



Curtin University

# Portfolio entry toolkit

Make tomorrow better.

# Welcome to the Curtin portfolio entry toolkit

The portfolio pathway is an admission route that allows you to showcase your unique strengths and qualifications.

This pathway gives you access to a range of business, health, humanities and science degrees and can be a gateway to an even wider range of courses.



Scan the QR code to find out if you are eligible for the portfolio pathway and find an up-to-date list of available courses.

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# STEP ONE: Portfolio application coversheet

## Download the Curtin University Portfolio Application Coversheet.

[curtin.edu/applicationcoversheet](http://curtin.edu/applicationcoversheet)

This coversheet is used to identify your application and serves as a structured document to help you ensure that all necessary information is gathered and provided.

If you plan to apply for multiple courses through the portfolio entry pathway, you must submit a separate coversheet for each application.

Each coversheet should be tailored to the specific course you're interested in. This personalised approach helps the admissions committee understand your unique motivations and qualifications for each application.

**PORTFOLIO APPLICATION COVERSHEET**

Please complete this supplement using Adobe Reader. It is your responsibility to demonstrate to the selection panel that you meet University entrance standards with the evidence you supply within your Portfolio.

**Personal details:**

TISC or Curtin ID	63643060
Full Name	Linden Banu
Date of Birth	29/01/2006
Study Period	Semester One, 2024

**Which course are you applying for?**

Please select a course from the drop-down below:

COHIS - Bachelor of Science (Health Sciences)

**What is your prior education?**

Complete the tables below to summarise your prior education. In the 'evidence' column, please tell us which document in your portfolio you are using as evidence of this prior education. For example, if you are studying the Western Australian Certificate of Education (WACE), this would be your school report.

For school leavers, if you have not yet received your WACE, ATAR Course Reports, and Western Australian Statement of Student Achievement, write your most recent grades and include your current school report.

Provide evidence to show that you:

- have or are on track to receive a Western Australian Certificate of Education or equivalent
- have or are on track to achieve English Language competence
- meet the standard for academic preparedness and aptitude
- have met the prerequisites or their equivalent

**WACE/TEECoursesorequivalentsecondaryeducation**

WACE or year 12 subjects studied	Year	Grade	Evidence
ATAR Human Biology	2023	A	School report
ATAR English Literature	2023	C	School report
Mathematics Applications	2023	B	School report
General Psychology	2023	A	School report

**Vocational education and training**

Qualification	Year	Did you complete it?	Evidence
Cert IV Mental Health	2023	Yes	Certificate
Cert III Allied Health Assistance	2022	Yes	Certificate

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**Endorsed programs, other credentials and community participation**

Title	Year	Did you complete it?	Evidence
Community Service	2023	Yes	Certificate/WACE
Cadets WA	2022	Yes	Certificate/WACE

**Have you included everything you need?**

Check the boxes to confirm you have included all relevant information in your portfolio. All of the information listed below must be submitted for your application to be considered complete.

**Portfolio Supplement (this document)**  
Please include a portfolio supplement for each portfolio application you submit.

**Academic records**  
This may include secondary schooling, TAFE or Registered Training Organisation (RTO) qualifications (eg, a Certificate II), industry training/accreditation, and workplace training.

**Introductory letter**  
Your introductory letter should address why you want to attend Curtin University, the reasons and motivation behind choosing your course, and your future career goals. The letter should reflect your commitment, preparation to study and motivation to be successful.

**Resume**  
Your resume should outline education and work experience to date. It should include details of paid work and any voluntary positions held.

**Letter(s) of Support**  
The letter should be from a school or other work or professional representative who can provide details of your academic performance, aptitude and likelihood to succeed in the chosen university course. They may choose to use the Optional Letter of Support Template available in this document.

**Other records**  
If you have undertaken extracurricular activities relevant to your chosen area of study, you are encouraged to provide related documents. For example: leadership programs, entered competitions, sports coaching etc.

**Course specific requirements**  
Some courses require specific additional requirements in your portfolio such as artworks or media.

If you are applying for Fine Art, Design, Screen Arts, Primary Education or Interior Architecture, please see the following page.

**Apply for your course:**

**Semester 1 (current year 12 student)**  
Submit an online application and your portfolio documents via TISC.

**Semester 1 & 2 (non-high school student returning to study)**  
Apply directly to Curtin by clicking 'Apply Now' on the Curtin course page for your course. You'll upload your portfolio documents to your online application.

Ready to go?  
Ensure your files meet Curtin's documentation requirements. PDF or JPEG files are preferred.

Due to security reasons, we are unable to accept documents provided via links to cloud services such as OneDrive.

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# STEP TWO: Résumé

Your résumé serves as a unique snapshot of your academic and professional journey up to this point. When compiling your résumé, include the following key elements (where relevant to your experiences):

**Education:** include a comprehensive listing of your educational background, covering high school achievements, relevant coursework, certifications, and academic awards.

**Work experience:** detail your work history, encompassing both paid and voluntary roles. Emphasise responsibilities, achievements, and skills gained. You may also want to include details on any voluntary positions undertaken.

**Achievements:** showcase awards, scholarships, publications, or projects that reflect your commitment to excellence.

**Skills and qualifications:** mention relevant skills, such as technical proficiencies, languages, and certifications relevant to the course being applied for.

**Extracurricular activities:** include club, elite sports, or other extracurricular involvement to exhibit leadership, teamwork, and interpersonal skills.

**Devi Rilke**

**Experience**

**Sharp Pencils / Geraldton / Retail Assistant**  
NOVEMBER 2022 - PRESENT

Inventory management and customer relations. Assist with administrative tasks, including cashing up.

**Self-employed / Geraldton / Babysitter**  
SEPTEMBER 2021 - PRESENT

Care for and entertain children aged 3-10.

**Education**

**Geraldton Senior High School**  
February 2018 - PRESENT, GERALDTON

I actively engaged in various academic and extracurricular pursuits during my time in school. I consistently excelled in mathematics and science, achieving top scores.

In addition, I was a dedicated member of the school's debate team, where I honed my public speaking and critical thinking skills, winning several regional competitions. I also demonstrated leadership qualities as the captain of the school's soccer team, fostering teamwork and sportsmanship.

Outside the classroom, I volunteered in the school's environmental club, participating in tree-planting initiatives and advocating for sustainable practices. These experiences have broadened my horizons and instilled in me a deep sense of responsibility and a passion for continuous learning.

**Awards & Volunteering**

Academic excellence awards: I was awarded the school Mathematics prize for outstanding performance and overall academic achievement.

Debate competition award: I was recognised for my success in the inter-school debating competition, taking home the "Best Speaker" award alongside the team championship.

Community service: in 2023, I was awarded the "Green Initiative" certificate by my school in recognition of community service and environmental stewardship.

**Skills**

- Communication and people skills
- Good time management
- Strong work ethic
- Problem-solving and teamwork
- Customer service expertise

Tailor your résumé to highlight experiences and achievements directly related to your field of study, demonstrating your suitability for the program. Your résumé should reflect your past achievements and future potential for academic success.

# STEP THREE: Letters of support

**When seeking letters of support for your portfolio entry application, you have several factors to consider:**

**Sources of support:** letters of support can come from various sources, including your school, workplace, or a professional representative. These could be from teachers, employers, supervisors, mentors, or individuals who are well-acquainted with your academic and professional journey. Within the letter, sources should attest to your academic or career performance, and aptitude for the chosen university course.

**Number of sources:** the number of letters you choose to attach to your application is at your own discretion (e.g. if you wish to showcase a greater range of background experiences). In most instances, a maximum of two letters of support will suffice.

**Letter template:** Curtin provides a template for letters of support within the Portfolio Application Coversheet. Alternatively, letters written on company letterhead are also accepted by Curtin.



### Optional letter of support template

You may choose to use this template to provide details about the applicant's academic performance, aptitude and likelihood to succeed in their chosen university course. We also accept letters written on company letterhead.

Name of applicant	Riz Mahmud
Your Name	Dr L. Castle
Your relation to applicant	Teacher, volunteer coordinator
Your contact number	+614 XX XXX XXX
Your e-mail address	castle@example.com

To Whom it May Concern,

I write in support of Riz Mahmud, and their application to commence a Bachelor of Multidisciplinary Science at Curtin University. I have known Riz for the past five years, as both a student and as a volunteer – and have had the immense privilege of witnessing their growth and accomplishments.

Riz is a keen and talented student who applies themselves fabulously. From my conversations with Riz, I know that their deep interest in science and engineering has been fuelled by the pressing global issues we face, ranging from climate change to healthcare advancements and infrastructure development. Their passion is laudable, and as Riz prepares for their ATAR exams it is clear that they have a profound understanding of the challenges and opportunities that lie ahead.

I have also had the pleasure of seeing Riz in action as an active member of our local community garden initiative where I serve as Coordinator. Riz's involvement in this project was marked by leadership and a keen sense of responsibility. They were instrumental in the installation of our new sprinkler system, tending to the garden, and organising our first community "litter pick-up" day.

Riz is a passionate student and committed volunteer, and I wish them the absolute best in their future studies.

Sincerely,

Dr Castle  
Year 12 form teacher and community garden coordinator

Signed: *L. Castle*

Date: 17/10/2023

Please return your letter of support to the applicant for submission with their portfolio application.

Make sure you give your sources plenty of time to prepare their letter of support by approaching them well in advance of the portfolio submission due date. Provide them with the necessary information, such as the course you're applying for and the purpose of the letter.

# STEP FOUR: Evidence of academic achievement in your field

**Provide evidence of your educational and/or professional background and qualifications.**

**This may include:**

**Secondary schooling:** for Year 12 students who are in the process of completing their final year of high school, it is important to provide your most recent school reports. Please note that Curtin University will have access to certain Western Australian educational records – as and when those reports become available – including:

- the Western Australian Statement of Student Achievement (WASSA)
- Western Australian Certificate of Achievement (WACE)
- ATAR course results.

It is also important that you disclose, through TISC, any achievements obtained through your school, such as certifications and enabling, enrichment or volunteering programs. If they are not provided to TISC, Curtin will not have access to them. If you are unsure whether Curtin has access to your achievements be sure to attach them to your application.

If you don't have WACE and wish to explore the portfolio entry pathway, contact Curtin to discuss your options. Visit [curtin.edu/contact](http://curtin.edu/contact).

**TAFE, Registered Training Organisations (RTO) qualifications, relevant credentials or industry accreditation:** mention the course names, institutions, and relevant certificates or diplomas.

**Industry or accreditation:** this demonstrates your commitment to gaining practical knowledge in your field.

**Workplace training:** this can include on-the-job training, seminars, workshops, or certifications related to your current or previous employment (including in part-time or seasonal jobs).

Senior School Statement of Results Semester 2 2023		Quinn Hall	
Course Results	School Results Exam	Final results Mark	Grade
English GTENG ENGLISH GENERAL YEAR 12		85	A
Health Studies GTHEA HEALTH STUDIES GENERAL YEAR 12		91	A
Human Biology ATHBY HUMAN BIOLOGY ATAR YEAR 12	52	59	C
Integrated Science ATISC INTEGRATED SCIENCE ATAR YEAR 12	73	77	B
Mathematics Essential GTMAE MATHEMATICS ESSENTIAL GENERAL YEAR 12		78	B
<b>VET Results</b>			
	Competencies	Hours	
	Achieved Total	Achieved Total	
HLT23221 Certificate II in Health Support Services	10 10	323 323	Achieved
<b>Achievement of Units of Competency/Modules</b>			
Attained in the completion of HLT23221 – Certificate II in Health Support Services			
Competencies/Modules with final results endorsed by IVET Pty Ltd (as trustee for the IVET Institute Unit Trust) (40548) RTO			
Code	Title	Result	
SSSPEF202	Plan and apply time management	Competency achieved/pass	
HLTFN506	Apply basic principles and practices of infection prevention and control	Competency achieved/pass	
HLTFSS04	Serve cafeteria customers	Competency achieved/pass	
CHCCOM025	Communicate and work in health or community services	Competency achieved/pass	
HLTHSS009	Perform general cleaning tasks in a clinical setting	Competency achieved/pass	
HLTHHS001	Participate in workplace health and safety	Competency achieved/pass	
BSBMEC301	Interpret and apply medical terminology appropriately	Competency achieved/pass	
CHCCCS029	Respond effectively to behaviours of concern	Competency achieved/pass	
CHCCOV001	Work with diverse people	Competency achieved/pass	
HLTFSE002	Provide ward or unit based food preparation and distribution services	Competency achieved/pass	
<b>Online Literacy and Numeracy Assessment (OLNA) Results</b>			
In order to achieve the Western Australian Certificate of Education (WACE), students will be required to demonstrate that they have met a minimum standard in literacy (reading and writing) and numeracy. Students can meet these minimum standards either by demonstrating the standard through their performance in the NAPLAN reading, writing and numeracy components in Year 9 or by meeting the minimum standards of the reading, writing and numeracy components of the Online Literacy and Numeracy Assessment (OLNA) from Year 10. Students will have up to three opportunities (one per year) from Year 10 through to Year 12 to demonstrate the literacy and numeracy minimum standards.			
OLNA Test	Category	Result	
Numeracy	Cat 3	Quinn has demonstrated the minimum standard in the OLNA assessment	
Reading	Cat 3	Quinn has demonstrated the minimum standard in the OLNA assessment	
Writing	Cat 3	Quinn has demonstrated the minimum standard in the OLNA assessment	
Number of half day absences:		Semester 2 12	Year Total 30
Percentage Attendance		88%	89%
Principal <i>B. Welch</i>			Deputy Principal

**Graduation Certificate**

This is to certify that

**Cally Wills**

Has completed the

**Girls+ Engineering Tomorrow**

**Year 11 program 2023**

Emily Down  
Professor John Smith

REGISTRED TRAINING ORGANISATION

Certificate of Completion

is hereby granted to

**Ben Atwell**

to certify completion of the Certificate IV Health and Nursing Studies

9th September 2023

INSTRUCTOR DATE

## STEP FIVE:

***Other records (optional)***

Relevant experiences in extracurricular activities can help support your portfolio entry application, offering insight into your personal capabilities and strengths.

Programs including Cadets, Duke of Edinburgh Award, Follow the Dream tutoring, and Leeuwin Youth Explorer voyages are examples of extracurricular activities. Consider including materials related to:

**Leadership programs:** if you've participated in leadership programs or initiatives, share documentation that illustrates your leadership roles, responsibilities, and achievements.

**Elite sports and sports coaching:** for individuals involved in elite sports or sports coaching, provide details of your sports background. Include records of your participation in sports teams, notable achievements, or any affiliations with professional sports organisations.

**Competitions:** if you've excelled in academic or extracurricular competitions, highlight your accomplishments. Share certificates, awards, or records of your participation in these competitions.

By thoroughly documenting your educational journey and qualifications, you help the admissions committee **gain a holistic understanding of your background and readiness for the chosen university course.** Ensure that all documents and records provided are **accurate, up-to-date, and aligned with the specific requirements** of your intended course.

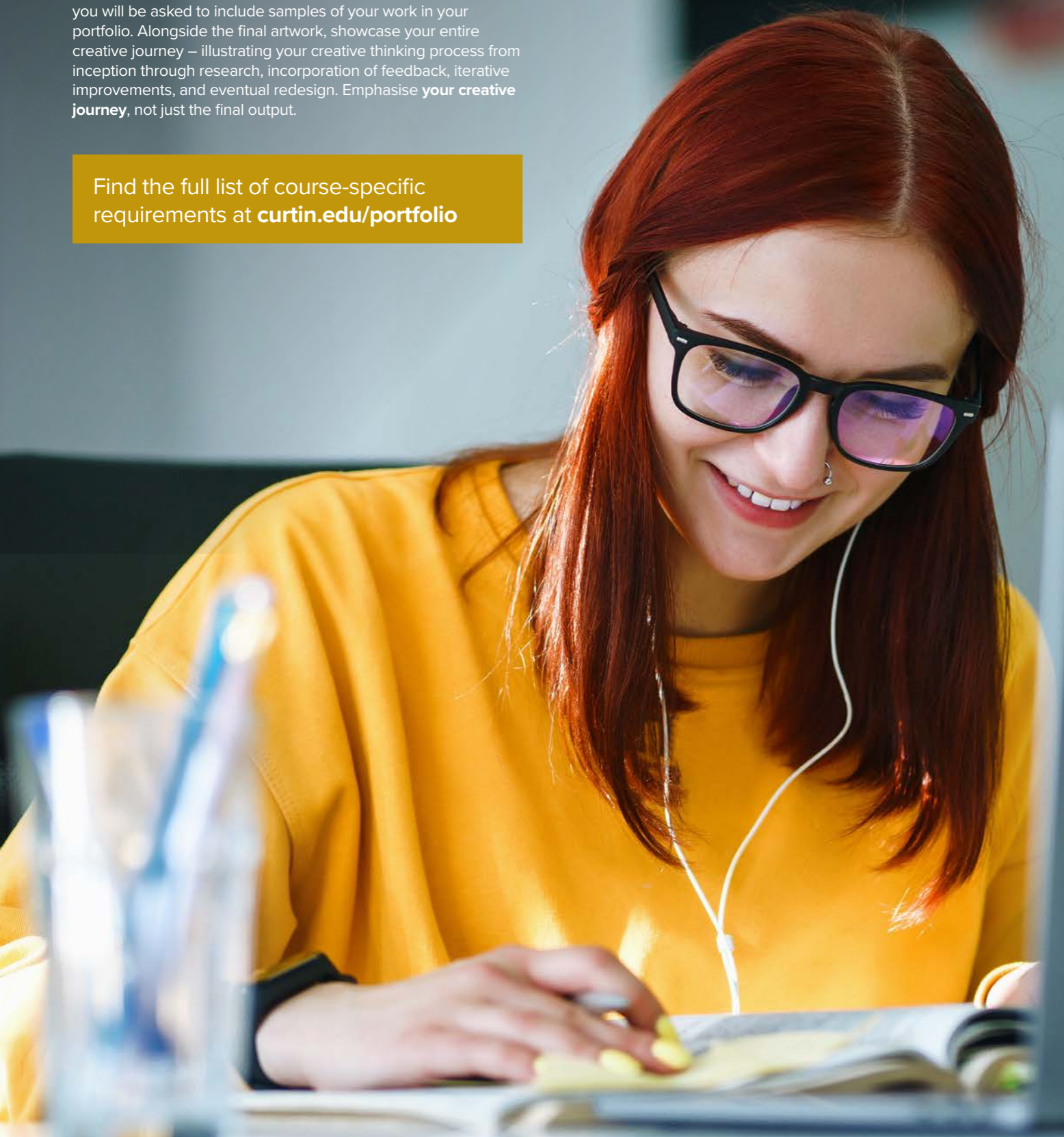


# STEP SIX: Course-specific requirements

Certain courses have their own specific portfolio requirements designed to help you show that you have the passion and practice to succeed.

If your area of interest involves the arts or creative disciplines, you will be asked to include samples of your work in your portfolio. Alongside the final artwork, showcase your entire creative journey – illustrating your creative thinking process from inception through research, incorporation of feedback, iterative improvements, and eventual redesign. Emphasise **your creative journey**, not just the final output.

Find the full list of course-specific requirements at [curtin.edu/portfolio](http://curtin.edu/portfolio)



## Architecture portfolio sample

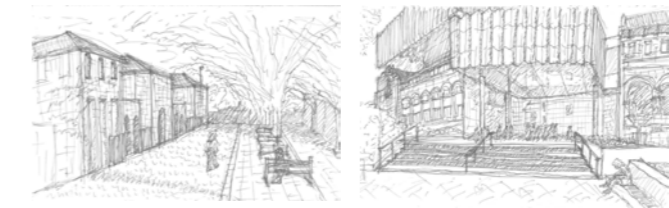
### process

The first thing I did when trying to make my concept was brainstorm to get all my ideas out of my head.  
I then made a lot of little sketch models, most of them consisted of lots of little triangle pieces, which I arranged in different ways.



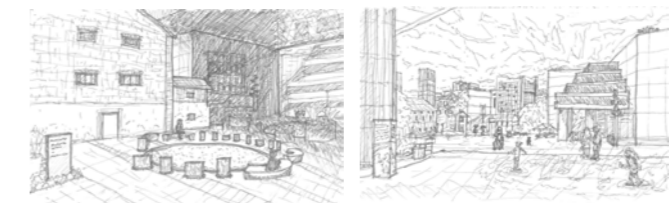
### Pros:

- Captures the moments of intrigue via the occupation of pedestrians within the space
- Demonstrates an understanding of form, shadow, scale and pattern

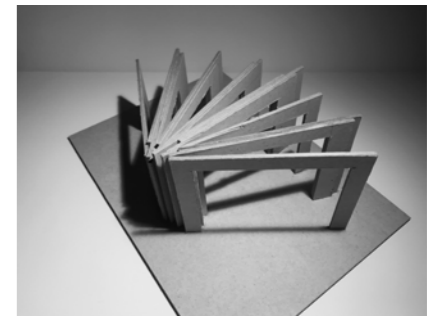


### Cons:

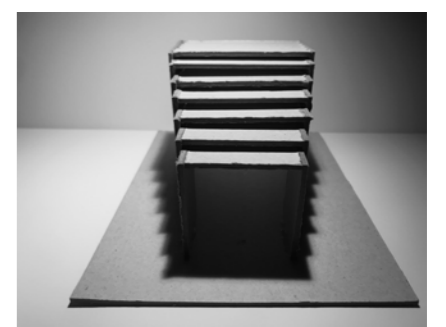
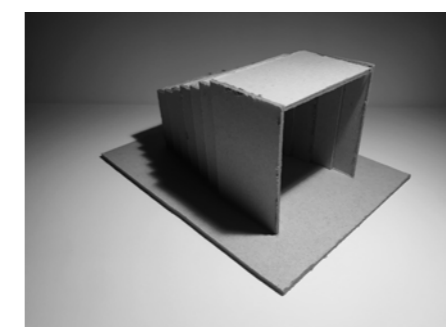
- Lack of depth
- Not much variation in terms of line weight
- Sketches are a bit too detailed for a rapid sketch
- Lack of a point of interest, focuses way too much on the surroundings instead of emphasizing on the space it creates
- Adjust the shading, mood of space may be misinterpreted as gloomy



As shown, these following models were my final submissions for Assessment 2. First off, as you can see the first model closely resembles the test model in terms of the frame components. However, through feedback I evolved the keyword from "framing" to "curiosity", to introduce more design options that works in tandem with its surroundings while also giving it a sense of differentiation for it to stand out. In addition, changing the arrangement of the form changes the space itself, going from a linear space to a more curved and flowing nature.



Moving on to the second model, as mentioned earlier the leftover parts were used to construct the design with the keyword, "enclosure" in mind. However, I couldn't see any correlation between the design and its point of interest chosen from Assessment 1, thus changing the location to the pathway in front of the WA Art Gallery. Along with this change, I altered the keyword from "enclosure" to "transition". The reasoning behind this is that "enclosure" was too vague for me, whereas "transition" fits better within the context of my new point of interest, where pedestrians are "transitioning" between the bustling nature of the train station and the historically-oriented Perth Cultural Centre.



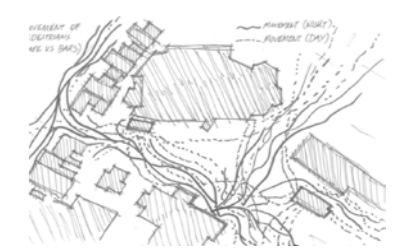
### Pros:

- Clear interpretation on how the space is being used
- Understanding of scale and orientation when diagramming

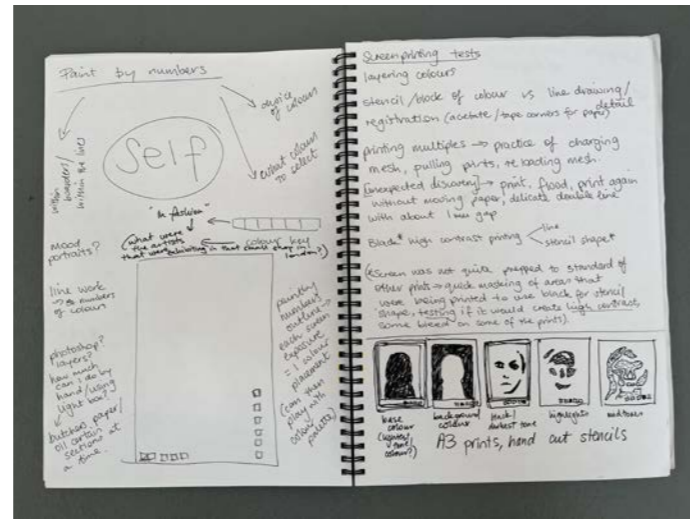


### Cons:

- Too sketchy, a bolder graphic approach would be more appropriate
- Lack of alternatives in terms of how the movement and flow of pedestrians is shown, perhaps incorporating arrows or dotted lines would be more suitable?
- In terms of line weight, more focus on flow and movement instead of the built structures



### Fine arts portfolio sample



## STEP SEVEN: *Introductory letter*

**We recommend that you write your introductory letter after compiling your portfolio so that it ties all of your evidence together.**

A well-structured introductory letter does not need to be more than one page, which equates to around 500 words. Use the letter to demonstrate your genuine commitment to your chosen field of study.

When writing your introductory letter, consider the following key elements:

**Course selection:** dive into the reasons behind your course selection. Share your passion for the subject matter, any relevant experiences that have driven your interest, and how this course aligns with your long-term goals. Show the admissions committee that your choice is a well-considered one.

**Career goals:** articulate your future career objectives. Discuss how the course you're applying for plays a pivotal role in achieving these goals. Be specific about the impact you hope to make in your chosen field and how Curtin's program will equip you for success.

**Commitment to study:** demonstrate your commitment to academic excellence. Mention any relevant achievements, extracurricular activities, or prior experiences that showcase your dedication to learning and personal development.

**Personal circumstances:** mention any personal circumstances that may have affected your results and address why you are ready for university.



Dear Admissions Committee,

My name is Alex Tarr, and I would like to study a Bachelor of Commerce with a major in Accounting at Curtin University. I believe this degree will allow me to achieve my goal of supporting business owners to manage their accounts and finances.

I am currently a student at Neptune Senior High School, and I enjoy studying ATAR Accounting and Finance. I particularly liked learning about the accounting cycle and how to evaluate financial information for small businesses. I have achieved an 'A' grade in both Year 11 and Year 12, which I feel has prepared me to excel in this degree. I also really like the problem-solving parts of my Maths Essentials class, and I think this will help me to tackle the math components of accounting.

My parents own a local grocery store, which I work at on weekends. My dad has helped me understand the financial side of our business and I am interested in developing these skills to assist other small businesses in the future.

Curtin University is where I want to study because of its reputation for practical learning and connections to industry. I think it will open a world of opportunity for me in the future. One day I hope to become a Certified Public Accountant (CPA) and work with small businesses to improve their financial health and help them make their business successful. I am also excited to be part of the community at Curtin University and make new friends through clubs and sports.

I am committed to studying hard next year to get the best results I can because of my desire to help people make decisions that will grow their business. I feel like I can have a positive impact on my local community as an accountant.

Thank you for considering my application. If you require any further information or have any questions, please feel free to contact me.

Sincerely,

*A Tarr*

**Alex Tarr**

With the steps complete and your portfolio now successfully compiled, it's time to submit your application. If you are a year 12 student, you will apply via TISC. If you are not currently a year 12 student, you will submit your application directly to Curtin.

Visit [curtin.edu/portfolio](https://curtin.edu/portfolio) for the latest information on application dates and expected response times.





## For more information

### Curtin University

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Western Australia 6102

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Perth Western Australia 6845

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