

1st August, 2008

Dear Sir or Madam:

We are pleased to provide you with our Information and Application Pack for the 2009 intake of the Certificate IV in Youth Work (YMIS) offered by Scripture Union Queensland. You are receiving this pack because you have either requested to be on our waiting list for this mail out or at some stage this year inquired regarding our qualification. This letter provides you with the information you will need to submit an application for our qualification and complete the enclosed papers; if you are interested in applying for the 2009 training year please read this letter thoroughly.

Step 1: Read the 2009 Information Pack

This information pack includes information that is slightly different from previous documents you may have received about our qualification, so read this in detail to ensure you are fully informed about the expectations of the course.

Step 2: Complete the 2009 Application Papers & return to our office

- Complete all sections of the application paper including signatures
- Enclose copies of Junior and/or Senior Certificates, as well as any TAFE or tertiary qualification papers.
- Enclose \$15 non-refundable application fee (cheques or money orders should be made out to 'Scripture Union Queensland')
- Mail to: Vocational Training Manager
Scripture Union Queensland
PO Box 1167
EAGLE FARM, QLD, 4009

Step 3: Arrange the prompt return of Referee papers

- Nominate 3 referees in Section F of the application papers, one for each of the categories provided
- Contact each of these referees and provide them with a copy of one of the referee papers provided. *Note that there are two versions of the referee papers, one for Christian referees (Form C) and one for non-Christian referees (Form N); please use your discretion in the provision of these documents to referees.*
- Arrange for referees to complete their forms as soon as possible and return to our office. These forms are to remain confidential so it would be best if the referee mailed them directly to us, however, they can complete the forms and place in a sealed envelope for you to return with your application papers. Whichever option you choose, your application cannot be processed until all referee papers are returned.

Step 4: An Interview will be arranged

- When we have received your application and referees papers you will be contacted by one of our staff to arrange an interview time.
- Interviews with on-campus applicants will be arranged at our office in Eagle Farm. Interviews with external applicants will likely be arranged over the phone.
- Students may be requested to sit a verbal reasoning test as a part of your interview process; one of our staff will make arrangements with you regarding this.

For any general inquiries regarding the application process please contact us at (07) 3632 2231 or ymis@suqld.org.au

Thank you for your interest in this qualification and we look forward to speaking with or meeting each of you during this application process.

God Bless,



Francis Kneebone
Vocational Training Manager
Email: ymis@suqld.org.au