

Enrolment - Personal Details

Family Name _____

Given Name(s) _____

Preferred Name _____

Date of Birth _____

Home Address _____

Postcode _____

Rural Delivery Rapid Number _____

(Please note that you must have your own contact phone number)

Home Phone (0) _____ Mobile (02) _____

Ethnicity

- European, Pakeha or NZ European
 NZ Maori Tribe/Iwi
 Samoan
 Cook Island Maori
 Tengan
 Chinese
 Tokelauan
 Asian
 Other (please specify) _____

Course Selection

- Karoro Certificate in Computing
 Karoro Certificate in Computing Level 2
 Karoro Certificate in Computing Level 3
 Karoro Certificate in Business Skills
 Special

Work & Income Client No _____

- DPB Widows Invalids

Please enter the name, address and phone details of a close relation who is not living with you (these details will be used in the event that we have difficulty contacting you).

The Fine Print - Please read carefully.

I authorise and consent to Work & Income disclosing my contact details to Karoro Learning upon request by them throughout the duration of the course, and until the satisfactory return of any computer, printer, hardware, software or other equipment provided to me by them for the purpose of the course, or until such time as I have fully paid to them such sum as included in this form as being the value of the equipment supplied.

I consent to Karoro Learning disclosing any information regarding my participation, progress and attendance at the course to Work & Income New Zealand at any time.

I acknowledge and consent to the fact that I will be liable for the amount of \$650 being the value of equipment supplied to me, including a computer and printer, if the computer, the printer and other equipment provided is not returned by me, or by courier to Karoro Learning within ten (10) days of the final day of my course or ten (10) days after my withdrawal from this course, whichever date is earlier.

I acknowledge that if the computer is not returned as per this agreement, then my debt with Karoro Learning will be registered with a credit agency for enforcement, and I shall be liable for any costs incurred in relation to the collection of this account.

Declaration

I declare that I have read and accept the terms of "The Fine Print" (above) and wish to be enrolled in the Learn@Home Computer Programme with Karoro Learning.

Student Signature _____ Date _____

NZ Qualifications Authority

Have you completed any computer unit standards? Yes No

NZQA NSI identity number (if known) _____

Are you known by any other name? _____

Student Check List

- Filled out all personal and contact details?
 Fine print section signed?
 Have a phone or mobile phone for contact?

Case Manager / Training Co-ordinator Details

Name _____

Work & Income Branch _____

P.O. Box _____

Direct Dial _____

Fax _____

Email _____

Would you like to receive a progress report for this client? Yes No

If payment is made under a name different from above please state:

Check List

- Hologram letter or letter of confirmation to verify funding of \$2450.00 attached or faxed?
 Signed enrolment?

Signature _____ Date _____

Office use only
Assigned student ID number:



ok

Where do I sign up?

You'll need to make an appointment with a Work & Income case manager to talk about enrolling in our courses. The next stage is to fill out the provided enrolment form, and ask your case manager to complete the form. Mail it to us free:

Freepost Home Study
Karoro Learning
PO Box 326
GREYMOUTH 7840

What if I need another enrolment form?

The enrolment form is supplied as a tear-off section of this brochure. If you need another you can either call our freephone number, or download one from our website.

What if I have more questions?

See below for contact details. Our friendly staff are always ready to help.

Contact us

Freephone 0800 WE TEACH (0800 93 83224)

Fax 03 768 5053

Email office@karoro.co.nz

Website www.karoro.co.nz

Address Karoro Learning
180 Tainui Street
GREYMOUTH 7805

Freepost Freepost Home Study
Karoro Learning
PO Box 326
GREYMOUTH 7840

Karoro Learning is a division of Greymouth High School
We have been delivering distance learning for job-seekers since 1996

Is your child more
computer-savvy
than you?

No Student
loan Needed!
Free???



**Learn at Home
with Karoro Learning**

Karoro Learning has been approved by Work and Income as a provider of employment related training. Participants in this course may be eligible for Training Incentive Allowance.
Karoro Learning is a division of Greymouth High School.



Information for Work & Income Staff

As a division of Greymouth High School, Karoro Learning's Learn@Home programme is eligible for Training Incentive Allowance Funding. The TIA can be applied to cover the full course fee for the client.

Note: You may not find Karoro Learning or Greymouth High School listed in MAPP, but Work & Income has confirmed Karoro Learning or Greymouth High School as providers of employment related training.

To enrol a client, simply have the client complete their part of the enrolment form, then fill in the Case Manager/Training Coordinator section of the enrolment form and either fax it to Karoro Learning on 03 768 5053, or scan and e-mail it to office@karoro.co.nz. Please call our office on 03 768 9998 if you need any guidance for the process.

We can usually complete our part of a Training Provider Details form for you within a couple of hours and can fax or e-mail it back to you promptly. If you call through at the time, we can often do this immediately and can have it back to you in just a couple of minutes. Just talk to us if you need anything special done, or if you have any queries about the suitability of the course for your client. We can often adjust the course to suit the individual.

The course cost is \$2,450. (The tuition, loan computer, internet, consumables, NZQA fees, freight and postage etc are all included in this fee.) The course cost enables a client to study for 25 weeks and to undertake all the learning that they can fit in to that timeframe. The course starts on the Monday following the client receiving the computer and course materials from us. Because everyone learns at different speeds, there is an option of purchasing course extensions as required. (Please call for details of appropriate course lengths and costs etc.)



Information for Work & Income Clients

Our Learn@Home programme can be free to you if you qualify for the Training Incentive Allowance. You may be eligible for this if you receive an Invalids, Domestic Purposes, Widows, or Carers Benefit. Work & Income can advise you on this.

Do you feel a need to improve your computer and office skills to improve your employment prospects, or to prepare for tertiary study?

If you do, then this course could be ideal for you. You will have the opportunity to gain National Qualifications while fitting your study around your daily family routine. If you find it difficult to get along to computer courses near you, then our distance programme is the ideal alternative. Tutors are available to talk you through your study from 8.30am - 5.00pm Monday to Friday (and some evenings) Calls are toll-free (even for cellphones).

We let you learn at your own pace, while encouraging you to undertake as much study as you can fit in. In 25 weeks, it is possible to gain one or more National Certificates. The amount achieved depends a bit on your previous experience, and the time that you commit to study.

You will learn from a variety of computer-based training packages and printed booklets, as well as benefiting from conversations with your tutor and receiving feedback on your work.

You will not need a student loan to study with us.



About our loan computers



We loan you a computer while you are enrolled with us. It won't be the latest model, but it will be up to the job! We all set our computers up a little differently, and there are different operating systems and software to contend with. To make study a little easier, Karoro Learning ensures that our student machines are all set up identically; with exactly the same software. This makes it much easier for our tutors to support you, as they know exactly what to expect.

Even if you have a computer, the loan machine saves you the hassle and expense of purchasing additional software for your computer. The computer that we loan you will have everything that you need to complete your study with us. And don't worry - we cover the courier charge for returning it to us at the end of the course!

If you have a phone line, your computer will be set up with a dial-up modem and 66 hours of free internet time so that you can browse the internet and correspond with your tutor via a supplied e-mail account.



Course Options

You can enrol at any time of the year. The course runs for 25 weeks from the time that you start. The Learn@Home course options are:

Karoro Certificate in Computing

The only requirement you need to start this course is to be a confident reader. You will learn all your computer basics as well as beginners word-processing, databases, spreadsheets and file management. You can gain credits for unit standards that contribute to the National Certificate in Computing (Level 2).

National Certificate in Computing Level 2

The Karoro Certificate in Computing or its equivalent must be completed prior to this course. As well as learning more about the subjects already covered in the Karoro Certificate in Computing, you'll learn about desktop publishing, email (if applicable) and the integration of computer applications.

National Certificate in Computing Level 3

To enrol in this course you must already have the National Certificate in Computing Level 2. You will learn more advanced word processing and desktop publishing as well as using Microsoft PowerPoint to produce presentations and more.

Karoro Certificate in Business Skills

The Karoro Certificate in Computing or equivalent must be completed prior to this course which provides additional skills for the office and self-employment. You will learn about health and safety

in the workplace, financial administration and you will receive an introduction to the accounting package (MYOB). Credits from this programme contribute to the National Certificate in Business Administration & Computing (Levels 2 and 3).

Special Courses

If you have already completed some of the unit standards required for our courses we can tailor a special course to suit your needs. Sometimes we can offer units to help you complete other qualifications like NCEA also. Call us to discuss your options.

Note: Course content may vary from the above. NZQA updates units regularly, and we sometimes need to adjust courses when units are updated.



Karoro Learning

www.karoro.co.nz