Certificate II in Skills for Work and Study Questionnaire (10710)

This questionnaire will let us know if this certificate is the right course for you. You must complete all parts of the questionnaire and attach it to your enrolment application form and send them both to:

OTEN
LOCKED BAG 2012
STRATHFIELD NSW 2135

Your enrolment will be delayed if you do not send us the questionnaire with your enrolment application form. We want you to complete these questions as carefully and as honestly as you can. This will help us to determine whether this is the best course for you. We need to see if you have the necessary literacy and numeracy skills to complete this course. You must sign the declaration on page 11, to say it is your own work or if someone helped you to complete it.

Name ________________________________________

(Please print)

Postal Address _______________________________________________________________________
____________________________________________________________________________________
Postcode ______________

Telephone Numbers

Home ( ) __________________________

Mobile No. __________________________

Date of Birth ___ / ___ / ___

Male ☐ Female ☐

Please answer the following questions by placing an X in the appropriate boxes.

What is your highest completed school level?

☐ Year 12 or equivalent ☐ Year 7–9 or equivalent

☐ Year 11 or equivalent ☐ No secondary education

☐ Year 10 or equivalent

Are you still attending secondary school? ☐ Yes ☐ No

I have been home schooled ☐ Yes ☐ No

I left school on this date: ___ / ___ / ___

You should make sure that your telephone numbers and your postal address are always kept up-to-date, as we need to speak to you:

• when we are processing your enrolment application
• throughout the year to enrol in new units, as you progress through the course.
Part A – How much work do I need to do?

Read through these sample study timetables. The dark boxes show the times when Tony and Joanne will study.

Tony is receiving financial assistance for full-time study from Centrelink. He needs to study up to 30 hours a week and submit one assessment every week. This is his study timetable.

<table>
<thead>
<tr>
<th>Time</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am-10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am-12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm-3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm-5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7pm-9pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Joanne wants to study part time at home. Even though she knows she is going to be very busy, she is sure she will find the time to study about 15 hours a week. Her timetable is very important but it is also flexible because she has to fit in her study time around other commitments.

<table>
<thead>
<tr>
<th>Time</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am-10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am-12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm-3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm-5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7pm-9pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Which pattern suits you the most?

On the next page is a study timetable for you to fill in. You can choose a pattern similar to Tony or Joanne, or plan one to suit your own particular needs.
My Study Timetable

This is your own copy. Cut out this page and keep it with your study materials.

<table>
<thead>
<tr>
<th>Time</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am-10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am-12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm-3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm-5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7pm-9pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
My Study Timetable

Return this copy of your study timetable to OTEN with the rest of the questionnaire.

<table>
<thead>
<tr>
<th>Time</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am-10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am-12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm-3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm-5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7pm-9pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part B

Read the Course Information Leaflet carefully then answer the following questions.

Q1 How many GROUP 1 units must I complete?


Q2 Write down the name of one of the Maths units you will study in GROUP 1?


Q3 How much time do I have to complete the course if I am receiving financial assistance from Centrelink for full-time study?


Q4 How much time do I have to complete the course if I am a fee-paying student?


Q5 How will my teachers know that I am actively working?


Q6 What is the phone number of the Course Co-ordinator at OTEN?


Q7 In total, how many hours of electives must I complete?


Part C

Please answer the following mathematics questions in the spaces provided. We would like you to show all your working so we know how you reached your answers.

1. Calculate
   (a) \(21.1 + 9.9 = \) __________________________________________________
   (b) \(63 - 7 = \) __________________________________________________
   (c) \(11 \times 21 = \) ________________________________________________
   (d) \(136 \div 8 = \) ________________________________________________

2. Find 10% of $200  Answer: ____________________________________________

3. What is the average of the following three numbers:
   2, 2, and 5  Average = ______________________________________________

4. Simplify \(x + x + x + x = \) ____________

5. How much change would you receive from a $50 note if you paid a bill for $27.00?
   Answer: _____________________________________________________________

6. If a bus trip takes 45 minutes and leaves at 8:50 am, what time should it arrive?
   Answer: _____________________________________________________________

7. Draw a line to match the name with the correct shape.

   Triangle
   Rectangle
   Circle
   Square
8. Use a ruler to carefully draw the next shape in the sequence.

![Shape](image)

Answer:

9. From the map, the coordinates of the Fire Station are 9L. What are the coordinates of the hospital?

![Map](image)

Answer: ____________

10. From the graph, in what year or years was the value of the Australian dollar worth less than 60 cents in $US?

![Graph](image)

Answer: ____________
Part D

Answer the following questions about your study plans.

Q1  How many hours will you be spending on study per week?
____________________________________________________________________

Q2  What are the best times during the week (including the weekend) for your study?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Q3  Where are you going to do your study?
____________________________________________________________________
____________________________________________________________________

Q4  Where have you decided to put your study materials?
____________________________________________________________________
____________________________________________________________________

Q5  Your studies will take up a lot of your time. What do your family and friends think about this?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Now, tell us why you are enrolling in this course.

You might like to use the following questions to help you decide what information to include:

- When and where have you studied before (including school)?
- What are your favourite subjects? Tell us why you like them.
- Why did you choose this course?
- Why have you decided to study with OTEN? What will be good about studying by distance?
- What do you hope to do after you have completed the course?

**Write at least 250 words in total. Make sure you write good sentences and paragraphs.**

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Declaration

You must sign either statement 1 or 2 below:

1. The information I have provided in this Questionnaire is correct.
   I have not sought help or accepted help from anyone else regarding my answers.

   Student’s Signature:___________________________________________

2. I needed help to complete the Questionnaire:
   - [ ] I needed help to read it
   - [ ] I needed help with writing
   - [ ] I needed help with spelling
   - [ ] I needed help to work out the maths

Who helped you? (eg parent, friend, neighbour)

   Student’s Signature:___________________________________________

Please note: The enrolment teacher, after assessing your questionnaire, may suggest a more suitable course to you.

You have now completed the questionnaire and declaration. Attach the questionnaire and declaration to your enrolment application form and return them both to OTEN.

If you are UNDER 18 YEARS of age please turn over and complete the back page
PLEASE COMPLETE IF UNDER 18

Privacy Notice

If you are enrolled in the Skills For Work and Study and you are under 18 years of age, please read the following TAFE policy guidelines concerning the release of details about your studies to your parent/guardian/carer.

1. If you are between 15 and 16 years of age, information concerning your studies can be given to your parent/guardian/carer **without your consent**. For most students this is appropriate as the person requesting the information is someone who is supporting them in their studies. However all students in this age group should be aware that information about their progress will be released upon the request of the parent/guardian/carer.

2. If you are over 16 but under 18 years of age, information concerning your studies can **NOT** be given to your parent/guardian/carer without your consent.

To assist you in your studies and to help you progress as quickly as possible through the course, please tick one of the boxes below, sign this form and return with your enrolment pack or post directly to:

SOLSO
General Education and Community Services
OTEN
51 Wentworth Road
Strathfield NSW 2135

☐ I am between 15 and 16 years of age. I have read the above information concerning release of details about my studies.

☐ I am between 16 and 18 years of age. I have read the above information concerning release of details about my studies and agree to this information being given to my parent/guardian/carer

Signed: ______________________________________________

Print Name: ________________________________________

Date: _____/_____/20_____