Human Service Manager Skills

Application CHECKLIST - For Your Use

COURSE DETAIL

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

Course Name (from drop down menu): Human Service Manager Skills 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?

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 (CEFRL), 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?

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

READY?

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

READY?

SPECIAL REQUIREMENTS / MEDICAL INFORMATION

Ready to input?

READY?

PERSONAL STATEMENT

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

READY?

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.

Please note:

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