Program Selection Checklist

18827 TRAINING AND ASSESSMENT CERTIFICATE IV

INSTRUCTIONS:
1. Complete this OTEN Checklist ensuring that you check you meet the entry requirements for your course as set out in the course information leaflet.
2. Attach the completed Checklist, and supporting documents mentioned below, to your OTEN Enrolment Form otherwise your enrolment application cannot be processed.
3. Sign and date all forms and checklist.
4. Send the OTEN Enrolment Form, Checklist Form and documentation to:
   OTEN
   Locked Bag 2012
   STRATHFIELD NSW 2135
5. Please keep a copy of the completed Checklist form.

1. Entry Requirements
✓ Tick - Please note that all boxes must be ticked to meet the course entry requirements
   Attach relevant documents to this form.

☐ Access to a workplace with opportunities for you to be involved in training and assessment. You will need to have access to a group of learners to deliver your training sessions and to conduct your workplace assessments as part of this program. Please provide a letter from your workplace confirming the above.
☐ NSW Higher School Certificate or equivalent

☐ Commitment and ability to complete the course including your own access to the internet, send and receive email, own or regular access to computer with required hardware and software as set out in the Course Information Leaflet – sign this form

☐ Ability to use web browser functions, navigate directories and files in Windows – sign this form

2. Selection
How is the course relevant to your career plans or personal goals?

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

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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).

☐ Email is the main way your facilitator and other students in your online class will communicate with you. In completing and signing this application form, you are agreeing to your email address being available to your facilitator and to other members of your online class if you are successful in gaining a place in this course.

4. Refund / Transfer of Fees

I confirm that I have read the OTEN Course Information Leaflet for this course and meet all the course requirements.

I fully understand that there is **no provision for either a refund of the course fee or for the course fee to be transferred to any other TAFE College or any other TAFE course.**

Name

______________________________________

Signature

______________________________ Date _____________