

what
you
need to
know



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Are you ready to enrol?

So, you have discovered GippsTAFE and all that it has to offer you. You've selected the course that interests and inspires you, and you have decided to enrol. Now, what do you need to do to sign up as a student? Just follow these steps:

Step one

Before you enrol, you will need to be sure that you can meet any special entry requirements, like pre-requisite study, work experience, a portfolio, or an interview with the department.

You can find this info on the GippsTAFE website, along with information about when the course starts, where it is held, how long it goes for, and what you can expect to learn.

If you are unsure, have a chat to the department offering the course, or contact any of our Customer Service Centres.

You should also consider whether you may be a candidate for Recognition of Prior Learning (RPL), which can provide you with credit for your existing skills and experience. RPL can affect how you enrol and how much you pay, so if you think you may be eligible, be sure to talk to the department first.

Step two

Make an enquiry, in person or online, and get your hands on the enrolment forms (these are conveniently contained within your Starter Kit and are also available on the GippsTAFE website).

We understand that not everyone is a fan of paperwork. Unfortunately, we can't enrol you without it! We promise to keep the forms to a minimum and will only ask you for the information we need.

The forms you complete help us to verify who you are, get you into the right course and ensure that you are charged the correct fee.

Feeling overwhelmed about putting pen to paper? Don't worry - we are happy to explain what is involved and help you to fill out your forms. Just let us know!

Step three

Look out for our **advertised enrolment days and information sessions**, or contact your local campus to arrange a time to come in for a chat.

We will assess your eligibility for a government-subsidised place, give you an indicative costing and explain the fees and payment options to you.

We will also make a time for you to meet with the department to discuss your course options and develop your personalised study plan.

Step four

All set? It's time to enrol and pay.

Don't forget – you will need to be fully enrolled and have paid your fees prior to the first day of class.

Time to check your progress. Have you...

Completed your personal details on the enrolment form?

*Provided proof of identity?**

*Attached documents that verify your eligibility?**

Please fill out as much of your forms as you can before you arrive.

This will help us serve you faster!

**You will need to have your originals and a copy of each. If you are posting the information, copies must be certified.*

Are you eligible for a government-subsidised training place?

The Victorian Training Guarantee

If you are reading this, you probably know that TAFE training is a great way to gain a nationally recognised qualification that will improve your ability to enter the workforce or enhance your career or job prospects.

What you might not know is that recent changes to the Victorian TAFE and training system mean that there are now an unlimited number of government-subsidised training places available for people who meet the eligibility criteria.

The new system makes 2012 the ideal time to make a start on gaining new skills, or upgrading your existing skills, to help you get the job you want.

So, let's find out if you qualify....

Are you:

- An Australian Citizen OR
- A holder of a referral from the Asylum Seeker Resource Centre OR
- A holder of a referral from the Australian Red Cross OR
- A Permanent Resident OR
- A holder of a Special Category Visa (sub-class 444) OR
- An East Timorese asylum seeker OR
- A holder of a Temporary Protection Visa

and

Under 20 years of age on January 1, 2012?

If so, you can access a government-subsidised place for any training at any level.

20 years of age or over on January 1, 2012?

You can access a government-subsidised place for:

- Foundation level training
- Apprenticeship training
- Training at a higher level than the highest qualification that you have previously completed

Ineligible for a government-subsidised place?

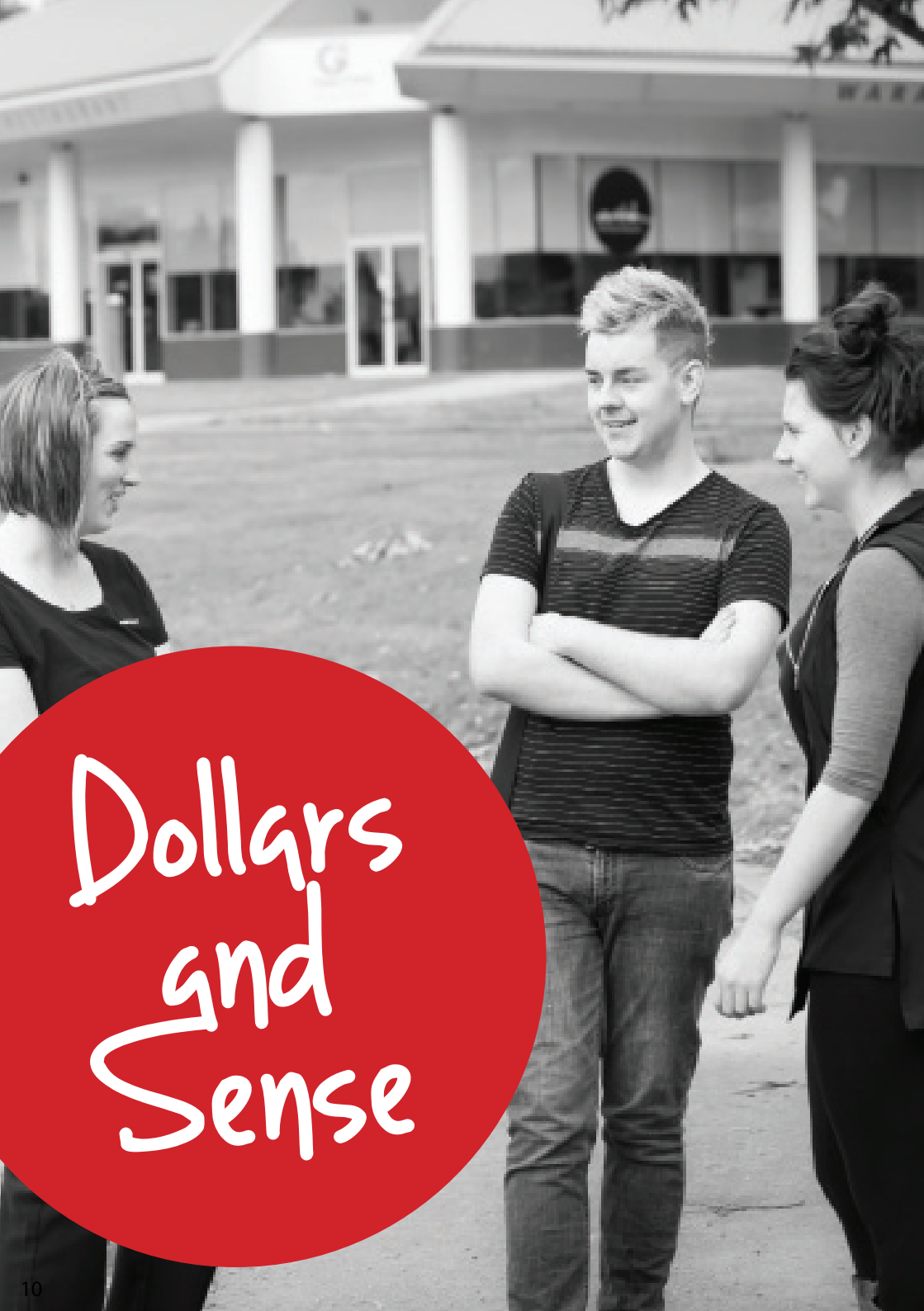
If you want to study at GippsTAFE, but don't meet the eligibility criteria, don't worry.

You may not be able to access a government-subsidised tuition fee, but you can still apply to enrol in the course.

Start here



Other options are available. Please contact us to find out more.



Dollars and Sense

Improving your skills and knowledge is an investment in your future, but you already know that. Let's get down to how much it costs to study at GippsTAFE.

Your fees are determined by a number of factors, like which course you are enrolling in and your eligibility for a government-subsidised place (find out more about eligibility criteria by turning to page 6).

Generally, fees at GippsTAFE are made up of three components: a Tuition Contribution, a Student Services and Amenities Fee and a Materials Charge.

Tuition Contribution

This fee is for the training you undertake to complete your qualification.

For students who are eligible for a government-subsidised place

The amount that you pay varies according to the number of student contact hours within your qualification, as well as the level of training (also known as the Course Category). It is set annually by the Minister for Education. Refer to the table on page 10 for more detail.

For ineligible students

The amount that you pay is set by the department facilitating your course. The cost is calculated on a fee for service basis.

Student Services and Amenities Fee (SSAF)

This compulsory fee is shared by all GippsTAFE students. It is used to fund a range of support services and amenities offered to students, on and off campus.

For students who are eligible for a government-subsidised place

The SSAF is set annually by the Institute and is calculated according to the number of student contact hours within your qualification. Refer to the table on page 10 for more detail.

For ineligible students

The SSAF will usually be included in the quotation that you receive from the department providing your training.

Materials and Other Charges

Materials charges enable you to get the resources that you need to succeed in your studies and prepare for your career. These charges are set by individual departments and vary for different courses. They may include such things as handouts and materials used during classes, excursion expenses, supplies for specific training such as first aid, or costs associated with police and working with children checks. Further details regarding the materials charges for the course you are studying can be obtained from the relevant department.

2012 Tuition Fees

Please click here to visit the Gipps TAFE website for the most up to date information on 2012 Tuition Fees.

Recognition of Prior Learning (RPL)

Did you know that your existing experience could count towards a nationally recognised qualification?

At GippsTAFE, RPL gives credit where credit is due. It involves the assessment of unrecognised skills and knowledge gained outside the formal education and training system, through employment or general life experience.

RPL can help you update your skills and knowledge in an accelerated timeframe, by preventing you from having to re-learn what you already know. This means minimal downtime from your busy lifestyle, while still providing the qualifications you need to grow in your career.

How much does it cost to undertake RPL?

For students who are eligible for a government-subsidised place

If you are eligible for government funding, you will pay no Tuition or Student Services and Amenity Fee for units enrolled and assessed via RPL.

For ineligible students

If you are not eligible for government funding, you will incur a minimum fee of \$1000 and a maximum fee of \$1900 per qualification assessed via RPL. Just seeking a few units? Ask the department to provide you with an individual costing.

Interested?

Contact us to arrange an individual consultation with a qualified trainer who will measure and map your existing skills and help develop a plan for you to provide evidence for RPL.

Need some assistance?

The GippsTAFE Skills Gateway is a service which provides access to a free pre-assessment of your current skills, knowledge and experience, and matches this to the qualification you want.

Visit the GippsTAFE Skills Gateway website for more information:

www.skillsgateway.com.au

Study Now, Pay Later

Are you keen to study, but not sure how you will manage the cost of enrolment fees and study materials? Read on to find out if you are eligible for assistance in the form of a student loan or VET FEE HELP.

Student Loans

What is a student loan?

A student loan is a short-term loan that assists students to pay their enrolment and materials fees or purchase the textbooks needed for their course.

What does a student loan cover?

A student loan can cover up to 50% of your enrolment fee.

Your materials fee and/or required textbooks may also be covered, up to 100% or a maximum of \$500, whichever is the lesser.

A student loan will not be approved for the purchase of excursions or specific equipment for courses (such as uniforms, kitchen knives, etc).

The minimum amount to be loaned is \$200.00.

Who can apply for a student loan?

If you are eligible for a government-subsidised place you can apply for a student loan.

Unfortunately, student loans are not available to students enrolling in Skills Development courses or students who are ineligible for a government-subsidised place.

How do I pay the loan back?

Student loans are repaid to GippsTAFE through a direct debit from your bank. Payments are spread over a maximum of 20 weeks and can not exceed the duration of the course.

How do I apply for a student loan?

You will need to make an appointment to apply for a student loan. This can be arranged by contacting the Customer Service Centre at your nearest campus.

You should allow between 15 and 30 minutes for your appointment. During this time, we will explain the process and advise you of your options, check over your paperwork, complete a Direct Debit Request form and arrange your repayment schedule.

You will need to bring along your completed enrolment form, with all fee information (including textbooks,

materials fees and enrolment fees) filled out. The Customer Service Centre can assist you to complete the fee component of your enrolment form prior to your appointment.

You will also need to bring your bank account details (including your BSB number). This must be in the form of a copy of your bank statement, or the GippsTAFE enrolment form, stamped by your bank branch.

Provided you have supplied all of the necessary information, your loan can be processed on the spot!

Want to know more?

Contact the Customer Service Centre at your nearest campus.

Please Note: It is expected that you will be prepared to enrol in your chosen course on the day of your student loan appointment. You should ensure that you are able to pay the balance of your enrolment fees on the day, and be sure to provide your student loan documentation to the Customer Service Staff when you enrol.

VET Fee Help

What is VET FEE HELP?

VET FEE HELP is a fee assistance program that has been recently introduced at GippsTAFE for students undertaking high-level Diploma and Advanced Diploma courses.

It is a similar scheme to the Higher Education Loan Program (HELP) that is available for University students and enables eligible students to defer the payment of their tuition fees to a time when they are better placed financially.

This removes one of the barriers that potential students face and helps ensure that the people who want and need high-level training will be able to access it without delay.

What does VET FEE HELP cover?

VET FEE HELP can assist you to pay for part or all of your Tuition Contribution. Not sure what the Tuition Contribution is? Turn to page 9 for a description.

Who can apply for VET FEE HELP?

VET FEE HELP is available for eligible students who are enrolling in a Diploma or Advanced Diploma.

To be eligible, you must:

- Be an Australian citizen or permanent humanitarian visa holder who will be resident in Australia for the duration of the unit of study in which you are seeking VET FEE HELP assistance;
- Be enrolled on or before the census date in an eligible unit of study and remain enrolled in the unit at the end of the census date;
- Meet the tax file number requirements;
- Have completed, signed and submitted a valid Request for VET FEE HELP Assistance form for the unit or course on or before the census date; and
- Not have exceeded the FEE HELP limit.

Both full-time and part-time students are able to apply for VET FEE HELP.

You can apply for VET FEE-HELP part way through studying a course at GippsTAFE, provided that the census date of the unit of study has not passed.

If you are currently accessing VET FEE HELP or HECS HELP, or have in the past, you can still apply for assistance through GippsTAFE, as long as you have not exceeded the FEE HELP limit. Need to check your balance? Just phone the Tax Office on 13 28 61 (Monday to Friday, between 8:00am and 6:00pm AEST).

What is the FEE-HELP limit?

In 2011, the FEE-HELP loan limit was \$86,422 for most courses. This amount is indexed each year.

How do I pay the loan back?

If you are approved to receive VET FEE HELP assistance to pay for all or part of your tuition fees, you will effectively incur a loan with the Australian Government. Compulsory repayment will commence when your annual income reaches the minimum repayment threshold.

What's a 'census date'?

The census date is the last day a student may withdraw from a course in which they are enrolled without incurring fees for that subject.

How do I apply for VET FEE HELP?

Ask for your copy of a 2012 VET FEE-HELP Information Booklet and a Request for VET FEE-HELP Assistance form from any GippsTAFE Customer Service Centre.

Want to know more?

For further information you can...

Visit www.deewr.gov.au

Phone the VET FEE HELP assistance line on 13 38 73

Contact the GippsTAFE Student Management Centre on (03) 5127 0286



Changed
your
mind?

**Was your course
cancelled by
GippsTAFE?**

You will receive a
full refund.

At GippsTAFE, we
understand that
sometimes your
circumstances change

Need to apply for a refund?

The following conditions apply:

**For Certificate level
courses:**

If you formally withdraw
before the course
starting date OR within
the first 4 weeks of the
course, a full refund
applies, less a processing
fee of \$40.

After the first 4 weeks
of the course, no refund
applies.

If you are taking a place
at another educational
provider* within the
first 4 weeks of the
GippsTAFE course, a full
refund will be granted.
After this time, the refund
payment will be pro-rata.

**Please Note: Proof of
enrolment is required.*

**For Diploma and
Advanced Diploma
courses:**

A full refund of tuition
fees is available up until
the census date** with
the exception of where
VET Course Assurance has
been activated in relation
to a unit of study.

***Turn to page 15 for an
explanation of the census date*

**For Skills Development
and Fee for Service
courses:**

If you withdraw more than
10 working days prior to
the commencement of the
course, 80% of fees will be
refunded.

If you withdraw less than
10 working days prior to
the commencement of the
course, 20% of fees will be
refunded.

If you withdraw after the
course has commenced,
no refund applies.

Please Note: All refunds
are subject to the student
having no outstanding
commitments with
GippsTAFE, including
outstanding Library,
Department, Equipment
or Student Loans.

Completing Your Enrolment Form



Did you know that it is mandatory to complete **all** fields on the enrolment form?

Your enrolment **cannot** proceed unless you have correctly filled in each field.

Don't understand one of the questions on the form and need help to complete it correctly? Just ask one of our friendly Customer Service Officers to assist you.

Why do we need this information?

The details on the enrolment form are required by GippsTAFE and the State and Federal Government. The fields on the form include:

Course Name and Department

The information in this section enables us to identify which course and teaching department your enrolment is linked to.

Previous Study

This information is required under legislation. It enables GippsTAFE to provide accurate statistical information about returning students.

Personal Details

GippsTAFE needs this information for a number of reasons. It allows us to contact you if there is a change to class times or venues, or to contact the correct person if you are involved in an emergency situation. These details also provide statistical information on the age and gender of GippsTAFE students, which we are required to provide to government bodies. Some of this information also has a practical application. Your date of birth, for example, is used to create your computer log-in.

Language and Cultural Diversity

The information in this section is used to check your eligibility for a government-subsidised place. As part of the eligibility process, the Institute is required to sight and record your citizenship status. This information also helps to ensure that student services and resources are made available to those who require assistance, and provides statistical data on cultural diversity at GippsTAFE, which is reported to government bodies.

Disability

GippsTAFE uses the information in this field to identify students who may require assistance to reach their learning potential due to a disability or impairment. These details are also required by government bodies, who use the statistics to explore potential barriers to learning and how these can be overcome.

Previous Qualifications Achieved

This information is used to check your eligibility for a government subsidised place. As part of the eligibility process for Diploma and Advanced Diploma courses, each student must be enrolling in higher level qualification than they have achieved in the past to receive government support. These details are also used to provide statistical information to government bodies so that they can ascertain the skill level of the Australian public.

Employment Status

These details are required under legislation, and are designed to provide government bodies with statistical information on employment status. This information also helps GippsTAFE

to determine if you need training to find work, pursue a new career, secure a promotion or enhance your life skills. This enables us to provide courses give you the skills and knowledge you need to achieve your goals.

Schooling

Many of the courses at GippsTAFE have a minimum schooling level as pre-requisite. This information helps us to identify if you meet the course requirements. These details are also required by government bodies.

Employer Details

The information in this section is required to enable GippsTAFE to maintain your employer details if you are sponsored in your course. These details are also used to provide statistical information on sponsorship, apprentices and trainees to the Government.

Declarations

These sections must be signed and dated by you, the person enrolling. These sections confirm that you are aware of the terms and conditions of your study at GippsTAFE.

Specialist services for students



GippsTAFE is a full service provider. That means that our students have access to a range of additional services designed to help them make the most of their GippsTAFE experience, in the classroom and beyond.

Everyday Assistance

The Customer Service Centre staff can you assist with the following:

- Information about fees
- Information about refunds
- Certificates and results
- Student Card creation and replacement
- Student computer log-on details
- Student printing and binding
- First Aid
- Stamps and postage
- Fax service
- Travel timetables for bus/train

Student Support

The GippsTAFE Student Support Team can assist with the following services:

- Referral to welfare services for students who are experiencing difficulties
- Disability support
- Indigenous support
- Interpreter services
- Course information and referral
- AUSTUDY and Youth Allowance enquiries
- Vocational career guidance
- Student loan enquiries
- Student amenities
- Customer feedback
- Travel concession application
- General Centrelink information

Contact Student Support:

Student Engagement Officer studentsupport@gippstafe.edu.au or contact your campus

Disability Liaison Officer - (03) 5127 0250 - disability@gippstafe.edu.au

Koorie Liaison Officer - (03) 5120 4546

Library and Learning Resources

GippsTAFE offers four libraries, located at the Yallourn, Morwell, Warragul and Leongatha Campuses. You can also access the Online Library through the student portal, giving you access to resources anywhere and anytime.

The Library can assist you with the following:

- Computer workstations with internet access
- Photocopiers and printers
- Video and DVD players
- Scanners and CD burners
- Special needs equipment
- Study desks and group work areas
- Friendly Libararians to help you find what you need
- Electronic resources (databases, e-books, e-journals, e-encyclopaedia)
- Books, journals, DVDs and other materials to support your studies
- Daily newspapers, magazines, board games,movies and tv series

Contact the Library:

Library - (03) 5127 0207 - library@gippstafe.edu.au

Language, Literacy and Numeracy Support

GippsTAFE provides a number of programs to current and future students to assist them with their Math, English and communication skills.

Ask about the special program designed for apprentices and trainees who need extra support, or the pathways on offer for mature-age students who are looking to return to study.

Other GippsTAFE Perks

At GippsTAFE, we believe that there is no substitute for hands-on learning. You can help our students to enhance their skills and enjoy top service at a rock bottom price.

Hair and Beauty Services

Take advantage of discounted Hair and Beauty services with an appointment at the Yallourn or Leongatha Campus.

Yallourn Hair – (03) 5127 0265 **and Beauty** – (03) 5127 0268

Leongatha Hair and Beauty – (03) 5662 6800

Training Restaurants

Great meals at affordable prices. Bookings are essential!

Waratah Training Restaurant, Morwell – (03) 5120 4567

WattleSeed Training Restaurant, Warragul – (03) 5662 8500

Wildflower Café, Leongatha – (03) 5662 6800



Higher Education and Pathways



GippsTAFE, Monash University and the University of Ballarat have a number of credit pathways to help you achieve your study goals. Following successful completion of your GippsTAFE qualification you may be eligible for credits to a corresponding bachelor degree program.

Current pathways include:

Monash University Gippsland Campus

- Bachelor of Business and Commerce
- Bachelor of Nursing Practice
- Bachelor of Community Welfare and Counselling

Current courses at GippsTAFE Academy:

University of Ballarat

- Bachelor of Applied Management
- Bachelor of Teaching (Early Childhood Education)

New Pathway options are being developed throughout 2012. Visit the website for more information: www.gippstafe.edu.au/pathways

Policies

Access and Equity

GippsTAFE is committed to Access and Equity and ensures that all learners are able to experience education and training regardless of gender, socioeconomic background, disability, ethnic origin or race.

Customer Feedback

GippsTAFE is committed to the provision of excellent customer service, and welcomes all feedback in order to recognise best practice and to promote continuous improvement of our service.

Learner Discipline and Appeals

Academic misconduct, inappropriate or disruptive behaviour, constitute serious offences are not tolerated in any form at GippsTAFE. Learners who engage in such conduct will face certain penalties. Such behaviour and penalties are outlined in the Learner Discipline Policy.

Learners have a right of appeal, as outlined in the Learner Appeals Policy.

Assessment and Assessment Appeals

Assessments conducted by GippsTAFE will be valid, reliable, flexible and fair. You will be advised prior to the commencement of your training of the assessments which will be undertaken to successfully complete your training. Throughout your studies, you will be given regular feedback on your progress.

GippsTAFE believes that every learner has the right to a fair and independent review process for disputed decisions or assessment results.

Cheating and Plagiarism

Cheating and plagiarism are serious offences and are not tolerated in any form at GippsTAFE.

Cheating is an attempt to benefit from another person's work/activity in order to achieve an outcome, which is not generated from your own efforts.

Plagiarism is taking another person's work or ideas and representing them as your own. It may be as simple as taking a few words or phrases to capturing an entire article, essay or piece of work.

Policies are available for download:

http://www.gippstafe.edu.au/current_students/policies/

The GippsTAFE Teaching and Learning Charter demonstrates GippsTAFE's commitment to delivering FIRST class programs benchmarked on the principles of:

Flexibility | **I**nnovation | **R**esponsiveness | **S**ustainability | **T**ransformation

Opening Doors to Success

As a partner to Opening Doors to Success for our learners, we look forward to providing opportunities for individuals to realise their potential and educational aspirations.

Contact Us

Email records@gippstafe.edu.au
Web www.gippstafe.edu.au
Post PO Box 3279 GMC Morwell 3841
Fax 1300 094 661

Training Locations

GippsTAFE Academy

Location 49-63 Princes Street, Traralgon 3844
Phone (03) 5120 4500

Yallourn Campus

Location Monash Road, Newborough 3825
Phone (03) 5127 0277

Morwell Campus

Location Corner Princes Drive and Monash Way, Morwell 3840
Phone (03) 5120 4500

Warragul Campus

Location 116-118 Queen Street, Warragul 3820
Phone (03) 5622 8500

Leongatha Campus

Location 129 Nerrena Road, Leongatha 3953
Phone (03) 5662 6800

Chadstone Campus - Energy Training Centre

Location 41 Drummond Street, Chadstone 3148
Phone (03) 9251 3000

GETT Centre

Location 49-63 Princes Street, Traralgon 3844
Phone (03) 5136 3600

Gippsland Education Precinct - GEP

Location Northways Road, Churchill 3842
Phone (03) 5132 3812

DISCLAIMER: Information contained within this publication is correct as at September 2011. GippsTAFE reserves the right to alter, cancel or otherwise modify in any way, information contained within this document.