Welcome to OTEN

This booklet contains information about the Vocational and Study Pathways Course (VASP). This booklet is intended for use as a guide for students. So make sure you read all the information carefully.

You will need to keep this booklet so you can refer to it throughout your studies at OTEN.
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Course Overview

Welcome to OTEN! Enrolling in the Vocational and Study Pathways Course is the first step in your journey of knowledge leading to a career or further education. Please remember that if you need to speak with a teacher regarding your studies don't hesitate. They are there to help and support you through the course.

This course will be of benefit to people looking at becoming a Police Officer, Ambulance Officer, Australian Customs Officer, Corrective Services Employee, Aboriginal Liaison Officer and or working with other Government Agencies.

What I need to know about this course:
This is a fulltime course and should be completed within twelve months of enrolment. If you are intending to join the NSW Police Service it is a good idea to check when the recruitment dates are, this way you can work towards completing in time to apply. The course will be offered throughout the year, so it should work well with recruitment dates.

Course Award:
Students who successfully complete this course will receive a TAFE transcript and a Certificate III.

Course Duration:
This course is equal to 360 nominal hours. Most students will find that they need to do up to the same amount of hours of study to complete the course.

Is this the right course for me?
Course Entry Requirements: If you are unsure of whether this is the best course for you, contact the course manager and discuss it with her. Contact details are on page 4, under Getting Started.

All applicants will need to complete a pre-enrolment assessment and send this in with the enrolment application form. Once this has been marked, a teacher will contacted you to discuss what happens next.

Please Note: The enrolling officer will need to speak to you by phone before your application can be finalised.
**Student Information**

1. Read through the enrolment form and the course information pack before beginning.

2. Fill in the enrolment form making sure you put in a telephone contact number - **we cannot enrol you unless we speak with you first.**

3. When listing the units you wish to do, you will need to write the following:
   - NSWTEGL301B Apply language and learning skills
   - NSWTLRN301B Draw conclusions from information for study purposes
   - BSBITU102A Develop keyboarding skills

4. Complete the pre-enrolment assessment and attach it to your enrolment form.

5. You will also need to attach any transcripts and any other proof of past courses you have completed. This may help you in gaining recognition for work you have already done.

6. A teacher will call you once your pre-enrolment assessment has been marked. If your assessment is successfully, you will be enrolled while the teacher speaks with you on the phone.

7. If your pre-enrolment assessment has been unsuccessful the course manager will discuss other options for study with you.

**Costs:**

This course is written specifically for Aboriginal students and is course fee exempt.

There is however a OTEN Student Materials and Handling charge, see the OTEN website for more information [www.oten.edu.au](http://www.oten.edu.au) or go to the OTEN Course Guide.

**Please Note:**

If you do not finish the course within 12 months and want to complete the course, you will need to re-enrol and pay the OTEN Student Materials and Handling charge again.
Getting help:
If you have any questions regarding the course, contact the course manager on: 1300 369 598 ext: 8379 or 02 9715 8379 or you can email teachers at: otan.accesshelp@tafensw.edu.au but please make sure you put the following information in the email so the teacher will know who it’s from:

- Your full name
- Your OTEN student number
- The name of the course you are in

Once you have been enrolled you can access information and help on our online support site (OLS) http://www.oten.edu.au/ols you will need your OTEN student number for this.

My first three units:
It is important that you speak to your teacher before you begin. You will be enrolled in the following three units to begin with. Your teacher will explain how to begin and which units to begin with, so that you work across units. This will help you get through the course quicker.

- NSWTEGL301B Apply language and learning skills
- NSWTLRN301B Draw conclusions from information for study purposes
- BSBITU102A Develop keyboarding skills
- BSBWOR204A Use business technology

How am I assessed?
You are assessed for each unit by sending in assignments on a regular basis to be marked. Your teachers will give you feedback and suggestions to help you understand what you might need to change etc.

Getting Started:

1. As soon as you receive your resources make some time to go through them all, get a feel for what you will need to do for each unit and write down any questions that come to mind.

2. Once you have done this contact the course manager on 1300 369 598 ext: 8379 or 02 9715 8379 to discuss how best to get started and which unit to begin with.

3. Once you have spoken to the course manager you can begin. Please remember the resources are yours so if you want to highlight parts, write
in the margins or put stick-it notes on pages you want to go back to, then do so – whatever works best for you.

4. You will need a notebook or folder to put your activities in. Some activities may be part of assignments so make sure you put all relevant information on each page e.g. your name, OTEN number, unit name and number and which assessment it is, e.g. assessment 1 or 2. It’s also a good idea to number each page in case they come loose.

5. Make sure you keep a copy of your assessment as they do at times get lost in the post.

**Once I’ve started:**
If at any time during the course you feel unsure of what needs to be done or you need to talk about an assignment, please contact the Course Manager. Remember we are here to help get you through the course with as little difficulty as possible.

**Adding More Units:**
When you have completed the final assessment task for a unit, call the Course Manager to have another unit added. This way you will always have work to do and your study load will remain at a fulltime level. You will need to stay at a fulltime load if you are receiving Centrelink benefits.

**Plagiarism:**
Plagiarism is the action or practice of taking and using the thoughts, words or writings of another person without appropriate acknowledgement, and using them as your own.

**Plagiarism includes:**
- Copying large amounts and single sentences and anything that might be recognisable as someone else’s work from study notes, books, journals, tapes, the web, CD-ROMs, the work of other students in part or whole, or any other source without acknowledging the source of those ideas.
- Rephrasing material so that it is still recognisable as someone else’s work from study notes, books, journals, tapes, the web, CD-ROMs, the work of other students in part or whole. You need to clearly acknowledge the source of each piece of material.
- Collaborating with other students in producing an assignment or assessment and each student submitting the assessment as their own.
Please Note: Some courses at OTEN encourage a collaborative approach. Check with your teacher if you are unsure of the guidelines for your assessments.

Plagiarism also applies to material such as data, graphs, photographs, drawings, statistical data, music, formulae, websites and computer programs.

All the work that you submit to OTEN must be your own work!

You can use appropriate references and source material in your assessments however; you need to ensure that the author and/or source of the information is clearly identified through the use of proper referencing. If you give the impression that the ideas, words or work of another person are your ideas, words or work, then you are plagiarising. It is important to avoid any implication within your work of plagiarism.

For information on how to acknowledge where you found your information, visit the online support site (OLS). Once you have logged in click on OTEN information assessment information avoiding plagiarism. This will give you links to 'How to Write an Essay', which will give you lots of information.


Centrelink:

Students in this course may be eligible for financial assistance from Centrelink. Applications for assistance are assessed by Centrelink, so you should contact your nearest Centrelink office to discuss your eligibility.

If you are receiving a payment to study, you are obligated to work at a rate which will enable you to complete your subjects within the time-frame Centrelink allocates you. Otherwise you may incur a debt which you will have to repay. Centrelink officers can request information regarding students attendance - in this case attendance means working, so you will need to send in assignments on a regular basis. Please Note: Centrelink require you to notify them each time you have a module added so they can see you are still at a fulltime study load.
## Vocational and Study Pathways Unit Checklist

### Course No: 5000

**Unit Checklist:**
This is to help you keep track of your progress. Highlight the units you are enrolled in and check each of them off as you complete them. This form also shows you exactly what units you still need to do, so you will be able to manage your time towards completing them.

<table>
<thead>
<tr>
<th>Unit No:</th>
<th>Core Units – all Units must be done</th>
<th>Hrs</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSWTABL301B</td>
<td>Apply strategies to assert own Aboriginal Identity</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>NSWTABL302B</td>
<td>Apply personal strategies to identify and address racist behaviour</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>NSWTEGL301B</td>
<td>Apply language and learning skills</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>NSWTCOM307B</td>
<td>Demonstrate inclusive communication skills</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>NSWTINT203B</td>
<td>Identify workplace rights and responsibilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSWTMTH201B</td>
<td>Use rational number skills</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>NSWTMTH202B</td>
<td>Solve basic measurement problems</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>NSWTETH204A</td>
<td>Identify ethical issues in the workplace</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

**Electives (At least 2 units must be completed)**

<table>
<thead>
<tr>
<th>Unit No:</th>
<th>Unit Name</th>
<th>Hrs.</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU302A</td>
<td>Create electronic presentations</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NSWTCOM208B</td>
<td>Organise and complete a job application and interview</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>NSWTCOM309B</td>
<td>Conduct a routine interview</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>NSWTTMW301B</td>
<td>Apply team participation skills</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Unit No:</th>
<th>Unit Name</th>
<th>Hrs</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU102A</td>
<td>Develop keyboard skills</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NSWTTSPG201B</td>
<td>Speak effectively in a range of contexts</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
Regarding the NSW Police Service

For students intending joining the NSW Police Service after completing this course, the following information will be of great value to you.

Please remember this is not all the information you need

You will need to contact the NSW Police Recruitment Officer to make sure you have all the information you need. The NSW Police Force Website is [www.police.nsw.gov.au](http://www.police.nsw.gov.au) take some time to explore this site and find what you need. Below is a check list to give you some guidance, but always check the website and discuss what you need to do with the Recruitment Officer.

Suitability Checklist

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must be at least 18.5 years old to submit an application</td>
<td></td>
</tr>
<tr>
<td>Applicants must be an Australian citizen or have a permanent residency status or be a New Zealand citizen.</td>
<td></td>
</tr>
<tr>
<td>Applicants must have a certification of ability to type a minimum of 25 words per minute with an accuracy rate of 98%.</td>
<td></td>
</tr>
<tr>
<td>Applicants must hold a current full motor vehicle drivers licence or a Green Provisional Licence.</td>
<td></td>
</tr>
<tr>
<td>An assessment of your driving experience, offences committed will be made.</td>
<td></td>
</tr>
<tr>
<td>If you have any adult convictions you will generally not be accepted into the police force.</td>
<td></td>
</tr>
<tr>
<td>Taking drugs is not tolerated within the force and applicants will be needed to give permission for a urine screening to test for prohibited drugs</td>
<td></td>
</tr>
<tr>
<td>Physical fitness must be at an acceptable level, the fitness assessment will include:</td>
<td></td>
</tr>
<tr>
<td>• Aerobic fitness</td>
<td></td>
</tr>
<tr>
<td>• Upper and lower body strength</td>
<td></td>
</tr>
<tr>
<td>• Handgrip strength</td>
<td></td>
</tr>
</tbody>
</table>
The applicant's general Literacy level will be assessed.

Applicants will undergo a medical fitness assessment including -
- Hearing
- Visual
- Colour vision
- Body mass
- Hepatitis B

An overseas criminal clearance may be necessary.

Prior to being employed by the NSW Police Force applicants will need to obtain the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Current Senior First Aid Certificate - with laerdral mask.</td>
<td></td>
</tr>
<tr>
<td>A Certificate stating the applicants ability to swim 100 metres -</td>
<td></td>
</tr>
<tr>
<td>this must be provided by an accredited swimming instructor.</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions regarding applying to join the NSW Police Force, call the NSW Police Recruitment Branch on the number below and ask to speak to an Aboriginal Recruitment Officer.

Ph: 1800 222 122