Information Technology
Entry Requirements Form
Course 19012

This Information Technology (IT) Course Entry Requirements Form applies to new enrolments at OTEN in the following course:
- 19012 – Diploma in Information Technology (Project Management)

INSTRUCTIONS:
1. Complete the **Entry Requirements** section below
   a. Include **Certified Copies** of any qualifications
   b. If you are claiming **equivalence to NSW Higher School Certificate**, then you need to attach **supporting documents**
   c. If you are claiming **equivalence to Certificate IV 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 EITHER requirement 1 OR requirement 2 to be eligible to enrol in this course.*

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

| 1. | □ NSW Higher School Certificate | OR | □ Equivalence to the NSW Higher School Certificate* or higher level qualification* |
|    | □ Certificate IV in Information Technology | AND | □ Equivalence to Certificate IV in Information Technology* |
| 2. | OR | □ At least 2 years relevant ICT industry experience |

Name: ___________________________  Course: ____________
Signature

____________________________________

Date

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* 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 Higher School Certificate
To show equivalence to NSW School Certificate you need one of the following:
- A year 12 Higher School Certificate from another state
- Any other AQF qualification of Certificate IV level or higher
- An overseas qualification translated (if required) which is evaluated as equivalent to Year 12 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:
- AQF Certificate IV 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 IV in Information Technology
To show equivalence to Certificate IV in Information technology you need one of the following:
- Evidence of current work in an IT position for at least 12 months 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 and level of your skills.

Entry Requirements
Because this course has an intense ICT base, it is strongly recommended that you have a Certificate IV in IT or IT industry experience to that level before commencing this course.

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