

## Career Commitment Application Form

Open Colleges will assist students who do not achieve their objective within 6 months of completing their course.

As part of this career commitment, Open Colleges recognises that students may not reach their objective due to skill gaps which prevent employment in the desired industry or role. Open Colleges will provide a free course or module of lesser or equal value to provide these extra skills.

Please submit this completed form along with the supporting documentation required to the Student Support Team by email at [studentsupport@opencolleges.edu.au](mailto:studentsupport@opencolleges.edu.au). Please note, failure to provide the supporting documentation will result in a delay in processing your application. Open Colleges reserves the right to refuse a Career Commitment application.

First Name		Surname	
Student Number		Date	
Date of enrolment		Date of graduation	

My objective at enrolment (e.g. change industry, promotion, re-enter workforce)	
Skills that I still require to achieve this objective	
The course that I would like to enrol in as part of the career commitment	

**My desired objective from this application is:**

**Application checklist:**

- I have been attempting to achieve my objective for at least 6 months since I completed my course.
- It has not been longer than 12 months since I completed my course.
- I have attached evidence of my job interviews, interview feedback, job applications or other evidence that supports my attempts to achieve my objective.
- I have graduated from my course and completed all payments.

The course I have selected as part of my career commitment is of equal or lesser value than my original course; if it is of higher value, I am aware that I will be liable for course fees.

### **Supporting Documentation:**

To support your case for Special Consideration, you **must** attach sufficient supporting documentation which specifically demonstrates:

- A reasonable effort to achieve your objective in the 6 months after graduation

Examples of acceptable supporting documentation are outlined below:

### **Examples of required supporting documentation:**

<b>Objective</b>	<b>Evidence required</b>
Re-enter workforce	<ul style="list-style-type: none"> <li>• Proof of job applications in an industry related to course of study</li> <li>• Feedback from unsuccessful job applications/interviews</li> <li>• Proof of any other attempts to enter workforce, including any recommendations to obtain further skills</li> </ul>
Change Industries	<ul style="list-style-type: none"> <li>• Proof of job applications in an industry related to course of study</li> <li>• Feedback from unsuccessful job applications/interviews</li> <li>• Proof of any other attempts to enter a new industry, including any recommendations to obtain further skills</li> </ul>
Promotion	<ul style="list-style-type: none"> <li>• Proof of job applications for a higher-level role</li> <li>• Feedback from unsuccessful job applications/interviews for high level roles</li> <li>• Proof of any other attempts to obtain a promotion, including any recommendations to obtain further skills</li> </ul>

**Reasons for not granting Career Commitment course enrolment include, but are not limited to:**

- OC deems a reasonable effort was not made
- No evidence is provided with application
- Application is made more than 12 months after course completion
- The student resigning or terminating any role that met their original objective
- The student does not meet the course pre-requisites for the career commitment course
- The career commitment course is unrelated to the original objective