TAFE NSW
OPEN TRAINING AND EDUCATION NETWORK
As a Registered Training Organisation:

- OTEN delivers LLNP services Australia wide by distance
- OTEN has delivered Commonwealth funded training for Language, Literacy and Numeracy for over 16 years
- OTEN is a contracted provider of teaching and assessment services under the Language, Literacy and Numeracy Program (LLNP) funded by DEEWR
Located in Strathfield, Sydney

Delivers distance education to 60,000 students each year nationally and internationally

Offers 1200 competency units in over 260 courses and qualifications

Click here to visit the OTEN Website:
www.tafensw.edu.au/oten
Language Literacy and Numeracy Program provides:

- Basic language, literacy and numeracy training for eligible jobseekers whose skills are below the level considered necessary to secure sustainable employment or further education and training

- Advanced language and vocational training to jobseekers with higher level language skills
Who is eligible to participate in LLNP?

- Adults who need to improve their reading, writing and numeracy skills
- Migrants who need to improve their English language skills
- Migrants engaged in vocational courses requiring English language support, eg Accounting, Business, Aged Care, Mental Health and Children’s Services
Who can you refer to LLNP?

• Jobseekers

• Migrants subject to the 2 year waiting period for social security benefits/income support are eligible for initial, basic and advanced language and vocationally-oriented courses

• Citizens and permanent residents whose first language is not English are eligible for Advanced Language and Vocationally-oriented courses. They do not need to be on income support.
Reasons for referring students to distance study at OTEN:

- A need for flexible study times
- Carer responsibilities
- Geographical isolation
- Cultural constraints
- Factors that preclude the student from regularly attending a face-to-face provider
- A need for individualised learning materials
- Part time, seasonal, occasional and shift work
- Course needs that are not offered by local providers
- Distance is the student’s personal preference
Benefits of Referring to OTEN

- 16 years’ experience of LLNP provision
- One Stop Shop – full service, for all training needs
- Pathway to vocational qualifications
- Start anytime / No limit to places
- Online Support
Online Learning Support Site (OLS)

24 hours per day, 7 days per week access to Learner Resources, assignment tips, FAQs

Take a tour of the site by clicking on this link: Take a tour
Student services offered by OTEN:

- **OTEN Student Guide and Diary** with information including study tips, support contacts and rights and responsibilities
- **Study Skills package** - a self-help package available to all enrolled students. Topics include managing time, motivation and looking after yourself
- **TAFE card** that allows access to TAFE libraries in NSW and TAFE Individual Learning Centres
Support services offered by OTEN:

• Counsellors assist students with educational, career and personal matters

• Multicultural Education Unit place students in the programs they need to bridge their overseas-obtained qualifications and cater for students’ different cultural learning styles

• Specialist disability teacher consultants ensure that students with disabilities can access and participate fully in TAFE NSW training.

• Aboriginal Education and Training Unit provides academic and cultural support to Aboriginal and Torres Strait Islander students

• Helpdesk Teacher Support by email or phone, for the cost of a local phone call
What to do if the jobseeker is eligible:

• Centrelink refer online using Site Service Code Number L70346
• Job Services Australia (on ESS) using Code Number L70346
• Phone us on 1300 362 418
What happens after referral?

• OTEN sends an assessment pack to the client’s postal address, fax number or email address, which they return within 2 weeks

• The client is phone interviewed and assessed by a teacher, using the Australian Core Skills Framework (ACSF) and recommended for the appropriate course. An individual training plan is designed

• Clients receive 200 hours training blocks (A maximum of 4 blocks or 800 hours) and a total of 800 hours for Advanced Vocational courses (in two blocks of 400 hours)

• Study is part-time at 10 or 15 hours per week for 20 weeks
Agencies Referring to OTEN:

- CENTRELINK
- JOB SERVICES AUSTRALIA (JSA)

OTEN Site Service Code is: L70346
For information or assistance please contact:

Wendy Fahey  
Ph: 02 9715 8402

Milabel Estrera  
Ph: 02 9715 8498

OR  
1300 362 418