

# Admission and entry requirements

No matter where you are in life, or what goals you may have for your education or training future, TasTAFE offers a range of courses to suit you and your personal circumstances.

TasTAFE is proud to offer flexible courses that vary by duration, location and delivery method. Courses range from refresher courses and short courses which might only last an afternoon, to evening programs, and qualifications which require six months, twelve months, or two to three years' study.

Course information is available from:

- **1300 655 307**
- **[www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)**
- **[info@tastafe.tas.edu.au](mailto:info@tastafe.tas.edu.au)**

## WANT HELP?

Call us on **1300 655 307** to arrange an appointment with a Student Counsellor, or visit the website **[www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)** for more information.

## HOW TO APPLY AND ENROL

Applying to study at TasTAFE is as easy as 1, 2, 3...!

### 1. Choose your course/field of study:

- browse our courses online at **[www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)**
- read the course information carefully to see if the course meets your needs and abilities
- contact us if you'd like to talk to someone from the relevant teaching area about a course, or a Student Counsellor for some career advice
- contact a Disability Liaison Officer if you require any specific support or reasonable adjustments

### 2. Determine your suitability for the course:

- identify any entry requirements
- work out if you need prior experience or study
- come along to an information day and/or suitability session.



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### 3. Express your interest:

- fill in our online form (under Apply and Enrol on our website - [www.tastafe.tas.edu.au/future/apply-and-enrol/](http://www.tastafe.tas.edu.au/future/apply-and-enrol/))
- phone us on **1300 655 307**
- visit your local campus and ask our staff to record your interest in a specific course.

## SUITABILITY AND COURSE REQUIREMENTS

At TasTAFE, some training programs will have specific entry requirements that include educational pre-requisites and/or prior or concurrent work experience, whilst other high-demand courses may require you to meet suitability criteria or attend an interview.

Depending on the course you are interested in, you may be required to:

- attend an information/pre-enrolment session
- complete a suitability process which might include an assessment, submission of a portfolio and/or attendance at an audition/interview.

Appointments can be made with a Student Counsellor of DLO if you wish to discuss any concerns you have about suitability or feel you need some support throughout this process.

## ENROLMENT

A staff member from the relevant teaching team will contact you to advise whether your application has been successful and provide you with the information you need to enrol.

This includes:

- completing a Student Details and Course Selection form listing the units you are enrolling in
- providing at least 50 points of approved identification – e.g. Driver's Licence, Passport, Centrelink/Medicare/financial institution card/s
- providing your Unique Student Identifier (USI) number (see the section below on *Unique Student Identifier*)
- bringing evidence of any units you have previously completed, so you can claim relevant credit transfers.

Further details on how to enrol and what you need to provide on enrolment are available by calling **1300 655 307** or asking a Client Service staff member at your local campus.

## UNIQUE STUDENT IDENTIFIER (USI)

All Australians who undertake vocational education and training must hold a unique student identifier (USI). This means that if you are planning to study with TasTAFE you must provide your USI or you won't be able to complete your training.

To create or recover a lost USI, visit [www.usi.gov.au](http://www.usi.gov.au) and bring it with you to complete your enrolment at TasTAFE.

Your USI will give you access to your online account which will help you keep all of your training records together and ensures that lost qualifications will be a thing of the past. If you don't provide TasTAFE with your USI at enrolment, we cannot, by law, issue you a Certificate, Statement of Attainment or Transcript for your training.

Don't miss out! Go to [www.usi.gov.au](http://www.usi.gov.au) or speak to a staff member if you need assistance.

## STUDENT ID CARD

A Student ID card will be issued on request after you enrol. Your course must be of at least six weeks duration to qualify (in some cases you may be able to get a card for shorter courses), and you must have produced sufficient evidence of identity before being issued with photo ID.

The card itself indicates your 'base' campus (where most of your classes will be held) and expiry date according to your course.

The ID card serves as your library card as well as a form of general ID that can also be used as evidence of being a student so that you can benefit from concessional rates for transport, at the movies, general admissions etc.

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