

## Applicant's Personal Details

Family Name \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Preferred Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rural Delivery Rapid Number \_\_\_\_\_

Home Phone No (0 ) \_\_\_\_\_

Mobile No \_\_\_\_\_

Email Address \_\_\_\_\_

Work and Income Client No \_\_\_\_\_

Please enter the name and contact details of a close relative who is not living with you:

\_\_\_\_\_  
\_\_\_\_\_

### NZ Qualifications Authority

Have you completed any computer unit standards

Yes  No

NZQA NSI or ROA number (if known) \_\_\_\_\_

### Student to complete (with assistance if required)

If you have any difficulties with reading, writing, or basic maths skills please give a short explanation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state your reasons for wanting to complete this study programme. (How does it fit in with your future employment goals?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The wananga/Classroom Days are essential. Please confirm that you are able to attend them?

Tick

Please confirm that you are able to commit yourself to **25-30** hours of study per week

Please confirm that you are contactable by telephone/cellphone (ie live in cellphone coverage area if no landline?)

### Declaration

I declare that I have answered the questions in this pre-enrolment form truthfully. I wish to apply to be enrolled in the PC Skills programme.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

### Work and Income Case Manager to complete:

Work and Income Branch \_\_\_\_\_

PO Box \_\_\_\_\_

Name \_\_\_\_\_

Direct Dial \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

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

Can you confirm this client's eligibility and suitability for this Foundation Focused Training Opportunities programme? If so, please attach the standard Letter of Referral to Foundation Focused Training Opportunities Training and a Client Basic Details Report.

### Check List

- Details completed and eligibility checked
- Training Opportunities Letter of Referral attached
- Client Basic Details Report attached

Signature \_\_\_\_\_

Date \_\_\_\_\_

# PC Skills For Work (Distance Learning)

## For West Coast Job-Seekers

## Application Form



Discover how PC  
skills can open  
new opportunities

Karoro Learning  
A division of Greymouth High School



## Am I eligible to enrol?

This programme is available to eligible West Coast clients of Work and Income. Not being able to operate a computer will not stop you participating as this course teaches these skills. Training is free for those who meet the Training Opportunities eligibility criteria and who are genuinely working towards employment or self-employment.

If you are unsure about your eligibility you should contact your Work and Income Case Manager. There are no course fees for eligible applicants, but applicants must ask Work and Income to provide us with a Letter of Referral for this programme.

## What am I provided with?

Everything you need is supplied to you. This includes:

- The loan of a laptop computer and printer
- Tutor support by free-phone and e-mail
- Eight hours of free internet time per month (you need a landline phone account)
- Workbooks, which are yours to keep
- All consumables needed: printer paper, printer ink and USB stick
- Travel costs to attend any Classroom Days not held locally
- Free postage to us

You will need a place to set up the computer so you can work. You must be able to contact us by landline or cell phone.

**Important:** you need to be prepared to commit yourself to a programme of distance study.

## Course Information

Learning at your own pace, you will have the opportunity to gain basic computer skills and credits towards a National Certificate in Computing (Level 2 or 3), or Business Administration and Computing (Level 2 or 3).

You use our freephone number to keep in regular contact with your tutor and discuss your work and learning. You must also attend Classroom Days in your region for one-on-one coaching from your tutor and so you can meet other students.

## Course Information continued ...

The training is very "hands on" and your tutor is only a phone call away. It is important to remember that in distance learning you will spend a great deal of time studying alone. You need to be comfortable working from written study guides and have the self-motivation to keep at your work.

While studying for the National Certificates in Computing you will be using Windows operating system and MS Office and will be learning essential computer skills for the workplace, such as word-processing, spreadsheets, databases, desktop publishing, email and more.

You will also study modules that will help you in the workplace. These may include NZQA units in such areas as health and safety in the workplace, financial administration and advanced word processing. Communication and maths will be embedded in your learning and you will be required to do on-line literacy and numeracy assessments.

## Frequently Asked Questions

### *What is the course format like?*

You can start the programme anytime and can leave when you complete your training and/or achieve your employment goals. You will study at home at your own pace and also attend a Classroom Day once a month.

Wherever possible, we will also assist you to participate in appropriate work experience to help you on your way towards employment

### *Are courses NZQA accredited?*

All courses offer NZQA unit standards. The units you pass are entered onto your NZQA Record of Achievement so that if you do further training with another provider you won't have to repeat any of the work you have done. Our courses provide an ideal foundation for anyone progressing on to higher tertiary qualifications

### *What if I get stuck with a problem?*

Your course tutor will be ready to help you. Tutors are normally available to take your calls Monday to Friday between 8.30am and 4.30pm.

## Apply anytime!

Tuition is available  
February to mid December



*You may start the course anytime (subject to spaces being available) and remain on it for up to 26 weeks (plus 2 week trial period).*

## OK, where do I sign up?

You'll need to make an appointment to see your Work and Income Case Manager to check your eligibility and have them complete their part of the application form. Once both parts of the form are completed please mail it to us or have your Case Manager fax the form to us.

Once we have received the completed form we will be in touch for a telephone interview and to discuss your enrolment application. Sometimes we operate a waiting list, while at other times you may be able to start almost immediately.

## Contact Us

Freephone	0800 WE TEACH (0800 93 83224)
Fax	03 768 5053
Email	info@karoro.co.nz
Website	www.karoro.co.nz
Freepost	Freepost Home Study Karoro Learning P O Box 326 GREYMOUTH 7840