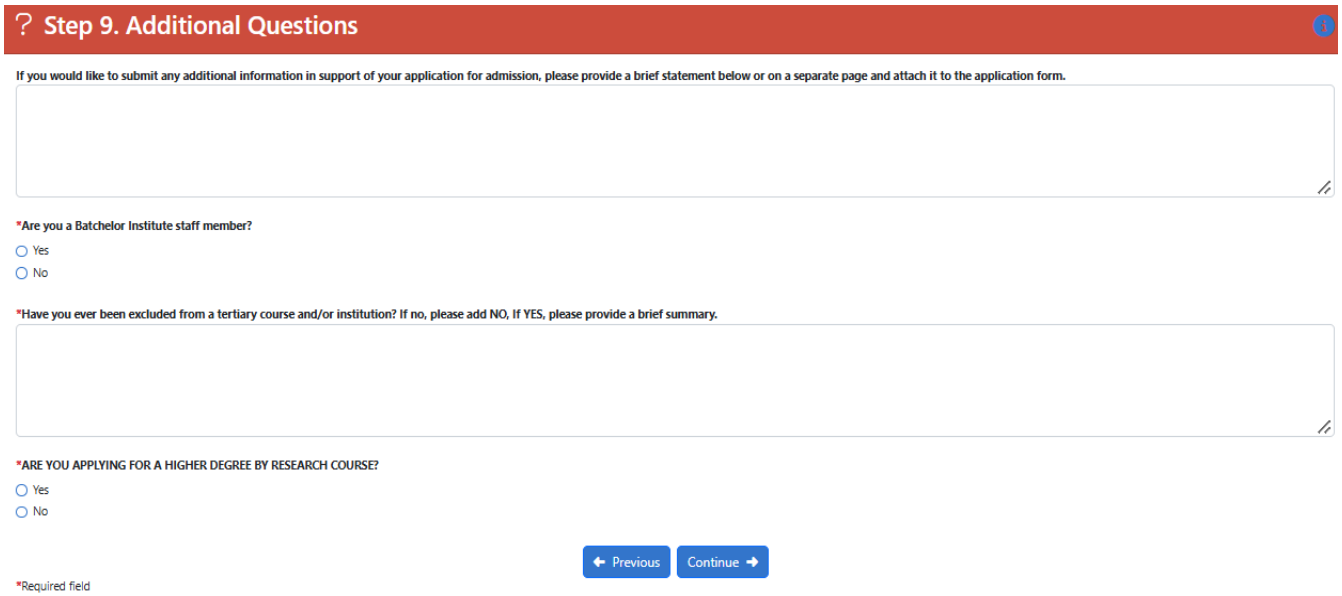
Once completed, click **Continue** to move to the next step.



15. Step 9. Additional Questions

In this section you will be asked questions to support your Application for Admission. All mandatory questions (marked with *) will need to be completed.

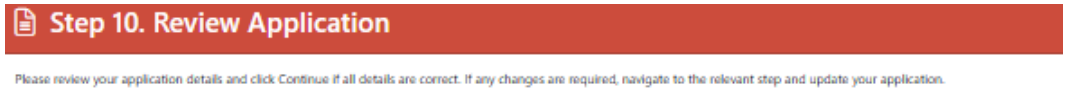
For the last question, select **NO** then **Continue.**



16. Step 10. Review Application

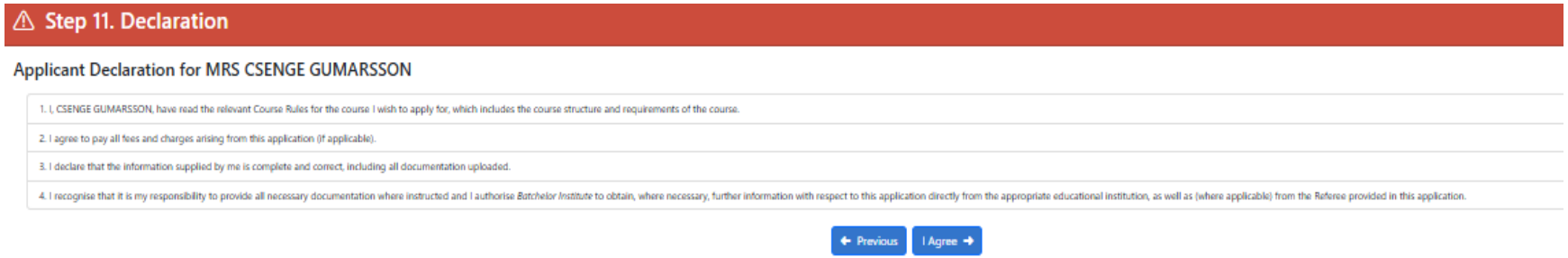
In this step you can review your application. Go back to make any corrections or click **Continue**.

You will also be able to [Print] your application prior to submission.



17. Step 11. Declaration

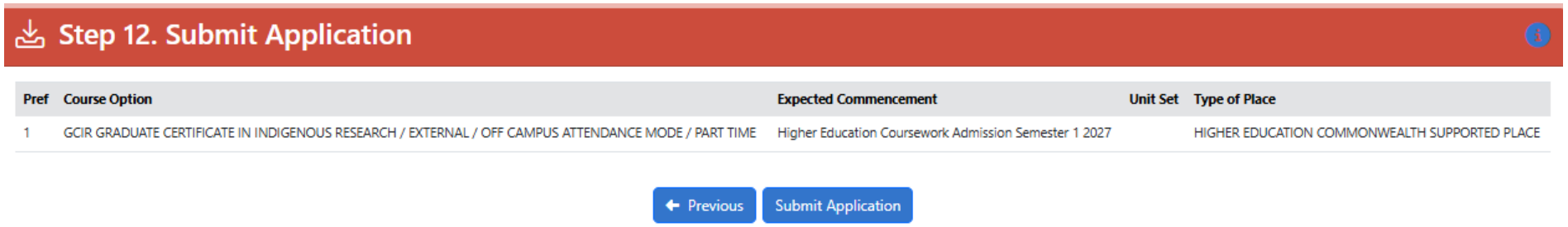
All applicants are required to agree to the Applicant Declaration by clicking I Agree.



18. Step 12. Submit Application

Once you have agreed, click Submit Application to finalise and to receive an ‘Application Receipt’ for your application. 1

This receipt confirms your application has been submitted successfully.



Applicant Receipt

