

0800 WE TEACH

Pre-enrolment Personal Details

Family Name _____

Given Name(s) _____

Preferred Name _____

Date of Birth _____

Sex Male Female

Home Address _____

Rural Delivery Rapid Number _____

Home Phone (0) _____ Mob (02) _____

Course Selections:

Rural North Canterbury

SALT (Supported Adult Literacy Training)

Computing/Business Administration & Employment Skills

West Coast

Computing/Business Administration & Employment Skills

SALT (Supported Adult Literacy Training)

Southern (Otago, Southland, South Canterbury)

Computing/Business Administration & Employment Skills

SALT (Supported Adult Literacy Training)

Work & Income Client No _____

Special Requirements _____

continue here...

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

NZ Qualifications Authority

Have you completed any computer unit standards Yes No

NZQA NSI or ROL number (if known) _____

Student to complete (With assistance if required)

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

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

3. The wananga (study camps) are compulsory. Can you confirm that you are able to attend them?

continue here...

4. Please confirm that you are able to commit yourself to a minimum of 25 hours of study per week.

Declaration

I declare that I have answered the questions in this pre-enrolment form truthfully. I wish to apply to enrol in the programme that I have selected on this form.

Applicant's Signature _____

Date _____

WINZ Case Manager to complete:

WINZ 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 Training Opportunities programme? If so, please attach the standard letter of referral to Training Opportunities training and a Client Basic Details Report.

- Check List**
- Completed details and checked eligibility
 - Attached Training Opportunities Letter of referral
 - Attached Client Basic Details Report

Signature _____

Date _____

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OK Where do I sign up!

You'll need to make an appointment to see your Work & Income case manager to check your eligibility and have them complete their part of the application form.

Once both parts of the pre-enrolment form are completed, please mail it to:

Freepost Home Study
 Karoro Learning
 PO Box 326
 GREYMOUTH

or, have your Case Manager fax the whole lot through to us:
 03 768 5053.

Once we have received your completed pre-enrolment 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.

What if I need another pre-enrolment form?

The pre-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?

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

Contact us

- Freephone** 0800 WE TEACH (0800 93 83224)
- Fax** 03 768 5053
- E-mail** info@karoro.co.nz
- Website** www.karoro.co.nz
- Address** Karoro Learning
180 Tainui Street
GREYMOUTH
- Freepost** Freepost Home Study
Karoro Learning
PO Box 326
GREYMOUTH

Karoro Learning is a division of Greymouth High School and has been delivering distance computer training since 1996.

Home Learning for rural job seekers



Discover how PC skills can change your life



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? Am I eligible to enrol?

These programmes are available to job-seekers living in rural areas where no other Training Opportunities courses are offered and job-seekers in city/town areas with mobility problems due to disability. Training is free for job-seekers who meet the Training Opportunities eligibility criteria and who want to upskill themselves to improve employment prospects.

If you are unsure about your eligibility, you should contact your Work & Income case manager. There are no course fees for eligible applicants.

If you are not eligible for these programmes, but are in receipt of the Widows, Invalids, or Domestic Purposes Benefit, then you should enquire about our "Learn@Home Computer Programme" that may be purchased using the Training Incentive Allowance entitlement.

What am I provided with?

Everything you need is supplied to you. This includes:

- The loan of a computer and printer
- Tutor support by free-phone and e-mail
- Eight hours of free internet time per month (providing you have a landline phone account)
- Workbooks, which are yours to keep
- All consumables needed: printer paper, printer ink and blank disks
- Accommodation, meals and travel to attend the compulsory wananga (study camps) every six weeks
- 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 in to. (location near a phone socket is preferable). You'll also need to be able to contact us, either by landline or cell phone. Most importantly you need a desire to learn.



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▶▶ Course Options

SALT – Supported Adult Literacy Training (Canterbury, West Coast, and Southern Regions)

SALT focuses on building your reading, writing & maths skill, while you study for the National Certificate in Employment Skills and learn basic computing skills (If you find reading/writing difficult then this is the programme for you.)

Distance Computing/Business Administration & Employment Skills (Canterbury, West Coast, and Southern Regions)

This programme focuses on computer skills for employment and incorporates the National Certificate in Computing at levels 2 & 3, the National Certificate in Business Administration and Computing at levels 2 & 3 and the opportunity to study other subjects that relate to your chosen career direction.

Although this training programme 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, so it is important that you are comfortable with working from written study guides and that you have the self-motivation to keep at your work.

While studying for the National Certificates in Computing you will be using MS Windows 2000 or XP and MS Office 2000 or Office 2003 and will be learning essential computer skills for the workplace.

These include word-processing, spreadsheets, database, desktop publishing, email and more.

While studying for the National Certificate in Business Administration & Computing you will also acquire additional skills for the office and self employment. You will achieve NZQA units in such areas as Health and Safety in the work place, financial administration, advanced word processing, and accounting (using MYOB).

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FAQ Frequently Asked Questions

What is the course format like?

You can start the programme at any time of the year, and can leave when you achieve your training and/or employment goals. You will study at your own pace at home and also attend compulsory wananga (or study camps) that are held about once every six weeks. (for Canterbury they are in Christchurch, Otago in Oamaru and on the West Coast in Greymouth).

At these you will meet your tutor and other students face to face. During the course, you must commit yourself to at least 25 hours of study time per week.

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 cover NZQA unit standards. The units you pass 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?

These programmes are funded by the Tertiary Education Commission and are free to Training Opportunities eligible job-seekers.

What if I get stuck with a problem?

Your course tutor will be keen you receive your calls. Your tutor will usually be available Monday - Friday, 8.30am - 4.30pm.



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▶▶ Satisfied Students

We believe in our programmes, read what some of our previous students had to say...

"The tutor was awesome and the support by phone from Greymouth was excellent." ...M

"I have no doubt that my new-found computer skills aided in getting my job, as I had applied for it twice previously." ...V

"I have recently signed up for a business course and an accounting course to do at the same time. They are similar in some areas but more in depth. Thanks to your course I am sure I will be able to understand and handle the workload. ... I am working towards the goal of starting my own business." ... J

"I was able to use the computer skills to complete an environmental paper I was doing through Massey." ...K

"Thank you for creating an opportunity that has allowed me to have more control over the direction my life and my children's life takes." ...M

"Done it! Got the permanent position at work - I'm there for good now... have to start looking at a Super Fund! So there's a success story for you - from someone who didn't know anything about PC's two years ago, to full-time permanent." ...M

"I love the relevancy of everything I am learning on the course to my own business endeavours." ...L

"I was at a stage in life where I found myself with no career prospects and an uncertain future. I took up the challenge and enrolled with Karoro Distance Learning and have not looked back since. I now have a full time rewarding career and a bright future for myself and my family. Karoro Learning helped me gain the knowledge I needed to become successful." ...S

