



## STUDENT PRE-ENROLMENT INFORMATION

### Thinking of studying at Tauondi Aboriginal College?

Before completing your enrolment form you need to read the following information.

Tauondi Aboriginal College is an independent organisation that has been controlled and managed by Aboriginal people since 1973. The College is a Registered Training Organisation (RTO) which allows us to deliver and assess nationally recognised training. Tauondi Aboriginal College offers nationally recognised accredited training across a number of industry areas. Brochures are available for each of our courses in the reception lobby and from Student Services.

### Choosing a course

If you are undecided about which course is best for you, or if you require any further information about support services or study/career pathways, please arrange to speak to the Student Services Officer who will provide additional information.

Tauondi Aboriginal College provides adequate protection for the health, safety and welfare of students, including adequate and appropriate support services through academic and personal counseling.

### Enrolling in a course

To enrol in a course you will need to complete a Tauondi Aboriginal College Enrolment form. Please ensure that you fill in all sections of the form so that the College is able to support any specific student requirements you may have.

### Entry Requirements

Applicants must meet the minimum requirements for enrolment. This criteria is vital in ensuring successful completion.

- Proof of Aboriginality
- Minimum of 16 years of age
- Valid Unique Student Identifier (USI)
- Completion and results of a Tauondi LLN assessment
- Physical capabilities to successfully complete training and assessment requirements as per the training package.
- Course specific Personal Protective Equipment (PPE) to be purchased by the student prior to commencement
- For Certificate III courses, applicants must meet with the course trainer prior to enrolment.

### Unique Student Identifier (USI)

In order to complete the enrolment process students must advise Tauondi of their USI on the student enrolment form. This USI will be used to report on and record your academic results. You will not be able to commence your studies without a USI. Further information on obtaining a USI can be found at [www.usi.gov.au](http://www.usi.gov.au)

### Privacy and confidentiality policy

Tauondi Aboriginal College is required to collect and store personal information in order to enroll students, monitor and report on academic progress and to provide statistical data to funding bodies. This means that only authorised people have access to student's records.

We ensure that your academic and other records maintained by us are complete and accurate. These records are managed to maintain confidentiality and will not be divulged to third parties unless authorised by you or under law. You may view your own records to confirm their accuracy and completeness.

### Abstudy

Abstudy provides financial assistance for Aboriginal and Torres Strait Islander students aged 16 and over undertaking approved full-time post-secondary study. To be eligible for Abstudy you will need to provide proof of your enrolment in an approved Abstudy course within 14 days of course commencement. Further information regarding Abstudy is available from the Student Services Officer.

It is student's responsibility to ensure that Abstudy rules and procedures are complied with. Tauondi Aboriginal College bears no responsibility for students breaching Abstudy requirements.

### Workplace Health and Safety

Tauondi Aboriginal College is committed to ensuring excellence in the handling of workplace health and safety issues affecting students and staff. As a student at the College you will have a legal duty to take care, protect your own health and safety and to avoid adversely affecting the health, safety and welfare of others.

### Assessment information

At the commencement of each unit, Course Trainers will provide details of assessment methods for each unit of competency to be completed as part of a formal qualification.

Assessment methods vary from course to course and may include oral or written exercises, practical demonstrations, class discussions, portfolios, on-the-job training and/or project work.

Some qualifications will require students to participate in a work placement relevant to their chosen studies. Depending upon the industry a National Criminal History Records Check and/or a Child Safe Environments course will have to be completed prior to commencing the work placement.

On completion and assessment of each unit students will receive a result for that unit. If a student believes their result is incorrect or they have been unfairly assessed they may appeal the assessment decision.

### **Recognition of Prior Learning (RPL)**

RPL is an assessment process that assesses the competency(s) of an individual that may have been gained through formal, non-formal and informal learning to determine if the knowledge and skills an individual has meets the requirements of the training package or VET accredited courses.

Successful completion of the RPL process may enable you to finish your study earlier, have a lighter load, or even gain a whole qualification. To find out more about RPL check the Student Handbook and if you think you might seek RPL ask for an RPL kit.

### **Credit Transfer**

As a Registered Training Organisation, Tauondi Aboriginal College accepts qualifications and statements of attainment issued by other Registered Training Organisations.

### **Withdrawal of enrolment**

Tauondi Aboriginal College may withdraw a student from their enrolment for the following reasons:

- Failure to commence study by the prescribed starting date
- Inability to maintain attendance rate as a full time student
- Consecutive unexplained absences
- A serious breach of College policies, eg, the WHA policy, drugs and alcohol policy, bullying and harassment policy

Additional information on Tauondi Aboriginal College's policies and procedures are may be found in the Student handbook.

### **Access and equity**

Tauondi Aboriginal College is committed to equitable access to its courses and activities by all Aboriginal and Torres Strait Islander people regardless of their gender, age, cultural background, sexuality or disability.

Tauondi Aboriginal College's Student Service Officer is available to assist students with any personal or study related problems that they may be experiencing. Appointments may be made through the reception desk in the main foyer.

### **Complaints Policy**

At some time you may become dissatisfied with the service, procedures or facilities offered by the College, in most cases, concerns can be resolved quickly and effectively by dealing directly with the person(s) responsible for the dissatisfaction. If the problem is more serious, a written complaint to the Chief Executive Officer might be necessary – a Complaints Policy and procedure is available in the Student Handbook.

### **Student Behaviour**

At Tauondi Aboriginal College we expect all students to behave in a considerate and courteous manner when dealing with other students, staff and members of the wider Tauondi Community. Disciplinary action may be taken against students for breaches of Tauondi rules, policies or directions regarding acceptable and unacceptable behaviour while they are engaged in course-related activities, whether on or off College grounds.

### **Student Responsibility**

Students of Tauondi Aboriginal College have a responsibility to:

- attend classes regularly and adhere to start and finish times
- submit work within the timelines set by your trainer
- participate in work observation, experience or placement as required by your course
- observe any class rules or behavior guidelines set by Trainers or course coordinator
- behave in a manner that does not interfere with the learning of others
- conduct yourself in a responsible manner while on campus, or on excursions, field trips or industry experience
- observe any lawful direction given by any Tauondi staff member in order to ensure the safety of individuals and the orderly conduct of learning programs at the College
- abstain from bullying, harassing, and any other unlawful activity or behavior whilst on College property or engaged in a College controlled activity including off site and the online environment.

Failure to meet your responsibilities including but not limited to the above points, may result in disciplinary action such as temporary or permanent removal from the course or college.

### **Access**

Advocacy, mediation and education support are available for all Tauondi Aboriginal College students with a disability through the Student Support Centre team.

### **Service to Students**

Tauondi Aboriginal College provides a wide range of services to ensure that all students are given every opportunity to succeed in their studies, as well as having a fun, healthy and personally rewarding time while enrolled at the College.

**And finally** ..... If you have any queries regarding this pre enrolment information or enrolment procedure please call the Student Services Officer on (08) 8240 0300