

STUDENT HANDBOOK



Acknowledgement

We acknowledge and pay our heartfelt respect to the Awabakal, Worimi, Wonnarua and Darkinjung people on which our Hunter TAFE campuses are based. We also acknowledge and pay our respects to the many Aboriginal people who have a connection to country outside our region. We acknowledge the living culture of all our nations/ countries and recognise the unique role Aboriginal people play to the life of this region.



Aboriginal
Learning
Circle

COVER DESIGN:
CINDY ELBOURNE
DIPLOMA OF GRAPHIC
DESIGN STUDENT 2016

DIRECTOR'S MESSAGE



I would like to thank you for choosing to study with TAFE NSW. We are excited to be able to support you no matter where you are in your career journey!

Just like you, I studied at TAFE NSW in hospitality, food and nutrition and I know the amazing experiences you will have and the inspiration you will gain from your fellow students and teachers. You have made the right choice!

We are one of Australia's leading regional providers of vocational education and training, and have more than 120 years of history providing the best quality programs to enable you to develop the right skills and get the best start to your career.

At TAFE you are in good company. As a TAFE NSW student you are part of a strong community of passionate, motivated and culturally diverse students that contribute to the thriving campus life throughout the Central Coast and Hunter regions.

We offer a great range of support services to assist you during your studies and help you to unlock your potential. These services include career advice, libraries, the Aboriginal Learning Circle, disability support, learning support, free online tutoring, accommodation advice, multicultural services, and a range of awards and scholarships through the Hunter TAFE Foundation.

You will learn from teachers that are industry experts, in state-of-the-art facilities and utilise the latest tools and technology. This winning combination will ensure you gain the most out of your time at TAFE.

Our industry links will open up valuable work experience, networking, and career opportunities, leading to long lasting connections with industry and employers both locally and across Australia.

I wish you all the best in your studies and I look forward to seeing you on campus, if you see me be sure to say hello.

Regards,

Christine Warrington
Institute Director

OUR TAFE

VISION

One TAFE NSW: learning for jobs and brighter futures

We are the leading skills provider in the State: delivering relevant, high quality, practical and creative training to grow the NSW economy through one TAFE NSW.

PURPOSE

Skill the workforce of the future.

OUR SHARED VALUES

Customer First

We place customers at the centre of our decision making. We exist to create stand out learner experiences and to provide our customers with personalised and quality services that allow them to achieve their goals.

INTEGRITY

We act professionally with honesty and transparency. We act with purpose, we are accountable for our actions and can be trusted to deliver in times of change. We treat people fairly and with respect.

COLLABORATION

We are inclusive and work together as a team towards a shared vision and to leverage opportunities for mutual benefit. We partner with industry to deliver the best outcomes.

EXCELLENCE

We strive to be the best and we are passionate about what we do. We are always looking to be creative and innovative. We have a global outlook and seek out opportunities to display entrepreneurialism.

STRATEGIC GOALS

Four strategic goals drive the modernisation of our business:


Goal 1: Skill the State's workforce of the future as the provider of choice

Goal 2: Be a contemporary, commercial and sustainable business

Goal 3: Serve our communities

Goal 4: Develop a customer driven, proud and productive TAFE NSW team

To find out more go to:

 www.tafensw.edu.au/about-tafensw/one-tafe-nsw/strategic-plan

OUR LOCATIONS



BELMONT CAMPUS

Pacific Highway
Belmont NSW 2280



CESSNOCK CAMPUS

Darwin Street
Cessnock NSW 2325



GLENDALE CAMPUS

Frederick Street
Glendale NSW 2285



GOSFORD CAMPUS

Cnr Henry Parry Drive
& Margin Street
Gosford NSW 2250



MUSWELLBROOK

On Campus: 59 Maitland Street
Tertiary Education Centre:
Hill Street
Muswellbrook NSW 2333



NEWCASTLE CAMPUS

Maitland Road
Tighes Hill NSW 2297



OURIMBAH CAMPUS

Brush Road
Ourimbah NSW 2258



SCONE CAMPUS

Flemington Drive
Scone NSW 2337



CHOOSING A COURSE

We use a range of different delivery methods to make sure you can learn the way you want with on demand, flexible and relevant training.

Hunter TAFE delivers practical work-ready courses. Delivery methods include on campus, on the job, online and/or using a combination that suits the type of career areas you are studying.

Face to Face

On campus learning in the classroom with industry experienced teachers allows you to learn in an interactive, supported classroom environment with state-of-the-art facilities.

Online

Online programs in a range of career areas offer you the flexibility to study where you want and when you want.

On the Job

Study in your workplace and receive practical training delivered on-the-job. Our industry specialist teachers will assess your skills at regular intervals. This is common for apprentices and trainees and may be combined with face-to-face classroom learning.

Full-time

If you study full-time you will complete a minimum of two units per semester and will be in the classroom between 10 to 18 hours per week as approved by Centrelink. The actual number of days and hours you will need to attend class varies depending on the units you take each semester.

Part-time

If you study part-time you will complete at least one unit per semester and you will be in the classroom for two to three hours per week per unit. The actual number of days and hours you will need to attend class varies depending on the units you take each semester.

Flexible/Blended

Flexible study options are available for some courses and may include a combination of classroom and in the workplace training. Other flexible options include online components and night courses.



HAMILTON CAMPUS

91 Parry Street
Newcastle West NSW 2302



HUNTER ST CAMPUS

590-608 Hunter Street
Newcastle West NSW 2302



KURRI KURRI CAMPUS

McLeod Road
Kurri Kurri NSW 2327



MAITLAND CAMPUS

Cnr New England Highway
& Ferraby Drive
Metford NSW 2323



SINGLETON CAMPUS

York Street
Singleton NSW 2330



TOMAREE CAMPUS

Salamander Way
Salamander Bay NSW 2317



WYONG CAMPUS

Porter Street
Wyong NSW 2259

RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT

When you sign your enrolment form and pay your fees (this will include online enrolment) you make an agreement with TAFE NSW that you will follow TAFE NSW policies and procedures. This webpage outlines your rights and responsibilities as an enrolled student:

 tafnsw.edu.au/get-started-at-tafe-nsw/rights-and-responsibilities

I MUST:

- Treat all staff, students and the general public with respect, fairness and courtesy
- Be punctual and regular in my attendance
- Submit my assessment tasks by the due date or ask for an extension of time
- Contribute equally to any group assessments which receive a group mark
- Return or renew my library books by the due date
- Do all that I can to prevent the introduction of viruses to Hunter TAFE computers
- Wear enclosed, flat non slip sole footwear as the wearing of thongs or walking barefoot is not permitted on campus for safety reasons
- Use protective equipment where required and follow all workplace health and safety (WHS) instructions
- Report any workplace health, safety or environmental incidents to my Teacher and/or my Customer Service Centre immediately

I MUST NOT:

- At enrolment, withhold or misinform Hunter TAFE of my previous training qualifications in relation to my eligibility for any Smart and Skilled training subsidised by the NSW Government
- Plagiarise, collude or cheat in any assessment event or examination
- Illegally copy software licensed to Hunter TAFE
- Install software onto TAFE computers
- Use offensive language
- Smoke in any designated non-smoking areas
- Litter on or around campus
- Harass fellow students, staff or the general public, either face to face, over the phone or through any social media

- Use any social media such as Facebook, Twitter or Instagram, mobile phones, pagers or similar devices for personal reasons in class or exams
- Use cameras or recording devices, including mobile phones, without the consent of the person being photographed or recorded
- Damage, steal, modify, misuse, waste or pollute TAFE property
- Be under the influence of alcohol or illegal drugs in the learning environment
- Engage in behaviour which may offend, embarrass, threaten or harm other students, staff or the general public – including SMS messaging or any form of cyber bullying

I HAVE THE RIGHT TO:

- Be treated fairly and with respect by Teachers, other staff and students
- Learn in an environment free of discrimination and harassment
- Pursue my educational goals in a supportive and stimulating learning environment
- Have my TAFE NSW records and personal information stored and maintained in a confidential, secure and professional manner
- Receive information about assessment procedures and my progress in the course in a timely and professional manner
- Modify my Learning Plan if my circumstances change, in consultation with educational staff
- Present recognition of prior learning (RPL) and credit transfer (CT) at the commencement and within the duration of my studies
- Defer or discontinue my studies through a formal notification. For more information, please see page 18 of this handbook

RIGHTS AND RESPONSIBILITIES

AS AN RTO, WE HAVE THE RESPONSIBILITY TO:

- Support you in learning, studying, and developing skills in a safe and healthy educational and social environment.
- Do our best to make sure that you can complete your course at the campus of your choice and in ways that are convenient to you.
- Make changes to course delivery, timetable and location only if it is in the best interests of all our students or if the advantages of the changes will outweigh any inconveniences (avoiding casual changes to the running of a course or its time, date, fees, or location).
- Advise you of changes to fees, course delivery, timetable and location and of any alternative arrangements available to you.
- Protect the welfare of children and other vulnerable people who may come into contact with our students in the context of workplace components of a course, visits to industry and simulated workplace settings.
- Ask students (where applicable) to sign a declaration in relation to their history of violent or abusive behaviour or dealing with vulnerable people, and offer the services of a TAFE Counsellor should a student request it in relation to making this declaration.

AS AN RTO, WE HAVE THE RIGHT TO:

- Choose to run any course or withdraw it, and where necessary hold a course at a campus other than that advertised.
- Alter the fees, times or dates for the whole or any part of a course as needed.
- Not necessarily guarantee that you will be able to complete your course at the campus where you first enrolled, at the times or on the days you were first offered and/or in the manner you were first offered; for example, by class attendance or external studies.



STUDENT DISCIPLINE

TAFE NSW STUDENT DISCIPLINE POLICY

A student commits a breach of discipline when the student engages in conduct that impairs the reasonable freedom of any person (whether or not a student) to pursue his or her studies, research or work in TAFE NSW or on the premises of TAFE NSW or to participate in the activities of, or associated with, TAFE NSW, or is prejudicial to the management of TAFE NSW or any part of it. The policy can be found at:

 tafnsw.edu.au/get-started-at-tafe-nsw/tafe-policies

TAFE NSW has a policy for the identification and management of students with a history of violent behaviour, including assessing and managing any known risk. If you have a history of violence that poses a potential risk to students, staff or visitors, it is a condition of your enrolment to advise a Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending the first class.

PRIVACY

The Privacy and Personal Information Protection Act 1998 ("Privacy Act") and the Health Records and Information Privacy Act 2002 ("Health Records Privacy Act") establish safeguards to protect all personal and health information held by NSW Government Agencies. Personal information is information or an opinion that identifies a person. Health information is personal information that relates to person's health or disability and includes information about the provision of health services to a person.

Both Acts require TAFE NSW to meet requirements of the legislation in relation to collection, access, alteration, storage, use and disclosure of an individual's information.

Individuals who are dissatisfied with the way in which TAFE NSW has dealt with their personal and/or health information may make an application for internal review. For more information visit the Information and Privacy Commission NSW at:

 ipc.nsw.gov.au/privacy-laws



CONSUMER PROTECTION

TAFE NSW provides consumer protection as part of its provision and delivery of quality training and assessment products and services. The Consumer Protection Policy advises TAFE NSW prospective and current customers on their rights and obligations as consumers of TAFE NSW products and services.

TAFE NSW has an obligation to provide:

- The training and support necessary to allow learners to achieve competency.
- To provide a quality training and assessment experience for all customers.
- To provide a clear and accessible feedback and consumer protection process.
- Maintain procedures for protecting customers' personal information.

Customers therefore can expect that the service they receive before, during and after training/assessment will be of a quality consistent with these requirements.

Hunter TAFE is responsible for providing:

- Accurate information to customers about their services and fees.
- Information to customers about their rights and responsibilities.
- A complaints and appeals procedure, and information to customers about how to access this.
- A dedicated Institute Consumer Protection Officer, and making their contact details readily available.
- Information to customers about the collection and use of their personal information.
- Information to customers about how to update their personal information.

If you do have a complaint, we recommend you talk to someone as soon as the situation arises. You can contact the Consumer Protection Officer on 4923 7612 or online at:

 hunter.tafensw.edu.au/contact-us/pages/contact-the-consumer-protection-officer.aspx

For more information visit:

 hunter.tafensw.edu.au/about-us/pages/consumer-protection.aspx



SUGGESTIONS AND COMPLAINTS

During your time studying with TAFE, you might have a concern about your course, your teachers, other TAFE staff or TAFE NSW policies and procedures. If you do have a complaint, we recommend you talk to someone as soon as the situation arises. In the first instance we recommend you discuss the situation with the people who are directly involved and give them the opportunity to respond. In most cases, this would be your Teacher/Head Teacher.

If you then feel that your situation or complaint has not been dealt with, you can contact the Consumer Protection Officer on 4923 7612 or online at www.hunter.tafensw.edu.au/contact-us/pages/contact-the-consumer-protection-officer.aspx to investigate the issues you have raised.

As a provider of education for Apprentices and Trainees, Hunter TAFE also meets the responsibilities specified in the "A Guide to Apprenticeships and Traineeships in New South Wales." For more information go to:

www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/fullguide.pdf

If you have a complaint or if we fail to meet your expectations in any way, we encourage you to express your concerns to a staff member. All members of staff can advise you on the process. To fill out an online feedback form please go to the web address www.hunter.tafensw.edu.au/contact-us

ENROLMENT

The enrolment process may vary depending on the type of qualification you intend to study.

An enrolment form must be completed, together with any required observations and/or self-assessment regarding special circumstances and/or training needs. Information on the fees and charges relating to your proposed course of study will be provided, and payment terms and methods will be agreed upon. Students applying for a loan through VET Student Loan should read further information on the website education.gov.au/vet-student-loans.

Once all enrolment forms have been completed, you will be enrolled into the qualification and a trainer and assessor assigned to help you through the course. Note that enrolment is not confirmed until fees have been paid as agreed.

Entry Requirements

Please contact Hunter TAFE to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements may relate to things such as:

- Previous workplace experience.
- Previous completion of another qualification that is specified as a pre-requisite for a course.
- Levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role.
- Access to a relevant workplace and job-role where the required competencies can be learned and practiced.
- Access to a computer that has appropriate software and capacity to access learning and assessment materials.
- Access to an internet connection with sufficient capacity to download course materials (e.g. broadband connection).
- Access to course specific materials such as personal protective equipment (PPE) or other tools of trade.

Student Unique Identifier (USI)


The Unique Student Identifier (USI) is a national student number that allows students to see all of their individual training results from all providers, including all completed training units and qualifications in one space. Each individual account will be linked to the National Vocational Education and Training (VET) data collection, meaning

you will be able to find, collate and authenticate your VET achievements into a single transcript. It will also ensure that your training records are not lost. You only need one USI for all of your study, and it stays with you for life.

From 1 January 2015 all students studying qualifications are required to register for a Unique Student Identifier before enrolment. This means when you come to Hunter TAFE to enrol, you will need one.

Create your USI by visiting  usi.gov.au/students/create-your-usi

TIP: Write down your USI number somewhere safe so you can access it anytime you need for reference or future studies.

As a registered training organisation, Hunter TAFE is required to collect students' Unique Student Identifier (USI) numbers and verify them before we are allowed to issue students their qualification or statement of attainment. Where students are applying for training subsidised by the NSW Government, a verified USI is required before funding will be approved. If you have not provided your USI or still need to create a USI please visit  usi.gov.au for more information and to obtain your USI.

You can make it easy for Hunter TAFE to verify and assist you with USI issues if you add TAFE NSW – Hunter Institute as an Organisation in your USI accounts current Permissions section. When you create your USI, the account contains personal information, contact details and access to your training records and results (transcript). The USI registry system has been designed to keep this information safe and secure and is only accessed by those organisations listed in the terms and conditions.

The USI registry system also allows you to choose which training organisations can see this information and when. The personal information that you provide to the Student Identifiers Registrar is collected, used, and may be disclosed, in accordance with the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988.

The Student Identifiers Registrar's Privacy Policy provides information about the protection of your information, including how you can access and seek correction of your personal information held by the Student Identifiers Registrar and how to make a complaint about a breach of your privacy and how such complaints are handled.

The Student Identifiers Registrar's Privacy Policy can be found at:  usi.gov.au/documents/privacy-policy

As part of your enrolment process, if you are enrolling in courses where training is subsidised by the NSW Government, you will be asked to provide Hunter TAFE with permission to utilise your USI when applying for your training subsidy. Hunter TAFE staff and librarians can assist you in creating your USI.

TAFECard

The TAFECard is the student identity card and campus services card for TAFE NSW. It shows your photograph, name and student number. To get your TAFECard, you will need to have your photo taken when you first enrol at Hunter TAFE. To obtain your TAFECard, bring your proof of enrolment (receipt) to your Customer Service Centre. TAFECards are available from Customer Service Centres and also available from Belmont, Glendale and Newcastle campus libraries.

Your TAFECard facilitates:

- Your student ID on campus and in final exams
- Registration on the TAFE NSW library network
- Your ID for student travel concessions, if you are eligible
- Your membership card for the TAFE NSW Student Association, if you choose to join

It is essential to have your TAFECard with you at all times while at TAFE NSW. Your enrolment is not complete unless you have your TAFECard photograph taken. Please do not let anyone else use your TAFECard. Report lost, stolen or damaged TAFECards immediately to the Customer Service Centre. A \$20 fee will apply if you lose your TAFECard and require a replacement card.

TRAVEL AND TRANSPORT PASSES

Trainees and Apprentices who live in New South Wales and travel more than 120 kilometres in a round trip, to attend off-the-job training in conjunction with their vocational training course may qualify for travel assistance. Contact Training Services NSW for details and an application form. Call 132 811 to find your nearest centre.

Hunter TAFE encourages the use of sustainable transport options such as public transport, cycling, and car-pooling. Full-time TAFE NSW students may be entitled to concession or free travel on some public and private transport (Opal card conditions apply). Please contact your Customer Service Centre to find out if you are eligible.

WHAT DO I NEED TO PAY

Smart and Skilled

Hunter TAFE is a provider of training subsidised by the NSW Government under their Smart and Skilled Program. Eligible students can choose from qualifications ranging from a Certificate I to Advanced Diploma level. For more information on Smart and Skilled contact: 1300 772 104 or go to www.smartandskilled.nsw.gov.au

Your student fee is determined by your eligibility. This is defined by the evidence you provide at the time of enrolment. Therefore, all relevant student evidence is required to ensure that the correct fee is determined at enrolment.

ADDITIONAL CHARGES

In addition to the Student fee, there may be some additional charges (referred to as Course Related Charges). These may be for essential equipment and other items that become your property, for example, personal protective clothing, chef knives, text books, licence fees etc. All course specific fees and charges will be advised prior to your enrolment in your qualification of choice and must be paid prior to the commencement of your course. For more information talk to our friendly Customer Service Centre on 131 225.

HUNTER TAFE FEE AND REFUND POLICY

The Hunter TAFE Fee and Refund Policy informs you of your obligations with regard to your student fees and additional costs, and of eligibility requirements for refunds. The Hunter TAFE Fee and Refund Policy is located on the Hunter TAFE website.

www.hunter.tafensw.edu.au/students/pages/fee-and-refund-policy.aspx

You should read and understand this policy.



PAYMENT OPTIONS

TAFE NSW has a policy of cashless enrolment at all times and will NOT accept cash as a means of paying fees or any other enrolment-related charges. You may pay by EFTPOS, Visa card, MasterCard, BPay, cheque or money order payable to TAFE NSW. For further information about your payment options see the Hunter TAFE website.

 www.hunter.tafensw.edu.au/students/documents/payment-options.pdf


Your enrolment is not complete and you will not have access to any Hunter TAFE facilities until you have paid either the relevant Student fee due, the initial instalment amount of your Hunter TAFE Instalment Plan Agreement (if applicable) or have been granted an exemption from the Student fee.

Hunter TAFE Instalment Plan

The Hunter TAFE Instalment Plan is available as a payment option for students who are not enrolled in a qualification eligible for VET Student Loans or FEE HELP:

- the student fee exceeds \$80;
- the course is longer than 1 month;
- and is able to be repaid over the duration of the course (provided the fees are paid prior to course completion) with a maximum term of 2 years.

Further eligibility criteria and terms and conditions of the Hunter TAFE Instalment plan are outlined on our website.

 hunter.tafensw.edu.au/students/Documents/Hunter-TAFE-Instalment-Plan-Agreement.pdf

VET STUDENT LOANS FROM 1 JANUARY 2017

The Commonwealth Government has announced a re-design of the current VET FEE-HELP loan scheme from 1 January 2017 (subject to the passing of legislation). The new VET Student Loans program will replace the existing scheme from 1 January 2017.

Course eligibility for VET Student Loans is limited to courses that have a high national priority, meet industry needs, contribute to addressing skills shortages and lead to employment outcomes. Further information and the eligible VET Student Loans course list are available from the Commonwealth Department of Education and Training website

 education.gov.au/vet-student-loans

REFUND OF THE STUDENT FEE

You **may** be eligible for a refund of all or part of the student fee in the following circumstances:

- You have overpaid the student fee.
- You have paid the full student fee but now receive Youth Allowance or Austudy commencing within two weeks of the date of enrolment or the date of first attendance at class (where you will be eligible for the concession fee).
- You enrolled in a course that has been cancelled by Hunter TAFE.
- You formally advise Hunter TAFE in writing, before classes commence and with no attendance, that you are withdrawing from the course.

- You formally advise Hunter TAFE in writing, after commencement of classes and/or participation, that you are withdrawing from the course. You will need to complete a Notification of Discontinuation of Studies form to advise of your intention to withdraw. You may be eligible for a partial refund of the Student fee. Please refer to the Hunter TAFE Fee and Refund Policy for further details.
- You have been granted Recognition of Prior Study or Credit Transfer after enrolment.

HUNTER TAFE OUTSTANDING FEES POLICY

The Hunter TAFE Outstanding Fees Policy outlines the process for the recovery of outstanding fees from a student. The Hunter TAFE Outstanding Fees Policy is located on the Hunter TAFE website.

 hunter.tafensw.edu.au/students/pages/outstanding-fees-policy.aspx

FEE EXEMPTIONS AND CONCESSIONS

Concession fees are available for eligible students studying up to and including Certificate IV who receive a Commonwealth benefit or allowance. Aboriginal or Torres Strait Islander learners who live or work in NSW, or live in identified border postcodes are exempt from paying the Student fee. Learners in receipt of the Disability Support Pension or learners with a disability (clients of a Teacher Consultant) are also exempt from the Student fee. If you are applying for a fee exemption or concession fee, you are required to supply appropriate documentation when you enrol. Before enrolling in a TAFE NSW government-subsidised course, contact your local Hunter TAFE campus or phone 131 225 to find out if you are eligible for a fee exemption or fee concession. There are no fee exemptions or concessions for non-subsidised courses.

FEE-FREE SCHOLARSHIPS

The NSW Government offers Smart and Skilled Fee-Free Scholarships to help disadvantaged young people access vocational education and training. If you are eligible for a Fee-Free Scholarship at the time of enrolment in your course, you will be exempt from the qualification fee. For further information and to check your eligibility go to

 smartandskilled.nsw.gov.au/for-students/fee-free-scholarships



CENTRELINK

Centrelink delivers Government payments to eligible students. To find out the conditions of eligibility, refer to the Human Services website for Centrelink information: www.humanservices.gov.au

Payments are provided to support people who are studying, training or undertaking an Australian apprenticeship. Income support payments like ABSTUDY, Austudy and Youth Allowance provide financial support while you study or train. Centrelink also provides payments to help the families and carers of students.

Financial support to assist with costs while you finish school, undertake tertiary education, or undertake an Australian Apprenticeship or Traineeship.

Payments while you are studying or training include:

- Youth Allowance (student): Youth Allowance provides financial help for young people who are studying and training full-time, undertaking a full-time Australian Apprenticeship, or looking for work.
- Austudy Payment: Austudy provides financial help to full-time students and Australian apprentices aged 25 or more.
- ABSTUDY Payment: for Indigenous students to help with study costs. Provides help with costs for Aboriginal and Torres Strait Islander Australians who are studying or undertaking an Australian Apprenticeship.

Payments for child care costs

Child Care Benefit helps cover the cost of approved child care, including long day care, family day care, occasional day care, and before and after-school care. The Child Care Rebate is paid in addition to the Child Care Benefit and covers some out-of-pocket child care expenses for those who are working, training or studying. Jobs, Education and Training (JET) Child Care fee assistance provides extra help with the cost of approved child care for eligible parents who are looking for work, studying, training or undertaking rehabilitation to enter, or re-enter the workforce.

Payments for travel expenses

If you are a student and you live away from home in order to study, Fares Allowance helps you cover the cost of travelling between your permanent home and the place where you are studying. The assistance for Isolated Children Scheme helps parents and carers who live in rural and remote areas with the extra costs of educating their children.

Education Entry Payment

Available to people receiving specific income-support payments, to help with the cost of study.

Student Start-up Scholarship

If you are a full-time student undertaking an approved scholarship course and are receiving Youth Allowance, Austudy, or ABSTUDY living allowance, you will receive the Student Start-up Scholarship in two half yearly payments.

Relocation Scholarship

Full-time dependent students in receipt of ABSTUDY living allowance who have to live away from home to undertake higher education may be eligible. For more information visit:

www.humanservices.gov.au/customer/services/centrelink/relocation-scholarship

Fares Allowance

Only paid to tertiary students who have to live away from their permanent home for study. For more information visit:

www.humanservices.gov.au/customer/services/centrelink/fares-allowance

Online services for students:

Centrelink has a range of online services available for students. Online services let you do things like:

- Apply for Youth Allowance or Austudy
- Report future study intentions
- View your study details
- Report parental income

Enquiries by Telephone Text (TTY) for people with hearing difficulties – Freecall TM 1800 810 586. A TTY phone (teletypewriter) is required to use this service. **Important:** calls from fixed phones from anywhere within Australia to 13 numbers may cost up to 25 cents and calls to 1800 numbers are free of charge to the caller. Calls from payphones and mobile phones to 13 numbers or 1800 numbers may be charged at a higher rate.

Information in languages other than English (Auslan service is also provided) can be provided by phoning 131 202. Centrelink provides many other services. Check their website for further information.

Changes in your circumstances may affect your payments and entitlements. You **MUST** tell Centrelink within 14 days if any of the following happen:

- You earned or received any income
- If you discontinue, defer or modify your study hours
- Your income details changed
- Your partner's income details changed



FINANCIAL ASSISTANCE AND ADVICE

As a student, managing your budget can be a challenge. Check out the saving and advice ideas below.

Would you like \$500? Saver Plus provides an opportunity to have every dollar saved (up to \$500) matched with an additional dollar for your own or your family's education-related expenses. Follow the link to learn more:

www.thesmithfamily.com.au/what-we-do/our-work/at-home/saver-plus
email: saverplus@bsl.org.au or phone 1300 610 355.

You may be entitled to financial support from Centrelink, visit www.humanservices.gov.au and click on Centrelink. Even if you are not eligible for an allowance, you may be entitled to a Health Care Card.

You may be eligible for a Hunter TAFE Foundation Award, Scholarship or Grant
www.hunter.tafensw.edu.au and go to: about Us/Awards, Grants and Scholarships.
See also page 33 for other scholarship opportunities and study grants.

Trade Support loans are loans paid in instalments totalling up to \$20,000 over four years. These loans are intended to assist apprentices with everyday costs while they complete their apprenticeship. Eligible trade Australian apprentices may apply (opt-in) for regular instalments according to their needs. For more information visit:

www.australianapprenticeships.gov.au/trade-support-loans

Apprentices may be eligible for Living Away from Home Allowance. To find out more:

www.australianapprenticeships.gov.au/programmes/living-away-home-allowance

If you are interested in training for a job that needs skills in science, technology, engineering or maths (STEM), you may be eligible for a \$1,000 Jobs of Tomorrow Scholarship under the NSW Government's Smart and Skilled Program. 25,000 Scholarships are being offered over four years to students commencing in selected qualifications. For further information and a list of qualifications eligible for Jobs of Tomorrow Scholarships go to:

www.smartandskilled.nsw.gov.au/for-students/scholarships/jobs-of-tomorrow-scholarships

A useful website to help with budgeting and managing debts is www.moneysmart.gov.au

COURSE RESULTS – TESTAMURS AND TRANSCRIPTS

Testamurs are formal documents showing that you have successfully completed your course. Transcripts are formal documents that show the names and results of all of the units you have enrolled in. Transcripts and Testamurs are posted to the address registered on your current student record.

Your results, including a report to your employer if you are an apprentice or trainee, will be withheld if you have any fees owing, including library fines or if you have been excluded from a TAFE NSW Institute or campus.

You are able to view your results on the TAFE NSW Student Portal.

RESITTING OR RESUBMITTING AN ASSESSMENT TASK

If you have completed the assessment task within the required assessment dates but are initially assessed as unsatisfactory, you may be entitled to re-sit or resubmit the assessment event. This only applies to initial attempts or submissions that are considered to be a genuine attempt by the student.

Only one resit or resubmission may be granted for each assessment event and will be subject to approval by your Teacher.

You need to discuss options to re-sit or resubmit an assessment task with your Teacher within your current enrolment period for the unit(s) of competency. Please note that the enrolment period for the unit(s) of competency being studied may be different to the enrolment period of the full course or qualification in which you are enrolled.

REPEATING A UNIT(S) OF COMPETENCY

If you need to repeat a unit(s) of competency as a result of not achieving competency during the first enrolment period of the unit(s), you may have the option to repeat the unit(s) by re-enrolling and paying a fee for each unit(s) of competency you wish to repeat.

Details of Fees for repeating unit(s) of competency are available on Hunter TAFE's website. Re-enrolment to repeat unit(s) of competency where training and delivery are required may not be able to occur until the next delivery period of the unit(s).

DEFERRING YOUR STUDY

If you are studying a course subsidised by the NSW Government and wish to defer your studies you need to:

- Notify your Teacher or Head Teacher
- Read thoroughly, then complete and submit a Hunter TAFE Notification of Deferral of Studies form.

When your application has been processed you will receive a Transcript of results achieved (if any). Any attempted /not completed units within your enrolled qualification will result in a withdrawn (WN) and be your first and funded attempt on this qualification. If you wish to attempt the unit(s) again you will need to pay an additional fee.

Students can defer studies for a maximum of up to a 12 month period. This could be a combination of more than one application to defer studies. If studies are not resumed within the maximum 12 month period you will formally be discontinued from your studies. See over - Discontinuing your study.

Students who defer studies are responsible for contacting Hunter TAFE to negotiate resumption of studies to meet the 12 month deadline.

DISCONTINUING YOUR STUDY

If you are studying a course subsidised by the NSW Government and wish to discontinue your studies you need to:

- Notify your Teacher or Head Teacher.
- Read thoroughly, complete and submit a Hunter TAFE Notification of Discontinuation of Studies form.

When your application has been processed and any outstanding fees have been finalised, you will receive a transcript of results achieved. Any attempted/not completed units within your enrolled qualification will result in a withdrawn (WN) and be your first and funded attempt on this qualification. If you wish to attempt the unit(s) again you will need to pay an additional fee.

If you wish to return to complete a unit(s) of competency not started in this qualification, you will be re-assessed against the Smart and Skilled/Government subsidised training eligibility and entitlement criteria, current at that time, to determine your Student Fee or eligibility for a concession fee or fee exemption.

For VET FEE-HELP students, it is very important that you withdraw from a Unit of Study prior to its census date if you cannot complete that period of study.

EMBEDDED QUALIFICATION

The Embedded Qualification policy allows you to claim a qualification embedded within your course. For example, if you complete part of a Diploma you may have completed enough subjects to receive a Certificate IV. Additional Fees are applicable.



DOWNLOAD THE NEW HUNTER TAFE APP!

**GET AROUND CAMPUS
WITH EASY TO USE MAPS**



AUSTRALIAN APPRENTICES AND TRAINEES

As an Australian apprentice or trainee, you may be eligible for financial assistance from the NSW State Government for expenses such as travel and accommodation if you have to travel more than 120 kilometres (round trip) to attend off-the job training courses and a \$100 rebate on car registration for first and second year apprentices.

For more information about what is available, phone Training Services NSW on 132 811, or visit their website:

 training.nsw.gov.au/individuals/apprenticeships_traineeships/financial_help.

The Australian Government also supports Australian apprentices through a range of services and various assistance that you may be eligible to receive. Information can be obtained through your employer's Australian Apprenticeship Support Network (AASN) by phoning AASN General Enquiries on 13 38 73, or visiting the website at

 australianapprenticeships.gov.au/australian-apprenticeship-support-network.

For concession travel on public transport from home to campus and home to work you need to complete a State Rail Authority Apprentice Travel Concession Application Form which is available from the Customer Service Centre at your campus. Please ensure you bring all relevant documentation to complete the enrolment process.

To enrol in an approved apprenticeship or traineeship course you will need to have evidence of being an apprentice or a trainee, this will also entitle you to the capped apprenticeship or traineeship fee.

AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

The AQF is a nationally agreed framework that identifies the qualifications available in Australia in the three educational sectors (schools, vocational education and training, and higher education). AQF qualifications offered in TAFE NSW are Certificates I, II, III and IV, Diplomas and Advanced Diplomas, as well as some Graduate Certificates and Graduate Diplomas.



TRAINING PACKAGES

Training Packages are an industry developed and nationally endorsed basis for vocational education and training provided throughout Australia. Training Packages identify a range of skills and knowledge (competencies) that employers require in people who work in their industry.

CREDIT FOR PREVIOUS STUDY/RECOGNITION PROCESS

TAFE NSW has many credit transfer and course entry agreements with universities and higher education providers throughout Australia. Your TAFE course may make you eligible for credit transfer that can take up to two years off the normal time to complete the degree. For more information about credit transfer arrangements with universities in NSW and around Australia, visit the TAFE NSW website:

 tafensw.edu.au/career/pathways/tafe_to_university.htm

You can also refer to the Hunter TAFE Career Pathways booklet available at:

 hunter.tafensw.edu.au/CareerAreas

Hunter TAFE has great credit arrangements with The University of Newcastle and University of Southern Queensland. There is also direct entry into many degrees if you hold a TAFE NSW Diploma, Advanced Diploma, or in some cases a Certificate IV.

For information about The University of Newcastle credit arrangements visit:

 newcastle.edu.au/current-students/learning/enrolment-and-course-information

For information about The University of Southern Queensland credit arrangements visit:

 usq.edu.au/study/tafe

Credit Transfer into Higher Education

Your TAFE course may make you eligible for credit transfer into a Higher education program. If you are eligible to receive a credit transfer it will reduce the number of subjects you will need to study to complete an Associate Degree or Bachelor Degree.

RECOGNITION OF PRIOR LEARNING

Hunter TAFE recognises that you may have gained skills and knowledge through your work and life experiences. You can apply for recognition of these skills and knowledge towards units of competency in your course. You do not have to study units of competency for which you gain recognition. TAFE NSW recognises units of competency, qualifications and statements of attainment completed with other Registered Training Organisations (RTOs) in Australia. This is known as credit transfer. You should bring transcripts of previous study to enrolment and information sessions, or your first classes, so that your eligibility for credit can be assessed as soon as possible. For some students, receiving credit or recognition may affect the cost of your course. For some students, receiving credit or recognition can reduce your student fee.

Further information is available on our website, from your Teacher or Course Coordinator, Customer Service Centres in campuses, and the Recognition Centre at Newcastle campus, Block P, Ground Floor, Room 16, or by phoning 4923 7774.

2017 CALENDAR

January

	M	T	W	T	F	S	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

February

	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

May

	M	T	W	T	F	S	S
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	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

June

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				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

September

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	25	26	27	28	29	30	

October

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	9	10	11	12	13	14	15
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	23	24	25	26	27	28	29

Key



Public Holidays

March

	M	T	W	T	F	S	S
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	27	28	29	30	31		

April

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July

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	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
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August

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	28	29	30	31			

November

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	13	14	15	16	17	18	19
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December

	M	T	W	T	F	S	S
					1	2	3
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	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

LEARNER PORTAL

As a student of Hunter TAFE you will be issued with a username and password to access your online Learner Portal. You can access your student account on TAFE campus computers (classroom or library), or on any external computer with internet access.

The Learner Portal provides access to your student email account. This ensures that every student has an active email account to receive important information.

How to activate your student email account:

1. Upon enrolment you will receive a username and temporary password
2. Go to student.det.nsw.edu.au to access the Learner Portal
3. Log on using your username and temporary password
4. Reset your password and set up your secret questions and answers to maximise security and assist you if you forget your password
5. Allow up to 24 hours for the password to reset

Now you have access to your student email account.

Benefits of using your Learner Portal

- Access to class computers for computer based activities
- Access to TAFE Library computers to manage your course work and research
- Access to important course emails from Hunter TAFE
- Access online learning course material
- View the Learner Portal for your enrolment details, subject results, fee payments, etc.

Wireless access on TAFE campuses

Hunter TAFE provides wireless access points across all campuses. Students are able to connect their personal digital devices (laptops, mobiles and other devices) to the Internet via the Institute wireless network. Information on this simple connection process is available on the Hunter TAFE website. Brochures and individual support are also available on request from campus libraries.

Visit: www.hunter.tafensw.edu.au/students/Documents/IT-Wireless-Brochure.pdf



ASSESSMENT

Assessment is an important part of your learning and is required in order for you to gain a nationally recognised qualification or statement of attainment (one or more units of competency). It is generally progressive and involves more than one assessment item for each competency.

You can be assessed at any time in your course. Your Teacher will provide you with documents that detail how you will be assessed. Assessment could be a test of practical skills and/or a written test of knowledge. Some assessments are undertaken at a TAFE campus, in your workplace or at home and submitted to your Teacher by a specified date. Your Teacher will give you an outline of the course assessments to be completed and any special requirements that apply, along with the Assessment Guide for both the course and the units you are studying and a copy of Every Student's Guide to Assessment in TAFE NSW. You must submit work required for assessment events such as projects or reports 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 as you may be required to apply for an extension of time.

If it is due to illness you must advise your Teacher as soon as possible, preferably prior to the scheduled time. In some instances you may require a Doctor's certificate if illness prevents you attending a scheduled assessment.

ASSESSMENT APPEALS

All students have the right to appeal an assessment decision where they feel the assessment process was unfair or that the decision made by the assessor does not accurately reflect their competence or grade of achievement.

Appeals against an assessment process must be lodged within three weeks of being formally notified of the result of the assessment. Grounds for appeal may include failure to:

- Provide appropriate advice to the candidate before and during the assessment.
- Provide reasonable adjustment where necessary.
- Take literacy, numeracy and language requirements of the student into consideration.
- Consider the 'conditions of the day' and make appropriate adjustments.
- Consider all available evidence.
- Make an assessment decision consistent with the evidence provided.

If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher.

For further information on the appeals procedure please contact your Head Teacher.

FORMAL EXAMINATIONS

In some courses, you may be required to attend a formal final examination. These are held outside normal class times. They are normally held over a two to three week period in June and November. Your Teacher will provide general information regarding examinations and/or examination dates and times displayed on Campus noticeboards. Please note it is your responsibility to check the details.

No information about examinations will be provided by phone, email or fax. You must present your TAFEcard for identification purposes at all examinations.

Remember to be seated no later than 15 minutes prior to the examination's scheduled start.

NSW TRAINING AWARDS

Each year Teachers and Employers nominate eligible students from Hunter TAFE for the Hunter Region Apprentice and Trainee Advisory (HRATA) Awards and the Central Coast Apprentice and Trainees Advisory Committee (CCATAC) Awards. The NSW Training awards recognise outstanding achievement in Vocational Education and Training (VET). The awards honour and reward the achievement of students in various categories including:

- Apprentice of the Year
- Trainee of the Year
- Vocational Student of the Year
- Aboriginal and Torres Strait Islander Student of the Year
- School Based Apprentice or Trainee of the Year
- VET in Schools Student of the Year

The winner of each regional category may progress as a finalist to the NSW Training Awards. The State Award winners are then considered for the Australian Training Awards. For further information, eligibility criteria and nomination forms, please visit the website:

 training.nsw.gov.au/training_awards

HUNTER TAFE AWARDS

Strive for excellence during your study with Hunter TAFE and you may be recognised as one of our top students at the prestigious annual Hunter TAFE Awards. Find out how you could be nominated by speaking to your teacher today.

Hunter TAFE Awards recognising commitment, excellence, hard work and service in the community.

Find out more visit:  hunter.tafensw.edu.au/about-us/pages/awards.aspx

WORLDSKILLS

WorldSkills Australia is a skills competition including more than 60 trade and skill areas including landscaping, hair and beauty, cookery, business services, heavy mechanical, electrical, and restaurant services.

Many Hunter TAFE students have achieved medals at the National WorldSkills competitions. Competitions are a great way to improve your skills, compare yourself against others in the field, and get noticed at work or school. They highlight your skills level, willingness to learn, dedication to your job/studies and your courage to have a go. To participate or for more information about competitions, speak to your Teacher or visit:

 worldskills.org.au

LEARNER SERVICES

Learner Services comprise four support services namely

- Disabilities Services
- Career, Counselling and Pathways
- Multicultural Services
- Library Services

Learner Services provides support for students at Hunter TAFE in making decisions for their educational planning, during their studies with in class assistance and resources for all aspects of their individual and class needs.

Disabilities Services

Our service ensures that people with a disability have access, support and equal opportunities when studying at Hunter TAFE.

Services that may be offered to students include:

- In class support
- Tutorial support
- Assessment adjustments
- Modified learning materials
- Adaptive and assistive technology

Students with a disability register with a specific unit and a Teacher/Consultant develops an Individual Education Plan (IEP) which is tailored to the individual needs of the student during their course at Hunter TAFE.

REASONABLE ADJUSTMENT

If you have a disability you may be eligible for 'Reasonable Adjustment' during your study.

The Disability Discrimination Act (DDA) through the Disability Standards for Education requires providers to take reasonable steps to enable the student with disability to participate in education on the same basis as a student without disability, and specifically to ensure that:

- Teaching materials are appropriate to the needs of the student.
- Course learning activities are sufficiently flexible for the student to be able to participate.
- Study materials are available in an appropriate format for the student.
- Teaching strategies are adjusted to meet the learning needs of the student.
- Assessment procedures are adapted to enable the student to demonstrate the knowledge, skills or competencies being assessed.

Additional support may also be provided through Disabilities Services' Teacher/Consultants.

For more information contact: Disabilities Services on telephone 4923 7450
Or by email hunter.disabilityservices@tafe.nsw.edu.au

Careers, Counselling and Pathways

TAFE Counsellors can assist enrolled TAFE students with:

- Educational and course planning
- Career choice, development or change
- Study skills development
- Job seeking skills
- Personal issues impacting your educational progression

Future students can meet with Counsellors to explore career options and discuss course choices at Hunter TAFE.

For more information contact: Careers, Counselling and Pathways Service by telephone 1300 733 248.

 hunter.tafe.nsw.edu.au

Multicultural Services

Hunter TAFE's Multicultural Education Unit ensures that all ethnic groups in the community are aware of the educational support services available to them. This involves the promotion of equity and access to ensure that there is no discrimination on racial or ethnicity grounds on campus. The unit promotes services that are sensitive to a broad spectrum of cultures and appropriate to potential clients in the Hunter's multicultural community.

Direct support to students include:

- Tutorial support
- Advice on Temporary Visa Holders policy
- Advice on recognition of qualifications and training gained overseas
- Guidance on the use of interpreters and bilingual services

For more information contact Hunter TAFE's Multicultural Services by calling 4923 7437.

LIBRARY SERVICES

Hunter TAFE Library Service consists of 15 libraries, covering every campus including Ourimbah which is a combined TAFE and University of Newcastle library facility. The library at your chosen campus will provide you with:

- Resources and information appropriate to your course
- Access to shared resources throughout all TAFE NSW libraries
- Internet access, including wireless access for your own device
- Printing and photocopying facilities
- Access to online databases that provide newspaper and journal articles, eVideos and eBooks
- Other online resources include Libguides (online subject guides) and TAFE NSW catalogue which lists resources across the state

Library tours

When you start your course, your class will be given a Library tour. If you miss this, please see the Library staff to arrange an introduction to Library services.

Other specialist tours and tutorials are available throughout the year for both classes and individual students and

these cover a wide range of information literacy skills and online resources. You are always welcome to book a librarian to assist you with referencing and research skills at a time that suits you.

Borrowing


Your TAFEcard is your library card as long as you are enrolled. It allows you to borrow from any TAFE NSW library including the Ourimbah Campus Library. Ourimbah Campus Library is administered by the University of Newcastle, but services and resources are available to Ourimbah TAFE campus staff and students. Your TAFEcard is your Library card at the Ourimbah Campus. Library holdings are listed in the Newcastle University catalogue (NEWcat):

 library.newcastle.edu.au

You can also borrow from the University of Newcastle Library, however a fee applies for this. Ask at any campus Library for details.

IMPORTANT

You are responsible for all items borrowed on your TAFEcard. Library items must be returned to the lending Library by the due date, as Library penalties may apply for late material. Ensure all items are returned and any penalties finalised before your course is completed, otherwise results will be withheld.

For more information about the services of your campus Library, call in, phone, or visit the Hunter TAFE Online Library  hunter.tafensw.edu.au/libraries

For information about your campus Library contact 131 225.

WORK*ible JOBS

LOOKING FOR A JOB WHILE YOU STUDY?

Register at workible.com.au/hunter-tafe
and connect with employers today!

Need help creating your Workible profile
email alumni.hunbertafe@tafe.nsw.edu.au



ABORIGINAL LEARNING CIRCLE

Who we are

The Aboriginal Learning Circle Hunter TAFE team is an Aboriginal team dedicated to positive educational and employment outcomes for our mob. We understand how country, identity, language and family are woven together to make us who we are. Our services reflect us and our needs as Aboriginal people. We work with Aboriginal people and communities to identify these needs and offer guidance on Hunter TAFE courses and career pathways.

Walking With You

The Aboriginal Learning Circle Hunter TAFE team can provide you with the following and more:

- Help selecting the right course for you
- Assistance with your enrolment
- Support from a mentor
- Assistance to obtain tutorial support
- Individual learner management
- Access to a culturally inclusive student common room at some campuses
- Guidance with academic and career aspirations
- Help and guidance with issues that may arise while studying
- Referral services
- Celebrating Aboriginal and Torres Strait Islander culture and events

Programs for Our Mob

In addition to this, we also offer Aboriginal specific programs which include Aboriginal units to enhance Aboriginal identity. These programs are designed by Aboriginal staff who work with teaching teams, liaise with industry and Aboriginal communities and collaborate with Aboriginal organisations and other key stakeholders. Within these programs we prepare culturally appropriate resources and strive to engage culturally aware teachers to deliver the programs.

Please do not hesitate to drop in and have a yarn with our deadly staff on the ground floor in F Block, Newcastle Campus.

CHILDCARE

Carinya Childcare Services Centre is a 40 place Community based Long Day Care Centre located on Newcastle campus providing education for children aged 0-6 years.

Our experienced and qualified staff offer high adult-to-child ratios in a nurturing natural environment. Carinya has been widely recognised for innovative educational curriculum and practice for children including environmental education and discovery-based learning.

Carinya is licensed under the Education and Care Services National Regulations 2014 and have achieved an overall rating of Exceeding National Quality standards.

Child Care Benefit, Child Care Rebate and JET fee assistance are available to eligible families from Centrelink to assist with fees.


Centre hours are 8:00am to 5:30pm

For further details call 4923 7253 to speak with the Centre Director to arrange a time to visit or fill out an application for care by emailing rachael.kinsella@tafensw.edu.au.

ACCOMMODATION

Need somewhere to live while you study?

The Accommodation guide can be downloaded from the website by visiting

 hunter.tafensw.edu.au/accommodation

Email huntertafe.accommodation@tafe.nsw.edu.au or phone 4923 7365

Hunter TAFE's Accommodation advice provides information on accommodation for short term or long term stays, share accommodation or lease arrangements. It provides contact details to assist you to find suitable accommodation, as well as information on your rights and responsibilities as a tenant, rental bonds and lease information.



SAFETY AND ENVIRONMENT

Emergency Evacuation Procedure

Each campus has an evacuation plan to deal with emergencies such as fires. Emergency information stickers are displayed in buildings and other areas around the campus.

If you need to report an emergency situation, ring the emergency phone number that is listed on the Emergency Information stickers.

What to do in an emergency:

If you hear the fire alarm bell (continuous ringing) and/or sirens or you are told to evacuate the area:

- Leave the building via the nearest emergency exit. Do not use the lifts.
- Go to the nearest evacuation Assembly Point for the building.
- Avoid walking through smoke – it is hot and toxic.

In the case of a lockdown you need to follow your Teacher's or other staff member's instructions and:

- Lock yourself in a room.
- Close the windows and blinds and turn off the lights.
- Stay out of sight and remain quiet and turn your mobile phone to silent - avoid use of social media.
- Remain where you are until told to move or leave.


FIRST AID


First aid officers are located at each campus. If you need first aid, advise a member of staff and they will contact a first aid officer to assist you.

ECOLOGICALLY SUSTAINABLE DEVELOPMENT

At Hunter TAFE, we are committed to improving our environment by reducing energy use, increasing our recycling, using renewable energy, reducing water consumption and reducing waste to landfill. We encourage you to participate in the following ways:

- Make sure all taps are turned off.
- Use half-flush toilets where possible.
- Save work to USB drives and only print if needed.
- Double side all printing and copying.
- Make sure lights are turned off at the end of class.
- Shut down your computer and monitor when you have finished.
- Report any workplace health, safety or environmental incidents to your Teacher and/or my Customer Service Centre immediately.
- Make sure not to damage, steal, modify, misuse, waste or pollute TAFE property.

Hunter TAFE is committed to environmental sustainability and an ongoing reduction of its carbon footprint together with targeted energy, water and waste reduction strategies. Hunter TAFE seeks to align its environment management systems and practices with the requirements of ISO14001 and would like to thank you for your assistance and support. For further information on sustainability and the environment including course options and how you can be involved in sustainable programs visit our website  hunter.tafensw.edu.au/about-us/pages/sustainability-at-hunter-tafe.aspx



Life changing!

HUNTER TAFE FOUNDATION HELPING STUDENTS ACHIEVE THEIR GOALS

In need of financial support and encouragement while you study?

Did you know you may be eligible to apply for Awards, Scholarships, Grants and Prizes administered by the Hunter TAFE Foundation.

To learn more visit:

 hunter.tafensw.edu.au/foundation

 4923 7410

 hunter.foundation@tafe.nsw.edu.au



**HUNTER TAFE
FOUNDATION**

SECURITY

Our campuses are secured at the completion of each day. To ensure the security of your belongings, please do not leave your bag or valuables unattended whilst on the campus. Hunter TAFE cannot accept responsibility for the theft or damage of students' belongings.

MANAGING RISK AND HARM

TAFE is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations, it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors, it is a condition of your enrolment to advise the Manager Customer Support, a TAFE counsellor, or your Head Teacher prior to attending your first class.

For these purposes, 'violence' is not restricted to physical acts. It includes any behaviour that seriously interferes with the physical or psychological safety and well-being of others such as:

- Actual violence to any person.
- Actual violence to any person intended to cause harm or injury to others.
- Threats of violence or intimidation of others.
- Suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

If you do not disclose this information when signing the enrolment form or enrolling online, then you are in breach of this regulation and risk causing your enrolment to be invalid. TAFE is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide you with support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student's needs and maximise your success in your studies.

WHS POLICY

TAFE NSW has a duty of care to ensure the health, safety and welfare of all employees, students and visitors. When you enrol you will be told about any protective clothing and equipment you need for your course. In your first class orientation, you will be given information about what to do in an emergency or if you are injured and need first aid. In your course, you will learn about workplace health and safety (WHS) requirements relative to your industry area.

You are required by law to take reasonable care for your own health and safety and the health and safety of others in the workplace and at TAFE.

You must not interfere with or misuse anything provided for you in the interest of health and safety.

You should report any safety issues or concerns to your Course Coordinator/Head Teacher or campus staff as soon as possible including situations where your level of distress is making you feel unsafe or you feel another student may need assistance due to their level of distress.

It is a compulsory requirement of some TAFE courses that Personal Protective Clothing and Equipment (PPCE) must be worn for practical learning activities.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

In the interests of health and safety, and by law, you are required to observe standard safety practices, including wearing appropriate clothing and using Personal Protective Clothing and Equipment (PPCE) when required. This includes wearing of appropriate protective footwear as necessary. Access to workshops, commercial kitchens and other high risk areas will be denied if appropriate PPCE is not worn.

CHILD PROTECTION

TAFE NSW has a Duty of Care to children and young people. The Children and Young Persons (Care and Protection) Act 1998 defines a 'child' as a person under the age of 16 years and a 'young person' is defined as 16-17 years of age.

TAFE NSW is obliged to:

- Have up-to-date knowledge of information and legislation regarding child protection,
- Comply with policies and procedures, and
- Ensure confidentiality and any exchange of information does not contravene legislative requirements.

A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or wellbeing are: a) present to a significant extent; b) sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent; c) not minor or trivial; d) may reasonably be expected to produce a substantial and demonstrable adverse impact on their safety, welfare or wellbeing; e) may be a single act or omission or an accumulation of these.

Significant harm can include the following:

- Physical abuse
- Sexual abuse
- Psychological harm
- Relinquishing care
- Carer concerns (parent/carer substance abuse, parent/carer mental health, parent/carer domestic violence)
- Danger to self or others
- Neglect (supervision, physical shelter/environment, food, hygiene, medical care, mental health care, education)

Should you have any questions or concerns, please note that the TAFE NSW Hunter region current nominated reporters are:

- Adrian Collins, Campus Manager (Hunter/Upper Hunter) - Phone 4930 2833
- David Bailey, Campus Manager (Central Coast and Lake Macquarie) - Phone 4350 2242
- Michelle Lamb, Campus Manager (Newcastle) - Phone 4923 7800

HEALTH AND WELLNESS

Hunter TAFE is committed to providing a healthy working and learning environment for students and staff complying with the objectives of the NSW Smoke Free Environment Act 2000. Hamilton Campus is a Smoke Free campus and Hunter TAFE is working towards creating Smoke Free environment across all campuses in the future.

This will mean that no student or staff member is permitted to smoke anywhere within the boundaries of Hunter TAFE Campuses.

Students with particular health support needs should communicate these to their Head Teacher or Teacher at the time of enrolment. An Individual Student Health Care Plan will then be developed so appropriate actions and support can be tailored to assist in maintaining health and wellbeing.

HARASSMENT AND DISCRIMINATION

At Hunter TAFE, Harassment is any behaviour that offends, humiliates or intimidates any other person on any grounds, where the behaviour is not welcome. Harassment may be sexual or non-sexual. Harassment due to race, sex, pregnancy, religion, marital status, sexual preference, disability, transgender status or age is against the law under the NSW Anti-Discrimination Act (1977).

Harassment can take many forms

- Material that is racist, sexist, ageist, sexually explicit, anti-gay, anti-transgender that is displayed publicly, circulated or put in someone's workspace or belongings, on a computer (including e-mail) or on the internet including social media platforms.
- Verbal abuse or comments that put down or stereotype people generally, or an individual particularly, because of their sex, pregnancy, race, homosexuality, disability, transgender (transsexual), age or marital status, or physical characteristics such as height and weight.
- Jokes based on gender, race, marital status, homosexuality, disability, age or transgender (transsexual). There is a difference between harmless humour which may refer to gender, race and so on, and using a racist or sexist joke to have a "dig" at someone - and therefore to harass them.
- Offensive gestures.
- Ignoring, isolating or segregating a person or group.
- Referring to a person who is transgender by their previous name or gender, or calling them "it".
- Staring or leering in a sexual manner.
- Sexual or physical contact, such as grabbing, kissing or touching.
- Intrusive questions about sexual activity.
- Unwelcome wolf whistling.
- Repeated sexual invitations when the person has refused a similar invitation before.

Harassment does not have to be an ongoing pattern of behaviour or number of incidents. Just one act can be enough to be harassment. Someone does not have to say "no" before any particular type of behaviour or action can be considered harassment. If at any time you are not sure if your behaviour is offending or will offend someone, then that behaviour should stop immediately.

It is also against the law for anyone to:

- Victimise anyone because they complained about harassment, or
- Victimise anyone because they supported someone who complained about harassment.

Hunter TAFE Alumni Association: (definition)



- i. a community for graduates to stay connected with Hunter TAFE
- ii. a network of like-minded people who can support you on your career journey
- iii. a network that allows access to exclusive benefits to encourage wellbeing and advancement in your career



PETER IVES



DR MELANIE HAYES



ANDY MEIER

Member benefits!

Access to discounted health care plans

Access to online journals and videos to encourage life long learning

Access to professional services to assist with career advancement and development



Contact us:

For more information:

Foundation & Alumni Coordinator

📞 4923 7302

✉️ alumni.huntertafe@tafe.nsw.edu.au

🌐 hunter.tafensw.edu.au/alumni

LEARNING PATHWAYS

TAFE for Schools (TVET)

TVET is TAFE Delivered Vocational Education and Training (TVET) for school students. Students enrolled in TVET courses are enrolled in TAFE and are subject to TAFE NSW student rights and obligation policies. TVET allows you to:

- Complete units that count towards your Higher School Certificate (HSC).
- Choose from courses that are not available at school.
- Start or complete a nationally recognised TAFE NSW qualification while still at school.
- Gain practical, work-related skills to enhance your future employment opportunities.

Unique Student Identifier (USI)

The USI is a Commonwealth Government legislated requirement for all students engaging in nationally recognised training. Therefore, all students studying TVET in 2017 will be required to have a USI prior to commencing class. If you have not already created your USI please see your Campus Services Centre.

Types of TVET Courses

There are two types of TVET courses:

- Board Developed Industry Curriculum Framework (ICF)
These courses may count towards your Australian Tertiary Admissions Rank (ATAR) and have mandatory work placement. You must have studied the course for 240 hours to be eligible to sit the optional HSC exam. Only one TVET course (also known as category B) can contribute towards your ATAR.
- Boarded Endorsed Courses (BEC)
These courses can count towards the units for the HSC but do not have an HSC exam so will not contribute to an ATAR. The units of competency that you complete will give you credit toward further TAFE study after the HSC. You may also need to complete mandatory work placement. The second year of a Board Endorsed Course will only run if there are viable student numbers to facilitate a class.

Work Placement

Many TVET courses include some time working in the industry area of your course. This is called 'work placement' and it gives you the chance to learn new skills and apply the skills you have already learned as part of your course. Your work placement will help you:

- Gain insights into the kind of career you would like to have.
- Make informed decisions about further training and study.
- Become more employable.

Some courses have mandatory work placement which is generally 35 hours (1 week full time) per year of study, but some courses will vary. If you do not complete mandatory work placement, you will automatically receive an N Determination as this is a BOSTES requirement for completion of the course. Work placement is a great opportunity for you to experience the workplace and develop your employability skills.

Attendance at TAFE

It is expected that you attend all lessons and stay for the whole class. Most TVET courses require you to attend one afternoon for 4 hours per week, generally from 2pm to 6pm or as advised.

If your attendance is poor and assessment events are missed without notification, you may risk receiving a non-completion determination. If you do not improve your attendance, diligence, effort or attitude after two warning letters, you will be issued an N Determination, which means you will NOT be able to count your TVET course as units of study towards your Preliminary or HSC year.

Pupil Free Days

TAFE NSW does not have pupil free days. If your school has a pupil free day that falls on your TAFE day, it is still expected that you will attend TAFE.

Withdrawal from a TVET course

If you decide not to complete your TVET course eg. Leaving school, reducing HSC load, etc, please discuss with your Career Advisor at school.

If you undertake a two year course and then decide to withdraw after the first year, and you have met requirements including completing the 120 hours of study you may gain your 2 units of credit. If you are studying a Board Developed Industry Curriculum Framework course, or a course with mandatory work placement, you must complete 120 hours of study and 35 hours work placement to gain the 2 units credit. Students who do not do this will receive an N Determination.

What do I wear to TAFE?

This will vary between courses and you will be advised by your teacher at your first lesson. It may be school uniform, your own appropriate clothing including footwear, or a specific uniform that TAFE NSW will provide to you.

Where required, students are provided with Personal Protective Clothing and Equipment (PPCE). Students are expected to bring this equipment to each TVET lesson. Failure to bring PPCE will result in the student being excluded from class and requested to return to school.

After School

When you finish your TVET course you will receive a nationally accredited certificate qualification or a Statement of Attainment, if your Unique Student Identifier (USI) has been provided to TAFE (refer to page 10). Most TVET courses articulate into further TAFE or University studies. Contact 131 225 for assistance.



SERVICES

AVAILABLE ON CAMPUSES

HAIR AND BEAUTY THERAPY

WHY NOT PAMPER YOURSELF AND VISIT A HAIR AND BEAUTY CENTRE FOR A CUT, COLOUR AND BLOW DRY, FOLLOWED BY A FACIAL AND MANICURE?

Students work in a simulated salon environment to learn and practice the skills that are used in the workplace. All work is supervised by the facilitator of the class and is to industry standards, with pricing that is very affordable.

Availability of services is in line with the skills delivery at the particular time of the calendar year, although there is a wide variety of classes in progress at each of the below listed campuses.

Hair and Beauty services are available for students and members of the community at Gosford, Newcastle and Muswellbrook campuses.

For more information contact

 Gosford 4348 2357

 Newcastle 4923 7444

 Muswellbrook 6542 1123

BAKERY SHOP

The bakery shop on Hamilton campus sells a range of baked goods at a minimal cost. These are prepared in class by bakery students. It is open to students, staff and the general public at 2pm most afternoons during TAFE terms.

For further information contact the Bakery Shop on  4969 9428.

MASSAGE CLINIC

Students and staff are invited to use the massage facilities on Newcastle campus. Clinics are undertaken by Massage students to assist in their skill development.


Students offer Swedish and Remedial massages. These are extremely popular and bookings are essential. Unfortunately we cannot offer massages outside clinic hours.

For more information regarding the availability of massage facilities call  4923 7136.

VITAL SIGN CLINIC

Students and staff are invited to visit the Nursing Facilities at Newcastle Campus.

Vital sign clinics are undertaken by Nursing students to assist in their skill development. Students offer checks on Temperature, Pulse, Respirations and Blood Pressure. Bookings for the clinics are essential.

For more information regarding upcoming clinic dates and times please contact the Nursing Section on  4923 7150.

TAFE NSW HIGHER EDUCATION NOW PROVIDE THE ABILITY TO COMPLETE A DEGREE AT HUNTER TAFE

Hunter TAFE is pleased to offer students the opportunity to enrol in the following TAFE NSW Higher Education programs.



Bachelor of Early Childhood Education and Care (Birth-5)

Glendale Campus

The Bachelor of Early Childhood Education and Care (Birth-5) is a four-year professional degree that prepares graduates for teaching in early childhood services. This course is for people who want to work as early childhood teachers in a variety of contexts including long day care, preschool, integrated child and family services and early intervention services. You will develop skills and knowledge in the areas of early childhood theory, pedagogy and approaches; professional practice and leadership; curriculum content development and design; care and wellbeing of the child within a social context; and society and culture.



Associate Degree of Applied Engineering (Renewable Energy Technologies)

Newcastle Campus

The Associate Degree of Applied Engineering (Renewable Energy Technologies) is a new two-year degree that will provide you with the theoretical knowledge and practical skills required to design, develop, install, commission, maintain, repair and/or decommission renewable/sustainable energy technology solutions. The degree has been developed in consultation with industry, specifically to address the skills needs for para-professionals in renewable energy technologies. The Associate Degree articulates into the third year of the Bachelor of Engineering Technology (Renewable Energy) at the University of Newcastle and provides the underpinning body of knowledge required by Engineers Australia.



Associate Degree of Accounting

Newcastle & Ourimbah Campus

The Associate Degree of Accounting is a two-year higher education qualification that prepares you for a career in accounting. This Associate Degree is ideal for people who want a practical industry-focused qualification which includes an industry internship.

FEE-HELP

Students choosing to study a Degree program at Hunter TAFE are eligible for the income-contingent loan provided by the Commonwealth. FEE-HELP is a student loan scheme available to fee paying students to pay all or part of their tuition fees similar to the university HECS system.

After your study is complete and you are in a job earning the minimum income threshold, you repay your debt through the Australian tax system.

Further information about FEE-HELP, including Frequently Asked Questions and information about FEE-HELP loan limits, can be found at www.studyassist.gov.au



THANK YOU TO OUR 2016 HUNTER TAFE AWARD SPONSORS



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