



# Human Service Compliance Management

## Application CHECKLIST – For Your Use

### COURSE DETAIL

Course Type (chosen from drop down menu): CPD Courses

Course Name (from drop down menu): Human Service Compliance Management Cert  
'date'

### PERSONAL DETAILS – SELECTED

PPS Number

GNIB Number (for international students, if required)

Emergency Contact number – ready to input?

Identification Document – ready to upload during stage 2 of the application?

**This must be a copy of the picture page of your passport, or drivers licence**

READY?

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### EDUCATION DETAILS

NOTE: International applicants will need to provide proof of English proficiency.

***If English is not your mother tongue, proof of proficiency at the B2+ level on the Common European Framework of Reference for Languages (CEFR), e.g., IELTS 6.0 or equivalent, must be provided.***

***Countries of origin exempt from this language requirement are Ireland, the UK, the US, Canada, Singapore, Australia, New Zealand, Ghana, Nigeria and South Africa.***

Evidence of English Proficiency (if required)

READY?

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READY?

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Secondary Education Transcripts (only required if no third level education)

READY?

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Further/Higher Education Transcripts (if available, and relevant to the course only)

## SPECIAL REQUIREMENTS / MEDICAL INFORMATION

Ready to input?

READY?

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## PERSONAL STATEMENT

A one-page document completed and ready to upload during the second Stage of the application process?

READY?

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## REFERENCES

NOTE: These are NOT required for this particular course.

## PAYMENT

Ready to pay in stage 2? To be paid before course commencement. Please request an invoice from the OTC if you are receiving funding towards the course fees.

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### **Please note:**

This checklist is for your own use and does not need to be included in your online application.