

Freedom of Information statement

The Freedom of Information Act, 1991 (FOI Act) gives you a legally enforceable right of access (subject to certain restrictions) to documents held by government.

The FOI Act allows you to:

- request access to documents in the possession of a State Government agency, Local Council or University
- request the amendment of documents that relate to you which are incomplete, incorrect, out-of-date or misleading
- seek a review of a decision made by a State Government agency, Local Council or University.

Making an FOI application

Prior to making an FOI application to TAFE SA you may wish to discuss your request with the accredited FOI officer by phoning 8207 8888.

In accordance with the FOI Act an application must:

- be made in writing
- specify that it is made under the FOI Act
- be accompanied by the appropriate application fee, if applicable
- specify the documents you would like to access and provide as much detail as possible to assist us with identifying the documents
- specify an address in Australia to which we can respond to your application
- be lodged at the postal or street address below.

Freedom of Information Officer Office of the Chief Executive TAFE SA GPO Box 1872 ADELAIDE SA 5000	I Central reception TAFE SA Adelaide campus 120 Currie Street (corner Rosina Street) ADELAIDE 9:00am-5:00pm Monday to Friday (excluding public holidays)
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Your application should specify the form of access you are seeking, for example state if you require a copy of the documents or if you wish to inspect the documents.

Application fees and processing charges

For the current application fees and processing charges please refer to the Freedom of Information (Fees and Charges) Regulations 2003.

Exemptions to fees and charges apply for Members of Parliament and concession card holders who provide proof of financial hardship.

Structure and functions of TAFE SA

TAFE SA was established as a Statutory Corporation on 1 November 2012.

TAFE SA is the largest provider of vocational education and training in South Australia delivering more than 1000 courses to an average of 80,000 students per year at our campuses across the state. TAFE SA offers training across more than 80 activity and industry-related areas with a wide range of quality courses and flexible study options.

TAFE SA plays a major role in the development of South Australia's workforce with 88 per cent of students employed or in further study after graduating. TAFE SA works with industry and business to deliver relevant, high-quality, vocational education and training to better link skills and training with job opportunities, ensuring sustainable employment within the state.

Under the *TAFE SA Act 2012* (the Act) an independent board of directors governs TAFE SA on behalf of the State Government.

The structure of TAFE SA is defined in its high level [organisational chart](#).

Functions of TAFE SA that affect members of the public

The functions of TAFE SA affect the public through the delivery of vocational education and training services, including those delivered through partnerships.

TAFE SA's vocational education and training services are provided throughout the state, including at metropolitan, regional and remote locations. TAFE SA also provides training services internationally.

Arrangements that enable members of the public to participate in formulation of TAFE SA's policies

TAFE SA's administrative policy formulation is the responsibility of each of the key divisions as defined in our high level [organisational chart](#). Such policy formulation does not entail public participation.

TAFE SA policy documents

[TAFE SA policy documents](#) are freely available on the internet. These documents can be accessed without lodging an FOI application.

Internet facilities are available at most [TAFE SA campuses](#).

TAFE SA's policy documents may be inspected at TAFE SA's Adelaide campus by contacting the Freedom of Information Officer, Office of the Chief Executive. Members of the public should phone 8207 8888 in the first instance.

Alternatively, members of the public may ask to speak with the Freedom of Information Officer by enquiring at:

I Central reception
TAFE SA Adelaide campus
120 Currie Street (corner Rosina Street)
ADELAIDE
9:00am-5:00pm Monday to Friday (excluding public holidays)

Documents which may be available under an FOI application

- Personnel files relating to TAFE SA's employees
- Accounting, financial, and asset records relating to funding TAFE SA
- Policies, procedures and guidelines for how activities and functions are to be performed
- Strategic plans
- Consultation and policy documents
- Documents relating to contracts and grants
- Generic student records
- Complaints and investigations

Documents available for purchase from TAFE SA which do not require an FOI application

- Curricula

Documents available for free from TAFE SA

- Policy documents
- Brochures
- Pamphlets
- Posters
- Information packs
- Administrative instructions
- Internet:
 - downloadable education resources
 - news stories
 - policy documents

Accessing documents

As a general rule your first enquiry in accessing the kinds of documents listed above that are available either for purchase or free of charge should be made to one of our [campuses](#).