



Important Information

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This document is available in alternative formats upon request.
Please contact Disability Services on 9267 7748 to arrange.

NOTE TO INTERNATIONAL STUDENTS

The fees, charges, application and enrolment procedures contained within this document are not applicable to international students.

Further information is available by phoning Swan TAFE Training Information on (08) 9267 7500.

Disclaimer:

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1.0 Enrolment Fees and Charges

TAFE fees and charges are set by the West Australian Department of Training and are highly subsidised. Should you be successful in obtaining a place in a qualification you are required to pay either of the following each semester:

1.1 Standard Rate

COURSE FEE: A standard course fee is payable for each unit you enrol in each semester. A maximum of \$570 per semester applies to the course fee.

plus

RESOURCE FEE: In many units you will need access to specific consumable goods and materials in class. To help cover the cost of these items, most units have a specific material charge attached to them. The amount will vary for each unit.

1.2 Concession Rate

COURSE FEE: A concession course fee is payable for each unit you enrol in each semester. For concession eligible students a maximum of \$285 per semester applies to the course fee.

plus

RESOURCE FEE: In many units you will need access to specific consumable goods and materials in class. To help cover the cost of these items, most units have a specific material charge attached to them. The amount will vary for each unit.

NOTE: Fees are current at the time of printing and are subject to change. Textbooks and equipment required are not included in the fees. A list of textbooks and equipment will be provided to you on enrolment or during orientation.

1.3 Access and Bridging Courses

COURSE FEE: The course fee is replaced by a flat fee of \$25 for Access and Bridging courses.

plus

RESOURCE FEE: In many units you will need access to specific consumable goods and materials in class. To help cover the cost of these items, most units have a specific material charge attached to them. The amount will vary for each unit.

1.4 Concession Eligibility

The following students are entitled to the concession rate on tuition charges:

- (a) persons or dependants of persons holding:
 - I. A Health Care Card
 - II. A Pensioner Concession Card
 - III. A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs
- (b) persons and dependants of persons in receipt of AUSTUDY or ABSTUDY;
- (c) persons and dependants of persons in receipt of the Youth Allowance;
- (d) persons who are inmates of a custodial institution.
- (e) Persons who have reached the age of 15 but who have not reached 18 years of age, and who are not due to reach 18 years of age in the calendar year for which they enrol.

1.5 When are you required to pay?

Students are normally required to pay their qualification fees and charges at the time of enrolment.

If paying fees in full when enrolling would involve actual financial hardship, it is possible to pay a deposit and the remainder within 30 days of qualification commencement.

The preferred deposit is \$100.00.

Contact an Information Officer for further advice if you are uncertain or unable to make payment. After paying a deposit students will be mailed an invoice for the remaining amount. Students will have 30 days from the commencement of classes in which to pay the balance.

In the event that you are unable to pay your fees in full within the 30 days it is essential that you contact the Customer Service Centre to make alternative arrangements.

Payments can be made by cash, cheque, EFTPOS or credit card (at most sites). To receive the concession rate you will need to produce proof of eligibility at enrolment.

1.6 What happens if you don't pay?

In addition to debt recovery procedures, there are penalties for being in breach of any of the fee paying processes to which you have agreed. Details are outlined in the information given at the time of enrolment. Non-payment can result in:

- exclusion from class until fees are paid or other payment arrangements are finalised
- withholding of results until all fees have been paid in full
- refusal of enrolment if previous semester fees and charges have not been paid.

If at any stage you feel that you are unable to pay your fees (or initial deposit), please talk to someone at the Customer Service Centre for help in resolving the difficulty.

1.7 Withdrawals

To withdraw from one or several subjects or the whole qualification you must complete and lodge an enrolment adjustment form.

1.8 Refunds

Students who withdraw from a qualification or unit of competency are entitled to a full refund of fees and charges where a qualification or unit of competency is cancelled or re-scheduled to a time unsuitable to the student, or where the student is not given a place due to maximum number of places being reached.

Students who withdraw from a qualification for other reasons and who lodge a withdrawal form prior to or within four weeks of commencing the first unit of competency of a program of study or on the completion of 25% of the first unit of competency (whichever is sooner) will be eligible for a full refund of their tuition fee. Students who meet the above conditions will also be refunded 50% of the materials/resource fee paid. The College Service/Enrolment fee is not refundable.

A pro rata refund of fees and charges may be approved for qualifications and units of competency at any time during the semester if students can establish, with documentary evidence, satisfactory grounds for withdrawing from the qualification, (e.g. serious illness or disability, transfer of employment, or other circumstances beyond their control).

2.0 Applications Procedure

2.1 Full-time Study

Step 1. Contact a Swan TAFE Information Officer and find out when the next qualification starts and the closing date for applications. Request that an application form be posted to you when it is available.

Step 2. Start preparing for your TAFE application now. Leaving it to the last minute can disadvantage you.

The TAFE Admissions application form requires details of academic achievement, employment/work experience /voluntary activities, Australian citizenship or permanent residency status, and other matters.

When you submit your application you must provide written evidence to support all claims that you make. For your application to be complete, you must include **photocopies** of:

- All **academic records** that you have received since Year 9
- Any **graduation certificates** (including TAFE awards) that you have received
- Any **other results** that you want taken into account
- A **Statement of Equivalence** if your qualifications are from overseas
- Proof of having met the **TAFE literacy requirements** if you have overseas qualifications
- Proof of Australian (or New Zealand) **citizenship** or proof of Australian **permanent residency** status or have one of the following visa sub-classes: **309, 310, 820, 826** if you were not born in Australia.

NOTE: Temporary residents of Australia must apply through TAFE International

- Proof of any **work experience**, or **employment** that you have had. A Statement of Service from the place where you work or have worked is preferred, but a reference or Group Certificate of Earnings is acceptable also

Please contact the Swan TAFE Training Information Centre if you require further information about these requirements.

Step 3. When you receive the application form, answer the questions in neat handwriting. If you are to be successful with your application TAFE Admissions has to be able to read your details.

Step 4. Take your completed application to an Information Officer at any Swan TAFE campus. You can submit the application at the same time and pay the application fee (if applicable).

Your application will be forwarded to TAFE Admissions for assessment. Places in TAFE qualifications are allocated on the basis of a score calculated from Academic Merit and Work Experience. Qualifications are filled from the highest score down until all places are taken.

If your application is successful you will receive a letter from TAFE Admissions offering a place in the qualification and enclosing information on how to accept the offer of place.

2.2 Part-time Study

Step 1. Contact the Swan TAFE Training Information Centre and find out when the next part-time qualification starts and what the enrolment dates are. Applications are not required to study most qualifications part-time.

Step 2. For details about where and when to enrol, telephone 9267 7500 and request a copy of the next part-time list be sent to you when available, or follow the links online at www.swantafe.wa.edu.au .

The Swan TAFE Training Information Centre will usually have this information available in email format earlier than hard copy format.

Step 3. Consider how many units you want to study for the semester. The number of units you enrol in will depend on your work and personal commitments, but obviously it will take you longer to complete the qualification part-time than it would by studying full-time.

Places are limited in each unit and enrolments are accepted on part-time enrolment days, on a first-come first-served basis.

Meeting the minimum entrance requirements for part-time study may not be as important as it is for full-time, as the workload is less demanding. At the time of enrolment, lecturers will be available to talk with you about your individual needs.

Step 4. Enrol in the units you wish to study at the specified campus on the allocated enrolment days.

Bring your resume and all documents relevant to your academic achievement. Lecturers will be on hand to speak to you about your special needs and may recommend that you apply for Skills Recognition for Credit in some units.

3.0 For More Information:

Swan TAFE takes great pride in being a client-focused organisation. Our Prospective Students and Career Information staff are highly trained and well able to answer your questions about Swan TAFE qualifications.

Make an appointment with a Career Information Officer if you need more comprehensive help. This service is free of charge.

If our phones are busy, please remember that your call is important to us. Leave your name, telephone number and the name of the qualification that interests you, and we will return your call as soon as possible.

(08) 9267 7500

Note: All information in this document is current at the time of printing and subject to change.



4.0 Other Useful Information

SERVICES

DISABILITY SERVICES

A Disability Services Officer is available to assist in minimising barriers that people with disabilities may experience while studying. Students are encouraged to contact the Disability Services Officer for assistance required e.g. examinations, written material, access to buildings and parking, library assistance, orientation, interpreter services, referral to other support systems and assistance in choosing the right qualification of study. To make an appointment to see the Disability Services Officer phone 9267 7781 (TTY 9267 7780).

SKILLS RECOGNITION

Skills Recognition is the formal acknowledgment of the skills and knowledge that you have gained through work, informal training and life experience. It involves assessing your experience and background, then matching your skills and knowledge against national competency standards. To be assessed for Skills Recognition, you must be able to provide relevant evidence that demonstrates your competence. If you are assessed as competent in relation to these standards, you will be granted formal recognition for relevant Units of Competency in your qualification and will not be required to complete the formal training.

Both enrolled and prospective students can apply for Skills Recognition for all or some of the Units of Competency in a qualification. If full recognition of all Units is granted, you are eligible to apply for higher level certificate or diploma qualifications and will progress with your training at a faster rate.

Partial recognition means you won't need to do the formal training for some of the Units of Competency in the qualification, perhaps allowing you to take on other additional studies. Prospective students applying to TAFE Admissions have a better chance of being offered a place in their preferred qualifications, if competency can be demonstrated in some of the Units of Competency.

Similar fees and charges apply for Skills Recognition as for normal enrolment in training, and are non-refundable. Application forms and Information packages for Skills Recognition are available from the Training Information Centre at any Swan TAFE campus (PH: 9267 7500).

MUTUAL RECOGNITION

Swan TAFE provides for the recognition of qualifications and statements of attainment issued by other Registered Training Organisations in Australia.

ASSISTANCE WITH LITERACY / NUMERACY

On most campuses students having difficulty with literacy or numeracy can gain assistance by enrolling part-time in one of the bridging programs available, such as Certificates of General Education for Adults (CGEA) or Certificates in Spoken and Written English (CSWE). Other options may be available and include the volunteer tutor program.

ASSISTANCE WITH FEES, BOOKS AND EQUIPMENT

Students in financial difficulty should contact the Customer Service Centre for advice on possible assistance.

FREEDOM OF INFORMATION ACT

Requests for information and documents under the Freedom of Information act may be made by contacting Swan TAFE College's Freedom of Information Coordinator on (08) 9267 7170. The Freedom of Information Coordinator will assist you through the process.

FACILITIES

CHILD CARE

Although not associated with Swan TAFE, childcare centres are located close to each campus. Contact an Information Officer for more details. If students require childcare and are referred by JET advisers, a subsidy is paid by Centrelink to the student to help defray the cost.

PARKING

Secured car parking is provided on some campuses for your safety and the safety of your property on a user-pay basis. Most campuses (secure or not) require a parking permit. Parking permits are free. For Armadale TAFE Centre, limited parking is available in the marked TAFE bays on the grounds surrounding the Centre. Parking is also available at the Armadale Council car park nearby.

LIBRARY FACILITIES

At each campus library there is a comprehensive collection of resources including journals, videos, audiocassettes, reference material and newspapers. All resources, except those identified by “not for loan” stickers, are available for loan to registered borrowers. Resource information is available on computer catalogue. Other Library facilities for student use include assignment-binding machines, card operated photocopy machines and computers.

Armadale TAFE Centre students are encouraged to use the local libraries and the Swan TAFE Thornlie Campus Library. The Thornlie Campus Library is open Monday to Thursday between 8.00am and 8.00pm, and on Friday between 8.00am – 5.00pm and can be contacted on 9267 7620. The following facilities are available for students who are studying at Armadale Campus:

- Assignment binding and laminating facilities
- Photocopy machines
- Computers are available for limited student use for one to two hour periods.

BOOKSHOP

Text books, a wide range of stationery and other items are available from Swan TAFE Bookshops located on all campuses. For opening hours please consult the student handbook.

At Armadale TAFE Centre, textbooks for the qualification are available from the front desk. A wide range of stationery and other items are available from the Swan TAFE Thornlie campus bookshop. For opening hours please phone 9267 7505.

CAFÉ FACILITIES

With the exception of Armadale TAFE Centre, all Swan TAFE campuses have a modern café where a wide variety of food, drinks and snacks are available. For opening hours please consult the student handbook. Food and drink vending machines are available on most campuses. At Armadale campus, student facilities available include a microwave, urn and refrigerator.