

WESTERN INSTITUTE STUDENT INFORMATION GUIDE



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i want assistance

ACCIDENTS OR INJURIES

If you are involved in an accident or an incident you must report it, even if the incident does not result in an injury, you must also report this 'near miss' to your Teacher.

Teachers are required to complete an Injury/Illness/ Incident Report where an injury or 'near miss' occurs. This will assist TAFE Western to maintain a safe workplace and learning environment.

ADMINISTRATION OFFICES ON CAMPUSES

The Administration Office is where you make enquiries and receive help regarding course information, student records, exemption from the TAFE NSW fee, refunds, travel concessions, changing enrolment details or simply getting directions. Staff will be happy to assist you during regular opening hours. See College contact details at the back of this booklet.

ANIMAL CARE POLICY

Where animals or animal tissues are used to support your learning, you must understand that it is a privilege that has responsibilities. You must:

- Treat animals and their tissues with care and respect
- Treat live animals humanely and avoid any cruel behaviour
- Think about why and how you are using animals for their tissues
- Make sure that you make good use of the learning opportunity.

There are penalties for animal cruelty and unauthorised use of animals. TAFE Western has a quality assurance process that monitors the care of all animals used for teaching, to ensure that it meets industry and animal welfare standards. If you think that animals used in teaching have been mistreated or used inappropriately, you should discuss this issue with your Teacher or Head Teacher. Alternatively, you can phone the Animal Ethics contact for TAFE Western on (02) 6391 5670.

ASSESSMENT

Assessment tasks can vary for each module/ unit but are generally a combination of a variety of activities, such as: class tests, examinations, projects, assignments, group work. You will be advised of the required form of assessment by each Teacher at the beginning of your course/module. Student assessment guides/ documents contain information about assessment requirements for the course as a whole, as well as assessment tasks for each of the modules/ units in the course.

You must submit work required for assessment events such as projects and attend class tests on required dates. If for any reason you are unable to attempt an assessment task you should let your Teacher know in advance of the due date. You may negotiate an extension of time otherwise a penalty is applied. If it is because of illness you must advise your Teacher as soon as possible, preferably prior to the scheduled time of the given assessment task. For more information about Teacher's and Students' Responsibilities go to: www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/assessment

ABSENT FROM CLASS

If you are going to be absent from classes because of an illness or family matter you should notify your Teacher. In most instances, a phone call to the College (or campus) to leave a message for your Teacher will be sufficient.

If you are going to be absent for more than one day because of illness, a Doctor's Certificate will be required. Where you are going to be absent for a longer period of time or have regular absences, it is important that you talk to your Teacher and advise them of your situation. In some cases, other methods of studying may be worked out to suit your needs. For more information go to: www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/absent-from-class

AWARDS

TAFE Western conducts an annual Outstanding Graduating Students Award ceremony each year, to recognise the achievements of its most outstanding graduating students.

Each year students are nominated by their teachers from across TAFE Western and those chosen to receive awards and their invited guests attend a formal presentation ceremony. A perpetual trophy is awarded each year to the student chosen from the various award recipients to be TAFE Western's Outstanding Graduating Student.

CASH

TAFE NSW has a policy of cashless enrolments at all times, and Campuses will NOT accept cash as a means of paying the TAFE NSW fee, or any other course-related charges. You can pay the TAFE NSW fee by credit card (Visa or Mastercard), EFTPOS, personal or bank cheque made payable to TAFE NSW, or money order made payable to TAFE NSW.

COPYRIGHT - PHOTOCOPYING PRINT MATERIAL

Unless otherwise permitted by the Copyright Act 1968, the taking of a copy is an infringement of the copyright on that work. However, for the purpose of study or research, it is considered fair dealing to make a copy of one or more articles on the same subject matter in a periodical or publication.

Students should be aware that individuals or institutions may be liable for prosecution under the Copyright Act for any infringement of the copying rights detailed above. If you have any concerns you should contact your College Librarian.

COURSES REQUIRING AN APPLICATION

A limited number of 'high demand' TAFE NSW courses require you to complete an application. These application courses are specifically identified on our web site. For more information about application courses or to download an application form please go to:

www.wit.tafensw.edu.au/course-information/applying-and-enrolling/early-applications/

COMPLAINTS, GRIEVANCES & APPEALS

Every student is highly valued and respected by TAFE Western and therefore your comments and suggestions on how it can provide better service is always welcomed. Please inform TAFE Western if you are not happy with any aspect of your course or any other TAFE Western services. You can put your complaint or suggestion in writing by completing a Customer Complaint/Suggestion 'Can We Help' form and returning it either to your teacher or campus administration office. You can get a copy of this form from your College Administration office. After receiving your written form TAFE Western will contact you within five working days, to let you know who is handling your matter and how to contact that person.

What can I expect if I lodge a complaint?

You can expect the full support of TAFE Western within the principles of natural justice. You will have the option of informal or formal complaint procedures. All complaints will be taken seriously and will be resolved as quickly as possible.

Can we help?

TAFE Western recognises that an effective system for handling customer complaints is an essential part of a quality service and leads to improvement in the level of our customer service. If you have a complaint or a suggestion about TAFE Western, please contact a member of staff immediately so that the matter can be dealt with as soon as possible.

For more information about this, please go to: www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/breaches-rights-and-responsibilities

You can be assured that any matter you raise will be dealt with promptly and confidentially.

DEFERRING YOUR STUDIES

If you have been offered a place within a TAFE NSW course you will not be able to defer enrolment in that course. If you are not able to accept that place, you will need to apply again at a later date and go through normal enrolment procedures.

EMERGENCY CONTACT

TAFE Western recommends that you provide your family and friends with a copy of your timetable and attendance details. This will help staff to forward a message to you in case of an emergency. Any other contact with you while you are at the campus can only be with your permission.

ENROLMENTS

Every course offered by TAFE is subject to viable class sizes, and so some courses may be postponed if enrolments are below these levels.

In this case interested students may choose to enrol in a different course or at a different College, or wait until the next time the course is offered.

Before you enrol in a course you should ensure that:

- You check to see whether your course requires an application
- You make general enquiries to ensure that the course meets your needs
- You check you meet the entry requirements of your course
- You ensure your College is still offering the course
- You attend any information session/interview for your course

For more information on Enrolment Dates, please contact your College, or call 131 601 or go to:

www.wit.tafensw.edu.au/course-information/applying-and-enrolling/enrolling-for-a-course



EVACUATIONS

As students of TAFE Western, it is important that you are familiar with the **Emergency Evacuation Procedures** for your campus.

Displayed on notice boards throughout the campus are the **Emergency Evacuation Plans** relevant to the building. Get to know these maps and recognise the **Exit** points and relevant evacuation points. In this way, if there is an **Emergency** on the campus you will know what to do and how to evacuate the building safely.

Emergency procedures to follow in case of a fire or other emergency:

- When the alarm is activated. Stop what you are doing.
- Collect your personal property, books etc. If you are away from your building, do not try to enter another building under any circumstances.
- Follow the Teacher's instructions to evacuate.
- Leave the room or area in an orderly manner – do not run – this causes panic and can cause harm to yourself or other people.
- Leave the building by the evacuation exit.
- Follow instruction of fire wardens or other emergency services personnel.
- Make your way to the designated evacuation meeting place for your building and report to the Teacher to have your name marked off against the class roll book. This procedure is for your safety, and to have accurate records of all people on the campus. If you are in another part of the campus make your way to your original class meeting point. Do not leave the campus until your name is marked off.
- Do not re-enter the building until you are given permission by the emergency personnel or your Teacher.

Your College will provide detailed maps with Emergency Evacuation exits and sites at one of your first classes.

EXAMINATIONS

During your first class, you will be advised and given written documentation by your Teachers of the assessment method to be used for each module/unit. For some modules/units, assessment may include sitting a Final Examination.

Final Examinations are conducted outside normal class times and are scheduled at the same time and date throughout New South Wales. You are advised of the scheduled time, date, and location of the Final Examinations on timetables that are posted on College (campus) noticeboards.

You should familiarise yourself with your rights and responsibilities in regard to Final Examinations and ensure that you view or obtain a copy of the Final Examination Information Sheet, available from your College or on a campus noticeboard. For more information on examination go to:

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/examinations

EQUITY UNITS

Equity units are a group of specialist units in which coordinators work together to meet the needs of individuals or groups who need extra support to achieve their educational goals. These are:

- Aboriginal Programs (see page 8)
- Disability (see page 9)
- Outreach (see page 9)
- Women's Programs (see page 9)

FINANCIAL ASSISTANCE - CENTRELINK

You may be eligible to get income support from the Federal Government when you study an approved course at a TAFE Western College.

Information about any of the payments or services administered by Centrelink can be obtained by calling 13 10 21 or by visiting the Centrelink Internet site www.centrelink.gov.au.

Abstudy

The ABSTUDY scheme provides financial assistance for Indigenous people in both full time and part study. It also means an exemption from the TAFE NSW fee. To qualify you must be enrolled in a Centrelink approved course. Contact the Counselling Unit at your College or the Aboriginal Student Support Officers listed under Aboriginal Programs.

Austudy - for over 25's

This income support payment is for eligible students aged 25 years or more, who are studying full time, are Australian citizens or have permanent residency status. Being eligible for Austudy for your full time TAFE NSW course means an exemption from the TAFE NSW fee. To find out more about Austudy call 13 24 90.

Pensioner Education Supplement (PES)

Some students in receipt of a social security or Veteran's Affairs income support payment (for example, sole parents, widows or people with a disability) may also be eligible for the Pensioner Education Supplement to assist with ongoing costs associated with study. Please check with Centrelink or Veterans Affairs to determine which benefits are available to you.

Youth Allowance

This income support payment is for eligible full time students aged 16 to 24 years. You may also be eligible for Youth Allowance if you are under 21 years and are undertaking job search, a combination of activities such as part-time job search with part-time study, or if you are ill. You can find out more about Youth Allowance by calling 13 24 90.

All information and application forms are available from your local Centrelink. Centrelink has authority under the Student and Youth Assistance Act, 1973, and the Social Security (Administration) Act, 1999, to conduct ongoing audits of student attendance at TAFE NSW or other institutions. Remember it is your responsibility to tell Centrelink of your changed circumstances.

If you are a student receiving Abstudy, Austudy or Youth Allowance for an approved TAFE NSW course, you must immediately inform Centrelink when you withdraw from your course or reduce the number of hours of attendance.

The longer you delay telling Centrelink about your changed circumstances, the larger the amount that you may have to repay.



FIRST AID OFFICERS

If you have an accident in class, you must report any injury to your Teacher, no matter how minor the injury. Trained First Aid Officers are available at most campuses to provide emergency first aid treatment and to make decisions about possible referral.

GENERAL EDUCATION

TAFE Western's General Education Unit offers a wide range of courses including Year 10 and Year 12 equivalent courses and can help you with reading, writing and maths skills. Tutorial support is available for all TAFE Western students. Teachers work with you to develop a program to suit specific needs. Contact your College for details on the General Education Unit to discuss your requirements.

HARASSMENT

It is the responsibility of all staff and students of TAFE Western to ensure that its campuses are places where people can study and learn free of harassment.

Harassment is considered to be any conduct – verbal, written or physical, which is unwelcomed, demeaning, unreciprocated, intimidating or offensive against an individual or a group of people. Harassment may be based on gender, sexuality, race or disability.

For more information about examples of harassment, and how to deal with harassment please go to:

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/breaches-rights-and-responsibilities

ILLNESS

It is important to make your Teachers aware if you suffer from any ongoing illness which may require sudden assistance and decision making, for example, epilepsy or diabetes. This information will be kept in confidence.

INSURANCE

TAFE NSW is fully covered for its legal liability to any third party, if you are injured while on a prescribed work experience program. TAFE NSW does not accept liability for claims arising from injuries sustained by students and other claimants attending classes or engaged in other activities on TAFE Western premises. Students not covered by their employer's worker's compensation policy, may wish to take out their own accident insurance cover.

Where TAFE NSW is liable at law, the claimant can make an application to TAFE NSW for compensation.

INTERNET

All Students enrolled at TAFE Western will be provided with a Department of Education and Training (DET) User ID and a Password which will allow access to filtered Internet browsing and email. The DET Portal will provide a personalised learning space for students to access DET supplied email, filtered Internet browsing and other online educational and curriculum resources. The DET Portal will also provide remote access (e.g. from home and libraries) to email.

Authenticated log-on allows Internet use to be monitored and traced to an individual who can be held to account for their actions. It will provide a contemporary communication tool for all TAFE NSW students. The email will be filtered for inappropriate content. Access to unauthenticated external 'free' email services such as Hotmail,

Yahoo, Gmail and similar providers will be restricted. Students will no longer be able to retrieve or send email from these accounts, but it will be possible to receive and reply to email sent from these providers to your DET account.

Parents or guardians of students aged under 18 years will need to inform the student's College in writing if they do not want their child to have access to the DET Internet and email facility. For more information of computer users' code of conduct please go to:

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/student-services

LIBRARIES

All enrolled students are eligible to borrow from TAFE Western Libraries. Your TAFEcard is your library card and it automatically gives you borrowing privileges for the whole TAFE NSW network of more than 100 libraries. You can find out where resources are held by viewing the shared catalogue of more than 1.8 million items.

A mobile library service, based at Dubbo, is in operation to service the North West area of New South Wales. The contact person is Peter Maher on 0417 431 005.

You can find out more about TAFE Western libraries by contacting your nearest College Library, or by visiting the TAFE Western Library web page at:

www.wit.tafensw.edu.au/student-services/libraries

LOST PROPERTY

Campuses do not accept responsibility for damage to or loss of property. TAFE Western recommends that you take care to keep valuable items secure. If you do lose any property please report it to your class Teacher after first checking the area in which the item was lost. Contact the campus administration office if you have lost property.

NON-ENGLISH SPEAKING BACKGROUNDS

TAFE Western offers programs and services to help people from a non-English speaking background. Courses such as 'English for Speakers of Other languages (ESOL)' are provided to assist people from these backgrounds to improve their English language skills and help gain entry to work or further study.



PRIVACY & PERSONAL INFORMATION PROTECTION

When you enrol at a TAFE Western College you may be assured that the personal information you provide is protected under the Privacy and Personal Information Protection Act 1998. This Act imposes obligations on public sector agencies such as TAFE NSW regarding the collection, storage, use and disclosure of your personal information.

TAFE Western is obliged to inform you of the purpose of collecting personal information, who receives this information and where it is held. It must also provide access to information about yourself and make corrections if necessary. TAFE Western is also obliged to protect your personal and private information and not disclose it without your knowledge and approval.

Information you are asked to provide will only be that which is necessary for the purposes of your course enrolment, learning and study records.

Please note that any information you provide about your health is protected under the Health Records and Information Policy Act, 2002. For more information about Freedom of Information (FOI) please go to:

www.wit.tafensw.edu.au/student-services/student-guide/your-enrolment/privacy-and-personal-information

PROBLEMS - GETTING HELP

TAFE Counsellors are available to assist you with information, problem solving and decision making. Even if you choose not to make your TAFE Counsellor the 'key' person in overcoming a problem you might have, they can help you access other services which may better meet your needs. Contact details for counsellors are listed on page 9.

Counsellors can advise and refer you to services relating to many personal issues including: Alcohol and Other Drugs; Smoking; Sexual Health & Identity; Emergency Accommodation; Money Problems; Planning a Party; Mental Health & Counselling Services; Legal Matters and Youth Affairs.

For more information please go to:

www.wit.tafensw.edu.au/student-services/student-guide/useful-information

RECOGNITION

Recognition is a process that allows you to demonstrate whether or not you already possess the skills or competencies taught in a particular module, unit of competence, or course. TAFE NSW, like many employers, recognises that you may have gained many skills on the job or in your life experience, and not necessarily through formal training. If you already have the skills and knowledge that part of your study would teach you, you will not have to repeat that part of the course. You could finish your course in a shorter period of time. You do not have to spend time acquiring the skills you already have. For more information on RPL (Recognition of Prior Learning) go to:

www.wit.tafensw.edu.au/student-services/student-guide/your-enrolment/recognition-of-prior-learning

RESULTS

You will receive a Transcript of your Academic Record which lists all your results in your course to date, after your course/module/unit completion. Your results are posted to you either in July (for studies completed mid-year) or in January (for studies completed at the end of the year).

Result Notices are posted to the address listed on your original enrolment form, unless you notify your College of any change of address, or amend your contact details online via Student-e-Services.

Make sure that you keep copies of your transcripts to show employers because, unlike the Testamur, they show the names of all of the modules and/or units of competency you have enrolled in and the results you have achieved. Each unit of competency specifies knowledge and skills and application of that knowledge and skill to the standard of performance required in the workplace in a specific industry area.

Your results are withheld if you have any fees owing to TAFE NSW. For explanations of Result Codes go to:

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/results-and-student-records

Student Records

Students who wish to alter/correct personal and module details as shown on their original enrolment form must complete an 'Enrolment Adjustment - Personal and Module/Unit Details' form.

This form is used to:

- Change your address details
- Change your name (you MUST provide documentary evidence)
- Add a module or transfer a module/unit to another College
- Transfer a module/unit to another semester
- Withdraw from a module/unit before or after attending a class

Note: You can also change your address details via TAFE NSW's Student e-Services online system.

Testamurs

Testamurs are formal documents which certify that you have successfully completed your course. Testamurs for Advanced Diplomas, Diplomas, Certificates and Statements of Attainment are printed by TAFE Student Services in Sydney on behalf of Institutes/Colleges and are posted to the address identified on your enrolment form. You are reminded to notify your College of any change of address or name (you can change your contact details online via Student e-Services), to ensure that Testamurs do not go astray in the mail.

If your original Testamur is lost or destroyed you can request a 'Confirmation of Award' which confirms that you have successfully completed your course.

RIGHTS & RESPONSIBILITIES

When you signed and dated your enrolment form you agreed 'to abide by TAFE NSW policies, instructions and rules' and you confirmed the accuracy of the information that you supplied.

As a student of TAFE Western you have a right to study, learn and develop your skills in a safe, healthy and supportive educational and social environment. As a student you also have certain responsibilities to your fellow students and Teachers. For more information on Student Regulations (Breaches of Discipline); Students' Rights and Responsibilities; Student Responsibilities in Work Placement; OH&S Student Responsibilities please go to:

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/breaches-rights-and-responsibilities

SAFETY

TAFE Western accepts its obligation under the NSW Occupational Health and Safety Act 2000 to provide a safe working environment and to protect the health and safety of staff, students and clients from injury or illness arising from the workplace. 'Workplace' in this context includes all TAFE premises, motor vehicles, machinery and implements, as well as all sites where any TAFE activity is carried out, such as construction sites, rural properties and community facilities.

It is your responsibility as a student to ensure that you abide by the Occupational Health and Safety Legislation and that you do not cause harm to other students, staff members or the public. It is also your responsibility as a student to notify the teaching staff if you become aware of areas of safety concern. For more information about your responsibilities please go to:

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/breaches-rights-and-responsibilities



SMOKING

All TAFE NSW enclosed areas are designated NON SMOKING. Please respect the rights of your fellow students and staff. See these listed in 'Students Rights and Responsibilities':

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/breaches-rights-and-responsibilities

SPECIALIST SUPPORT SERVICES

Educational Support Officers at your local College can direct you to specialist services such as Aboriginal Education Coordinators, Counsellors, Disabilities Teacher Consultants, Outreach Coordinators, and learner-support services such as reading, writing and numeracy skills. Teaching staff should be contacted to provide specialist technical information relevant to their specific discipline, and to give you advice about recognition of prior learning, articulation, course structures and career prospects.

Aboriginal Programs

TAFE Western has a number of Aboriginal Program Coordinators who can tailor TAFE courses to the specific needs of Aboriginal students and work within communities to provide the best possible education and training options.

Aboriginal Coordinators can provide:

- Advice about courses which might be right for you
- Help with the enrolment procedure
- Advice about applying for ABSTUDY
- Information about support services such as literacy and numeracy programs

For contact details or more information visit www.wit.tafensw.edu.au or call 131 601.

SECURITY

If you have concerns about security issues, please first see your Teacher, Head Teacher or a member of the College Administration Office staff.

STUDENT SURVEYS

TAFE Western sometimes undertakes surveys that cover the whole Institute, that is, every class in every location. Specialised surveys are often run as well, by teachers. e.g. Course Survey to evaluate a particular form of delivery.

Please take the time to complete and return these surveys. Your feedback is really important and assists TAFE Western to continue to improve its services. If you would like to provide feedback on any matter at any time you can contact the Quality Manager, telephone (02) 6391 5881.

Course Information

You can search the TAFE NSW website for courses by career, courses for Apprentices or Trainees, or courses suitable for Year 10 or Year 12 School Leavers. You can also access more detailed information about entrance requirements, course outlines, module details, competencies, articulation and course exit points on the TAFE NSW site. For contact details or more information visit www.wit.tafensw.edu.au or call 131 601.

Counselling

TAFE NSW offers free career and education counselling to current and prospective students. TAFE Western Counsellors have an extensive knowledge of TAFE NSW programs and services as well as other educational and vocational pathways.

Students living in rural and remote areas who are studying flexibly (by distance education) are encouraged to speak to their nearest TAFE Counsellor by phone.

TAFE Counsellor Contacts:

Broken Hill

Phone (08) 8082 6825

Bathurst

Phone (02) 6338 2556

Dubbo

Phone (02) 6883 3416 / (02) 6883 3417

Parkes

Phone (02) 6883 3416

Lithgow

Phone (02) 6352 0452

Mudgee

Phone (02) 6378 1051

Orange

Phone (02) 6391 5696 / (02) 6391 5695

Outreach Programs

Outreach Programs are offered across TAFE Western to help people who face barriers to learning achieve access vocational education. These barriers may include geographical and social isolation, language and cultural factors, financial hardship, lack of education confidence, being unaware of opportunities to learn, a disability or family commitments.

Outreach works to remove these barriers for people who want to return to education and employment. TAFE Western Outreach Coordinators liaise with communities, governments and industries to determine the location, length, time and type of courses needed. Outreach courses may include modules from a range of vocational courses, depending upon the needs of local groups.

For contact details or more information visit www.wit.tafensw.edu.au or call 131 601.

Disabilities

You can get help from a range of Disabilities Teacher Consultants if you are a student or intending student of TAFE Western. Consultants can work with you to provide pre-course counselling and assistance with the enrolment process, as well as determining the most appropriate classroom support and assessment modifications.

Consultants can help you to obtain tutorial support or to gain access to adaptive technology or an interpreter note-taker. These adjustments may also apply to students who have a temporary disability.

Different Teacher Consultants have specialist disability areas. It is recommended that you contact the nearest Consultant relevant to your disability to discuss any assistance you may need, or to find out about campus facilities or course requirements or just to alert them that you have enrolled and may require some assistance at a future time.

Servicing: Disability Support Contact

TAFE Western Teacher/Consultant for students who are Deaf or have a Hearing Impairment:

Phone 6338 2424 / (02) 6338 2590

TTY (02) 6338 2456

SMS users 0428 869 056

TAFE Western Teacher/Consultant for students with Visual Disabilities:

Phone (02) 6338 2525

Lithgow to Condobolin Teacher/Consultant for students with Intellectual Disabilities, for students with Learning Disabilities, for students with Psychiatric Disabilities:

(Lachlan area) (02) 6338 2528

Bathurst Teacher/Consultant for students with Psychiatric Disabilities:

Phone (02) 6338 2535

Mudgee to Broken Hill Teacher/Consultant for students with Intellectual Disabilities, for students with Learning Disabilities, for students with Psychiatric Disabilities:

Phone (02) 6883 3424

Mudgee to Broken Hill Teacher/Consultant for students with Physical Disabilities, for students with acquired brain injury:

Phone (02) 6883 3421

Lithgow to Condobolin Teacher/Consultant for students with Physical Disabilities and acquired brain injury:

Phone (02) 6391 5658

Orange Teacher/Consultant for students with Psychiatric Disabilities:

Phone (02) 6391 5820

Learner Support - Tutorial Support

You can get help with literacy, numeracy, English as a second language, maths, science, English, computing, or communication skills for any TAFE NSW course you are studying. Once you are enrolled you can get free help to understand the course requirements, receive assistance with essay writing, study skills, computing and maths.

Tutorial support will help you develop literacy and/or numeracy skills specific to your course. Some examples may include:

- Taking notes in class
- How to use a calculator
- Understanding the methods used in trade calculations
- Getting notes from a textbook
- Spelling
- Starting and organising assignments
- Study for exams

For contact details or more information visit www.wit.tafensw.edu.au or call 131 601.

Women's Programs

TAFE Western has a strong commitment to the provision of courses and support for women seeking to return to education and training and/or employment. For further information contact the Equity Manager on (02) 6883 3460.

For more information on all the above services please go to:

www.wit.tafensw.edu.au/student-services/student-guide/your-enrolment/specialist-support-services



SUPPORT

TAFE Western provides support services to help you achieve your educational goals and improve your employment prospects. These include:

- Libraries, which provide a range of resources and services
- Qualified Counsellors, who are available for personal and vocational counselling
- Staff who can organise support services for students with special needs
- Student associations at some Campuses

TAFE Western policies recognise your right to learn in an environment that is free from discrimination and harassment. TAFE Western also provides you with a safe learning environment by meeting occupational health and safety standards.

STUDENT-e-SERVICES (SeS)

Once you become a student in TAFE Western you will be able to gain access to your personal student's account in the TAFE NSW Student e-Services system. Through this SeS Internet service you will be able to;

- View your personal details, enrolment details and module/unit results
- View your employer details
- Change your contact details
- Request a transcript of your results
- View notifications and calendar information such as scheduled TAFE NSW Final Examinations

For more information go to:

www.wit.tafensw.edu.au/student-services/student-guide/commencing-your-course/student-services

To register go to:

www.tafensw.edu.au/eservices/

TAFECARD

TAFECARD is your personal ID as well as library card. A current TAFECARD allows you to borrow from all of the libraries in the TAFE NSW network. You will need to have your TAFECARD with you to access these resources. It is essential to have your TAFECARD with you at all times at TAFE NSW. All on campuses printing and photocopying is linked to your TAFECARD.

If you already have a TAFECARD and you are re-enrolling, you do not need a new TAFECARD, as your existing card will automatically be re-activated for the new academic year. For more information about the TAFECARD please go to:

www.wit.tafensw.edu.au/student-services/student-guide/your-enrolment/tafecard-and-travel-concessions

TAFE NSW FEES AND CHARGES

The TAFE NSW Fee is a composite fee for participating in TAFE NSW mainstream courses. The amount of the fee will depend on the level of qualification that you are enrolled in. You can pay the TAFE NSW fee by credit card (Visa or Mastercard), EFTPOS, personal or bank cheque made payable to TAFE NSW, or money order made payable to TAFE NSW. For the full fee structure please go to:

www.wit.tafensw.edu.au/course-information/applying-and-enrolling/fees-and-charges

Course related charges (CRC)

Other enrolment-related charges may apply, please check with your Teacher or College administration or the Course Information Hotline on 131 601 if you are unsure what charge applies to the course in which you want to enrol.

If you can't pay at enrolment please discuss your circumstances with your Head Teacher or College Administration so arrangements can be made to ensure that you will not be disadvantaged.

Concession Fee

Students who receive a Commonwealth benefit or allowance are eligible to pay a concession fee per course enrolment, rather than the full TAFE NSW fee.

To find out if you are eligible for a full-fee exemption or concession fee, contact your College before enrolling. Your College can also advise you about what documentation you will need to bring with you to enrol.

If you are applying for a fee exemption or concession fee, you need to complete an Exemption or Concession Application Form and return it with appropriate documentation to your College of enrolment. For more information about the Concession Fee go to:

www.wit.tafensw.edu.au/course-information/applying-and-enrolling/fees-and-charges



**i want
to be part of it**

BATHURST

Panorama Avenue
(PO Box 143)
2795

Phone: 02 6338 2424
Fax: 02 6338 2439

COBAR

45 Bathurst Street
(PO Box 411)
2835

Phone: 02 6836 5900
Fax: 02 6836 5981

DUBBO

Myall Street
(PO Box 787)
2830

Phone: 02 6883 3444
Fax: 02 6883 3466

GRENFELL

Cnr Rose and East
Streets
2810

Phone: 02 6349 1000
Fax: 02 6349 1033

MUDGEЕ

Cassilis Road
(PO Box 297)
2850

Phone: 02 6378 2666
Fax: 02 6378 2685

WALGETT

42 Arthur Street
(PO Box 186)
2832

Phone: 02 6828 6200
Fax: 02 6828 6296

BOURKE

Oxley Street
(PO Box 510)
2840

Phone: 02 6830 1200
Fax: 02 6830 1202

CONDOBOLIN

Cnr Turner and
High Streets
(PO Box 155)
2877

Phone: 02 6891 9000
Fax: 02 6891 9087

DUNEDOO

Digilah Street
(PO Box 6)
2844

Phone: 02 6370 3300
Fax: 02 6370 3303

LIGHTNING RIDGE

Kaolin Street
(PO Box 575)
2834

Phone: 02 6829 9800
Fax: 02 6829 9805

NYNGAN

Cobar Street
(PO Box 69)
2825

Phone: 02 6835 1800
Fax: 02 6835 1832

WARREN

Burton Street
(PO Box 174)
2824

Phone: 02 6847 7500
Fax: 02 6847 7541

BREWARRINA

Bourke Street
(PO Box 213)
2839

Phone: 02 6830 5300
Fax: 02 6830 5331

COONAMBLE

Dubbo Street
(PO Box 200)
2829

Phone: 02 6827 1600
Fax: 02 6827 1694

FORBES

Cnr Browne and
Harold Streets
(PO Box 145)
2871

Phone: 02 6853 9100
Fax: 02 6853 9111

LITHGOW

2 Hill Street
(PO Box 297)
2790

Phone: 02 6352 0444
Fax: 02 6352 0466

ORANGE

March Street
(PO Box 1059)
2800

Phone: 02 6391 5777
Fax: 02 6391 5613

WELLINGTON

3 Maughan Street
(PO Box 92)
2820

Phone: 02 6840 2100
Fax: 02 6840 2180

BROKEN HILL

248 Argent Street
(249 Argent Street)
2880

Phone: 08 8082 6888
Fax: 08 8082 6864

COWRA

27-33 Carleton Street
2794

Phone: 02 6340 1700
Fax: 02 6340 1788

GILGANDRA

Wamboin Street
(PO Box 48)
2827

Phone: 02 6847 8700
Fax: 02 6847 8760

MENINDEE

Bear Street
2879

Phone: 08 8091 4148
Fax: 08 8082 6864

PARKES

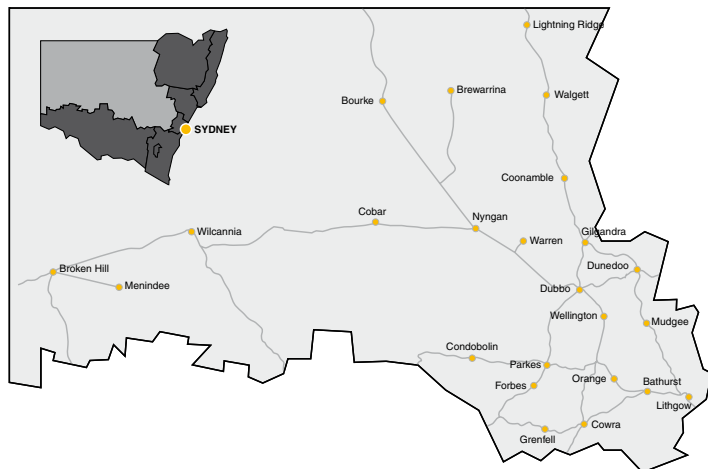
25 Bushman Street
(26 Bushman Street)
2870

Phone: 02 6862 8100
Fax: 02 6862 8150

WILCANNIA

Reid Street
(PO Box 23)
2836

Phone: 08 8091 5974
Fax: 08 8091 5974



More Information

For further information please contact
TAFE Western Course Information **131 601**
or email courseinfo.western@tafensw.edu.au
or to send through an enquiry, visit our website
www.wit.tafensw.edu.au and complete an online
course information enquiry form.