

# Course Application Form 2012



## 18208 CHILDREN'S SERVICES (EARLY CHILDHOOD EDUCATION AND CARE) DIPLOMA (AQF)

**NATIONAL CODE: CHC50908**

### INSTRUCTIONS:

1. Complete sections 1, 2, 3, 4, 5 and 6 of the OTEN Course Application Form. Make sure you meet the entry requirements for the course.
2. Attach the completed Course Application Form to your OTEN Enrolment Application 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 Application Form, Course Application Form and attached documentation to:  
OTEN Student Services - Enrolments  
Locked Bag 2012  
STRATHFIELD NSW 2135
5. Please keep a copy of the completed Course Application form for your own records.

**If you are unsuccessful with this application, do you wish to be contacted regarding other options in this course area?**

Please circle yes or no:      **YES**                      **NO**

\***Certified** means that you have shown both the original document and a copy of the document to a registered Justice of the Peace (JP) and he or she signs the copy to say that it is a true copy of the original. Often, you will find a JP in your local real estate agency or pharmacy.

If you send in essential documentation that is not certified, your paperwork will be returned to you.

## Course 18208 Diploma of Children's Services Course Application Form

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Postcode \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address (if available): \_\_\_\_\_

### Section 1: Entry Requirements

✓ Tick each box to indicate you have read and understood the following information.

**Attach certified\* (see below) copies of your qualifications or other relevant documents to your Course Application Form.**

Students applying to enrol in this course must have previously completed the following units;

- CHCCHILD401A Identify and respond to children and young people at risk
- CHCCN301A Ensure the health and safety of children
- CHCCN302A Provide care for children
- CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner
- CHCCN305A Provide care for babies
- CHCCS400A Work within a relevant legal and ethical framework
- CHCFC301A Support the development of children
- CHCIC301D Interact effectively with children
- CHCPR301A Provide experiences to support children's play and learning
- CHCPR303D Develop understanding of children's interests and developmental needs
- HLTFA301B Apply first aid
- HLTOHS300A Contribute to OHS processes

Ability to **use** the internet, navigate directories and files in Windows

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

**Learners need to be aware that if they have a criminal record involving violence or abuse there may be limitations to their practical and workplace activities and opportunities, and to their career options, in areas involving contact with vulnerable persons.**

## Section 2: Education and Training

Previous relevant training may include any University studies, 18206 Certificate III in Children's Services, 18207 Certificate IV in Out of School Hours Care, a Get Skilled Course, or completion of any child studies unit with a Registered Training Organisation (including TAFE).

You must **attach evidence** of each claim you make – such as **certified copies\*** of subject notices, reports, testamurs or certificates.

COURSE NAME	INSTITUTION	STATE/COUNTRY	YEAR COMPLETED

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## Section 3: Relevance to Career Plan or Goals

What are your **main reasons** for doing the course?

✓ Tick those boxes which apply

- |   |   |
|---|---|
| <input type="checkbox"/> To support my career                               | <input type="checkbox"/> To move to University Studies        |
| <input type="checkbox"/> To move to a new job/career area                   | <input type="checkbox"/> To upgrade skills for my current job |
| <input type="checkbox"/> To assist move from unemployment to a job          | <input type="checkbox"/> For my apprenticeship/traineeship    |
| <input type="checkbox"/> To assist recognition of overseas study and skills | <input type="checkbox"/> For licensing requirements           |
| <input type="checkbox"/> Other (please specify) _____                       |   |



## Section 4: OTHER FACTORS

### Relevant work experience:

You may be currently employed or have been previously employed in a children's service, or employed in a community service on a full time, casual or volunteer basis. You must **attach evidence** for each claim you make – such as **certified copies** of letters of reference **from your employers** and other documentation that details the nature of your employment and experience. These letters should include the following information:

- job title and length of time with organisation
- hours per week/fortnight worked
- name, address and phone number of the organisation
- your main responsibilities/tasks
- if the work was paid or unpaid.

### Life and Community Experience

This includes **involvement in organisations** (professional, community, charity, church, sport, etc), **community activities** (charity work, hospital work, meals on wheels, Sunday school, canteen, etc) or **community qualifications** (First Aid Certificate, Bronze medallion, awards, representative honours, and hobbies).

You must **attach evidence** for each claim you make – such as **certified copies\*** or original letters of reference or statutory declarations.

What are/were you involved in?	When were you involved? date, period, hours per week etc	If applicable, describe how you were involved

## Section 5: 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
- Have access and skills to complete online searches and quizzes/assessments
- 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)
- Understand that all resources are provided in CD Rom format

## Section 6: 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 \_\_\_\_\_

**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.