



RTO 60142

METAL TRADES

APPRENTICE TRAINING INFORMATION AND REQUIREMENTS

HELLO AND WELCOME TO TASTAFE!

MEM30205 Certificate III in Engineering – Mechanical

MEM30305 Certificate III in Engineering – Fabrication

MEM40105 Certificate IV in Engineering

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 generally will be off the job (at a TasTAFE campus) but it can also be a combination of off the job and in the workplace.

How your training and assessment is completed will be negotiated with your employer, your TasTAFE trainer and yourself. Your training will include both practical and theory-based work.

Training and assessment undertaken off the job at TasTAFE will be based around realistic simulated tasks, conducted in a simulated work environment, 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:

DEVONPORT CAMPUS

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

ALANVALE CAMPUS

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

BENDER DRIVE CAMPUS

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

STUDENT RESIDENCE:

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

Alanvale

Phone: 6777 2687 or

Email: studentresidenceth@education.tas.gov.au

Clarence

Phone: 6165 6591 or

Email: studentresidenceth@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 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

- Pen and writing pad
- Pencils
- A scientific calculator
- Drawing kit (discuss contents with your teacher)

You must have the prescribed books with you prior to attending training in any region:

Ron Cully Fitting and Machining Handbook– **Fitting and Machining Apprentices only** - available from the Library or can be purchased **\$90.00** approx

WORK HEALTH AND SAFETY

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

- Wearing of cotton combination overalls when working in workshops is compulsory.
- Safety footwear (steel-capped). Any other footwear is unacceptable.
- Safety glasses – Sunglasses are NOT ACCEPTABLE. Clear-lens to be worn in workshop areas at all times.
- Welding apprentices are also required to provide welding gloves and a welding helmet.

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

WORKPLACE EVIDENCE

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 can use to gather evidence. It is a simple process that can be completed daily on your smart phone or on a computer.

You must have an email address and supply details on your enrolment to receive access to My Profiling.

You will be provided with login details once you enrol. If you are unable to use MyProfiling you can use workplace testimonials.

FEES, PAYMENT AND REFUNDS

Apprentices and Trainees are responsible for organising fee payment.

The 2018 Fee Schedule and further information on fees and the refund policy 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:

You or your employer will receive an invoice for your fees. These fees will be divided over the duration of your apprenticeship. If you are unable to pay the total amount, you may take advantage of our instalment plan. This can be negotiated with Client Services.

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.*

NB – Other fees are required for evidence gathering - MyProfiling or similar **\$50.00**

RECOGNITION

Recognition of prior learning and skills is available to all students where appropriate. Further information can be found at <https://www.tastafe.tas.edu.au/future/recognition/> or in the student handbook.