

## ▶▶ Enrolment - Personal Details

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

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

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

Date of Birth \_\_\_\_\_  Male  FemaleHome Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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  
 Tongan  
 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 Course \_\_\_\_\_

Work &amp; Income Client No \_\_\_\_\_

Special Requirements \_\_\_\_\_

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

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

### The Fine Print - Please read carefully.

- I authorise and consent to Work and Income New Zealand 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 and Income New Zealand at any time.
- I acknowledge and consent to the fact that I will be liable for the amount of \$1000 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 10 (ten) days of the final day of my course programme, or 10 (ten) days after my withdrawal from this course, which ever 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 that other enforcement procedures may be commenced against me in the District Court.
- I acknowledge that Acceptance of the Computer is deemed acceptance of the Terms and Conditions, which will be supplied by Greymouth High School T/A Karoro Learning with the Computer (also available at [www.karoro.co.nz/downloads/terms.htm](http://www.karoro.co.nz/downloads/terms.htm))

### 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's Details

Work &amp; Income Branch \_\_\_\_\_

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

Name \_\_\_\_\_

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 the above please state:

\_\_\_\_\_

Check List

- Hologram letter or letter of confirmation to verify funding of \$2075 attached or faxed?
- Signed enrolment?

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use: Assigned student ID number:

## OK Where do I sign up!

You'll need to make an appointment to see your Work & Income case manager to discuss the possibility of taking a course with us.

The next stage is to fill out the enrolment form provided, and ask your case manager to complete their part. Then mail it to us free:

Freepost Home Study  
 Karoro Learning  
 PO Box 326  
 GREYMOUTH

### 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 request one from our website.

### What if I have more questions?

Contact us via any of the details listed below. Our friendly staff are always ready to help.

## i Contact us

**Freephone** 0800 WE TEACH (0800 93 83224)

**Fax** 03 768 5053

**E-mail** [distance@karoro.co.nz](mailto:distance@karoro.co.nz)

**Website** [www.karoro.co.nz](http://www.karoro.co.nz)

**Address** Karoro Learning  
 180 Tainui Street  
 GREYMOUTH

**Freepost** Freepost Home Study  
 Karoro Learning  
 PO Box 326  
 GREYMOUTH

# Learn computing @home



from Basic to Business  
 it's all here▶▶

## ? Am I eligible to enrol?

Our training may be free to you if you are eligible for the Department of Work and Income (DWI) Training Incentive Allowance.

You may be eligible for the Training Incentive Allowance if you are the recipient of one of the following benefits:

- Domestic Purposes
- Invalids
- Widows

If you are unsure of your eligibility, contact your case manager. There's no expense to you if they approve your enrolment.

### What am I provided with?

Everything you need is supplied to you. This includes:

- The **loan** of a computer and printer
- Tutor support by e-mail and free-phone
- 66 hours of free internet time (providing you have a landline phone account)
- Workbooks, which are yours to keep
- All consumables needed: printer paper, printer ink, and blank floppy disks.
- Free postage to us

You will however need a place to put the computer (as a desk is not supplied), and three power points to plug it into (location near a phone socket is preferable). To keep up regular contact between yourself and your tutor, you will need a telephone, preferably a landline - required for accessing the internet and email. Most importantly you need a desire to learn.



## ▶▶ Course Options

### Karoro Certificate in Computing

The only requirement you need to start this course is to be a **confident reader**.

You will learn computer skills for the workplace using MS Windows 2000 and MS Office 2000.

These include word-processing, spreadsheets, database, email (if applicable) and more. You will gain credits for unit standards that contribute towards the National Certificate in Computing (Level 2)

### National Certificate in Computing Level 2

The Karoro Certificate in Computing or equivalent must be completed prior to this course.

In addition to learning more on the subjects covered in the Karoro Certificate in Computing, you'll learn about desktop publishing, and 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 MS PowerPoint to produce a presentation.

### Karoro Certificate in Business Skills

The Karoro Certificate in Computing or equivalent must be completed prior to this course.

This course provides additional skills for the office and self-employment. You will learn about health and safety in the workplace, financial administration, intermediate word processing and an accounting package (MYOB). Those who complete this course may have the option of taking additional units (a Special Course) to achieve a National Certificate in Business Administration and Computing at Level 2 or 3.

### Special Courses

If you have already completed some of the unit standards required for our courses we can tailor a special course to your needs. Call us to discuss your options.

## FAQ Frequently Asked Questions

### What is the course format like?

You can start your program at any time of the year. During the 25 week course of study you work at your own pace following the workbooks provided. You may complete as many units as you have time for, with extra units supplied if you complete the qualification that you enrolled for. Students wishing to complete their course in the time available should commit up to 20 hours per week for study.

### Are courses NZQA accredited?

All courses cover NZQA unit standards. The units you are assessed as competent in are entered onto your NZQA Record of Learning, so that if you go on to further training with another provider you won't have to redo any work you've done. Our courses provide an ideal foundation for anyone progressing on to higher tertiary qualifications.

### How much does it cost?

The full fee of \$2075.00 is usually payable using the Training Incentive Allowance. Students seeking course extensions or proceeding directly to a second course should call for a quoted price.

Please note that approval of funding using the Training Incentive Allowance is entirely at the discretion of the Department of Work & Income.

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

Our course tutors are keen to receive your calls and/or emails. They are available Monday - Thursday 8am - 9pm and Friday 8am - 7pm.

## ▶▶ Satisfied Students

*We believe in our courses, lets hear what some of our previous students have to say...*

*"Thanks to Karoro Learning I have learnt a lot during level 1 & 2 computing, I now know everything I need to know for the job I have now."* Kylie - Masterton

*"My understanding of the uses and applications for using computers is far more than what it was. To tell you guys and girls the truth I'm actually feeling really good about myself and confident in my new found abilities!"* TK - Horotiu, Via Hamilton

*"This course gave me the opportunity to discover the Internet, learn at my own pace, I have thoroughly enjoyed my time with the helpful and friendly team at Karoro Learning and wish current and future students well with their learning."* CH - Greymouth ASB

*"After a very long time being "bound to a benefit", I am now looking forward to at last commencing employment of my choice."* Mandy - Christchurch

*"The books are easy to follow and being able to call the tutor any time is great. I have put my skills to use within a church group, which 5 months ago I would have never dreamed I would be doing."* T - Timaru

*"I was going to give up but with the support of the Tutors at Karoro they really encouraged me to keep at it so I did. I tried and tried and tried and then finally I received an email CONGRATULATIONS YOU HAVE PASSED LEVEL 2, this time I was going to receive a National Certificate."* M - Rotorua

