tafeSA

Government of South Australia

Student pre-enrolment information 2017

Thinking about studying at TAFE SA?

This brochure provides details of TAFE SA policies and procedures that may affect you, as well as the support services available to you. It is important that you read this information carefully prior to your enrolment.

TAFE SA is the largest provider of Vocational Education and Training (VET) in South Australia delivering as many as 1,300 qualifications and skill sets to up to 80,000 students each year.

Our courses are delivered in metropolitan and regional areas across the State, with flexible learning options and delivery styles and sites that include customized workplace training.

TAFE SA is registered with the Australian Skills Quality Authority (ASQA) and the Tertiary Education Quality and Standards Agency (TEQSA) and complies with the National VET Regulator Standards and the Higher Education Standards Framework that outline good practice in marketing, operation, financing and administration as well as the training and assessment services provided to you.

TAFE SA is at the forefront of developing the state's future workforce, with 87% of graduates employed or in further study, and 91% of TAFE SA graduates are satisfied with the quality of their training (NCVER 2015 TAFE SA Student Outcomes R).

WorkReady Eligibility

TAFE SA is a WorkReady training provider. Your eligibility for government-subsidised training will be checked when you enrol through myTAFE SA. Course fees will be determined at the time of enrolment. Access to WorkReady government subsidised training will depend on your eligibility and whether the course is on the Subsidised Training List at: http://www.skills.sa.gov.au/training-learning/check-your- eligibility/eligibility-explained

Student fees are published on the TAFE SA website tafesa.edu.au/apply-enrol/fees-payments.

VISA Eligibility

Some of the information in this brochure applies to domestic students only. International students on a Student visa (subclass 500) should contact
TAFE SA International for further information.

P: +61 8 8207 8279
E: tafesa.international@tafesa.edu.au

You can also access information in more detail at tafesa.edu.au/international

tafesa.edu.au

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General course information

Choosing a course

Course information is available from the TAFE SA campuses, the TAFE SA Information Service on 1800 882 661 (freecall) or the TAFE SA website: www.tafesa.edu.au/ courses

Each course identifies course admissions requirements that you must meet to be eligible for entry and best prepared for successful completion.

Applications are lodged through the TAFE SA website at www.tafesa.edu.au

When you complete your application you agree to a set of terms and conditions, including that TAFE SA reserves the right to review your current skills and enrol you at the most appropriate entry level for any course you may be offered. Further details on these terms and conditions can be found at www.tafesa.edu.au/ offer-terms

For further information, contact student services or course coordinators at each campus, or visit the TAFE SA website.

Study modes

TAFE SA offers a range of study options that may include:

> face-to-face classes
> external study
> online delivery
> video conferencing
> workplace training and assessment

You should check course and campus availability for your course by contacting your local campus or referring to the TAFE SA website.

Qualification parchments

If you complete an accredited qualification under the Australian Qualifications Framework, you must apply at the campus at which you studied to receive a qualification parchment.

If you complete a unit of competence from a training package or an accredited curriculum, you must also apply to receive a statement of attainment.

Before you can receive a parchment or a statement of attainment you will need to provide your Unique Student Identifier (USI) to TAFE SA.

http://www.tafesa.edu.au/apply-enrol/before-starting/unique-student-identifier

Recognition of prior experience or study

Recognition of Prior Learning (RPL)

RPL is the acknowledgment of current skills and knowledge which you may have gained from a range of experiences including

work, volunteering, study and general life experiences. It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. Fees apply.

For further information, refer to the TAFE SA website.

Credit transfer

Credit transfer is the formal recognition of studies undertaken elsewhere. TAFE SA has formal credit transfer arrangements in place with the university sector.

If you are eligible, credit transfer results in:

> automatic status or credit in part(s) of a course/qualification, and
> exemption from that part of the course.

Status granted through credit transfer is recorded on your student academic

record. There are no fees when applying for recognition through credit transfer.

For further information, refer to the TAFE SA website.

National recognition

National recognition is the recognition and acceptance by a Registered Training

Organisation (RTO) of Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by another RTO in Australia.

TAFE SA accepts Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by other RTOs. There are no fees for national recognition.

University articulation

TAFE SA has many credit transfer agreements with universities which can shorten the time it takes to complete the university program. Details are available on the website.

Student enrolment

When you complete your enrolment you will be acknowledging that you have been provided with the information contained in this brochure and on the TAFE SA website.

Please ensure that you complete all enrolment sections so that we may support any specific study requirements you have. You are enrolled in a course once you have been selected, completed enrolment and arranged payment of fees.

You are encouraged to disclose any disability or ongoing health/medical condition that may require support. We can help you develop a personal access plan that will assist in your successful participation.

Re-enrolment policy

You may only enrol three times in the same units of competency and pay the government funded fee. You will need to pay full fees for further enrolments in the same units.

Student ID card

You will receive a student ID card from your local campus once you have enrolled and had your photograph taken. This card enables you to access many services including photocopying and printing, library loans, computer and internet login, and travel concessions (for full-time students).

Check with your local campus on the availability of these services. No refunds will be granted for any photocopy credits placed on this card. Should you lose your card and request a new one, charges may apply.

Internet user agreement

When you complete your enrolment you will be agreeing to abide by the internet user agreement. Information technology resources at TAFE SA are to be used in a responsible manner for study purposes only. TAFE SA monitors internet use and action will be taken for inappropriate use.

Library use

When you complete your enrolment you are agreeing to return by the prescribed due date any resources lent to you by the libraries of TAFE SA. You are also agreeing to pay for any damage, replacement or loss of resources lent to you by TAFE SA libraries. Failure to do so will result in a loss of library privileges and may prevent you from re-enrolling in a TAFE SA course. Your results may be withheld until the resources are replaced or paid for.

VISA holders wishing to study

Your eligibility to study and the fees charged are determined by your visa category. You must inform us if you are not an Australian citizen and you will be required to provide proof of your current visa status.

To access government subsidised training you must be an Australian or New Zealand citizen or a permanent Australian resident or the holder of a state sponsored visa on a pathway to permanent residency. Check skills.sa.gov.au/training-learning/check-your-eligibility/eligibility-explained#Visa for eligible visas. All other visas, if eligible to study in Australia, will pay full fees.

If you are unsure whether your visa category is permanent or temporary you can type your visa subclass number into the site search area of the Immigration website at border.gov.au and find out. If you are unsure, contact admissions@tafesa.edu.au

Privacy policy

TAFE SA is required to collect and store personal information in order to administer your application and enrolment, to monitor your academic progress and to provide other services. TAFE SA will ensure that information collected from you is not excessive and is only used for the purpose for which it is collected.

Fees

Each course has an established fee which varies depending on the nature of the course and your circumstance, such as eligibility for concession. Fees for any other incidental costs which may apply to your course are published on the TAFE SA website.

Concessions

Concessions may be granted to students who have a relevant concession card at the time of enrolment, subject to the student being eligible for funding under WorkReady.

Concession cards include:

> Health Care Card
> Pensioner Concession Card
> Veterans Affairs Card

or if you are a prisoner in a South Australian correctional institution.

Concessions cannot be applied for after enrolment, and are not available for fee for service courses.

Fees-By-Instalment (FBI)

TAFE SA offers you the option to pay course fees by instalments, subject to approval of your capacity to pay, if you are undertaking a government-funded place in an eligible vocational course where fees are more than $250.

Payment of FBI is only available via direct debit from a bank account or, if you are a Centrelink client, through Centrelink's Centrepay service. When Centrelink payments are your sole source of income, you should ensure that you have the capacity to pay for fortnightly course deductions as well as your regular living expenses.

FBI agreements are formally binding contracts. If you do not attend or participate in your course, you will still need to meet your FBI obligations.

FBI is not an option for diploma and advanced diploma courses where students are eligible to access deferred payment through VET FEE-HELP.

FBI is not an option for higher education courses, such as bachelor degrees, where students are eligible to access deferred payment through FEE-HELP.

Contact Centrelink: Abstudy (13 2317) Austudy and Youth Allowance (13 2490) or contact student services for advice and referral.

Withdrawal from study

If you are thinking of withdrawing from study you should discuss options with your lecturer. Student services staff are available to help resolve difficulties that might influence your decision to withdraw. You must complete a withdrawal/refund/adjustment of fees application form.

TAFE SA refund policy

There are limited criteria under which a refund may be granted.

TAFE SA initiated refunds

Where a refund results from a situation caused by the campus, e.g. cancelled course, a full refund of the fees will be given. No administration fee will apply.

Acceptance of a place in a higher preference course

A full refund will be given if you provide evidence of a higher preference offer.

Student-initiated refunds

Refunds will not be granted automatically. You are expected to be aware of your work and personal commitments before you enrol, and will need to demonstrate that the cause of withdrawal could not be reasonably anticipated before you enrolled.

No refund will be granted for full fee paying course.

Further details of refund conditions are outlined in the TAFE SA fees policy available on the TAFE SA website.

International students

A separate policy applies for international students. You should contact TAFE South Australia International on +61 8 8207 8279.

VET fee-help

VET fee-help is an income-contingent loan scheme that assists eligible students to pay for all or part of their tuition fees when studying one or more eligible VET courses. The scheme applies to all diploma, advanced diploma and vocational graduate qualifications. The loan is provided by the Commonwealth Government and is paid back through the Australian Taxation Office. TAFE SA is an approved VET provider under the VET fee-help assistance scheme.

Some diploma and advanced diploma courses include units from certificate IV which are not covered under VET fee-help.

For more information go to: www.tafesa.edu.au/vet-fee-help

FEE-HELP

FEE-HELP is a loan given by the Australian Government to assist eligible students to help pay for part or all of their tuition fees for higher education courses.

For more information go to http://www.tafesa.edu.au/apply-enrol/fees- payments/fee-help

Access and equity

TAFE SA is committed to the provision of a safe and inclusive teaching and learning environment that is free from discrimination and harassment.

If you require assistance to support your study because of a disability or ongoing health/medical condition, TAFE SA will help you develop a personal access plan.

For further assistance and information contact student services at your local campus.

Health and safety

TAFE SA is committed to support the health, safety and welfare of students and staff.

Students and staff also have a legal duty to take care and protect their own health and safety and to avoid adversely affecting the health and safety of students and staff.

TAFE SA has specific health and safety policies relating to smoking, drugs and alcohol, vehicle use and car parking on campus.

Smoking is prohibited inside all buildings on campus and is restricted near entrances to buildings and where work is being undertaken by students or staff. Please observe all no smoking zones and signs.

Security services

Check your local TAFE SA campus as to the availability of services such as patrol staff, surveillance cameras and recovery of lost property.

Student code of conduct

TAFE SA is committed to providing students with a safe, supportive and intellectually challenging study environment.

TAFE SA values:

- difference and diversity
- respect and cooperation
- tolerance
- academic debate
- freedom of expression balanced with social responsibility

Students enrolled in TAFE SA may share classrooms and training facilities with staff and other students. It is expected that students will behave in a manner that is acceptable to the wider community.

While on any campus of a TAFE SA Institute or engaged in any TAFE SA sponsored activity, all students, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

Student expectations

TAFE SA expects its students to:

- treat other students and staff with respect so as not to compromise their health, safety, privacy and welfare,
- contribute to the orderly, effective and safe functioning of TAFE SA,
- follow the occupational health, safety and welfare policies and procedures,
- comply with all lawful directions given by staff while on TAFE SA property or engaged in a TAFE SA controlled or sponsored activity,
- comply with TAFE SA's commitment to the prevention and elimination of unlawful discrimination,
- abstain from bullying, harassing, and any other unlawful activity or behaviour whilst on TAFE SA property or engaged in a TAFE SA controlled or sponsored activity, including the online environment,
- access and use only that TAFE SA property to which they are entitled to have access
- adhere to program requirements and class norms established in class,
- ensure that information of, or held by, TAFE SA or other students is not accessed, used or published inappropriately, and
- make timely payment of any fee, charge or penalty imposed by TAFE SA,
- maintain contact and personal information via the myTAFE SA Self Service Account.

Further details relating to conduct and discipline procedures are available from student services.

Ambulance and medical expenses

Students are not employed by TAFE SA and therefore are not covered by TAFE SA WorkCover for medical expenses.

> There is no medical cover for students injured while attending TAFE SA courses however TAFE SA will meet valid claims where TAFE SA may be considered negligent.
> You may be covered for some expenses if you are an apprentice or on a formal Vocational Placement (see below).
> You are encouraged to take out some form of insurance and/or join the SA Ambulance Service, particularly if you are studying in an area that may pose some risks to your health.
> If you are injured you may be referred to a medical practitioner and you may need to be transported to medical assistance by ambulance and you will be responsible for these costs..

This applies to you studying on or off campus, including field trips and camps.

Apprentices

Apprentices are treated like any other student, however, as your employer considers you to be at work while studying at TAFE SA, you should direct any workers compensation claim to your employer if you are injured.

Vocational placements

Students on a formal vocational placement are covered for some hospital, ambulance and other medical expenses. Your lecturer will discuss this with you before you undertake the placement.

Sustainability

TAFE SA is committed to ensuring that our actions and philosophies are environmentally sound, economically viable and socially equitable. For more information see www.tafesa.edu.au/sustainability

Opportunities to tell us what you think

TAFE SA is committed to listening and responding to what you as a student have to say, so that we can continuously improve our services to you.

TAFE SA will listen with respect to your feedback, treat all feedback confidentially, and take appropriate action. Your feedback is welcome and helps TAFE SA to improve services to you.

We like to hear about service that exceeds your expectations too!

Support services

Each TAFE SA campus has staff who are able to help you with a wide range of services and issues. Campus services may include the following:

> accommodation information
> ATM
> advocacy andmediation
> cafeteria/canteen
> childcare
> counselling and guidance
> educational support for students with a disability
> first aid room
> learning support
> libraries
> prayer room/space
> recreational facilities

Please contact your local TAFE SA campus to check availability of these services.

Information you need before enrolling

It is your responsibility to access this information on the TAFE SA website at www.tafesa.edu.au/apply-enrol/before-starting/student-policies prior to enrolling.

- [ ] selection, enrolment and induction/orientation procedures
- [ ] course information, including content and vocational outcomes
- [ ] fees and charges, including refund policy and exemptions (where applicable)
- [ ] provision for language, literacy and numeracy assessment and support
- [ ] client support, including any external support TAFE SA has arranged for clients
- [ ] flexible learning and assessment procedures
- [ ] welfare and guidance services
- [ ] complaints and appeal procedures
- [ ] disciplinary procedures
- [ ] staff responsible for disability support
- [ ] recognition of prior learning arrangements and credit transfer

For further information

For all course information enquiries:

Web tafesa.edu.au
Phone 1800 882 661 (freecall)
Email info@tafesa.edu.au

Contact your local TAFE SA Campus:

Adelaide College of the Arts	8463 5000
Adelaide City	8207 8200
Barossa Valley	8562 0500
Berri	8595 2600
Bordertown Learning Centre	8752 2680
Clare	8842 6600
Coober Pedy	8678 9000
Elizabeth	8207 9700
English Language Services	8226 6555
Gilles Plains	8207 1100
Kadina	8821 0400
Kangaroo Island Learning Centre	8553 0333
Millicent	8733 0200
Morphettville	8293 1017
Mount Barker	8391 7333
Mount Gambier	8735 1555
Murray Bridge	8535 6555
Naracoorte	8762 8300
Noarlunga	8207 3900
Parafield	8258 9182
Port Adelaide	8303 2629
Port Augusta	8648 9922
Port Lincoln	8688 3600
Port Pirie	8638 4222
Regency	8348 4444
Renmark	8586 1111
Roxby Downs	8671 9070
Salisbury	8207 9800
Tea Tree Gully	8207 8000
Tonsley	8207 2800
Urrbrae	8372 6800
Victor Harbor	8552 0222
Waikerie	8541 3822
Whyalla	8648 8788
Wudinna	8680 2212

Every effort has been made to ensure that the information in the student pre-enrolment information brochure is correct as at January 2017.

TAFE SA reserves the right to alter policies at any time without prior notice. Policies may have been only partially reproduced in this brochure.

Enquire at your local campus for full and current policies.