Course no: 6485

Certificate II Conservation and Land Management – Natural Area Restoration

2011 Enrolments

Course requirements

Dear Prospective CLM Student,

Thank you for your inquiry about studying Conservation and Land Management (CLM) at OTEN. Before you enrol there are a number of things we would like you to know about studying CLM with us.

These include:

- The preferred way of completing this course involves attending a compulsory practical session, which will include sections of your assessment. Attendance at this session is a necessary part of completing this course. Sessions run over five days, usually including a weekend.

- Please consider your options carefully for the course and complete the enclosed Practical Delivery Form and return it with your enrolment form.

- Reading through some of your course learning materials is recommended before attending the first practical, but is not compulsory and no work is required to have been completed or submitted by then. You will receive full information about your assessments at the practical session.

- Proposed approximate dates for the 2011 practical sessions are:

  30th March - 3rd April  
  10th - 14th August

Both practical sessions will be conducted in the Sydney area. It is not possible to attend these practical sessions at other TAFE Colleges or at other times. Therefore, if you feel that you will unable to attend all of a practical session, you should contact OTEN to discuss this before you enrol.
If you are studying in a remote area or cannot attend any of the scheduled practical sessions for other reasons, you may be eligible to attempt the course by means of the Work Evidence Pathway. This pathway enables you to satisfy the practical requirements of the course by completing approximately 60 hours of appropriate work experience in appropriate bushland and nursery worksites and having this work validated by a qualified supervisor. You will still be required to complete all of the assignments prescribed for the course. This option is only available to students who meet the requirements for workplace assessment through either paid or regular volunteer work in the bushcare or related industries under a qualified supervisor.

If you follow this pathway, you will still be required to pay the practical fee of $60 as there is considerable additional administration involved. You will have to indicate your interest in this option at the time of enrolment by ticking the appropriate box on the Practical Delivery form attached to this package. If you tick this box we will send you a Work Evidence Pathway Introduction Pack that will explain the requirements of this option and contains agreement documents for you and your nominated supervisor to sign. On receipt of these agreements, we will send you the information required to commence your studies.

Assessment

Some assessment will be carried out at the practical session or in your workplace if you are in the Work Evidence Pathway program. Otherwise the assessments are mainly by assignments that you complete at home. You may be asked to complete some assessments prior to attending the practical. You will receive information about assessment at the time of enrolment.

Fees and charges

In addition to the TAFE Enrolment Fee, you must pay the OTEN Student Materials and Handling Charge of $50 that covers the cost of handling learning materials and assignments.

There will also be an additional charge of $60 to cover the cost of delivering the practical components of the course. This one off payment will be payable at enrolment time (Credit Card, Cheque or Money Order acceptable). This fee must be paid with your course enrolment payment and must be notified on the Practical Delivery Form (attached).

- When we accept your enrolment you will be sent:
  - a package of learning materials for each module in which you have been enrolled
  - an OTEN Student Diary which will explain a lot about distance and open learning
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- Complete the OTEN enrolment form and attach your cheque or money order payment or include your credit card details to pay the TAFE NSW Fee, the OTEN Handling Charge and any other course charges and send to OTEN at the address printed on the enrolment form.
- Complete the attached Practical Delivery Form. This form must be completed, signed and returned with your enrolment form. Enrolment applications without this signed form will be delayed until it is received, and this may result in you missing out on a place in the course.

Thank you for your inquiry. Please feel free to contact us if you have any questions or require any further information.

Rob Attwood

Teacher of CLM and Horticulture

Phone: 02 9715 8512 or 1300 421805 for the cost of a local call.