Financial Services (Accounts Clerical)
Qualification: Certificate III (AQF)
Course no: 19191
This course offers training for basic accounting or payroll clerk jobs. You will study units such as accounts payable and receivable, payroll, bookkeeping, purchases and sales, preparing financial reports, manual and computerised systems (MYOB) as well as language and employment skills.

Accounting Advanced Diploma
Training Package: FNS04
Course no: 19194
This Bridging Program is for people with overseas qualifications in accounting or finance who are seeking employment in Australia. Copies of overseas qualifications must be provided when you apply to enrol. In this program students study units from course 19194 that satisfy National Institute of Accountants (NIA) requirements. On completion of the units they can seek employment or apply for recognition.

Business Qualification: Certificate II (AQF)
Course no: 17802
This course covers introductory skills and knowledge to perform various tasks in different business situations using a computer. Units studied include word processing, spreadsheets, handling mail and financial documents, language and employment skills.

Business (Medical Administration)
Qualification: Certificate III (AQF)
Course no: 17810
This course provides training for a wide range of jobs such as interpreters, health professionals, receptionists in hospitals or general practice. You will study basic medical terminology, use business technology, prepare and process medical accounts, language & employability skills. Overseas trained health professionals find this program very useful for their registration exams.

How do I apply for these courses?
If you are a job seeker you can study any of these courses FREE of charge under the Language Literacy & Numeracy Program (LLNP). You need to register with Centrelink and ask for a referral form to be sent to OTEN. You don’t need to be on any income support to be eligible for this program.

Contact us:
• If you are not sure about your eligibility for LLNP, or
• for advice about choosing the right course, or
• for recognition of your overseas qualification for study with OTEN

OTEN Multicultural Education Unit (MEU)
Phone: 1800 637 535 or (02) 9715 8676
Fax: (02) 9715 8549
Email:oten.multicultural@tafensw.edu.au

Enrolments are open now and will be accepted until the Christmas closing period.

For General OTEN Course Information
Online at: www.oten.edu.au
Phone: 1300 362 346 or (02) 9715 8333
The information within this brochure is correct at the time of printing. Please check the OTEN website for the most up-to-date information.

TAFE NSW - Open Training and Education Network (OTEN)
offers programs nationally by distance education for people from Language Backgrounds other than English (LBOTE). These include:
- English for Employment, Education and Training courses for the special needs of LBOTE people and skilled migrants.
- Courses free of charge to jobseekers through the Language, Literacy and Numeracy Program (LLNP).
- The Skilled Migration Internship Program - Accounting (SMIPA) for applicants and holders of 485 visa.
- Learner support programs to improve language and study skills.

Skilled Migration Internship Program - Accounting (SMIPA)
Holders of a valid visa 485 will be able to gain migration points as a result of completing this program. For applications and intake dates, refer to the OTEN website or contact the Multicultural Education Unit 1800 637 535.

Employment, Education & Training
Qualification: Statement of Attainment (AQF3) Course no: 9068
This free course is offered flexibly combining units of competency such as English language skills, communicate in the workplace, work effectively with diversity, work practices and job applications, with vocational units to suit your study needs. It provides students from language backgrounds other than English with pathways to further training and/or employment. Students will be enrolled in this course and in one of the following vocational courses.

Mental Health Work (Non-Clinical)
Qualification: Certificate IV Course No: 18176
This program has been developed to meet the needs of students looking for work in community services; health fields and mental health organisations. Units studied include: English language, orientation to mental health work, intervention in mental health, alcohol and other drugs (AOD), work within a legal and ethical framework, work effectively with diversity, work practices and job application and interview.

Dental Assisting
Qualification: Certificate III Course No: 18280
This program is aimed at students looking for work as dental assistants. Units studied include: infection control, sterilisation, occupational health and safety, communication, oral anatomy, diet, nutrition and more. Students must have access to a dental practice to enrol in this course and will complete the Certificate III in two stages.

Children’s Services
Qualification: Certificate III Course No. 18206
This course provides an introduction into the children’s services sector and includes competencies aligned to work in Children’s Services. Areas covered include caring for children, child protection, hygiene practices, nutrition and participating in the work environment, participating in the work environment.

There are other courses that you can study with us. For information please contact the Multicultural Education Unit at OTEN.

Electrical Wiring
Qualification: Certificate III (AQF) Course no: 17751
This course is for people with overseas training as electrical mechanics or electrical fitter/mechanics with local trade recognition, who are seeking employment as electricians in Australia. People with engineering qualifications should have their overseas degree assessed by the Institute of Engineering Australia (IEA) before applying for this course.

Hospitality
Qualification: Certificate 1 Course no: 18111
This course provides you with the skills to work in hospitality settings such as restaurants, hotels, motels, catering operations; clubs, pubs, cafes and coffee shops.

Aged Care Work
Qualification: Certificate III Course no: 18167
This course provides training for people who are seeking entry level employment in community services and the aged care sector. Units offered include: dealing with customers and clients, orientation to aged care work, communicate appropriately with clients and colleagues, participate in the work environment.

Information Technology
Qualification: Certificate I Course no: 19000
This course provides 80% of the units from Certificate I in stage I, such as; skills and knowledge in different hardware and software applications; use email and internet, and keyboarding. You can complete Certificate I or Certificate II in Information Technology in the second part of the course.

Community Services work
Qualification: Certificate IV Course no: 18701
This course will provide graduates with skills which will enable them to be employed in a variety of government, non-government, generalist and specialist roles in the Community welfare sector.

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