

**Job Seeker**

**Training Information Check List**

Thank you for your interest in finding a training course to help you meet your work goals. This check list has some suggested questions for you to get answers on when you find a course that may suit you.

If you need further assistance after gathering this information, please get in contact with us by email or phone (at [employment@asylumseekerscentre.org.au](mailto:employment@asylumseekerscentre.org.au) or call (02) 9078 1900).

# My training course checklist

* Course name: ………………………………………………………………………………..

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* Training college name: ………………………………………………………………………

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* is the course subsidised (paid for) by the NSW Government?
* are there extra conditions for studying for free, especially part qualifications and short courses?

| Notes: |
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* what are the entry requirements?

*this is especially important when looking at Certificate IV or Diploma courses: you might need to complete a Certificate III course first to get the essential skills and knowledge needed for a higher level course*

| Notes: |
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* is the course only available to apprentices and trainees?

*that means you have to be working as an apprentice or trainee before you can enrol in the training*

* how many days per week do you need to put aside for classes and your own learning so that you can succeed in your course?

| Notes: |
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* will you need to do a test for English language, literacy and numeracy (LLN) before you can enrol in the course?

*if you didn’t complete school in Australia or you don’t already have an Australian qualification at least Certificate III you will probably have to pass the LLN test requirements for the course*

| Notes: |
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* do you need to have and be able to use computers to be successful in the course?

*classes might be online classroom or self-paced - in both situations you will need a computer to learn*

* does the course include a compulsory work placement?

*the days and times for the placement may be different to class days and times*

| Notes: |
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* do you need to complete any checks related to compulsory work placement?

*for some courses in health, aged care, child related work in community services or education you may need a working with children check or a medical history/immunisation record*

| Notes: |
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