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

- 19005 – Certificate IV Information Technology (Support)(Help Desk)
- 19006 – Certificate IV Information Technology (Support)(Database Administration)

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
   c. If you are claiming equivalence to Certificate II in IT* 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:

Note: You must meet BOTH requirements 1 and 2 to be eligible to enrol in these courses.

(✔) Tick the relevant boxes and attach all supporting documentation

1. ☐ NSW School Certificate OR ☐ Equivalence to the NSW School Certificate* or higher level qualification*

2. ☐ Certificate II Information Technology OR ☐ Equivalence to Certificate II Information Technology*

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/Welcompublic.do)
- Any Officer of the Court

Equivalence to the NSW School Certificate
To show equivalence to NSW School Certificate you need 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 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)

Equivalence to Certificate II Information Technology
To show equivalence to Certificate II Information technology you need one of the following:
- An Information Technology qualification at Certificate III level or higher (translated if required)
- Evidence of current work in an IT position for at least 12 mths supported by a letter from your supervisor confirming employment and statement of duties.
- A resume detailing previous work in an IT position detailing the duration of employment and duties. You will also be interviewed by phone to confirm currency of your skills.

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