

Your skills. Your future.

What you
need to
know before
you start at
TasTAFE

1300 655 307
www.tastafe.tas.edu.au

RTO 60142 | CRICOS 03041M





Welcome to TasTAFE!

When you begin your studies with us, your teacher will give you an overview of the important information you need to know about studying at TasTAFE.

Your online or on-campus induction will include things like an introduction to your workshop, studio, lab, kitchen etc., an overview of TasTAFE's learning management system, relevant safety information and expectations, and information about the structure of your course, assessment/s and work placement/s (if appropriate).

It's important that you understand your rights and responsibilities so that you have a learning experience which is not only rewarding, but safe, fair and equitable.

TasTAFE Code of Conduct

All members of the TasTAFE community – including visitors to TasTAFE sites – can expect an environment and interactions that are:

- **safe and healthy** – everyone feels physically, psychologically and emotionally safe. Workplace Health and Safety legislation and standards are met, and everyone works to the specific requirements of the learning area they are in.
- **respectful and considerate** – people treat each other with respect. No-one faces intimidation, aggression or violence. Everyone around you is free to participate in their learning or work activities. Diversity is embraced.
- **fair and equitable** – everyone is treated fairly. There is no harassment, bullying or intimidation. Everyone can access the TasTAFE experience, and no-one faces disadvantage or discrimination.
- **honest and legal** – everyone acts lawfully at all times, in line with Workplace Health and Safety legislation and the TasTAFE By-Laws 2014. TasTAFE Policies and procedures are followed by all.

Your teacher will discuss the TasTAFE Code of Conduct with you and your fellow students at the beginning of your course of study. At this time, everyone will have the opportunity to agree on specific class or group rules. These rules and the Code of Conduct will be your guide to contributing to a safe, fair, respectful and lawful learning experience for all while you are at TasTAFE.

Your rights and responsibilities

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

As a TasTAFE student, it is important that you understand there are rules and expectations guiding your behaviour and safety, and that there are academic standards that apply to your studies.

Your rights

As a TasTAFE student, you can expect to:

- be provided with accurate and sufficient information to assist you to make informed decisions
- undertake your learning experience safely
- be treated fairly and respectfully by staff and other students
- be provided with clear information on assessment procedures
- undertake your training in a learning environment that is free from discrimination and harassment
- pursue your educational goals in a supportive and stimulating environment
- access support services such as counselling, libraries and learning support.

Your responsibilities

As a TasTAFE student, you have a responsibility to:

- act in a manner which is safe, fair, respectful and lawful
- adhere to all TasTAFE policies and procedures
- access available support services as you need them
- be free from the influence of alcohol and/or illicit drugs on campus – students under the influence will be requested to leave campus immediately, and any illegal activities will be referred to Tasmania Police
- use mobile phones and TasTAFE social media sites responsibly – harassment, vilification, bullying (including cyber bullying), physical, psychological, sexual abuse (including child abuse), and verbal assault are not acceptable and will not be tolerated
- participate in scheduled assessment events and submit authentic, original assessment evidence on time
- follow directions relating to Workplace Health and Safety and training requirements
- respect TasTAFE property and facilities
- act in a manner which allows staff or fellow students to complete their studies and/or work tasks
- avoid smoking within any campus boundary
- discuss any challenges you are experiencing with attendance, participation and/or academic progress with your teacher.

Academic misconduct (plagiarism, collusion and cheating)

When you begin your course at TasTAFE, your teacher will provide you with the information and skills you need to avoid academic misconduct. It is important you apply these skills to all of the work you submit for assessment – including all presentations you give to your class group.

All assessment work submitted as evidence of your competence must be your own work, and your conduct in relation to the work you submit must not be dishonest in any way.

Incidents of student misconduct in relation to assessment is considered a disciplinary offence and a breach of the TasTAFE By-Laws (Reg 14) and the Student Code of Conduct.

It is your responsibility as a student at TasTAFE to provide authentic, original assessment evidence and not engage in academic misconduct.

Your responsibilities include:

- being aware of your responsibility in regard to academic misconduct
- referencing all assessments appropriately (where required)
- seeking advice and support from TasTAFE staff regarding source information and referencing if you are unsure.

More information is available from

www.tastafe.tas.edu.au/students/learning/assessment-and-results.

Discrimination and harassment

At TasTAFE, we strive to provide an environment free from discrimination, harassment and bullying for both students and staff.

If at any time, you feel you are the victim of discrimination, bullying or harassment*, please make a time to speak to your teacher. They will be able to provide you with confidential support and information and discuss options for how to deal with the situation.

If you don't feel comfortable speaking with your teacher, you can make an appointment to speak to a Student Counsellor, who will be able to support you to explore strategies to manage the situation. Be assured that any conversations you have with Student Counsellors are strictly confidential, and no action will be taken without your permission.

* *Discrimination and harassment may arise through a number of circumstances, and may relate to gender, intersex status, age, race, religion, sexuality, gender identity or disability.*

Facilities

Accommodation

Onsite student accommodation for TasTAFE students is available in both Launceston (Alanvale Campus) and Hobart (Clarence Campus).

Each residence building contains a lounge/dining area with colour TV, fully equipped kitchenette (fridge, toaster, kettle, cookware, cutlery, crockery and a stove or microwave), bathroom with shower and separate toilet, fully equipped laundry, and 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 (doona, doona cover, pillow, pillow slip and sheets), desk and chair, desk lamp, built in wardrobe and shelving, and heater. Wheelchair access is available.

Note– students are required to self-cater. Weekend accommodation is not provided for students under the age of 18.

For more information about the accommodation, or to get in touch with one of the residences, please contact us on **1300 655 307**.

Cafes

Cafés/canteens are onsite at Alanvale, Devonport, Burnie, Drysdale Hobart and Clarence campuses, with limited refreshments available at the Campbell Street Campus. Opening hours vary across campuses.

For opening times at your local campus, including holiday opening hours, please check with your local venue.

Child care

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

There is often high demand for these services and enquiries should be made directly to the child care centre:

- **North:** Lady Gowrie Child Care Centre (next to Alanvale Campus)
- **North West:** Devonport Child Care Centre Inc – Malangenna Children's Centre (next to Devonport Campus)
- **South:** Flagstaff Gully Child Care Centre (next to Clarence Campus).

A range of other childcare services are available and located in all regions, including long day care, family day care and out of school hour's care. Details can be found on the Australian Government's Child Care Finder website: www.childcarefinder.gov.au. This website also includes information about services, fee assistance etc.

Parking

Free on-site parking is available at the following TasTAFE campuses:

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

Council parking is available near the following TasTAFE campuses:

- **South:** Campbell Street, Drysdale (Collins Street), Hunter Street
- **North:** Drysdale (Paterson Street) and Inveresk.

Allocated areas for disability parking are available for students who have a current Transport Access Scheme permit. To access these spaces, please contact the Disability Liaison Officer in your region or request an appointment through Client Services by calling **1300 655 307**.

Student ID card

After you enrol, you will be eligible to get a TasTAFE Student ID Card if your course is at least six weeks duration (though in some cases you may be able to get a card for shorter courses).

Your ID card is your library card, as well as a form of general ID that can also be used as a general student card. This means that you can get concessional rates for transport, going to the movies, getting general admissions and things like that. It is also used to register your daily attendance on campus to assist with contact tracing in the event of a COVID-19 outbreak.

If you are a student studying on-campus, pop in to see the Client Services staff at your local campus and bring some photo identification with you so that we can confirm your enrolment details and take your photograph. In most cases, your card will be provided to you on the spot.

If you are studying off-campus, you can get a Student ID Card by sending an email to apply@tastafe.tas.edu.au and providing your contact information, course details, and a passport style photograph. Just let us know how you would like to receive your Student ID Card and we can arrange for you to pick it up from the Client Services office at the campus of your choice – or we can mail it to your home address.

Change of details

To make sure that you receive important information and communications from TasTAFE, it's vital that you let us know if you change your name and/or address.

If you need to update or change your details, please call us on **1300 655 307** or update your details through your student account in the TasTAFE Student Portal.

Other things you need to know...

Fire and evacuation

Your teacher will point out the steps you need to take in the event of a fire or evacuation while you are on campus. This will include showing you where the emergency evacuation point is and assisting you and your classmates to move there in a calm and direct way.

During an evacuation you must follow the instructions of relevant emergency services personnel and campus emergency control personnel.

TasTAFE is required by law to support students who may require assistance to evacuate in an emergency by completing a Personal Emergency Evacuation Plan (PEEP). The student and identified staff must follow this plan in an emergency. Please talk to your teacher or a Student Support staff member for assistance in putting a PEEP in place.

First aid

First aid officers are available at all TasTAFE campuses and training facilities. They are trained to assist in managing minor injuries and will give you clear advice if they believe you need further treatment.

If your injury or medical condition is serious, the first aid officer/s will use their discretion and may request an ambulance.

If you require first aid, please advise your teacher in the first instance, or speak to a staff member in Client Services who can make contact with the first aid officer on your campus.

Work, health and safety requirements

TasTAFE has a duty of care to provide a safe and healthy workplace for all employees, students, contractors and visitors, and we are committed to ensuring you are able to complete your training in a safe and secure manner across all of our campuses.

At TasTAFE, we take our responsibility for meeting our duty of care obligations for ensuring the health and safety of workers and all other persons at TasTAFE very seriously.

We strive to ensure that best practice work, health and safety (WHS) systems are integrated into the operation of all our business areas. This is vital in ensuring the health, safety and wellbeing of all TasTAFE workers, students, contractors, and visitors.

At enrolment, you will be informed of any course-specific requirements in relation to personal protective clothing and equipment. During an orientation session on your first day you will also be given information on what to do in case of an emergency or if you are injured and require first aid.

All our courses include instruction and training on work health and safety requirements relevant to your training. Your teachers will provide you with the recommended ways to use tools and equipment specific to your qualification and you will be required to follow standard operating procedures and instructions at all times to ensure both your own safety and the safety of others.

To help us provide a safe environment for all staff and students, Work Health and Safety legislation also reinforces your duty to take reasonable care for the health and safety of yourself or others and comply with any reasonable instruction.

You must not interfere with or misuse anything provided for you in the interest of health and safety, and you should report any safety issues or concerns to your teacher or campus staff as soon as possible.

If you notice any broken or damaged equipment that may cause harm to you or others, please let your teacher know immediately so that steps can be taken to maintain safety for all.

COVID-19 and contact tracing

TasTAFE has a COVID-19 Safety Plan in place to ensure the health and wellbeing of all students and staff on-campus and undertaking other activities (such as work placements and excursions) – which includes considerations for maximum room capacities, social distancing requirements and cleaning schedules for shared equipment.

As part of TasTAFE's ongoing commitment to a safe and healthy work environment, we have implemented a check in system for you to register your attendance on campus every day. This will assist in contact tracing in the event that there is a COVID-19 outbreak in Tasmania.

To help keep everyone COVID-19 safe at TasTAFE, you must adhere to the following instructions when you are on campus:

- Do not attend a TasTAFE facility:
 - if you feel unwell, even if symptoms are only mild
 - if you have a runny, itchy or blocked nose, sneezing, itchy, sore and watery eyes, a cough or a sore throat
 - if you have been instructed to self-isolate or quarantine and your isolation period has not yet finished
 - if you have tested positive to COVID-19.
- Maintain a physical distance of at least 1.5 metres from others.
- Ensure the number of persons present in a single space does not exceed the posted room capacity/area limit. Remember to observe social distancing requirements at all times.

- Leave all furniture where it is.
- Wash your hands regularly and thoroughly (especially after coughing, sneezing or blowing your nose) or use hand sanitiser.
- Use a tissue (or flexed elbow if a tissue is not available) to cover your mouth and nose when you cough or sneeze, dispose of the tissue in the rubbish.

A campus or training facility will close if there is a confirmed case of COVID-19 on a TasTAFE site. The campus will close to allow for contact tracing and cleaning to be undertaken before it is reopened.

Stay up to date with COVID-19 information and updates available from TasTAFE's COVID-19 student and staff webpage:

www.tastafe.tas.edu.au/news/novel-coronavirus-update.

Children and infants on campus

We understand that in exceptional or unexpected circumstances, children of students may need to attend a TasTAFE campus for short, occasional periods of time.

If you find yourself in a situation where you need to bring your child with you to TasTAFE, please talk to your teacher about your needs.

Places on campus that may be suitable for children include the library, cafeteria, student common room, or breastfeeding room/s.

All children and infants must always be accompanied and under the direct supervision of their parent or another adult at all times they are on a TasTAFE campus.

Breastfeeding support

If you intend to breastfeed your infant on campus, you must speak to your teacher/s prior to bringing your infant on campus. Your teacher/s will ensure that you are aware of the environment that you are bringing your infant into, and the obligations that TasTAFE has to all students to provide access to quality learning experiences.

Together, you and your teacher will identify any relevant adjustments you may require, including flexible breaks for breastfeeding/expressing. Your teacher will also help to arrange a comfortable, (private – where requested) and clean space for breastfeeding and expressing breastmilk, and storage facilities so that expressed breastmilk can be stored safely.

Animals on campus

A person on a TasTAFE campus must not have possession of any animal other than an assistance animal (as defined in the *Disability Discrimination Act 1992*) or a guide dog.

Please talk to a Disability Liaison Officer for more information and assistance.

No smoking

All TasTAFE campuses are non-smoking within the campus boundary. This no smoking policy covers cigarettes, electronic cigarettes, pipes or similar, and cigars.

It is your responsibility as a student to comply with this policy. It is a breach of the *Public Health Act 1997* to smoke on the grounds of a designated smoke-free area.

All TasTAFE staff have a responsibility for Work, Health and Safety and must proactively support the implementation of the 'smoke free' requirement at all TasTAFE campuses.

Campus speed limits

Under Work Health and Safety legislation, students and other campus road users must not do anything that would affect the health and safety of others.

Driving requirements on TasTAFE campuses are governed by the TasTAFE By-Laws which stipulate that campus road users must comply with all traffic and parking directions, including speed limits. Please be careful driving on campus, and stick to the speed limit.

Alcohol and drugs

Students are not to enter a campus under the influence of alcohol or drugs or be in the possession of alcohol or drugs on campus.

Prescription medication and over the counter medicine is permitted.

Work placements

You will be informed at your information or induction session about any work placement/s that might be part of your course.

Work placements allow you to apply the skills and knowledge you have acquired during your course. They provide key learning opportunities, and more often than not, include assessment tasks that need to be completed during the work placement.

If you have any questions about work placements, please speak to your teacher.

Insurance coverage for students

The Tasmanian Risk Management Fund is the Tasmanian Government's self-insurance fund.

The Fund provides personal accident cover for students if they are enrolled at TasTAFE when participating in work placements approved by that entity. Further information may be obtained from TasTAFE's WHS team: whsadmin@tastafe.tas.edu.au.

Contact us

- 1300 655 307
- info@tastafe.tas.edu.au
- www.tastafe.tas.edu.au

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

Follow us on:  

Checklist

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

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

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.

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