

SINGLE UNIT enrolment application process

To apply for the Single unit non –award unit for MAI769 please follow the below steps.

More Information can be found [here](#)

Step 1

Your application can be made directly to Deakin University via the Deakin Application Portal.
Click on the [Application Portal](#) to start your application.

1. Register to [Create an Account](#)

The screenshot shows the Deakin University Course and Scholarship Applicant Portal. On the left, there is a 'Create an account' section with the text 'Get started by registering your details' and a pink 'REGISTER' button. On the right, there is a 'Log in' section with fields for 'Applicant ID (Sent via registration email)' and 'Password', and a pink 'LOGIN' button. Below the login fields is a link that says 'Forgot your Applicant ID or password?'. An arrow points from the 'REGISTER' button to the '1. Register to Create an Account' instruction in the text above.

Step 2

Complete your registration and then press continue

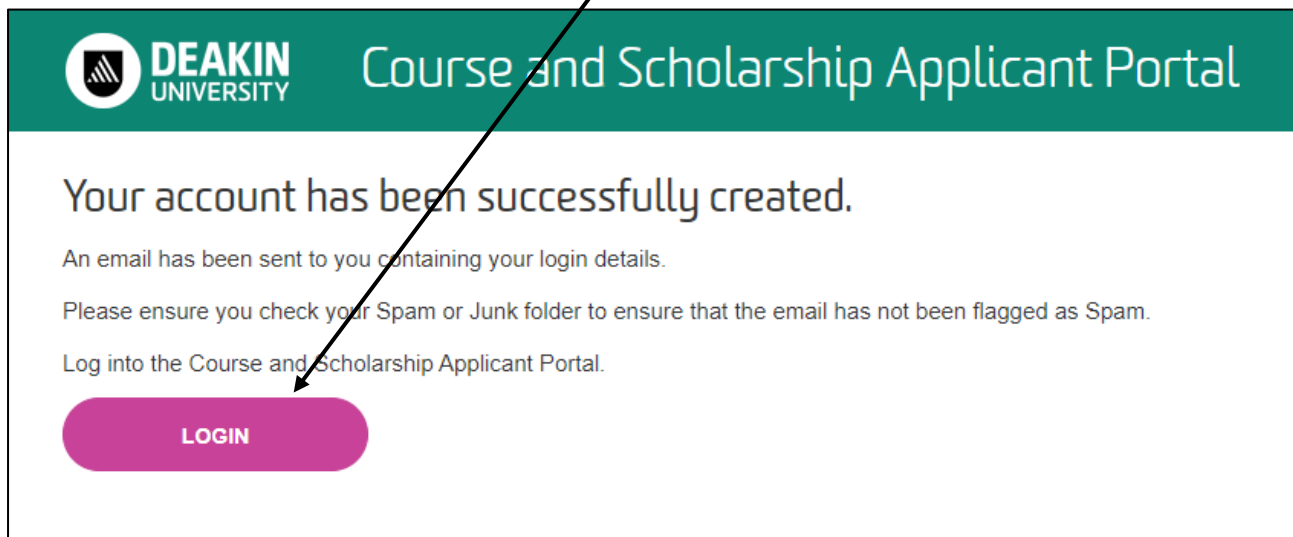
The screenshot shows the 'Complete your registration' form. It is divided into two main sections. The left section, titled 'Tell us about yourself', includes fields for 'Title', 'First name (given name)', 'Other given name', 'Last name (family name)', 'Preferred given name', 'Date of birth' (with DAY, MONTH, and YEAR dropdowns), and 'Gender'. The right section, titled 'How we contact you', includes fields for 'Contact number', 'Email address', 'Confirm email address', 'Password' (with a note 'Minimum of 8 characters'), and 'Confirm password'. Below this is a 'For your security' section with a 'Security question' dropdown (with a note 'This question will be asked if you forget your password') and a 'Security question answer' field. A small note at the top left of the form states '* Indicates mandatory fields'.

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Step 3

Your account will be created and an email sent with your login detail.

LOGIN to continue



DEAKIN UNIVERSITY Course and Scholarship Applicant Portal

Your account has been successfully created.

An email has been sent to you containing your login details.

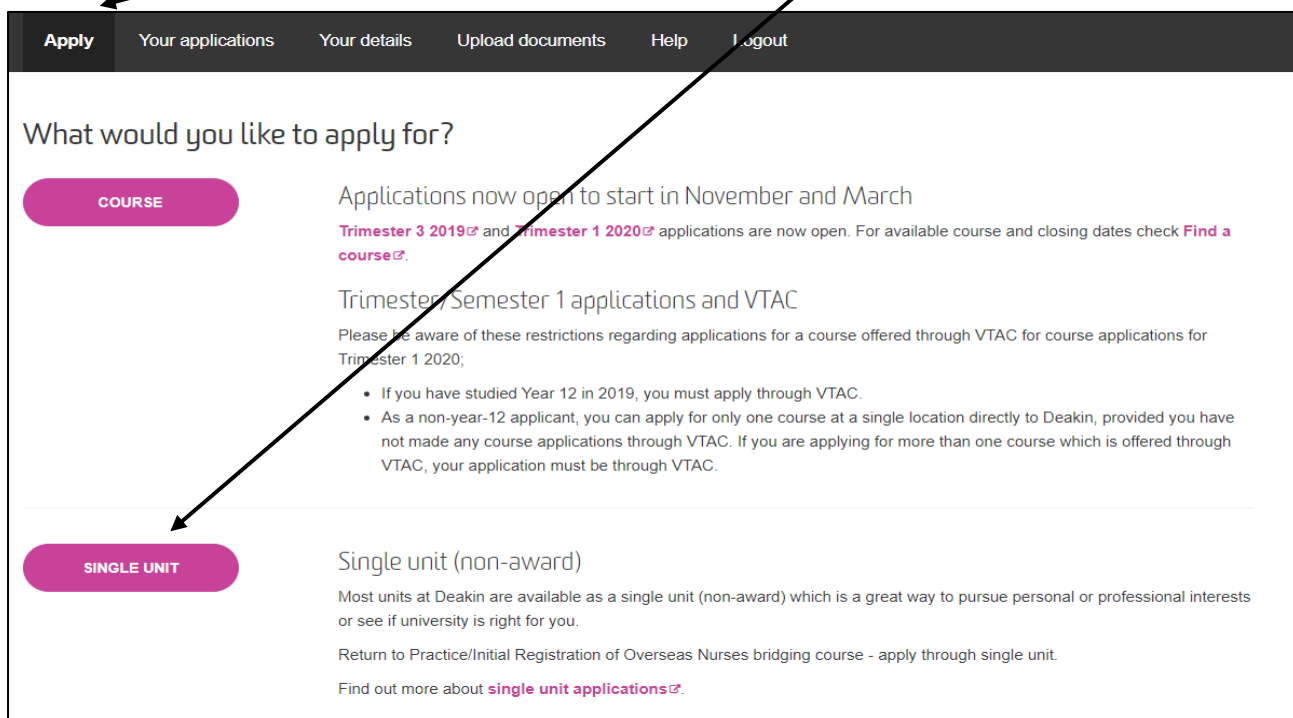
Please ensure you check your Spam or Junk folder to ensure that the email has not been flagged as Spam.

Log into the Course and Scholarship Applicant Portal.

LOGIN

Step 4

1. Press on the "Apply"
2. Click on the "SINGLE UNIT" icon



Apply Your applications Your details Upload documents Help Logout

What would you like to apply for?

COURSE Applications now open to start in November and March
Trimester 3 2019 and Trimester 1 2020 applications are now open. For available course and closing dates check [Find a course](#).

Trimester/Semester 1 applications and VTAC
Please be aware of these restrictions regarding applications for a course offered through VTAC for course applications for Trimester 1 2020;

- If you have studied Year 12 in 2019, you must apply through VTAC.
- As a non-year-12 applicant, you can apply for only one course at a single location directly to Deakin, provided you have not made any course applications through VTAC. If you are applying for more than one course which is offered through VTAC, your application must be through VTAC.

SINGLE UNIT Single unit (non-award)
Most units at Deakin are available as a single unit (non-award) which is a great way to pursue personal or professional interests or see if university is right for you.
Return to Practice/Initial Registration of Overseas Nurses bridging course - apply through single unit.
Find out more about [single unit applications](#).

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Step 5

1. Go through and complete all questions
2. Press continue to select course

The screenshot shows the Deakin University Course and Scholarship Applicant Portal. The navigation bar includes 'Apply', 'Your applications', 'Your details', 'Upload documents', 'Help', and 'Logout'. A progress bar at the bottom indicates the current step: 1 Other details, 2 Select course, 3 Education details, 4 Professional experience, 5 Upload documents, and 6 Review and submit.

Step 6

When selecting course code, type **N002**

The screenshot shows the 'Select course' page. It includes a progress bar with steps 1 Other details, 2 Select course, 3 Education details, 4 Upload documents, and 5 Review and submit. The page title is 'Select course' and it specifies 'Single unit (non-award) study'. Instructions state: 'Enter N001 in the course code box below for Undergraduate level units. Enter N002 in the course code box below for Postgraduate level units. For example: An undergraduate unit of study will have a 0,1,2,3 or 4 as the first number in the code. Eg. SIT198 or SIT399. A postgraduate unit of study will have a 5,6,7,8 or 9 as the first number in the code. Eg. ACE701 or MLM731. Enter H011 in the course code box below for the Return to Practice/Initial Registration of Overseas Nurses bridging course.' The 'Course search' section includes a 'Course Code' field with 'N002' entered, a 'Course Title' field, and radio buttons for 'Attendance Mode' (ALL, CAMPUS STUDY, CLOUD (ONLINE) STUDY) and 'Location' (ALL, BURWOOD (MELBOURNE), WARRNAMBOOL, WATERFRONT (GEELONG), WAURN PONDS (GEELONG)). A 'SEARCH' button is at the bottom right.

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Step 7

Choose "NON-AWARD ENROLMENT – POSTGRADUATE"
BURWOOD (MELBOURNE)

Select course

Course search results

Select the course offering for which you wish to apply or select New Search if you would like to search for a different course.

Course code	Course title	Campus	Attendance mode	Select
N002	NON-AWARD ENROLMENT - POSTGRADUATE	BURWOOD (MELBOURNE)	CAMPUS STUDY	<input checked="" type="radio"/>
N002	NON-AWARD ENROLMENT - POSTGRADUATE	CLOUD CAMPUS	CLOUD (ONLINE) STUDY	<input type="radio"/>
N002	NON-AWARD ENROLMENT - POSTGRADUATE	WARRNAMBOOL	CAMPUS STUDY	<input type="radio"/>
N002	NON-AWARD ENROLMENT - POSTGRADUATE	WATERFRONT (GEELONG)	CAMPUS STUDY	<input type="radio"/>
N002	NON-AWARD ENROLMENT - POSTGRADUATE	WAURN PONDS (GEELONG)	CAMPUS STUDY	<input type="radio"/>

CANCEL NEW SEARCH CONTINUE

Your responses are saved as you progress through the application.

Step 8

Select Trimester 3 2019 for commencement period

Select course

Preference details

Course	Proposed commencement	Type of place	Unit details
N002 NON-AWARD ENROLMENT - POSTGRADUATE BURWOOD (MELBOURNE) / CAMPUS STUDY / UNDEFINED			

Commencement period

Please select your proposed commencement period.

Commencement period	Select
Trimester 3 2019	<input checked="" type="radio"/>
Trimester 1 2020	<input type="radio"/>

PREVIOUS NEW SEARCH CONTINUE

Your responses are saved as you progress through the application.

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Step 9

Under Unit details write

1. MAI769 Ethic for Financial Services (intensive)
2. Enter the B2B discount code (if applicable)

1 Other details 2 Select course 3 Education details 4 Upload documents 5 Review and submit

Select course

Preference details

Course	Proposed commencement	Type of place	Unit details
N002 NON-AWARD ENROLMENT - POSTGRADUATE BURWOOD (MELBOURNE) / CAMPUS STUDY / UNDEFINED	Trimester 3 2019	Fee paying place (you may be eligible for FEE-HELP)	

Unit details

Enter the unit code and unit title of the unit you are applying for.

For units offered in 2019, visit the [University Handbook](#)

If applying for Return to Practice/Initial Registration of Overseas Nurses bridging course add the following: HNN021, HNN026 and HNN025

UNIT DETAILS

MAI769 Ethics for Financial Services (Intensive)
(enter B2B discount code here if applicable)

PREVIOUS CONTINUE

Your responses are saved as you progress through the application.

Step 10

Read through this page and press continue

Apply Your applications Your details Upload documents Help Logout

1 Other details 2 Select course 3 Education details 4 Upload documents 5 Review and submit

Select course

Course and unit details

Course	Proposed commencement	Type of place	Unit details	Action
N002 NON-AWARD ENROLMENT - POSTGRADUATE BURWOOD (MELBOURNE) / CAMPUS STUDY / UNDEFINED	Trimester 3 2019	Fee paying place (you may be eligible for FEE-HELP)	MAI769 Ethic for Financial Services (intensive) B2B test	REMOVE

Additional information for N002

You must provide the following documents with your application:

- a certified transcript of results showing you have successfully completed the pre-requisite units as outlined in the [Deakin University Handbook](#) (if any)
- for the Faculty of Arts and Education the successful completion of an undergraduate degree.

PREVIOUS CONTINUE

Your responses are saved as you progress through the application.

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Step 11

Complete any tertiary information (if applicable)

1 Other details 2 Select course 3 Education details 4 Upload documents 5 Review and submit

Tertiary education information

Add tertiary education
Any study or results you indicate here must be supported by certified/verifiable documentation, which can be uploaded at the end of this application process.
If you have studied at Deakin University, your results will be obtained directly from our records.
* Indicates mandatory fields

Have you previously studied at tertiary level (eg TAFE, university)?

Yes
 No

PREVIOUS **CONTINUE**

📌 Your responses are saved as you progress through the application.

Step 12

There is no requirement to upload additional supporting document as written below.

Additional information for N002

You must provide the following documents with your application:

- a certified transcript of results showing you have successfully completed the pre-requisite units as outlined in the **Deakin University Handbook** (if any)
- for the Faculty of Arts and Education the successful completion of an undergraduate degree.

Upload documents

Document type:

Document description (if required):

Document to upload:
 No file chosen

UPLOAD FILE

1. **However**, please upload a copy of your relevant membership confirmation as proof of your eligibility for the discount code.
2. Review and submit your application.
3. Congratulations you have now submitted your application for the MAI769 intensive.

NEXT STEPS

1. Within 24 hours, you will receive an email with the outcome of your application detailing how to activate your Deakin account and confirm your enrolment in MAI769.
2. Please ensure you follow the steps outlined in the email to ensure you are formally enrolled in the unit.