



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

## SCHOOL OF EDUCATION UNDERGRADUATE INTERNAL COURSE TRANSFER INFORMATION SHEET

### 1. General information

**There is no mid-year intake for internal course transfers.**

The number of places available for internal course transfer is limited because of the high demand for entry into all UOW Education programs. Due to the competitive nature of entry, students considering an internal course transfer should note that there is no guarantee that a place will be offered and all available options to undertake a teacher training qualification should be considered. If your transfer is not successful, you may consider applying for a Master of Teaching program on the completion of your current degree.

### 2. Procedure

To be considered for an internal course transfer into UOW Education, you should note the following procedures. Complete and submit an "Undergraduate Application to Vary Course Registration (Course Transfer)" form. Attached to this form should be:

- ❖ A brief Curriculum Vitae, including any paid work or voluntary experiences you have undertaken.
- ❖ Phone and email contact details for up to two referees - these can be work, social, sporting or personal references.
- ❖ A personal statement that addresses *both* of the following categories (*see over for additional information*):

Category 1: Interest in teaching and children/young people

Category 2: Involvement in personal learning and leadership activities

**These documents must be submitted to the Faculty Student Service Centre by email [ssc@uow.edu.au](mailto:ssc@uow.edu.au) before 31 January.**

### 3. Eligibility and Selection Criteria

To be eligible to apply for an internal course transfer to Education, you must have:

- a. Completed a minimum of 48 credit points of subjects in your existing degree; and
- b. Attained a Weighted Average Mark (WAM) of at least 65. A WAM of 65 alone will not guarantee a successful transfer application.

Applications will be assessed using the following criteria:

- a. Strength of academic record (ie WAM); and
- b. Strength of your personal statement and accompanying CV and references.

### 4. Notification of Outcome of Your Application

You will be notified of the outcome of your application in early February. In order to retain your place at UOW and to avoid Late Re-Enrolment Charges in the event that you are not successful in gaining entry, you are advised to re-enrol in your current program of study. If you successfully gain a transfer, you will be advised about procedures for changing your course code, withdrawing from these subjects and enrolling into Education subjects. Applications for advanced standing will also be considered at this time.

## Writing your personal statement

In your personal statement, you must address both of the following categories:

### Category 1: Interest in teaching and children/young people

Write approximately 500 words (1 page) about your motivation and suitability for teaching. You may consider the following prompts to frame your response:

- Who or what has inspired you to become a teacher?
- Why is teaching a good career choice?
- Why are you interested in teaching young children/young people?
- What subjects are you interested in teaching and why?
- What does being a good teacher mean?
- What skills and abilities do you have that will make you a good teacher?

### Category 2: Involvement in personal learning and leadership activities

Write approximately 500 words (1 page) about your involvement in learning and/or leadership activities that demonstrate the following:

• commitment to learning	• interpersonal and communication skills
• conscientiousness	• organisation and planning skills.
• resilience	

You could describe examples from your:

<ul style="list-style-type: none"> <li>• school experience               <ul style="list-style-type: none"> <li>– co-curricular participation (eg arts, sports, debating, social justice)</li> <li>– projects (eg curriculum projects, science fairs)</li> <li>– leadership experiences (eg student leadership positions, arts, sports)</li> <li>– support of other learners (eg peer mentoring, coaching, buddy programs)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• volunteer and community experience               <ul style="list-style-type: none"> <li>– volunteer or community experience (eg community groups, parish/church groups, cadets, lifesaving, fundraising, clubs)</li> <li>– community learning and training experiences (eg Guides, Scouts, Duke of Edinburgh Award, St Johns)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• work experience               <ul style="list-style-type: none"> <li>– employment history and roles</li> <li>– employment involving children or young people</li> <li>– work-based training undertaken</li> <li>– work-based training provided</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• disadvantage that you have overcome               <ul style="list-style-type: none"> <li>– social, cultural or economic</li> <li>– geographical – remote and rural</li> <li>– personal and health.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• personal talents, interests and abilities               <ul style="list-style-type: none"> <li>– elite performance (eg athletic, creative arts, other areas)</li> </ul> </li> </ul>	

You may consider the following prompts to frame your response:

- What learning activities have I been engaged in?
- What leadership activities have I undertaken?
- What activities of personal interest am I involved in?
- How long have I participated? How am I involved?
- What tasks or events have I planned and/or organised?
- How have I shown that I can work with others?
- What do I do to overcome obstacles, challenges or problems?

## Hints for writing your personal statement

- ❖ Write your personal statement yourself, even if you get help from others.
  
- ❖ Write clearly but try not to be too formal.
  
- ❖ Use 'I' to refer to yourself.
  
- ❖ Explain WHY you want to be a teacher, WHAT qualities you have that would make you a good teacher, and HOW your personal experiences demonstrate the qualities of a good teacher.
  
- ❖ Provide specific examples from your life experiences to demonstrate a personal quality needed for teaching e.g. communication, organisation, resilience, empathy, organisation, leadership. Explain what you have learned from these experiences and how they have helped you develop to be the person you are.
  
- ❖ Ask teachers, friends, family about what they see are your personal qualities, how you show them and how they align with becoming a teacher.
  
- ❖ Make sure you cover both components.
  
- ❖ Write a number of drafts then review, revise and proofread before submitting.