

*Your skills. Your future.*

# Checklist

What you need to know  
before you start at  
TasTAFE

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

RTO 60142 | CRICOS 03041M



# Checklist

When you begin your studies at TasTAFE, make sure you take the time to familiarise yourself with the following areas/topics:

## General introduction

- Your teacher's name and contact details
- Your Education Manager's name, contact details, his/her roles and location
- Administration staff contact details
- Name, duration and level of your course
- Location of toilets, canteen, campus and other amenities including parking, breastfeeding and prayer rooms
- Security (if present) etc
- Location of the library, Student Support and Client Services
- Emergency information
- First aid
- Refund/withdrawal process

## Conduct requirements

- Access and Equity
- Children on Campus
- Complaints/Feedback Process
- Discrimination, harassment and bullying
- No smoking on campus
- Academic misconduct, plagiarism, collusion and cheating
- Student Code of Conduct Information Sheet
- Student Internet Usage Conditions
- Bring Your Own Device
- Social Media Guidelines
- Student Rights and Responsibilities
- Use of mobile phones
- Workplace Health and Safety
- Student Course Participation and Progress

## Managing your study

- Course requirements – textbooks, uniforms, equipment, participation
- Assessment requirements
- Teacher feedback
- Recognition prior learning and skills
- Online support resources
- Student username/password
- Reporting absenteeism
- Computer access and information
- Learning Management System
- Work placement/s

## Support

- Student ID/Library card
- Library information session
- Online support
- Student support
- Breastfeeding support
- Disability support access where required

## Don't forget to catch up!

If you miss your first class or first scheduled session online, or are unable to attend for personal reasons, please make sure that you talk to your teacher about what information you have missed and how you can catch up.

## Contact us

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

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