

*Your skills. Your future.*

# *Before You Start*

**1300 655 307**  
**[www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)**

RTO 60142 | CRICOS 03041M





## When you begin your training with us, we'll provide a student orientation and a course induction.

Your online or on-campus orientation and induction includes things like an introduction to your workshop, studio, lab or kitchen, an overview of TasTAFE's learning management system (Canvas), relevant safety information and expectations, and information about the structure of your course, assessments and work placements (if applicable).

This ensures your learning experience is rewarding, safe, fair and equitable. You'll receive information about:

- The TasTAFE student code of conduct
- Your rights and responsibilities
- Academic misconduct (such as plagiarism, collusion and cheating)

- Student supports
- Discrimination and harassment
- Insurance coverage for students
- Emergency evacuation
- First aid
- Work health and safety

However, before you complete your orientation, this guide will help you get ready to start learning at TasTAFE.

## Acknowledgement of Country

We pay respect to the traditional and original owners of lutruwita/Tasmania, the palawa people. We pay respects to Elders past and present, along with today's Tasmanian Aboriginal community and we acknowledge their continuing connection to the land, air, sea and waterways which we all live, learn and work together on.

## Code of conduct

All members of the TasTAFE community can expect an environment and interactions that are:

- Safe and healthy. Everyone feels physically, psychologically and emotionally safe. We work safely and to the specific requirements of the learning area we are in.
- Respectful and considerate. We treat each other with respect. No-one faces intimidation, aggression or violence. Everyone is free to participate in their learning or work activities. Diversity is embraced.
- Fair and equitable. Everyone is treated fairly and harassment, bullying or intimidation are not tolerated. Everyone can access the TasTAFE experience, and no-one faces disadvantage or discrimination.
- Honest and legal. We act lawfully and follow TasTAFE's policies and procedures.

## Your rights and responsibilities

We're committed to providing you a safe and supportive study environment that reflects contemporary workplace standards across all learning environments, campuses and training facilities.

As a TasTAFE student, there are rules and expectations guiding your behaviour and safety, as well as academic standards that apply to your studies. You can read about these rights and responsibilities at [www.tastafe.tas.edu.au/students/learning/rights-and-responsibilities](http://www.tastafe.tas.edu.au/students/learning/rights-and-responsibilities).

## Facilities

We have a range of general facilities in place to meet the diverse needs of students, including multi-faith prayer rooms, parenting rooms and all gender toilets.

### All gender toilets

All gender toilets are for people of all gender identities and expressions. We welcome our community of students to use the toilet facilities that affirms their gender and makes them feel comfortable.

### Accommodation

Student accommodation is available at our Alanvale and Clarence campuses.

Each residence has a lounge and dining area, kitchenette, bathroom with separate toilet, laundry, access to public phones, vending machines and a range of table sports including table tennis and pool tables.

Single bedrooms contain a bed and bedding, desk and chair, desk lamp, built-in wardrobe and heater. Wheelchair access is available.

Students are required to self-cater and weekend accommodation is not provided for students under the age of 18.

For more information or to book accommodation visit [www.tastafe.tas.edu.au/students/student-services/accommodation](http://www.tastafe.tas.edu.au/students/student-services/accommodation).

### Cafes and canteens

Cafes or canteens are on campus at Alanvale, Burnie, Campbell Street, Drysdale Hobart and Clarence. Opening hours vary across campuses.



## Childcare

Privately operated childcare centres are located near the Alanvale, Devonport and Clarence campuses, offering services from Monday to Friday.

There is often high demand for services. Contact the childcare centre for enquiries:

- North: Lady Gowrie Education and Care Centre (next to Alanvale campus)
- North-West: Malangenna Children's Centre (next to Devonport campus)
- South: Flagstaff Gully Child Care Centre (next to Clarence campus)

## Parking

Free parking is available at the following campuses:

- North: Alanvale
- North-West: Burnie and Devonport
- South: Claremont, Bender Drive and Clarence

Council parking is available near the following campuses:

- South: Campbell Street, Drysdale Hobart, Hunter Street
- North: Drysdale Launceston and Inveresk
- North-West: Drysdale Market Square

Allocated areas for disability parking are available for eligible students. To access these spaces, contact the Disability Liaison Officer in your region or book an appointment at [www.tastafe.tas.edu.au/students/support](http://www.tastafe.tas.edu.au/students/support).

## Insurance coverage

The Tasmanian Risk Management Fund (TRMF) is the Tasmanian Government's self-insurance fund. It provides personal accident cover for students enrolled at TasTAFE and if you participate in an approved TasTAFE work placement.

Students (including apprentices) participating in regular training activities (such as classroom work, workshops and excursions) are not covered for personal accidents or injuries by the TRMF.

## Children on campus

We understand that sometimes children of students may need to attend a campus for short, occasional periods of time.

If you need to bring your child with you to TasTAFE, talk to your teacher about your needs.

Places on campus that may be suitable for children include libraries, cafes or canteens, student common rooms and parenting rooms.

All children must be accompanied and under the direct supervision of a parent or adult when on a TasTAFE campus.

## Breastfeeding support

If you want or need to breastfeed your child on campus, speak to your teacher before doing so.

Together, you and your teacher will identify any adjustments you may require, including flexible breaks for breastfeeding or expressing. Your teacher will help to arrange a comfortable and clean space (private where requested) for breastfeeding and expressing, as well as storage facilities so breastmilk is stored safely.

## Animals on campus

Only assistance animals and guide dogs are allowed on TasTAFE campuses.

Please speak with a Disability Liaison Officer for more information and assistance. Book an appointment at [www.tastafe.tas.edu.au/students/support](http://www.tastafe.tas.edu.au/students/support).

## No smoking

All TasTAFE campuses are designated smoke-free areas within the campus boundary (including in vehicles). This covers all methods of smoking or vaporising, including cigarettes, electronic cigarettes, pipes and cigars. You must comply with all “No Smoking” signs and directions.

## Driving on campus

You're required to comply with all TasTAFE campus traffic and parking directions, including speed limits. Take care when driving on campus and adhere to the speed limit.

## Alcohol and other drugs

Don't attend a TasTAFE campus under the influence of alcohol or other drugs or be in the possession of alcohol or other drugs on campus.

Prescription and over-the-counter medicines are allowed. If you are affected by medication (such as drowsiness or dizziness), you should not attend a TasTAFE campus.

## Provide your preferred name

Provide your preferred name on your student details form or use the change of details form. Your preferred name will flow through to your TasTAFE login, including Canvas and email communications. Talk to Client Services about changing your preferred name.

Please note: Your legal name will be used on testamurs and statements of attainment.

## Student ID card

After you enrol, you'll be eligible to get a student ID card if your course is at least six weeks long (in some cases you may be able to get a card for shorter courses).

Your student ID card is also your TasTAFE library card and can be used as a form of general ID. Your student ID card also provides access to concessional rates for participating services such as transport and the movies.

For more information visit [www.tastafe.tas.edu.au/students/apply-and-enrol/finalise-your-enrolment](http://www.tastafe.tas.edu.au/students/apply-and-enrol/finalise-your-enrolment).

## Change of details

To make sure you receive important information from us, let us know if you change your name or address.

If you need to update your contact details, call us on [1300 655 307](tel:1300655307) or update your details in your TasTAFE Student Portal account.

## Keep in touch

Staying connected and keeping you informed while you study at TasTAFE is important to us. We do this through our student newsletters, emails and SMS.

If you have a question or need some support, contact us via:

- [1300 655 307](tel:1300655307)
- [info@tastafe.tas.edu.au](mailto:info@tastafe.tas.edu.au)
- [www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)

... and don't forget to be social!

Follow us on

*DISCLAIMER: This information is correct at the time of publication (September 2023). Every effort has been made to ensure details are correct and accurate, however TasTAFE reserves the right to change information without notice.*

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