

Your skills. Your future.

How to Apply

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

RTO 60142 | CRICOS 03041M





Whether you're launching your career, looking to gain new skills or thinking about a career change, we can help you learn the skills you need for the job you want.

To begin your vocational education and training journey at TasTAFE, you'll need to apply for the course you're interested in.

The easiest way to apply is online through the TasTAFE website at www.tastafe.tas.edu.au. If you need a hand at any stage with your application, call us on **1300 655 307** or email us at apply@tastafe.tas.edu.au.

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.

Applying for a course

We offer a wide range of nationally recognised qualifications from Certificate to Diploma and Advanced Diploma level – as well as short courses, skill sets, apprenticeships and traineeships across more than 30 industry areas. There's every chance we'll have something to suit you and your career goals.

Once you've decided which course is right for you, you'll need to begin your application.

Applications for most courses open the week after INFO Week (we hold two INFO Weeks each year: one in June and the other in November), however short courses and skill sets are often available all year round.

For some courses – like short courses and skill sets – the application process will only take a few minutes and you may need to pay at the same time as you apply.

For other courses, you'll need to provide documentation or evidence that you can meet the entry requirements. These might be results from a past qualification, a police check or proof you hold a specific licence.

You can find the entry requirements your course may have from the relevant course page on our website.

You're able to apply for up to five courses at one time and nominate your order of preference within your TasTAFE Student Portal account.

Need help with an application?

If you're not confident using the TasTAFE Student Portal and would like assistance to create an application – we are here to help. Support is available through Client Services, the library or the friendly staff on our [1300 655 307](tel:1300655307) support line where we can provide you with different ways of getting your application started.

What do I need for my application?

1. A USI (unique student identifier)

If you don't already have one, you'll need to create a USI. A USI is a unique number allocated to everyone who undertakes accredited vocational education and training in Australia. You must provide your USI or you won't be able to complete your application.

Creating a USI is easy and takes only a few minutes. Visit www.usi.gov.au and follow the instructions. You will need to have a valid USI before you can create a TasTAFE Student Portal account.

If your name has changed since creating your USI, you'll need to update your details with on the USI website. Visit the USI website for details on creating or retrieving your USI, updating your details or giving TasTAFE permission to view your full VET transcript if you wish to claim credit transfers.

2. A TasTAFE Student Portal account

The TasTAFE Student Portal is where you track your learning journey at TasTAFE.

If you don't already have an account you will need to create one. If you have studied or applied with us previously you will already have one. You can log in using the personal email address you provided us with and make sure your details are all up to date.

If you have forgotten your password, select the 'Forgot your password?' option and a password reset link will be emailed to you. The link expires after 30 minutes.

If you are unsure and can't remember your login details or need help resetting your password, call us on [1300 655 307](tel:1300655307) to check or call in to one of our campuses and Client Services can assist you.

Create an account or log in to the portal at prospectus.tastafe.tas.edu.au.

3. Supporting documents

If it's an entry requirement of your course, you'll need to upload relevant documents or other evidence to your TasTAFE Student Portal account.

It's a good idea to have your supporting documents ready to go before you start your application. But don't worry, if you need time to gather your supporting documents, you can still submit your application and return to this step over the next few days.

If you're interested in applying for credit transfer for units you've successfully completed with us or with another training organisation, make sure you upload evidence at the time of your application. Alternatively, you can give permission for TasTAFE to view your full VET transcript within your USI account. This makes applying for and receiving credit transfer much easier.

4. Your Health Care Card

You'll need to upload a copy of your Health Care Card if you are eligible to claim a concession fee (if applicable).

What happens next?

Check your email regularly or log in to your TasTAFE Student Portal account to see where things are at.

Once you've submitted your application, you will get a confirmation email to say your application has been received.

You may need to provide more information or documents to progress your application, so check your emails regularly, as sometimes we need this extra information in a timely manner.

Places in courses are filled in order of applications we receive. So if you don't respond to requests for more information or provide evidence within the requested timeframes, your application may be closed and you may miss out on a place.

Tracking your application

You can track the progress of your application and any messages you receive by logging into your TasTAFE Student Portal account.

How do I know if my application is successful?

If your application is successful, you'll be notified via email with an offer for a place in the course.

To accept your offer, log in to your TasTAFE Student Portal account and select 'Accept' or reply to the email you receive.

What if I'm unsuccessful?

If your application is unsuccessful, we'll contact you via email to let you know.

If you don't gain entry into your preferred course, you may have the option to apply for another course at a later time or at a different location.

If the course is full, you may be placed on a waiting list, and if a place becomes available before the course starts, we'll send you an offer via email. If a place doesn't become available before the course starts, we'll be in touch to find out if you would like to be advised when the course is offered again so you can apply for the next intake.

If you don't get into the course you want, we can also help you choose another course that will help you meet your career goals. Our Student Counsellors are happy to offer you course advice.

Finalising your enrolment

After you've accepted the offer for your course, you'll get an email from us confirming your enrolment. If you've applied early, and have accepted your offer, you may not receive this email until a little closer to your start date.

Your confirmation email will confirm the course you're doing and the units you'll be studying, as well as an invoice for payment. Close to the start of your course you'll receive information about your course start and finish dates, timetable information and any induction sessions you may be required to attend. This will come separately to your course confirmation and invoice.

To finalise your enrolment, you can contact us on [1300 655 307](tel:1300655307) to set up a payment plan or pay your invoice in full using the payment options outlined on your invoice.

Note: If you're a trainee or apprentice and you've signed a training agreement, your employer will have a contact at TasTAFE for you in relation to your enrolment.

What's next?

If you have experience in the area you're about to start studying, consider if you'd like to have your experience formally assessed through a [recognition of prior learning process](#).

We'll also provide a full induction and tell you about any course-specific requirements, including protective clothing and equipment, and work health and safety practices.

There are rules and expectations guiding your behaviour and safety at TasTAFE, and academic standards that apply to your studies. It's a good idea to look at the rights and responsibilities section of the TasTAFE website at www.tastafe.tas.edu.au/students/learning/rights-and-responsibilities so you know what to expect when you start.

Support

If you need assistance or support during your time at TasTAFE, don't hesitate to speak up.

Contact one of our staff members who can help you with information about:

- Literacy, numeracy and digital skills
- Study skills
- Financial assistance

- Counselling
- Disability support
- Aboriginal support
- Career planning

Find out more about how we can support you at www.tastafe.tas.edu.au/students/support.

Contact us

Applications

If you have any questions about your application or enrolment status, call us on [1300 655 307](tel:1300655307) or email us at apply@tastafe.tas.edu.au.

You can also contact us at any time within your Student Portal account.

Student support

To book an appointment with a Student Counsellor, Disability Liaison Officer or Aboriginal Support Officer, visit www.tastafe.tas.edu.au/students/support or call us on [1300 655 307](tel:1300655307).

Visit www.tastafe.tas.edu.au/connect to access a quick link directory connecting you to different areas of TasTAFE.

General enquiries

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