



RTO 60142

FURNITURE

APPRENTICE TRAINING INFORMATION AND REQUIREMENTS

HELLO AND WELCOME TO TasTAFE!

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

The way you undertake the training and assessment for your qualification can be varied – it can be off the job (at a TasTAFE campus) or on the job. But it can also be a combination of both.

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 training and 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 TRAINING CENTRE

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

STUDENT RESIDENCE:

Accommodation may be available at the Student Residence. Please note bookings are essential:

Alanvale

Phone: 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.
- 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 STUDENT REQUIREMENTS

Please read carefully all of the following information – 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
- Calculator (not a scientific model or mobile phone substitute)
- Steel tape (3m metric)
- 1m fourfold rule
- USB Drive (memory stick)

In addition, if enrolled in MSFFM3009 Produce manual and computer-aided production drawings the following is required:

- Drawing pencils, 2H and 3H and Drawing Eraser
- Scale ruler that includes the following scales 1:5 1:10 (Kent Scale No. 62M).
- 60°/ 30° Set Square and 45°/90° Set Square
- Drawing Compass
- Lettering Guide
- Drawing Eraser

WORK HEALTH AND SAFETY

Work Health and Safety requires you to provide the following protective equipment:

- Appropriate work wear. Work wear in torn and unclean condition is unacceptable.
- Safety footwear (steel-capped). Any other footwear is unacceptable.
- Earmuffs or earplugs.
- Safety glasses – Sunglasses are NOT ACCEPTABLE. Clear-lens to be worn in workshop areas at all times.

- Tinted safety glasses are acceptable for use outside.
- Respirator, cartridge type / organic vapour and dust filter. (To be worn in Spray Booth.)
- Hair restraint. (Long hair needs to be restrained in hazardous situations.)

Failure to comply will result in being refused admission to practical areas until the appropriate equipment or clothing has been obtained.

MYPROFILING

To make sure that you are getting the experience in the workplace you need to complete your qualification, you will need to collect evidence of what tasks/jobs you have been doing at work.

MyProfiling is an electronic method (App or **www.my.edu.au**) which you will use to gather evidence. It is a simple process that can be completed daily on your smart phone or on a computer.

You will be provided with login details once you enrol.

FEE PAYMENT

Apprentices and Trainees are responsible for organising fee payment. The 2017 Fee Schedule can be found on the website: <http://www.tastafe.tas.edu.au/future/fees-and-payments/>. Please contact your local Administrative office for further information in relation to your fees.

IF YOUR EMPLOYER IS PAYING YOUR FEES:

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

IF YOU ARE PAYING YOUR 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 assessing. 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.