



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:

# 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 2024 - PRESENT**

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

**Self-employed / Geraldton / Babysitter**  
**SEPTEMBER 2023 - PRESENT**

Care for and entertain children aged 3-10.

## Education

**Geraldton Senior High School**  
**February 2020 - 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 TWO:

# 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 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:** a template for your letter of support is available via the applicant portal or at [curtin.edu/letter-of-support](https://curtin.edu/letter-of-support). 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	+61 491 579 455
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: 17/05/2025

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 THREE:

# 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](https://curtin.edu/contact).

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

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



Senior School Statement of Results					Quinn Hall	
Semester 2 2024						
Statement of Results			School Results		Final results	
Course Results			Exam		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
VET Results			Competencies		Hours	
			Achieved	Total	Achieved	Total
HLT23221	Certificate II in Health Support Services		10	10	323	323
Achievement of Units of Competency/Modules						
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		
BSBP202	Plan and apply time management			Competency achieved/pass		
HLTNF06	Apply basic principles and practices of infection prevention and control			Competency achieved/pass		
HLTF504	Serve cafeteria customers			Competency achieved/pass		
CHCCOM05	Communicate and work in health or community services			Competency achieved/pass		
HLTHS009	Perform general cleaning tasks in a clinical setting			Competency achieved/pass		
HLTWHS001	Participate in workplace health and safety			Competency achieved/pass		
BSBMED301	Interpret and apply medical terminology appropriately			Competency achieved/pass		
CHCCS020	Respond effectively to behaviours of concern			Competency achieved/pass		
CHCDW001	Work with diverse people			Competency achieved/pass		
HLTFSE02	Provide ward or unit based food preparation and distribution services			Competency achieved/pass		
Online Literacy and Numeracy Assessment (OLNA) Results						
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 WACE 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 six 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		
		Semester 2	Year Total			
Number of half day absences:		12	30			
Percentage Attendance:		88%	88%			
Principal					B Welch	
					Betsy Welch	
The School Curriculum and Standards Authority will issue an official Statement of Results at the completion of Year 12. This statement is issued in the interim as a student record achievement. It may be subject to alteration and should therefore not be used for official purposes.						
You have a right of appeal regarding your grades through the School Curriculum and Standards Authority. Appeals must be lodged by Friday 27th October 2024 to the School Curriculum and Standards Authority. Appeal forms are available from the SCSA Website.						





## STEP FOUR:

## 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 FIVE: Course-specific requirements

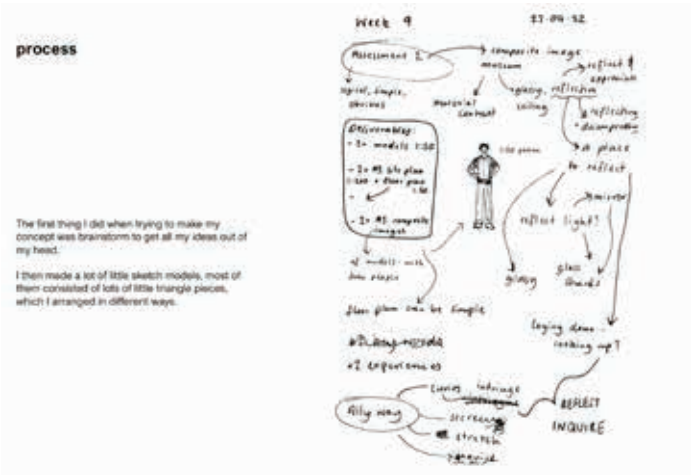
Certain courses have their own specific portfolio requirements designed to help you show that you have the passion and practice to succeed.

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



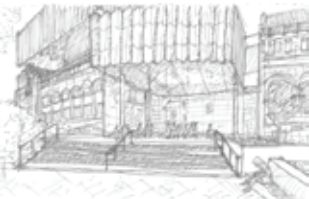
- Pros:
- Clear interpretation on how the space is being used
  - Understanding of scale and orientation when diagramming

- 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



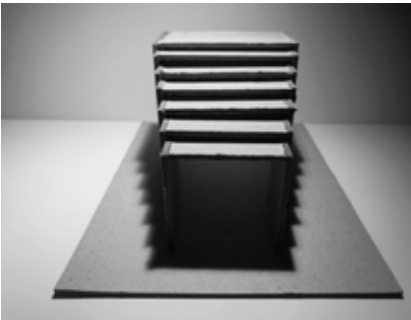
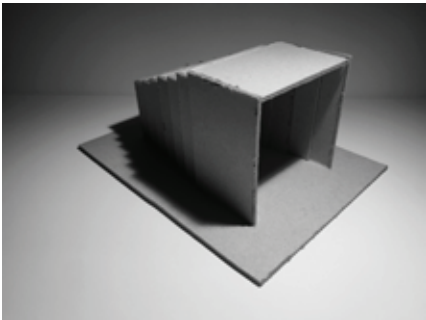
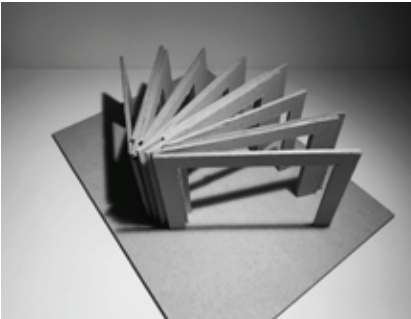
- Pros:
- Captures the moments of intrigue via the occupation of pedestrians within the space
  - Demonstrates an understanding of form, shadow, scale and pattern

- 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



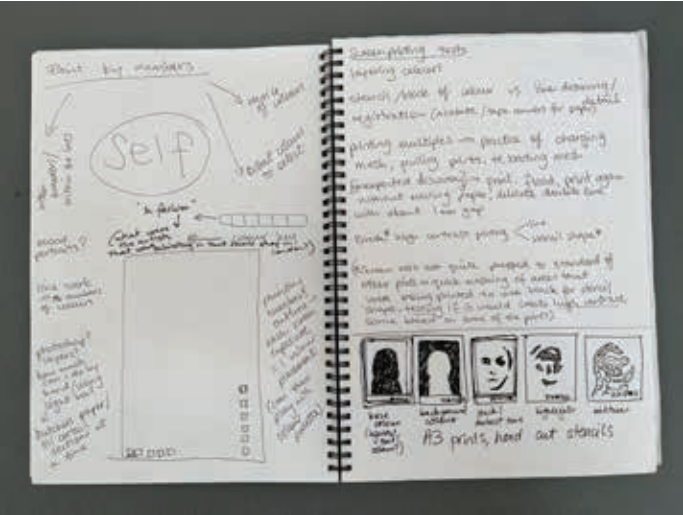
As shown, these following models were my final submissions for Assessment 2. First off, as you can see the first model closely resembles the test model in terms of the frame components. However, through feedback I evolved the keyword from "framing" to "curiosity", to introduce more design options that 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.





Fine arts portfolio sample





## STEP SIX:

# *Submit your application*

With the previous 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.

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







## For more information

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Western Australia 6102

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Perth Western Australia 6845

Tel: 1300 222 888

Web: [curtin.edu.au/study](http://curtin.edu.au/study)

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