INSTRUCTIONS:
1. Complete sections 1, 2, 3 and 4 of the OTEN Course Application Form. Make sure you will be able to meet the entry requirements for the course.
2. Attach the completed Course Application Form to your OTEN Enrolment Form and include *certified copies of your qualifications, otherwise your enrolment application will not be processed and your application and enrolment forms will be returned to you.
3. Sign and date all forms (and checklists if applicable).
4. Send the OTEN Enrolment Form and Course Application Form and attached documentation to:
   Student Services OTEN
   Locked Bag 2012
   STRATHFIELD NSW 2135
5. Please keep a copy of the completed Course Application form.

1. Entry Requirements

 ✓ Tick box
 Attach *certified copies of your qualifications or other relevant documents to your Course Application Form.

 □ NSW Higher School Certificate (or equivalent) – submit certified copies only

PLEASE NOTE:
Students may also be accepted if they are of mature age and possess sufficient literacy, numeracy and visual skills to successfully complete the course.
You may be required to demonstrate your proficiency in literacy and numeracy. Please provide evidence that you meet the criteria.

*Please do not send original qualifications or formal completion statements. Instead, please only supply a certified copy. Certified means that you need to have your original documents sighted and a copy signed by one of the following; TAFE teacher, TAFE Course Information Officer at any TAFE College, a Justice of the Peace (JP) or any other Officer of the Court. Non certified documents will be returned to you.

To find your local JP visit http://jp.lawlink.nsw.gov.au/public/. Also, please note if your name is different from that on the evidence you are submitting, you will also need to provide certified proof of your change of name.
2. Relevance to Career Plan or Goals

2.1 What are your **main reasons** for doing the course? - tick up to 3 boxes

- ☐ To support my career
- ☐ To move to a higher level course
- ☐ To move to a new job/career area
- ☐ To upgrade skills for my current job
- ☐ To assist move from unemployment to a job
- ☐ For my apprenticeship/traineeship
- ☐ To assist recognition of overseas study and skills
- ☐ For licensing requirements

2.2 Describe your **career plan or goals**, and describe how the course is **relevant**:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2.3 Knowledge about this career area

Tell us what you have done to **find out information** about this career area:

- from **educational** sources (work experience, TAFE publications/Internet/Open Day, Careers Advisor, etc)
- from **industry** sources (industry visits, exhibitions, people in the industry, previous work experience, etc)
- from **other** sources (advertising, promotional events, word of mouth, etc)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
3. Distance Learning

The attributes of an OTEN student are the ability to study independently, effective time management and the skills required to prioritise work, life and course priorities. OTEN students gain an understanding that they are self-directed in their study in order to become confident independent learners.

✓ Tick boxes to indicate you understand what is required for successful distance study.

In order to study effectively by distance education you will need to be able to:

☐ Study independently
☐ Manage your own time effectively
☐ Dedicate the necessary time and balance work/life/course priorities during term to study
☐ Meet the conditions of enrolment as noted on the Course Information Leaflet (CIL)

OTEN has developed a web site designed to help our distance students with their studies. After enrolment, log on to the Online Learning Support (OLS) where you can access a variety of resources and information:

- Plan your studies using the Study Planner
- Find additional resources for your modules
- Submit assignments
- Check your module progress
- Update your personal contact details

4. Declaration

- The information I have given on this form is correct and I consent to TAFE NSW obtaining personal information necessary to complete or verify my application.

- I understand that this application does not guarantee a place in a course.

Name ________________________________

Signature _____________________________ Date __________

Please provide a contact telephone number and/or an email address, as we may need to contact you during business hours to discuss your application.

(Telephone No) ____________________ (Email address) _______________________

Privacy – Information concerning students is collected and held by the TAFE NSW Commission (having its principal office located at Level 2, 35 Bridge Street Sydney NSW 2000). The information on this form will be used by TAFE NSW and the National Centre for Vocational Education Research (NCVER) and/or other authorised organisations for the purpose of general student administration, identification, communication, state and national reporting, program monitoring and evaluation. The provision of this information is not required by law but is necessary to determine your eligibility for a place in a TAFE NSW course listed on this application form. Selection into a course can be solely based on the information provided on this form and provides the basis of information necessary for enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access, correct or amend your personal details by contacting OTEN.