



AUTOMOTIVE

APPRENTICE TRAINING INFORMATION AND REQUIREMENTS

HELLO AND WELCOME TO TasTAFE!

We look forward to working with you during your training and assessment at TasTAFE.

The way you undertake the training and assessment for your qualification is blended – it combines learning and assessment activities off the job (at a TasTAFE campus) and workplace evidence on the job (at work).

How your training and assessment is completed will be negotiated with your employer, your TasTAFE trainer and as well as with yourself. However you undertake this, it will include both practical and theory-based work.

Training and assessment undertaken off the job at TasTAFE will be based around realistic simulated projects, and any assessment undertaken on the job will utilise your daily work tasks.

CONTACT US

If you have any questions about your Apprentice Training at TasTAFE, please give us a call on **1300 655 307**.

ATTENDANCE TIMES FOR OFF-THE-JOB TRAINING:

ALANVALE CAMPUS

- Monday – Thursday: start 8am – finish 4.30pm.
- Friday: start 8am – finish 2.30pm.

CAMPBELL STREET CAMPUS

- Tuesday – Thursday: start 8.30am – finish 4.30pm.

STUDENT RESIDENCE:

Accommodation may be available at the Student Residence in Launceston (Alanvale). Bookings are essential – please contact Alanvale on 6777 2687 or email: studentresidence@education.tas.gov.au

TRAVEL/ACCOMMODATION ALLOWANCE

If you are entitled, accommodation and/or travel allowance are paid by the Tasmanian Government at the end of each off-the-job training period. Please bring your bank account number and BSB details with you to your first TasTAFE training date to complete a travel form on your first day.

CAMPUS REGULATIONS

- Mobile phones may be used as calculators, but must be on 'silent' or switched off during any training and assessment. Employers needing to contact you must do so via our campus contact numbers listed.
- Under the Public Health and Safety Act, TasTAFE is a smoke-free environment.
- Eating and drinking (other than water) is not permitted in the classrooms or workshops.
- TasTAFE has a zero tolerance to vehicle hooning within the campus grounds. If you are seen doing so you will be banned from parking onsite. Drive safely and within speed limits.

MANDATORY REQUIREMENTS

All students attending training and assessment at TasTAFE are required to bring the following prescribed equipment and work wear:

LEARNING REQUIREMENTS

- Ball point pen and writing pad.

OCCUPATIONAL HEALTH AND SAFETY

- Full cotton combination overalls
- Approved safety steel-capped boots/shoes
- Winged safety glasses/goggles
- Ear muffs (note: must be Class 4)
Safety beret or hair net (if long haired).

Failure or refusal to wear required personal protective equipment PPE will result in you being confined to classroom theory or sent back to work.

WORKPLACE EVIDENCE

To make sure that you are getting the experience in the workplace you need to complete your qualification, you need to collect evidence of what tasks/jobs you have been doing at work. MyProfiling is a simple electronic process that can be completed daily on your smart phone or on a computer to gather workplace evidence. You will be provided with login details once you enrol.

CDX

Access to on-line Automotive training is through **CDX Automotive Online**. You can access CDX at almost anytime and anywhere, through a computer that has internet access. Access CDX is via the TasTAFE website www.tastafe.tas.edu.au

You will need to login using your TasTAFE Student ID and CDX Password. This will be provided to you at your Induction course.

FEE PAYMENT

Apprentices and Trainees are responsible for organising fee payment. The 2018 Fee Schedule can be found on the website: <http://www.tastafe.tas.edu.au/future/fees-and-payments/>.

Please contact your local Administrative office if you have questions in relation to your fees.

Other fees are required for access to on-line training (CDX) and evidence gathering (My Profiling) and other resources.

<u>CDX Online</u>	<u>\$85.00</u>
<u>My Profiling</u>	<u>\$50.00</u>
<u>Resources</u>	<u>\$50.00</u>

IF YOUR EMPLOYER IS PAYING YOUR FEES:

If your employer is paying your fees, your employer **MUST** complete and sign a Sponsor Form which can be obtained from administration staff and presented at time of enrolment being processed.

IF YOU ARE PAYING YOUR OWN FEES:

TasTAFE has an up-front fee payment policy, requiring you to enrol and pay your fees prior to the commencement of any training or assessment. If you are unable to pay the total amount, you may take advantage of our instalment plan. This involves paying a deposit of 25% of your fees prior to commencing training, then paying the balance in agreed instalments over a six month period.

If fees remain outstanding results will be withheld until the amount owing is paid in full. *No Certificates can be issued if you have outstanding fees.* For more details on fees and the refund policy please refer to TasTAFE website or Student Information Handbook. **Please Note:** TasTAFE may utilize a Debt Collection Service for recovery of outstanding fees.

FEE CONCESSIONS & FEE CAPS:

For 2018 TasTAFE has reintroduced apprentice fee concessions and fee caps. To apply for a fee concession you must provide proof of concession eligibility (low income health care card) at the time of enrolment.

SIGNUP & INDUCTION

All first year Apprentices will need to attend a scheduled Signup with a TasTAFE Portfolio Manager. This will occur in the workplace with your employer within 3 months (90 days) of commencing your apprenticeship.

At Signup you will be provided dates for your course Induction Block. Please contact Admin if you have yet to be contacted for a Signup or have yet to receive dates for your Induction Block.