INSTRUCTIONS:

1. Complete sections 1, 2, 3 and 4 of the OTEN Course Application Form. Make sure you meet the entry requirements for the course.

2. Attach the completed Course Application Form to your OTEN Enrolment Application Form and include certified* copies of your qualifications, otherwise your enrolment application will not be processed and your application and enrolment forms will be returned to you.

3. Sign and date all forms (and checklists if applicable).

4. Send the OTEN Enrolment Application Form and Course Application Form and attached documentation to:
   OTEN Student Services - Enrolments
   Locked Bag 2012
   STRATHFIELD NSW  2135

5. Please keep a copy of the completed Course Application form.

1. Entry Requirements

✓ Tick one box
Attach certified* copies of your qualifications or other relevant documents to your Course Application Form.

☐ NSW Higher School Certificate* (or equivalent)  ☐ Vocational experience in a relevant work environment at a level appropriate to this qualification or equivalent.

☐ Appropriate industry experience

If you are unsuccessful with this application, do you wish to be contacted regarding other options in this course area?
Please circle yes or no:  YES  NO

*Please do not send original qualifications or formal completion statements. Instead, please only supply a certified copy. Certified means that you need to have your original documents sighted and a copy signed by one of the following: TAFE teacher, TAFE Course Information Officer at any TAFE College, a Justice of the Peace (JP) or any other Officer of the Court. Non certified documents will be returned to you.

To find your local JP visit http://jp.lawlink.nsw.gov.au/public/. Also, please note if your name is different from that on the evidence you are submitting, you will also need to provide certified proof of your change of name.
2. Relevance to Career Plan or Goals

2.1 What are your **main reasons** for doing the course? - tick up to 3 boxes

- To support my career
- To move to a new job/career area
- To move to a higher level course
- To assist move from unemployment to a job
- To upgrade skills for my current job
- To assist recognition of overseas study and skills
- For my apprenticeship/traineeship
- For licensing requirements

2.2 Describe your **career plan** or **goals**, and describe how the course is **relevant**:

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2.3 Knowledge about this career area

Tell us what you have done to **find out information** about this career area:

- from **educational** sources (work experience, TAFE publications/Internet/Open Day, Careers Advisor, etc)
- from **industry** sources (industry visits, exhibitions, people in the industry, previous work experience, etc)
- from **other** sources (advertising, promotional events, word of mouth, etc)

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3. Distance Learning

The attributes of an OTEN student are the ability to study independently, effective time management and the skills required to prioritise work, life and course priorities. OTEN students gain an understanding that they are self-directed in their study in order to become confident independent learners.

✓ Tick boxes to indicate you understand what is required for successful distance study.

In order to study effectively by distance education you will need to be able to:

☐ Study independently

☐ Manage your own time effectively

☐ Dedicate the necessary time and balance work/life/course priorities during term to study

☐ Meet the conditions of enrolment as noted on the Course Information Leaflet (CIL)

4. Declaration

• The information I have given on this form is correct and I consent to TAFE NSW obtaining personal information necessary to complete or verify my application.

• I understand that this application does not guarantee a place in a course.

Name ____________________________

Signature ____________________________ Date _____________

Please provide a contact telephone number and/or an email address, as we may need to contact you during business hours to discuss your application.

(Telephone No) ________________ (Email address) _________________________________

Privacy – Information concerning students is collected and held by the TAFE NSW Commission (having its principal office located at Level 2, 35 Bridge Street Sydney NSW 2000). The information on this form will be used by TAFE NSW and the National Centre for Vocational Education Research (NCVER) and/or other authorised organisations for the purpose of general student administration, identification, communication, state and national reporting, program monitoring and evaluation. The provision of this information is not required by law but is necessary to determine your eligibility for a place in a TAFE NSW course listed on this application form. Selection into a course can be solely based on the information provided on this form and provides the basis of information necessary for enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access, correct or amend your personal details by contacting OTEN.