

Your skills. Your future.

Applying at TasTAFE

1300 655 307
www.tastafe.tas.edu.au

RTO 60142 | CRICOS 03041M





If you are launching your career, looking to gain new skills or thinking about a complete career change, we can help you gain the skills you need for the job you want.

To begin your education and training journey at TasTAFE, you'll need to apply for the course you are interested in. Depending on the type of course you are applying for – or any entry requirements that go with it – the application process may vary slightly.

The easiest way to apply for a course is online through the TasTAFE website – but if you need a hand at any stage with your application, please give us a call on **1300 655 307** or email us at **apply@tastafe.tas.edu.au**.

If this is the first time studying with us you can get a head start on your application and **create your TasTAFE Student Portal account** early!

Need help? Contact **apply@tastafe.tas.edu.au**.

Applying for a course

TasTAFE offers a wide range of nationally-recognised qualifications from Certificate to Diploma and Advanced Diploma level – as well as short courses, skill sets, apprenticeships and traineeships across more than 30 industry areas – so there's every chance we will have something to suit you and your career goals!

Once you have decided what course is right for you, you'll need to begin the application process.

Applications for most courses open the Monday after Info Week (we hold two Info Weeks each year, one in June and the other in November), however short courses and skill sets are often available all year round.

For some courses – like short courses and skill sets – the application process is very straightforward and will only take a few minutes to complete your details.

Other courses will need you to provide documentation and/or evidence that you can meet the entry requirements of your chosen course. These might be results from your previous qualification, or a police check or proof that you hold a specific licence.

You can find out what entry requirements your course may have from the relevant course page on the website – look for the ‘Entry requirements’ tab.

What do I need for my application?

To apply for a course at TasTAFE, you will need to:

1. Create a TasTAFE student account in the TasTAFE Student Portal.

The TasTAFE Student Portal is where you can keep track of your journey at TasTAFE.

In the Student Portal, you will be able to see the progress of your application, and view or upload any relevant documents you need to support your application. You’ll also be able to see copies of all the email communications we’ve sent you.

Create your TasTAFE Student Portal account at <https://prospectus.tastafe.tas.edu.au/>.

2. Obtain a USI (unique student identifier).

If you don’t already have one, you will need to create a Unique Student Identifier (USI).

The USI is a unique number allocated to everyone who undertakes accredited vocational education and training in Australia.

So, if you are planning to study with TasTAFE, you’ll have to provide your USI or you won’t be able to complete your application.

Creating a USI is easy and takes only a few minutes. Visit www.usi.gov.au – and follow the instructions.

3. Gather any supporting documents you need.

Depending on the course you are applying for, you may need to upload documents or other evidence to show you meet your course’s entry requirements.

It’s a good idea to have your supporting documents ready to go before you start your application – but you can come back to this step and still put your application in!

If you are interested in applying for credit transfer for units that you have successfully completed previously with us, or with another registered training organisation, please provide evidence at the time of your application.

4. Have your Health Care Card handy.

You’ll need to upload a copy of your Health Care Card if you want to claim a concession fee.

What happens next?

Check your personal email regularly or log in to your TasTAFE Student Portal account to see where things are at!

Once you have submitted your application, you will get a confirmation email from our Admissions Team to say that your application has been received.

Throughout the application process, you may need to provide additional information or documentation – so make sure you check your emails regularly, as sometimes we need to get this extra information back quickly to progress your application.

It's important to know that places in courses are filled in order of the applications we receive – so if you don't respond to requests for more information or provide evidence within the timeframes outlined in the emails sent to you by our Admissions Team, your application may be closed, and you may miss out on a place.

Tracking your application

You can track the progress of your application and any messages you receive from the Admissions Team – by logging into your TasTAFE Student Portal account at any time.

To access your account, log in with the email address and password you used when you submitted your application. If you have forgotten your password, click on the 'Forgot your password' option. If you need help, contact apply@tastafe.tas.edu.au or call **1300 655 307**.

How do I know if my application is successful?

If your application is successful, you will be notified through your account in the TasTAFE Student Portal and offered a place in the course.

To accept your offer, simply log in to your account in the TasTAFE Student Portal and 'accept'.

What if I'm unsuccessful?

If your application is unsuccessful, we will contact you via email to let you know.

If you don't gain entry into your preferred course, you may have the option to apply for another course at a later time or at a different location.

If the course is full, you may be placed on a waiting list, and if a place becomes available before the course starts, we will send you an offer via email. If a place does not become available before the course starts, we will be in touch to find out if you would like to be advised when the course is offered again – so you can re-apply for the next intake.

If you don't get into the course you want, we can also help you choose another course that will help you meet your educational and career goals – our Student Counsellors will be happy to offer you course advice.

Finalising your enrolment

After you've been advised that your application has been successful, and you have been allocated a place in your course, you'll get an email from us confirming your enrolment.

Your confirmation email will confirm the course you are doing and the units you'll be studying, as well as an invoice for payment. Close to the start of your course you'll receive information about your course start and finish dates, timetable information and any induction sessions that you may be required to attend – however, this will come separately to your course confirmation and invoice.

To finalise your enrolment, you can contact us on **1300 655 307** to set up a payment plan or pay your invoice in full using the payment options outlined on your invoice.

To find out more about your rights and responsibilities, facilities and support services available at TasTAFE please visit www.tastafe.tas.edu.au/students.

Note – If you are a trainee or apprentice and you have signed a training agreement, your employer will have a contact at TasTAFE for you in relation to your enrolment.

What's next?

You're now enrolled, so you can put your start date in your diary and get ready to start your training!

We will provide you with a full induction and tell you about any course-specific requirements your course has, including protective clothing and equipment, and work health and safety practices.

It's important that you understand there are rules and expectations guiding your behaviour and safety, and that there are academic standards that apply to your studies. So, it's a good idea to have a look at the Rights and Responsibilities section of the website – just so that you know what to expect when you start at TasTAFE. You can find this information at www.tastafe.tas.edu.au/students/learning/rights-and-responsibilities.

Support

If you need assistance or support during your time at TasTAFE, don't be shy – speak up!

Please contact one of our staff members, who can help you with information or advice about:

- support with literacy, numeracy and digital skills
- study skills
- financial assistance

- counselling
- disability support
- Aboriginal support
- career planning.

Find out more by visiting www.tastafe.tas.edu.au/students/support.

Contact us

Applications

If you have any questions about your application or enrolment status, please contact our Admissions Team by emailing apply@tastafe.tas.edu.au or calling **1300 655 307**.

You can also contact us anytime via the button within your Student Portal account.

Student support



Call us on **1300 655 307** to book a course counselling session with a Student Counsellor, Disability Liaison Officer or Aboriginal Support Officer.

Alternatively, head to www.tastafe.tas.edu.au/connect – where you can connect to different areas of TasTAFE for online support.

General enquiries

- **1300 655 307**
- info@tastafe.tas.edu.au
- www.tastafe.tas.edu.au

... and don't forget to be social!

Follow us on  

DISCLAIMER: The information contained in this publication is correct at the time of publication (November 2021). Every effort has been made to ensure details are correct and accurate, however TasTAFE reserves the right to change information without notice.

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