Information Technology
Entry Requirements Form
Courses 19001- 19002 - 19004

This Information Technology (IT) Course Entry Requirements Form applies to new enrolments at OTEN in the following courses:-

- 19001 – Certificate II Information Technology
- 19002 – Certificate III Information Technology (Applications)
- 19004 – Certificate III Information Technology (Support)

INSTRUCTIONS:
1. Complete the Entry Requirements section below
   a. Include Certified Copies* of any qualifications
   b. If you are claiming equivalence to NSW School Certificate*, then you need to attach supporting documents

2. Sign and date the form. Ensure your name is printed clearly.

3. Attach this form together with your OTEN Enrolment Application, the appropriate IT Resource Checklist, IT Enrolment Declaration and any supporting documents. Post these documents with your payment details to:

   OTEN Locked Bag 2012
   STRATHFIELD NSW 2135

4. Please keep a copy of all completed forms and documentation.

Note: If ALL required forms are not completed, your enrolment cannot be processed and your application may be rejected or delayed until all required documents are supplied.

ENTRY REQUIREMENTS:

(✓) Tick one of the boxes below and attach all supporting documentation

☐ Equivalence to the NSW School Certificate* or higher level qualification*
   Equivalence details: ______________________________________________________

OR

☐ NSW School Certificate

Name ________________________________ Course: ____________

Signature ___________________________ Date ____________

* Please refer to notes over page for clarification
Clarification NOTES:

Certified Copies
Certified copy means that you need to have your original documents sighted and a copy signed by one of the following:

- Course Information Officer at any TAFE
- TAFE NSW Teacher or staff member
- Justice of the Peace (JP) (Justice of the Peace register can be found at jp.lawlink.nsw.gov.au/public/Welcompub.do)
- Any Officer of the Court

Equivalence to the NSW School Certificate
To show equivalence to NSW School Certificate you need to have one of the following:

- A year 10 school certificate from another state
- A Certificate I Information Technology qualification
- Any other AQF qualification of Certificate II level or higher
- An overseas qualification translated (if required) which is evaluated as equivalent to Year 10 or higher. For advice on having your qualification translated and evaluated please contact OTEN Multicultural unit on (02) 9715-8676 or 1300-637-535 (toll free)
- A statement of duties for your job with a supporting letter from your supervisor
- A resume detailing your paid and unpaid work experience and qualifications
- A supporting letter from you detailing why you want to enrol in this course and what you hope to achieve on completion of the course.

Higher level qualifications
A higher level qualification may include any of the following:

- A Higher School Certificate (NSW)
- A year 12 certificate from another state
- AQF Certificate III level or higher
- An overseas Degree or Diploma translated (if required) which is evaluated as equivalent to a Diploma or higher. For advice on having your qualification translated and evaluated please contact OTEN Multicultural unit on (02) 9715-8676 or 1300-637-535 (toll free)

Refer to www.tafensw.edu.au for information on Equivalences to Entry Requirements, under the Applying and Enrolling menu