INSTRUCTIONS:
1. Please complete this OTEN Checklist to ensure that you are aware of the entrance requirements for your course as set out in the Course Information Leaflet (CIL).
2. Attach the completed Checklist, together with the required supporting documentation, to your OTEN Enrolment Application Form. Your enrolment cannot be processed without this information.
3. Sign and date the checklist.
4. Post or fax your OTEN Enrolment Application Form, this Checklist and your supporting documentation to:
   OTEN
   Locked Bag 2012
   STRATHFIELD NSW 2135
   or
   fax 02 9715 8411
5. You should keep a copy of this completed Checklist for your own information.

A. Suitable pathways into this qualification

✓ Please tick and provide supporting documentation relating to at least one of the following preferred pathways into this qualification:

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Supporting documentation (please attach to this form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ☐ Certificate IV in Business or another relevant qualification.</td>
<td>☐ If you have completed a TAFE NSW qualification please provide course number, name, TAFE number and year of completion. ☐ If you have completed a non-TAFE qualification, please provide a copy of your certificate.</td>
</tr>
<tr>
<td>2. ☐ Competency in the majority of units in the Certificate IV in Business.</td>
<td>☐ If you have undertaken part of a TAFE NSW course please provide course number, name and year/s of enrolment. ☐ If you have undertaken part of a non-TAFE qualification, please provide a copy of your transcript of completed units.</td>
</tr>
<tr>
<td>3. ☐ Vocational experience in a relevant work environment at a level appropriate to this qualification.</td>
<td>☐ Please attach a summary (maximum of one page) of your work experience (eg. resume, job description).</td>
</tr>
</tbody>
</table>
4. ☐ Non-vocational experience and other relevant information (add up to one extra page of information if required). You **must** complete this section if you have not ticked one of the above pathways. Please attach supporting documentation.

<table>
<thead>
<tr>
<th>Non-vocational experience and other relevant information</th>
</tr>
</thead>
</table>

B. IT Requirements

✓ Please confirm that you have all the necessary IT resources as set out in the *Course Information Leaflet* (CIL)

I understand that I will need access to:

- ☐ a computer with regular access to the internet, preferably with broadband connection
- ☐ a CD drive
- ☐ an email account with the software to send and receive emails
- ☐ a printer
- ☐ all other required IT software and hardware as shown in the CIL

C. Distance Learning

✓ Please indicate you understand the requirements for successful distance study.

You will need to be able to:

- ☐ study independently
- ☐ commit a suitable amount of time to your study and actively work to complete units in which you are enrolled
- ☐ Submit your first assignment within four (4) weeks of receiving your OTEN learning materials
- ☐ balance your work, personal life and study priorities throughout your course
- ☐ meet the conditions of enrolment as described in the *Course Information Leaflet* (CIL)
- ☐ regularly access information about your course via the OTEN website and email.

D. Declaration

☐ I confirm that the information provided on this form is correct to the best of my knowledge.

Name _____________________________________________

Signature __________________________________________ Date ____________

Remember to attach this checklist to your OTEN Enrolment Application Form