Certificate in General and Vocational Education Questionnaire

This questionnaire will let us know if the CGVE is the right course for you. You must complete all parts of the questionnaire and attach it to your enrolment application form and send them both to:

OTEN
LOCKED BAG 2012
STRATHFIELD NSW 2135

Your enrolment will be delayed if you do not send us the questionnaire with your enrolment application form. We want you to complete these questions as carefully and as honestly as you can. This will help us to determine whether this is the best course for you. We need to see if you have the necessary literacy and numeracy skills to complete this course. You must sign the declaration on page 12, to say it is your own work and that no-one helped you to complete it.

Name __________________________________________________________________________ (Please print)
Postal Address __________________________________________________________________________ Postcode _______________
Telephone Numbers Home ( ) ___________________________________________
Mobile No. ___________________________________________
Date of Birth ____ / ____ / ____ Male Female

Please answer the following questions by placing an X in the appropriate boxes.

What is your highest completed school level?

- Year 12 or equivalent
- Year 7–9 or equivalent
- Year 11 or equivalent
- No secondary education
- Year 10 or equivalent

Are you still attending secondary school? Yes No
I have been home schooled Yes No
I left school on this date: ____ / ____ / ____

You should make sure that your telephone numbers and your postal address are always kept up-to-date, as we need to speak to you:

- when we are processing your enrolment application
- throughout the year to enrol in new units, as you progress through the course.
Part A – How much work do I need to do?

Read through these sample study timetables. The dark boxes show the times when Tony and Joanne will study.

Tony is receiving financial assistance for full-time study from Centrelink. He needs to study up to 30 hours a week and submit one assessment every week. This is his study timetable.

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Joanne wants to study part time at home. Even though she knows she is going to be very busy, she is sure she will find the time to study about 15 hours a week. Her timetable is very important but it is also flexible because she has to fit in her study time around other commitments.

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Which pattern suits you the most?

On the next page is a study timetable for you to fill in. You can choose a pattern similar to Tony or Joanne, or plan one to suit your own particular needs.
# My Study Timetable

This is your own copy. Cut out this page and keep it with your study materials.

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# My Study Timetable

Return this copy of your study timetable to OTEN with the rest of the questionnaire.

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Part B

Read the Course Information Booklet carefully then answer the following questions.

Q1 How many **GROUP 1** units must I complete in the CGVE?
________________________________________________________________________________

Q2 Write down the name of one of the Information Technology units you will study in **GROUP 1**?
________________________________________________________________________________

Q3 How much time do I have to complete the course if I am receiving financial assistance for full-time study?
________________________________________________________________________________

Q4 How much time do I have to complete the course if I am a fee-paying student?
________________________________________________________________________________

Q5 How will my teachers know that I am progressing in my studies?
________________________________________________________________________________

Q6 What is the phone number of the CGVE Co-ordinator at OTEN?
________________________________________________________________________________

Q7 How do I enrol in a new set of units and get more work?
________________________________________________________________________________
Part C

Please answer the following mathematics questions in the spaces provided. We would like you to show all your working so we know how you reached your answers.

1. Julie plans to visit Tokyo in Japan next year. After checking with the travel agent, she works out a rough budget as follows:

- Airfare $1300 (excluding tax)
- Airport and fuel tax $250
- Land tour $1600
- Other Expenses $300

How much will it cost her in total for this trip? ______________

2. She has to decide the best time to visit the country. From the Internet, she obtains a graph showing the annual average rainfall and temperature for Tokyo:

(a) From the graph, which month has the highest average rainfall? _______________________

(b) It will be more comfortable to travel when the temperature is between 20-25 degrees. Which months will this be? _______________________

![Graph showing annual average rainfall and temperature for Tokyo]
3 The travel agency runs a video information night on the first Thursday of each month. Julie plans to go. She checks the map.

(a) The agent’s office has coordinates D10. Mark on the map the position of the agent’s office.

(b) The railway station has an exit on the corner of Wallis St and Wood Av.

Write down the coordinates of the exit. _____________________________________________

(c) The video seminar starts at 6:30 pm. Inglebrook is Julie’s closest train station, and the travel agency is 10 minutes’ walk from Foresthaven rail station. Part of the timetable is printed below:

<table>
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<th>Foresthaven Line</th>
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Which train should Julie take to arrive at the seminar before 6:30 pm? ________________ pm
4 Julie meets her friend Peter at the seminar. They go to a café for coffee and cake before heading home. The total bill comes to $15. They decide to share the bill equally.

(a) How much does each pay? _______________________________________________________

(b) Julie gives Peter $10 for her share. How much change should she get back? _______________

5 For the trip, Julie needs a good travel bag. However, she lives in a unit with limited storage space. The storage shelf is 90cm wide, 30cm high and 45cm deep.

There are two types of travel bags to choose from:
Size A has measurements of 60cm (H) x 40cm (W) x 40cm (D)
Size B has measurements of 70cm (H) x 30cm (W) x 30cm (D)

Which size should she buy so she can store the bag on her shelf when she gets back?
__________________________________________________________________________

6 A luggage store is having a sale. It offers a 10% discount for all the bags in the store. The travel bag that Julie wants costs $195.

(a) How much discount will Julie get? _______________________________________________

(b) What will be the discount price of the bag? ______________________________________
Part D

Answer the following questions about your study plans.

Q1  How many hours will you be spending on study per week?

________________________________________________________________________________

Q2  What are the best times during the week (including the weekend) for your study?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Q3  Where are you going to do your study?

________________________________________________________________________________
________________________________________________________________________________

Q4  Where have you decided to put your study materials?

________________________________________________________________________________
________________________________________________________________________________

Q5  Your studies will take up a lot of your time. What do your family and friends think about this?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Now, tell us why you are enrolling in the CGVE course.

You might like to use the following questions to help you decide what information to include:

- When and where have you studied before (including school)?
- Why did you choose the CGVE course?
- Why have you decided to study with OTEN? What will be good about studying by distance?
- What are your favourite subjects? Tell us why you like them.
- What Industry Specific subgroup do you think you will choose?
- What do you hope to do after you have completed the course?

Write at least 250 words in total. Make sure you write good sentences and paragraphs.
Declaration

You must sign either statement 1 or 2 below:

1  The information I have provided in this Questionnaire is correct.

I have not sought help or accepted help from anyone else regarding my answers.

Student’s Signature: _____________________________________________

2  The information I have provided in this Questionnaire is correct.

I found this Questionnaire difficult to complete and I would like to be sent information on:

Adult Basic Education                          English Language courses
(not for native speakers of English)

Student’s Signature: _____________________________________________

Please note: The enrolment teacher, after assessing your questionnaire, may suggest a more suitable course to you.

You have now completed the CGVE questionnaire and declaration. Attach the questionnaire and declaration to your enrolment application form and return them both to OTEN.