

gotafe

2014

**STUDENT
HANDBOOK**



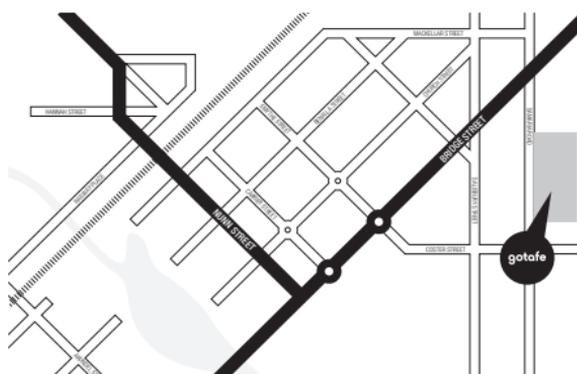
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Disclaimer

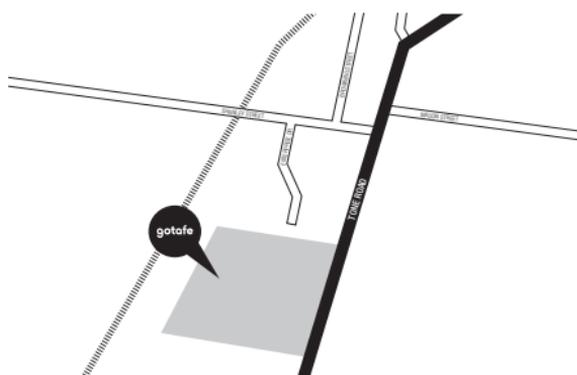
Every effort has been made to ensure that the contents of this publication are accurate at the time of printing, January 2014; contents may be subject to change without notice.

CAMPUSES



Benalla Campus Samaria Road, Benalla

The Benalla Campus is a modern building with excellent modern facilities. A Performing Arts and Convention Centre, BPACC, was established in 2005. The facility seats up to 300 people and is available for hire.



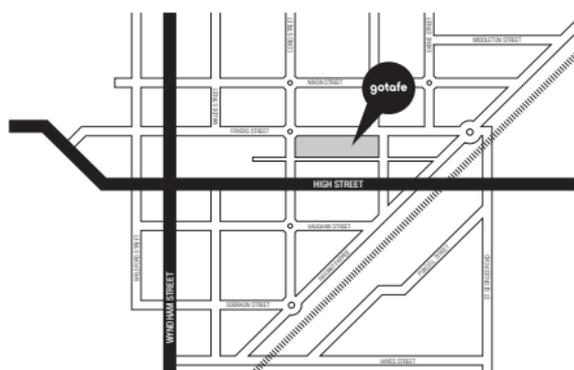
Rural Industries Campus Tone Road, Wangaratta

The Rural Industries Campus is a world class facility catering to the needs of the animal science, agriculture, equine, horticulture and viticulture industries and is the main campus of the National Centre for Equine Education.



Seymour Campus Wallis Street, Seymour

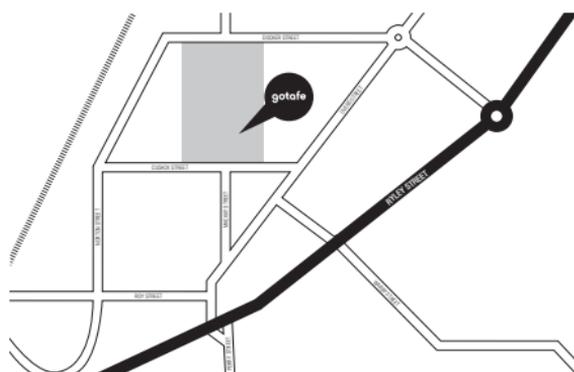
Seymour Campus is located in the heart of Seymour and is easily accessed via regular train and bus services. Students benefit from a modern environment with access to the latest technology and enjoy a friendly and welcoming atmosphere.



Fryers Street - Shepparton Campus

Fryers Street, Shepparton

Located in the heart of Shepparton, the Fryers Street Campus houses the administration of the Institute as well as a large number of teaching departments and is known for its range of short courses geared towards the adult education sector. This campus includes the Shepparton TEC.



Docker Street - Wangaratta Campus

Docker Street, Wangaratta

Wangaratta's Docker Street Campus is the hub of training in the North East region. It houses The Tower training restaurant and offers students a friendly, relaxed study atmosphere with a central area for students including cafeteria, library and student services. This campus includes the Wangaratta TEC.



William Orr - Shepparton Campus

Wanganui Road, Shepparton

William Orr is a 120 hectare property on the outskirts of Shepparton. The campus is named after the William Orr homestead, an historic building constructed in 1896 and still in use today. It is the site of the Shepparton Agriculture, Horticulture, Building and NCDEA. This campus includes the Shepparton TEC.

CAMPUSES

Werribee Campus

3 Research Close, Werribee

The Werribee campus offers the latest in food processing facilities. Student accommodation supports the ability for students from all over the country to learn on site.

Terang Campus

7161 Princes Highway, Terang

The NCDEA in Western Victoria is located at DemoDAIRY near Terang. DemoDAIRY Co-operative Ltd is a not-for-profit demonstration dairy farm to be of service to the dairy industry.

Leongatha Campus

18 Smith Street, Leongatha

A primary focus of the NDCEA in Leongatha is the highly successful Apprenticeship and Traineeship programs in Agriculture. The NCDEA in Leongatha is located close to the centre of town at the intersection of Smith and Peart Streets.

Warragul Campus

4/24 Mason Street, Warragul

Warragul and the surrounding area is noted for dairy farming, other niche agriculture and producing highly acclaimed gourmet foods. The NCDEA in Warragul is located close to the centre of town and within walking distance of the train station..

STUDENT SERVICES

As an enrolled student at GOTAFE, you are entitled to access a variety of non-academic support services from the Student Services unit. These support services are funded from the compulsory non-academic student fee that is paid upon enrolment.

Services include:

- Careers service
- Counselling service
- Disability liaison service
- Student activities
- Welfare support
- Retention Engagement service

Staff include counsellors, disability liaison staff, disability support staff, youth engagement officers, welfare support officers and career officers. All staff are qualified and experienced in dealing with the many issues that students encounter while studying.

CAREERS GUIDANCE

All enrolled students or potential students of GOTAFE across all campuses are eligible for free careers guidance by qualified GOTAFE career services staff.

Careers counselling can help you with:

- Career planning and decision making
- Course choice, course changes and options for further study
- Preparation for the job market (job search strategies, preparation for interviews, resume and cover letter assistance)
- Applications for further study at university.

COURSE GUIDANCE “CAREER VOYAGE”

The Career Voyage software, used by a trained Career Voyage Adviser, takes you through four steps to identify suitable job, and gives access to research those jobs.

The program analyses your attributes and preferences and matches these to suitable jobs, based on your likes and dislikes.

A large data source is used to provide interesting career suggestions in a huge range of occupations.

Undertaking the Career Voyage program can reinforce your existing career ideas, provide backup options and can suggest job options you have not heard of, or have not previously considered.

For more information contact Career Services on 1300 GOTAFE (1300 468 233).

COUNSELLING

Sometimes life can be difficult and nothing seems to be working out. It can feel even worse when we don't have anyone to talk to about our problems.

Counselling is the process of guiding you during a stage of life when reassessments or decisions have to be made about yourself and your life course. We are not experts in your life, but we can help you explore and open up other possibilities to do things differently or look at alternatives and options.

At GOTAFE we employ professional counsellors to provide counselling free of charge to enrolled students.

WHAT TYPES OF PROBLEMS CAN COUNSELLORS HELP WITH?

Counsellors can help you with a wide range of problems and issues. If the Counsellor cannot help you, then they will refer you to another service that can help.

Counsellors are available to talk to you about:

- Personal or family issues
- Relationship issues
- Grief and loss issues
- Work related issues
- Student or study related issues
- Time management and goal setting
- Mental health issues such as depression and anxiety
- Promotion of Health and Wellbeing
- Other issues or general concerns

Counselling is a free and confidential service for GOTAFE students.

If things are not going the way you would like, why not see one of our Counsellors?

The Counsellor can help you find options of your choice and empower you to solve your own problems. Talking to a Counsellor is not a sign of weakness - it means taking a positive step toward coping with whatever is troubling you.

AVAILABILITY

Counsellors aim to be available on campus or by phone. If they are unable to see or talk to you immediately, please leave a message and they will get back to you at the next available time. If you are not able to access a counsellor immediately or need counselling advice after hours you can contact Lifeline on 131 114 (24hrs a day, 7 days per week).

CONFIDENTIALITY

Whatever you say to a Counsellor remains confidential. However, if you are referred onto another service, or have been seeing another health professional and you want information to be given or received then you must provide written permission for your Counsellor or another health professional to pass on information.

Please feel free to discuss issues of confidentiality with your Counsellor.

THINKING OF DROPPING OUT? DROP IN AND TALK TO ONE OF OUR COUNSELLORS!

If you are feeling swamped and thinking about dropping out, don't keep these feelings to yourself. Speak to your teacher or come and talk to a Student Services Staff member. There may be other alternatives, but you will never know if you don't talk to a teacher or one of our Student Services staff members.

ADDITIONAL SUPPORT SERVICES

GOTAFE provides support for students in a variety of ways. Further support is provided by Students Services through our:

- Disability Liaison Officers
- Individualised supports for Youth Engagement.
- Retention Engagement Officers
- Career Services Officers
- Disability Support workers

Feel free to check out how we can assist you. To make an appointment call 1300 GOTAFE (1300 468 233) or drop into the

Student Services offices located at the four main campuses

DISABILITY SUPPORT

GOTAFE provides a Disability Liaison Service with Disability Liaison Staff (DLS) employed to provide students with disabilities with the necessary support they need to access GOTAFE courses.

When applying for courses, you are advised to contact the DLS to discuss your needs which may include:

- Assistance with your course application and enrolment
- Orientation to campus facilities
- Note takers and sign interpreters
- Classroom support and tutorial assistance
- Adaptive technology, e.g. voice activated computer programs, ergonomic keyboards/chairs etc

The appropriate support services may take some time to set up, so it is important to let the DLS know as soon as you have been offered a place. The DLS will discuss the range of options available to best suit your needs.

To speak to the Disability Liaison Staff for

a personal assessment of your support needs, please call 1300 GOTAFE (1300 468 233)

STUDENT RETENTION ENGAGEMENT PROGRAM

The Student Retention Engagement Program is for any student who experiences difficulty while studying.

Life can be stressful at the best of times with juggling families, finances and work commitments and taking on a study load can make being a student tough. Staying focused on important goals such as your education can be difficult.

Our Retention Engagement Officers are experienced in welfare and can assist you with individualised supports when those unexpected barriers come up that may impact on your ability to study.

A Retention Engagement Officer can assist you with:

- Goal setting
- Time management
- Attendance issues
- Course information
- Course fees
- Liaison and referral to internal/external supports
- Family problems
- Health concerns
- Centrelink matters
- Financial hardship

For further information contact a Retention Engagement Officer from your local campus on 1300 GOTAFE (1300 468 233)

GOTAFE A-Z

A

ABSENCES

Students are expected to attend all classes and in some areas, minimum attendance levels are set. Your teachers will let you know if this is the case.

Austudy or Youth Allowance recipients may have payments reduced or stopped if a student accumulates more than five (5) days of unapproved absence in a term.

ABSTUDY

Abstudy provides assistance for Aboriginal and Torres Strait Islanders who wish to undertake post-secondary studies on a full time basis. Depending on your situation, Abstudy can help with living costs, school fees, books and travel.

For more information and assistance contact the Koorie Education Unit on 1300 GOTAFE (1300 468 233) or Centrelink on 13 23 17.

ACCIDENTS AND INCIDENTS

All staff and students must report any incidents, accidents, "near misses" and hazards to their supervisor/teacher as soon as possible (see First Aid). An incident report form should be completed; these are available from your teacher or supervisor.

ACCOMMODATION

Student accommodation is available at two venues on a full-time or block release basis.

Hostel accommodation for 40 people is available at William Orr Campus on Wanganui Road, Shepparton. Meals are available. Contact 5833 2892 b/h or 5833 2891 a/h for further information.

Multi-unit style accommodation for 15 people is available in Cusack Street at the Wangaratta Campus. Telephone 1300 GOTAFE (1300 468 233) for further information.

GOTAFE keeps a register of people prepared to take in boarders or can refer you to accommodation services. Student Support Officers will post information on the Student Notice Boards.

ADVERTISEMENTS/ CLASSIFIEDS

Classified advertisements can be posted on student notice boards which are located across GOTAFE Campuses. All notices will be monitored and if found to be in breach of GOTAFE values or which may be offensive to some students will be promptly removed and investigated against the Student Code of Conduct.

ADVICE ON WAGES

For advice on wages and conditions of employment including information on federal awards, agreements and industry sectors contact 1300 363 264 (local call fee applies) or go to www.workplaceauthority.gov.au.

AMBULANCE

As ambulance cover is not covered by GOTAFE and is costly, students are encouraged to purchase an Ambulance Membership. Telephone: 1800 648 484 for further information.

Students who hold a Centrelink Health Care Card may be entitled to free Ambulance Cover. Contact Centrelink or Youth and Student Services for further information.

APPRENTICESHIPS

To find out more about Apprenticeships contact an Australian Apprenticeship Centre in your area or the Institute's Apprenticeship Co-ordinator on 1300 GOTAFE (1300 468 233).

APPRENTICESHIP FIELD OFFICERS

Provide assistance in a number of different areas:

- Assist TAFE Institutes in relation to apprenticeships and trainees
- Answer queries and provide information on the New Apprenticeship Scheme
- Advise/counsel apprentices/trainees and employers on training and other matters
- Investigate disputes between apprentices/trainees and employers
- Provide support for apprentices/trainees who are victims of workplace violence and harassment

For further information contact go to the VRQA website www.vrqa.vic.gov.au and request an enquiry directly.

ATMS

Unfortunately there are no banking facilities on Campus - but fees can be paid by EFTPOS - (No cash withdrawals).

AUSTRALIAN APPRENTICESHIP CENTRES

These centres have been established by the Federal Government to provide assistance and advice to employers, job seekers, students and career advisors about all facets of apprenticeships and traineeships.

See www.australianapprenticeships.gov.au for further information.

AWARDS/CERTIFICATES/ GRADUATIONS

If you have successfully completed your course of study you must apply for your Award/Certificate.

Awards are presented to students at annual graduation ceremonies held each year. For details talk to your teachers.

B

BOOKSHOP

A bookshop service operates from the Shepparton Campus. All books and nursing & hairdressing equipment are available. Orders for materials can be placed with the Shepparton Campus via phone, fax or email.

The bookshop provides a service to all GOTAFE locations and items can be sent via courier to Benalla, Seymour & Wangaratta for pick up at no extra charge. Items sent to home address or other campus locations will incur a postage charge.

Hungry Minds Bookshop –

Shepparton Campus

Located next to the library

1st Floor McLean Building

Phone: (03) 5833 2501

Fax: (03) 5833 2642

Email: hungrymindsbookshop@gotafe.vic.edu.au

Hours of opening

Monday to Friday 8:45am - 5:00pm

Closed Public Holidays

C

CAFETERIAS

Snacks and drinks are available at most Campuses, via canteens or vending machines or from nearby shops.

Fryers Street Shepparton Campus students are encouraged to make use of the cafeteria located at Latrobe University in Shepparton adjacent to the Fryers Street Campus.

CAR PARKING

Limited parking is available at Campus sites at Docker Street, Wangaratta and Fryers Street, Shepparton.

At Fryers Street - Shepparton it is suggested to park free near Deakin Reserve in Nixon Street or the Stewart Street car park behind the GV Hotel. Alternatively concession prices are available to students at the multi-deck

car park in Stewart Street, near Village Cinemas. A copy of the student card on the car dash is required.

Day parking is available in Docker Street, Cusack Street, Norton Street and Mackay Street in Wangaratta. Parking notices and time limits on GOTAFE grounds and adjoining streets should be strictly observed.

Car parking at the Benalla, Seymour and William Orr Campuses is freely available. Vehicles are parked at own risk.

CHANGE IN PERSONAL DETAILS

You are responsible for keeping your enrolment record up to date. Please update any changes such as address, phone number or name change at your Campus Enrolment Centre.

COMMENTS/ COMPLAINTS

During your course, if you have any comment to make about your experiences, complimentary or otherwise please complete the Client Feedback Form available online at www.gotafe.vic.edu.au/feedback.cfm or from Reception. Your comment will be acknowledged if you provide contact details. You will also receive feedback on any action taken if you provide contact details.

Note that student satisfaction surveys and quality of instruction surveys are conducted regularly through the year.

COMPUTERS AND ON-LINE FACILITIES

GOTAFE students have access to computers and a number of online facilities to assist with study. Access to computer facilities are available via: Wangaratta campus library, Shepparton campus library, Seymour campus foyer, and the Benalla campus Resource Room. Computer laboratories are located at Wangaratta, Shepparton, Benalla, Seymour, Werribee and William Orr. Portable student computer facilities are available at Terang, Warragul and Leongatha.

GOTAFE website www.gotafe.vic.edu.au

- Online course login links
- GOTAFE documents (Located within Student Life Section)
 - o Student Conduct Procedure (Procedures – Student Services)
 - o Assessment cover sheet (Forms – Learning Assessment)
 - o Various other Forms, Policies and Procedures
- Wifi Instructions for personal electronic device access to online learning

Australian Apprenticeship Centres (AAC's) will apply for the DAAWS funding on behalf of the Apprentices.

CRISIS

If you are in a need of urgent assistance, medical, police or other emergency service assistance **PHONE 000**.

During business hours you could contact First Aid assistance through Reception or contact the Counselling service on your Campus or see a Youth and Student Support Officer for Welfare related needs.

For after hours help please ring:

Lifeline on: 13 11 14

Suicide Helpline: 1300 651 251

Kids Helpline: 1800 55 1800

D

DAAWS

DAAWS stands for Disabled Australian Apprentice Wage Support, and is designed to help apprentices with a disability that are training and working with additional supports. All trainees and apprentices are now called Australian Apprentices. Australian Apprentices may also be eligible for Workplace Modification funding.

Note that Australian Apprenticeship Centres (AAC's) will apply for the DAAWS funding on behalf of the Apprentices.

For further information please ring the Disability Liaison Officers on 1300 GOTAFE (1300 468 233)..

DEBTS TO GOTAFE

Any outstanding debt, payable to GOTAFE will render your academic record "suspended". This means that NO results will be released and no computer or library access will be available until all debts have been paid.

DISCRIMINATION

GOTAFE has policies in line with State and Federal law to protect students and intending students from being discriminated against in their education.

To access a copy of the policies, go to the website or student administration. If

you have any concerns or believe you have been possibly discriminated against please see a member of Student Services staff member or visit the GOTAFE website: www.gotafe.vic.edu.au

DRUGS

Illegal drugs and alcohol must not be consumed on GOTAFE premises. Appropriate action will be taken by staff, should they consider any student unable to carry out class work safely.

If you are concerned about your own or someone else's alcohol or drug abuse, contact the Counsellor at your Campus for referral to a drug and alcohol service.

E

EMAIL

GOTAFE students have access to a free Outlook email account. To set up your account refer to the Course Handbook for Learners.

EMERGENCY PROCEDURES

Each Campus has identified Emergency Wardens who will implement GOTAFE emergency procedures if this is required.

If you hear a continuous alarm bell or siren, or GOTAFE Emergency Wardens directing the evacuation of an Institute Building, you must assemble and follow the instructions of Emergency Wardens and/or GOTAFE staff and:

- Not use elevators or lifts.
- Assist any person in immediate danger if safe to do so.

- Raise the alarm if the emergency situation is in your immediate area - notify institute staff and Emergency Services if required.
- Evacuate to the assembly area displayed on maps in Institute buildings, using the closest emergency exit.
- Remain at the assembly area until further advised and stay near to your class group if possible so that your teacher knows you are accounted for.
- Keep clear of the building to permit access by Emergency Services if required.
- Do not re-enter the building until advised it is safe to do so by an institute emergency warden or Emergency Services.
- Participate in scheduled evacuation exercises if required.

F

FEES

Details of fees are outlined in the Fees & Charges brochure which is available from the Enrolment Centre at your Campus. Make sure you read it carefully.

FINANCIAL ADVICE

Financial advice is available through the Community Health Service. See Youth and Student Support Officer for contact information.

FINANCIAL HARDSHIP

Fees are payable in full at the time of enrolment.

Students who cannot pay their fees at the time of enrolment because of financial hardship should contact Student Retention Engagement Officers prior to enrolment, or if financial hardship hits while you are studying please refer to Student Services staff members.

There may be Fee Deferral options for those with genuine hardship

FIRST AID

Each Campus has trained First Aid Officers and first aid kits. Report all incidents or accidents to a teacher, staff member or reception, so that first aid assessment and treatment can be arranged if required. In the case of a medical emergency, **PHONE 000** and provide your Campus location to Emergency Services

FOOTBALLS / BALL GAMES

Please note ball sports are not allowed on the Fryers Street Shepparton and Docker Street Wangaratta campuses due to limited space and concerns about the safety of students. Please check with your Student Services Officer for details for your specific campus.

G

GET ME TO CLASS APP

Get to class on time, every time! Get Me to Class is the latest student travel app for

Victorian tertiary students! Simply select your campus and building location from the list of Victoria's universities, colleges and TAFES, and Get Me to Class will find the best public transport option for you.

Download the app from
<http://www.vic.gov.au/social-media/mobile-apps/get-me-to-class.html>

IDENTIFICATION CARDS

Your student ID provides proof of your enrolment. It allows you to borrow books from the library and for travel concession applications and student discounts. The student id card is required for printing from photocopiers and printers. Student ID cards have an expected end date for your enrolment, once you have officially finished your course access to the GOTAFE system will be disabled.

INJURED/ILL PERSONS

If an incident is relatively minor it can be treated by a First Aider. However if the incident requires immediate medical attention, the First Aider may provide initial treatment and then contact or ask you to contact medical assistance or call emergency services.

If a student under 18 years of age is unwell, GOTAFE will endeavour to contact parents/guardians to make arrangements for the student to be transported home safely.

Where possible, the student or their emergency contact should organise transport home or to medical advice. If this is not possible, it is appropriate that a GOTAFE staff member accompany the student to medical treatment using a GOTAFE vehicle.

If GOTAFE is unable to contact the student's relevant emergency contacts in an emergency medical situation, a GOTAFE staff member will remain with the student until they receive medical attention or their emergency contact arrives.

GOTAFE staff members will not transport students home or to medical advice in their personal vehicles.

In emergency medical situations, GOTAFE will respond appropriately and in a timely fashion. Ideally the student should be in agreement with contacting Emergency Services (Ambulance), however, there may be occasions when seeking their agreement is not possible. If it is a medical emergency and there is any doubt about the health of the person, Emergency Services **PHONE 000** MUST be contacted.

For medical emergencies involving students, a GOTAFE staff member will remain with the student until they receive medical attention or their emergency contact arrives.

In emergency medical situations involving staff, it is recommended that another GOTAFE staff member remains with the involved staff member until they receive medical attention or their emergency contact/a family member arrives

K

KOORIE EDUCATION UNIT

The Centre for Koorie Education Unit is recognised as a provider of quality vocational education and training to Indigenous Australians.

GOTAFE has a dedicated Koorie Education Unit based at the Fryers Street Shepparton Campus and provide student support for all Indigenous students enrolled across all campuses of GOTAFE.

The Koorie Education Unit operates in a relaxed atmosphere, encouraging renewed self-esteem and confidence in the learning process as well as motivating pride in heritage and culture, whilst preparing students to take advantage of work opportunities.

For further information contact the Koorie Unit on 1300 GOTAFE (1300 468 233).

L

LEARNING SUPPORT

Do you have difficulties completing course requirements? Assistance with reading, writing or mathematical tasks may help you to overcome these difficulties.

Learning Support at GOTAFE is a strategy designed to assist students to maximize their learning and successfully complete training. Support is offered in a range of modes including:

- One to one support;
- Classroom based support;
- Drop in centre; or

- Focus groups - e.g. report writing, mathematical calculations, essay writing.

After negotiation with the Learning Support Coordinator students and teachers can decide on the approach most suitable to the needs of individuals or groups.

Learning Support is not limited to students with very low level skills, but is available to all students who wish to improve language, literacy or numeracy skills in order to meet the requirements of their course.

Contact Learning Support
1300 GOTAFE (1300 468 233).

LIBRARY SERVICES

Library Services, including equipment loans are available at all Campuses. Services and hours vary from Campus to Campus. To check opening and closing times as well as access to the online catalogue visit: www.gotafe.vic.edu.au/library and follow link. To find out more about our services and search for all resources go to <http://swft.gtlu.ent.sirsidynix.net.au>

Fryers Street

McLean Building,
1st Floor Fryers Street,
Shepparton, 3630.
Phone (03) 5833 2644
Facsimile (03) 5833 2642
E: infoaccess@gotafe.vic.edu.au

Seymour Campus

Library access by arrangement with teacher.

Wangaratta Campus

High Country Library Corporation (HCLC),
Wangaratta branch
21 Docker Street
Wangaratta, 3677
Phone (03) 57212 366
Facsimile (03) 5721 5532
E: wangaratta@hclc.vic.gov.au

William Orr Campus

Library access by arrangement with teacher.

BORROWING CONDITIONS

Borrowing rights will be withdrawn if borrowing conditions are not adhered to.

EQUIPMENT

Various items of equipment are available for loan. This needs to be organised via your teacher or the Disability Liaison Officer.

ONLINE RESOURCES

View the list of online resources available via <http://swft.gtlu.ent.sirsidynix.net.au/> 'Online Resources' button

If you have trouble accessing online resources then contact the Shepparton campus library and we will assist with login details & guides

RECIPROCAL BORROWING THROUGH CAVAL

The Co-operative Action by Victorian Academic Libraries (CAVAL) Reciprocal Borrowing Program is a scheme whereby staff and students of participating libraries are able to borrow material from other participating Victorian libraries. Please contact the Shepparton library to organise a CAVAL card to be sent to you.

HUNGRY MINDS BOOKSHOP

Shepparton Campus

Located next to Library
1st Floor McLean Building
Phone (03) 5833 2501

HOURS OF OPENING

Monday to Friday 8:45am-5:00pm

LIFTS

Lifts are provided in the Cowley and Vibert buildings at Fryers Street Campus, Shepparton and Building E in Docker Street, Wangaratta for students who are unable to use the stairs e.g. students with disabilities, parents with pushers, etc. Able-bodied students are expected to use the stairs.

LOCKERS

A limited number of lockers are available at each Campus. Speak to a Youth and Support Officer or Reception staff for further information. These lockers are provided as a storage area only. All items stored are the responsibility of the owner. We strongly recommend that you do not leave valuables or money in the lockers.

A padlock is required and all lockers need to be emptied by December 22.

LOST PROPERTY

If you find or lose an item contact reception with the details.

M

MICROWAVES

Microwaves are available for students

use in the student amenities area of your Campus.

MOBILE PHONES

When in class or meetings students are required to switch off their mobile phones. Alternative arrangements can be made with your teacher if you have to be contacted urgently.

MULTICULTURAL EDUCATION CENTRE

The Multicultural Education Centre is based at the Fryers Street, Shepparton Campus.

The Centre aims to assist people of a culturally and linguistically diverse background (CALD) with settlement, language and training programs for the purpose of enhancing employment prospects. The Centre is the major provider of Adult Migrant English Program (AMEP) and Skills for Education and Employment (SEE) program across regional Victoria. Interpreter assistance is also available from the Multicultural Education Centre.

Contact the Multicultural Education Centre on 1300 GOTAFE (1300 468 233).

N

NOTICEBOARDS

Students should make themselves aware of the information presented on the Student Noticeboards across the GOTAFE Campuses. Prior permission through Student Support Officers is required before posting items on Student Notice Boards.

O

ORIENTATION

At the beginning of your course, your teacher will arrange for Administration and Student Services staff to speak to your class on what services are available to you.

P

PHOTOCOPYING AND PRINTING

Photocopying and printing facilities are available at all Campuses using your student card. Machines for loading money for printing are located within the Fryers Street campus library, or near reception at other campus locations.

All GOTAFE photocopiers in corridors are accessible for copying needs, but must comply with copyright legislation as detailed in the GOTAFE Copyright Procedure.

PLAGIARISM

For academic purposes it is required that you reference any ideas taken from another person. If submitted work shows any signs of copying someone else's work without acknowledgement, this will be seen as plagiarism. You will be given a first and final warning, and asked to resubmit your work.

POLICIES

Please refer to the GOTAFE website www.gotafe.vic.edu.au for policies and procedures.

R

REASONABLE ADJUSTMENT PLAN

Over the last nine years GOTAFE endorsed its Disability Action Plan (DAP) after extensive consultation with you the student and staff of GOTAFE it was found that the DAP may have inadvertently become a barrier in its use of terminology. It was agreed that we would take the fundamental principles of Reasonable Adjustments out of the Disability Discrimination Act Commonwealth 1992 for students with disability

RECOGNITION OF PRIOR LEARNING

See Skills Recognition

RECYCLING

GOTAFE is committed to environmental sustainability. Recycling bins are located around most Campuses for cans, bottles, paper and cardboard. Recycling bins have a yellow lid for easy identification.

REFUND OF FEES

Please refer to the Fees and Charges brochure available on our website www.gotafe.vic.edu.au.

S

SKILLS RECOGNITION

Skills Recognition is the process of gaining formal recognition for skills and knowledge that have been obtained

through work history, previous study and life experiences.

It is important to remember that this is an 'assessment only' process - there will be no training (although the candidate may choose to complete further training as a result of the assessment process).

There are two ways for this recognition to occur:

CREDIT TRANSFER

Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the candidate's initial course or subject is equivalent to the required learning outcomes, competency outcomes or standards in a qualification.

RECOGNITION OF PRIOR LEARNING (RPL)

An assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to and/or partial or total completion of a qualification.

SKATEBOARDS AND SKATES

In the interests of safety, skateboarding and skating are not permitted on Campus premises and grounds.

SMOKING

GOTAFE campuses uphold a smoke free policy in order to provide and maintain so far as practicable, an environment that is

safe and without risks to health to both students and staff. Students are asked to be mindful of our smoke free status while on campus. Designated smoking areas are located at the perimeter of each campus with waste receptacles provided.

SOCIAL MEDIA

GOTAFE recognises the need to provide guidance regarding the expectations and standards that apply where this use is about the Institute, its products and services, its people (students and staff) and other business-related stakeholders. GOTAFE's Student Code of Conduct applies to enrolled students when engaging in social media; this applies to all posts that make reference about your fellow students.

When using Social Media please remember that what you post may find its way back to the individual, the Institute, and current and future employers which may have adverse effects on future career prospects. Be Social Media responsible. Think before you post.

STUDENT RECORDS

At the start of your course, teachers will ask to see your receipt and/or student ID card as proof of enrolment. Failure to produce this will result in you being asked to leave the classroom.

All names (including middle names) should be recorded accurately on the enrolment form.

STUDENT SAFETY/ SECURITY

GOTAFE is committed to ensuring that it provides a safe and secure learning environment for its students and various measures have been put in place, which will be covered at student orientation.

Please discuss any concerns with your Course Coordinator, Student Services or Campus Manager.

SURVEYS AND FEEDBACK

Students may be asked to provide feedback on their learning experiences during their course of study and on their satisfaction and employment or further study outcomes following successful completion of their qualification. Feedback is typically requested in the form of in-class course evaluation or by survey conducted on campus via electronic means or mail. The feedback is used for continuous improvement purposes to ensure quality training and assessment and support services are provided to students.

T

TELEPHONES

Public telephones are available for use. Please check with the Enrolment Centre staff for directions.

W

WIRELESS INTERNET

Wireless internet access is available to students at all GOTAFE campuses. Connectivity is available in various locations around the campuses, within buildings and some outside areas.

To find out more refer to www.gotafe.vic.edu.au and under the Student Life heading

you will find a link to Wifi. This will provide instructions on accessing Wireless Internet via your personal electronic device

WITHDRAWALS

If you decide to discontinue with your studies, you must contact the Enrolment Centre and complete a withdrawal form. Refunds will not be given to students who do not formally withdraw.

Y

YOUTH ALLOWANCE

Youth Allowance provides financial assistance to young people aged 25 years and under.

For more information contact Centrelink on 13 24 90 or Youth and Student Support Services on your Campus.

PHONE NUMBERS

APPRENTICESHIP/TRAINESHIP FIELD OFFICER

Shepparton (03) 5833 2567

COUNSELLOR

1300 GOTAFE (1300 468 233)

DISABILITY LIAISON SERVICE

1300 GOTAFE (1300 468 233)

LIBRARY

Shepparton (03) 5833 2644

Wangaratta (03) 5723 6210

RECEPTION

1300 GOTAFE (1300 468 233)

STUDENT ACCOMMODATION

Shepparton William Orr (03) 5833 2892 b/h

(03) 5833 2891 a/h

Wangaratta 1300 GOTAFE (1300 468 233)

TAXI

Benalla (03) 5762 3333

Seymour (03) 5792 1644

Shepparton 131 008

Wangaratta (03) 5721 8888

TELEPHONE TYPEWRITER FOR THE HEARING IMPAIRED

Benalla (03) 5760 4574

Seymour (03) 5833 2608

Shepparton (03) 5735 2487

STUDENT SERVICES

1300 GOTAFE (1300 468 233)

CAREER SERVICES

1300 GOTAFE (1300 468 233)



Email enquiry@gotafe.vic.edu.au
Fax (03) 5833 2551
TTY (03) 5833 2608
Telephone text specifically for hearing impaired



gotafe.vic.edu.au | 1300 GOTAFE (1300 468233)