



North
Regional

2021 Student Handbook



North Regional TAFE acknowledges the Traditional Custodians of both the Kimberley and Pilbara regions of Australia and their continuing connection to the land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present.

Welcome

Thank you for choosing North Regional TAFE.

Whether you are new to the workforce, returning to work, changing careers, or simply looking to upskill, we have you covered!

North Regional TAFE (NR TAFE) is the largest provider of training and vocational services in the north of Western Australia, servicing communities and industries across a region exceeding one million square kilometres.

NR TAFE has 11 campuses, from Wyndham in the north to Newman in the south, with the College's three largest delivery centres at Broome, Karratha and Pundulmurra (South Hedland).

The College delivers more than 200 nationally recognised qualifications, skill sets and short courses each year to over 8,000 students.

As an NR TAFE student you are part of a strong learning community led by passionate, qualified and industry experienced lecturers.

Please take the time to familiarise yourself with the contents of this Student Handbook

We hope that this is the beginning of NR TAFE supporting your lifelong learning and career development.

Good luck and we wish you well with your studies.

Kevin Doig
Managing Director

Contacts

If you require assistance or more information with the Student Handbook, please contact us.

 **1300 996 573**

 **info@nrtafe.wa.edu.au**

 **www.northregionaltafe.wa.edu.au**

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Disclaimer: Information provided in this publication is a summary, intended for students. All information in this publication is correct as of September 2020. NR TAFE also reserves the right to alter, or otherwise modify in any way, material contained in this publication.

* As part of our Disability Access and Inclusion Plan, this document is available in alternative formats upon request, including electronic format provided on USB, CD, or email.

CAMPUSES

- Broome
- Derby
- Fitzroy Crossing
- Halls Creek
- Karratha
- Kununurra
- Newman
- Minurmarghali Mia (Roebourne)
- Pundulmurra (South Hedland)
- Tom Price
- Wyndham

Although we provide training at all campuses, all course enquiries and enrolment processing are handled from Broome, Kununurra, Derby, Karratha and Pundulmurra (South Hedland).



2021 Key Dates

SEMESTER 1

Term 1

1 February > 1 April

Term 2

19 April > 25 June

SEMESTER 2

Term 3

19 July > 24 September

Term 4

11 October > 10 December

1. STUDENT SUPPORT SERVICES AND RESOURCES

We offer a range of student support services from academic support, general assistance and supporting students to manage barriers that might interfere with the successful completion of studies.

Phone **1300 996 573**, or email info@nrtafe.wa.edu.au to be put in contact with the relevant support service or to seek further information on the support available.

Need more information about your course?

We can help you. If you are new to NR TAFE or a current student come to our campus reception and talk to our Client Services Team. We can assist you with information about your course, or we can connect you through to our training areas who can provide you the necessary career guidance, vocational advice and information about what skills or training will help you toward your career goal.

Detailed course information is also available on our website.

Disability access and equity

NR TAFE is committed to providing equitable access and inclusion for people with disability. Our Disability Access and Inclusion Plan is available on our website and we welcome any feedback or comments that will support our continuous improvement and support services.

We have a dedicated Disability Support Coordinator that can provide information and advice and coordinates individualised student support when required. This service is confidential and provided to enrolling and currently enrolled students so they can find out more about what resources and support might be available whilst undertaking their study.

More information can be obtained via email: Disabilitysupport@nrtafe.wa.edu.au or by phone **1300 996 573** and asking to speak to our Disability Support Coordinator.

Jobs and Skills Centres - employment and careers planning advice

Looking for a job while you are studying, need help writing your resume or applying for a job, want to know what study you need to take to pathway into your dream job, or seeking career planning advice? Drop in or contact our Jobs and Skills Centres.

As a student of NR TAFE, you are welcome to visit one of the Jobs and Skills Centres. Jobs and Skills Centres offer free professional and practical advice on training and employment for both individuals and businesses. The service also includes a jobs boards to connect jobseekers with employment opportunities and to help employers attract and recruit employees. Jobs and Skills Centres located at NR TAFE are staffed full time at our Broome, Karratha, Kununurra, Pundulmurra (South Hedland) campuses and outreach services are available at Newman, Roebourne, Derby, Fitzroy Crossing, Halls Creek, Bidadanga and Dampier Peninsular.

For more information, please visit jobsandskills.wa.gov.au.

Or phone **13 64 64** (within WA).

Scholarships at North Regional TAFE

NR TAFE has a range of student scholarships available. In addition to the Industry Scholarship Program, students also have access to other scholarships made possible in partnership with external organisations.

NR TAFE's Industry Scholarship Program provides opportunities for Kimberley and Pilbara residents to progress their career aspirations in a range of eligible industry areas. The Program has been designed to create opportunities for a better future through education and training and are open to current and prospective students who can demonstrate educational disadvantage and financial hardship.

Find out more about scholarships and application access on our website.

Need help to improve reading, writing, maths and computing skills?

Yes, we can help. NR TAFE provides support for learning all these skills. If you would like some help with your studies, lecturers are available to work with you to help develop the specific skills required for your course such as reading, writing, maths, computing and organisational skills.

Student accommodation

NR TAFE student accommodation is available in South Hedland and at our Karratha campus.

You can request your accommodation booking by filling out the online form accessed through our website.

For apprentices and trainees seeking accommodation at campuses other than Karratha or South Hedland, please contact us.

*Note: Students under 18 years old need to apply for accommodation. Please call **1300 996 573**. Existing minors (students) using accommodation will be handled on a case-by-case basis.*

Karratha has seven fully furnished houses located behind the campus, all houses contain five single bedrooms, each with their own key. Each house has two bathrooms, communal laundry, kitchen and living room. Each bedroom is air-conditioned and contains a desk and chair for private study. Cooking facilities such as microwave, stove and oven are available.

South Hedland

South Hedland student accommodation consists of 14 self-contained units located on Somerset Crescent, approximately 1.5 kilometres from our Pundulmurra campus. There are one and two bedroom units available. The units are self-contained with kitchen and laundry.

Please speak to our Client Services Team for further information or refer to the Accommodation Handbook on our website.

Student study hub

Student study hubs are available at Broome, Pundulmurra and Karratha campus. Our student study hub is an area on campus where students can access computers and undertake their own study in a quiet environment.

Canteen facilities

Canteen facilities are located at Broome, Karratha and Pundulmurra campus and we encourage you to make use of these facilities. Opening hours will vary, please check at each location.

We welcome your feedback

We are committed to providing excellent training and services. To achieve this, we need your feedback to help us constantly improve.

How do I provide feedback?

You can provide feedback at any time. Contact your lecturer, Training Manager, or contact us on **feedback@nrtafe.wa.edu.au**

During June / July each year NR TAFE will contact you by email to carry out a survey so that we can learn more about your experience with the College. Please use this opportunity to make any comments that will help us provide better training in the future.

The Department of Training and Workforce Development also conducts an annual student satisfaction survey where you can have your say about all of the services we provide. We will contact you by email in October / November.

What do I do if I want to make a complaint?

If you are not satisfied with our services you can make a formal complaint, using the feedback email **feedback@nrtafe.wa.edu.au** or by obtaining the feedback form available at your local campus reception. The College has a formal Complaints Management Policy and a Complaint Procedure. These documents are available on our website or you can ask our Client Services Team for copies, or email **info@nrtafe.wa.edu.au**. Our Complaints Management Policy is available on our website.

2.

ARE YOU AN ABORIGINAL OR TORRES STRAIT ISLANDER?

About Aboriginal Training Services

Our Aboriginal Training Services (ATS) team is available to assist Aboriginal and Torres Strait Islander students to achieve their study goals.

Throughout the North West, the dedicated ATS team is here to assist and support your TAFE journey and pathway to employment or further training.

Our ATS team work alongside our training team, supporting with actions and strategies that promote culturally appropriate services and welcoming facilities.

Our mission is to maintain and provide our services and support to Aboriginal and Torres Strait Islander students in ongoing training and employment through retention, attraction and completion.

We have ATS staff at all our NR TAFE campuses. We can also provide services in communities across all regions where training is being delivered.

The ATS team provides the following support services:

- Assistance with study and talking to lecturers
- In-class support, both academic and practical
- Mentoring
- Career information
- The Indigenous Tutorial Assistance Scheme (ITAS) (Upon referral from your lecturer)
- Liaison with Centrelink, Abstudy, Job Services Australia, Remote Jobs and Communities Program and other service providers
- Assistance arranging accommodation, transport (subject to assessment by ATS team) and study support resources such as work wear, protective equipment and learning aids
- Referrals or information about other services such as financial counselling, childcare and health needs

In addition, the ATS team provides:

- Advice on culturally appropriate learning methods and environments within NR TAFE
- Consultation with Aboriginal communities and organisations to identify community development projects and negotiated training plans to address unique local needs
- Aboriginal and Torres Strait Islander Trainee and Apprentice Support

All ATS staff employ collaborative work practices within NR TAFE and with external stakeholders to achieve the best possible training and employment outcomes for Aboriginal and Torres Strait Islander students.



3.

APPRENTICESHIPS AND TRAINEESHIPS

Information for apprentices or trainees

NR TAFE offers a range of apprenticeship and traineeship courses. We specialise in training which provides a solid knowledge base and work readiness skills. This may be done on-campus, online, on-the-job, or a combination of these delivery methods. Apprenticeships and traineeships will be developed in consultation with the employer. This approach features more flexible options, backed by extra support services.

We have dedicated staff to support apprentices and trainees in their studies. They can assist with arranging accommodation, travel, mentoring support, and language, literacy and numeracy support. Where appropriate an apprentice or trainee may be provided with a Training Support Plan which will enable us to put in additional assistance to ensure the best possible outcome.

Information on student accommodation can be found in section 1 of this handbook.

For more information, ask for our Employment Based Training Coordinator or Indigenous Training and Apprentice Support Officer by calling **1300 996 573**, or emailing **info@nrtafe.wa.edu.au**.

Our downloadable Apprenticeship and Traineeship Guide is available on our website or from your nearest campus.

4.

INFORMATION FOR STUDENTS UNDER 18 YEARS OF AGE

Training at NR TAFE can open world of opportunities if you are still at school and looking to get a head start in your career.

Duty of care for minors

For all students under the age of 18, NR TAFE has an extra duty of care. This duty of care will be explained with you and your parent or guardian at the time of enrolment. Key points to remember are:

- Your absence will be reported to your school, parent or guardian.
- If you are an apprentice, your absence will be reported to your employer.
- The lecturer must obtain permission from your parent or guardian for you to participate in any off campus excursions.

Vocational Education and Training Delivered to Secondary Schools

Our VET Delivered to Secondary Students (VETDSS) program enables students to undertake Vocational Education and Training as part of their senior secondary education. The VETDSS program is pre-planned with Kimberley and Pilbara high schools and places are limited. This training delivery supports students who would like to gain a vocational qualification while they are at school. Students in years 11 and 12 can complete courses while working towards their Western Australian Certificate of Education (WACE).

Students who are enrolled at school and undertaking VETDSS approved qualification, funded by the Department of Training and Workforce Development are eligible for a course and resource fee exemption. Our School Delivery Coordinators work closely with schools to ensure our students are in their program of choice and are appropriately supported through their TAFE studies.

Our VETDSS Guide is available to download from our website or collect from your nearest campus.

Secondary school age concession

A cap of \$420 per year will apply for secondary school aged students (born on or after 1 July 2003 who are at least 15 years old) who are not enrolled at school. The cap applies irrespective of the number of courses a student is enrolled in.

5.

INFORMATION ABOUT YOUR TRAINING AND STUDY PROGRAM

Your lecturer will provide you with specific information about your study program, but here are some general things you need to know.

Orientation to your training program

Your lecturer will provide you with an orientation to your training program. This may be done in a group or an individual setting and may be long or short, depending on the length of your training.

The orientation may include emergency and safety information, use of facilities, learning and support for students with disabilities, Recognition of Prior Learning (RPL), appeals and complaints, and the Student Code of Conduct.

Mode of delivery and flexible learning options

We provide training options to suit all lifestyles with full time, part time and online study options available. Courses can also be customised to suit individuals, community and workplace needs and for most of our courses students can enrol anytime, all year round!

Enquire about your preferred mode of study:

- Full/part time
- Flexible/self-paced
- Face to face classroom delivery
- Face to face external delivery
- Scheduled block delivery on campus
- Online learning
- On the job/on location

Please note: The availability of study options can vary by campus location and/or course requirements.

Student email, Office 365 and Blackboard

As part of your enrolment, you will receive a free NR TAFE student email and Office 365 account. Having your own NR TAFE student email account will enable you to receive information relating to your course, directly from your lecturer.

Your student email account will also provide Office 365 which is an online office and software suite built around Microsoft Office including Word and Excel. Office 365 also includes online storage for documents, photos and music.

A user guide for setting up your email and Office 365 account is available at the administration office or ask your lecturer for more information.

We use Blackboard to help facilitate some of our flexible learning course options. You can use this platform to access course materials and may also be used by lecturers to communicate with their students. Blackboard is a web-

based learning management system that supports online learning, providing many tools and features that enrich the learning experience.

Instructions on how to log in, change your student password and access your course is available on our website.

How will I know my study progress?

Once you are enrolled on our system you can access your results online through the Student Portal from our website.

1. If you enrol in assessable units and do not successfully complete the assessment requirements you will receive a re-enrol result unless you have formally withdrawn from the subject. You can appeal an assessment result.
2. You will not be allowed to re-enrol in a unit which you have failed twice unless we give special approval.
3. You will not be allowed to re-enrol in a unit which you have previously passed unless we give special approval. Where we give approval, the tuition fees will be charged at a higher hourly rate.
4. We will not provide assessment results over the phone. All results will be posted to your postal address, so please ensure that the personal details we have on file are up to date.

How will I be assessed?

Your lecturer will provide you with an overview of the learning outcomes to be assessed and the method of assessment to be used.

For each assessment task, the lecturer will make you aware of the purpose of the assessment, the assessment task, the context, the time and place for assessment and due dates. If you are unsure of what is required, please talk to your lecturer.

Your assessment outcome for each unit will be recorded using one of these result codes:

CO = Competent (when you have met the unit assessment requirements)

R = Re-enrol (if you have not met the unit assessment requirements)

E = Exemption (where you have completed an equivalent unit elsewhere)

PR/UR = Recognition of Prior Learning (RPL) PR where your application is successful, UR where your application is unsuccessful).

Appeals and what happens if I do not agree with an assessment outcome?

You are entitled to appeal an assessment decision if you don't agree with the outcome. However, you must be able to present evidence to show that the assessment process was not correctly followed, or present additional evidence in relation to your competency in that assessment task.

You must lodge the appeal within 10 working days of receiving the assessment decision.

Our Complaint Grievance and Appeal Policy and our Assessment Appeal Policy are available on our website or from your nearest campus.

And if I excel at my studies?

Outstanding students who demonstrate a commitment to their training can be nominated by their lecturers for the WA Training Awards. The WA Training Awards recognises outstanding VET achievements. The Awards honour and reward the achievements of students in various categories including:

- Apprentice of the Year
- Trainee of the Year
- Vocational Student of the Year
- Aboriginal and Torres Strait Islander Student of the Year
- School Based Apprentice or Trainee of the Year
- Secondary School Student of the Year.

For further information, speak with your lecturer or visit the website:

dtwd.wa.gov.au/watrainingawards

Will my study involve a work placement?

Some courses may require work placement. Prior to such placement you may need to meet certain industry conditions, for example obtaining a police clearance, first aid certificate, etc. In such work placements, you are expected to act professionally and meet the normal behavioural standards of the industry (dress code, work hours, medical certificate if absent from work, etc.) to satisfy the work placement competency standard.

What is Recognition of Prior Learning (RPL)?

RPL is a form of assessment that recognises skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

RPL gives you credit for skills and knowledge acquired at

work and at home, or through clubs, hobbies and other activities. For example, if you are a hospitality student who has previously worked in that field, you may already know some of the content of the course. RPL is a way of gaining credit for this learning, which may reduce the amount of time you spend studying.

If you would like to know more about RPL, talk to your lecturer or enrolling staff member, who will be happy to give you detailed information about how to apply.

What is a credit transfer?

A credit transfer is where a person enrolling in a course with NR TAFE receives recognition towards their program of study because they have already completed units within the course, with NR TAFE or with another training provider.

If you have evidence that you have previously completed any units within your study program, please talk to your lecturer about how you can be provided with credit for this prior study.

What happens when I complete my studies?

When you complete a program of learning that leads to a qualification you will be issued with an official certificate with the details of your studies. If you choose to complete only one or more units of competence from an accredited qualification or an accredited short course you can apply for a Statement of Attainment to be issued.

NR TAFE will issue relevant AQF documentation (Qualification/Award, Statement of Academic Record and/or Statement of Attainment) within 30 days of your successful course completion.

Speak to your lecturer or our Client Services Team to apply for either an Award or a Statement of Attainment, call **1300 996 573**, or email **info@nrtafe.wa.edu.au**

Please note that an administration fee applies to re-issue a copy of your Certificate or Statement of Attainment.

What is a Unique Student Identifier (USI)?

The Australian Government requires every student enrolled in VET to have a Unique Student Identifier (USI). The USI is a 10 character code which is unique to you and enables you to have access to all your training records and results wherever you are in Australia. We suggest you store your USI somewhere safe so that you can retrieve it for future enrolments.

Where to find published information, policies and terms and conditions of enrolment

NR TAFE has a number of published policies, by-laws and terms and conditions of enrolment at NR TAFE. These publications are available on our website or from your nearest campus.

6.

FEES AND PAYMENT OPTIONS

How much will my course cost?

The type of study you elect to undertake with us will determine the full cost of your training. The NR TAFE website provides a list of indicative fees.

If you are a Western Australian resident, the State Government will subsidise your training. The State Government sets the fees charged at each qualification level and, in general, you pay lower fees for introductory qualifications and higher fees for higher level qualifications. The cost of training for eligible concession holders and identified Priority Industry Qualifications and Lower Fees Skills courses have higher subsidies. Your course fees will vary according to your course and the level at which you are studying.

What happens if I live outside Western Australia?

Non-Western Australian residents can apply to study with us, but your study will not be subsidised by the Western Australian government. Your fees will be subject to commercial course costing. Fly in Fly Out workers are eligible for WA subsidised training. Please ask us if you are unsure whether you are eligible.

If you are a non-Australian resident, we will put you in contact with Training International WA (TIWA) which manages all international student enrolments in Western Australia. Please ask us for more details. Call **1300 996 573**, or email **info@nrtafe.wa.edu.au**

When do I pay my fees?

You must pay your fees at the time of enrolment. NR TAFE has various payment options. For more information on these options, please contact us.

If your employer or job service provider is paying for your fees, a purchase order or approval to pay form must be submitted to administration.

Are there any concessions?

Course fees are reduced for concession card holders at some course levels. At enrolment you should inform our Client Services Team of your entitlements and provide a valid card as evidence.

What government allowances are available to support my study?

Youth Allowance, Austudy and Abstudy are financial schemes administered by Centrelink to assist people who wish to undertake full time study of approved courses. Please contact Centrelink on 13 24 90 for the latest information.

What is a VET student loan?

NR TAFE offers eligible students the opportunity to study now and pay later through the VET student loans program. This is a fantastic opportunity for students at Diploma level or above to assist payment of tuition fees. You can opt to defer the payment of all or part of your course fees by applying for VET student loans.

Eligibility criteria and loan caps apply and there is a limit on the value of VET student loans that NR TAFE can issue.

More information is available on VET student loans at **studyassist.gov.au** or by contacting us.

Can I receive a fee refund if I do not commence or complete my course?

If you decide to withdraw from your course and seek a fee refund, you will need meet the fee refund requirement eligibility set out in the Student Fee Refund Policy and you must complete the application form available from our Client Services Team or your lecturer.

Information about withdrawals and refund guidelines that apply to courses, short courses or unit/s of study can be found on our website or by contacting our Client Services Team.

The Student Fee Refund Policy and VET Student Loans Tuition Fee Refund Policy are also available on our website.

The Student Refund Policy also applies to any training and assessment service provided by a third party on behalf of NR TAFE.

7.

RIGHTS AND RESPONSIBILITIES

When you study with NR TAFE you have certain rights, and you also have obligations and responsibilities.

Your rights - our commitment to you

Our promise to you is that we will work with you to make sure your training is of a high standard, meets your needs, and is an enjoyable and rewarding experience.

We aim to provide:

- ✓ Nationally recognised quality training and qualifications provided in conformity with the national Standards for Registered Training Organisations 2015
- ✓ For on campus delivery, reasonable access to appropriate facilities such as classrooms and Information Technology and access to resources that are maintained and in a good working order.
- ✓ Professional, experienced lecturers with current, relevant skills and expertise
- ✓ Accurate and up-to-date course information
- ✓ Professional, friendly and courteous service
- ✓ An environment which is free from discrimination and harassment
- ✓ Access for students with special needs

If at any time your experience does not match these commitments, contact your lecturer, training manager, or complete a feedback form available on our website or talk to our Client Services Team.

We promise confidentiality and a prompt response.

What about my privacy?

We value your privacy and will not disclose your personal information to others without your permission, except as required by legislation or to meet the legitimate requirements of government agencies. For example, we may be required to provide information to the Commonwealth department dealing with immigration matters or Centrelink for enrolment (Abstudy/Austudy/ Youth Allowance) enquiries. If you wish to access your student information file, please direct your enquiry to our Client Services Team.

NR TAFE notification of changes

If there are any changes to your course or other agreed services including new third party arrangements, change in ownership or changes to an existing third party arrangement, NR TAFE will advise you using the contact information provided on your enrolment form.

First aid

First aid officers are located on each of our campuses. If you need first aid, advise a member of staff and they will contact a first aid officer to assist you.

If you become unresponsive on campus through illness or injury, an ambulance will be called.

Your responsibility - your commitment to us

We ask you to commit to your training and make every effort to complete your course to the best of your ability. You can assist by being prompt for classes and meetings with your lecturer, submitting assessments on time, and cooperating with other students.

What should I do if any of my personal or study details change?

You must notify NR TAFE's Client Services Team if any of your personal details change. You must let NR TAFE know if you change your name, address, or phone number. You must also let us know if you want to change your enrolment or enrol in additional units.

You should advise and contact us if you want to:

1. Withdraw from your course/module/unit of competency
2. Transfer to another class time for any subject enrolment
3. Transfer to another training College
4. Enrol in additional subjects

You can also update your contact details and view your study results online. Visit the Student Portal on NR TAFE's website.

What should I know about cheating and plagiarism?

Cheating is copying someone else's work. Plagiarism is copying someone else's work and passing it off as your own. This includes copying a paragraph out of a book and putting it in your assignment or copying work from another student without giving credit or acknowledgment



to the author. Cheating and plagiarism are serious acts of dishonesty and could lead to disciplinary action.

NR TAFE upholds all copyright laws and may enforce disciplinary action for infringements in accordance with the Student Code of Conduct Policy.

What are the rules for using College computers?

Your use of College computer resources must be directly related to your course of study.

Only authorised software that is pre-installed can be used on College computers. You must not install any other applications or utilities.

You must not:

- × Reveal your password to others or use another person's account
- × Download and/or play unauthorised games
- × Tamper with hardware, software or add equipment in the computing rooms
- × Gain unauthorised access to any computing, information or communication device or resource
- × Alter, destroy or prevent rightful access to, or

otherwise interfere with, the integrity of computer based information (files, data, pass words, devices or resources)

- × Distribute messages to inappropriate or unrelated forums, newsgroups or mailing lists ('spamming')
- × Transmit communications that may be considered as harassment or disparagement of others, or use abusive or aggressive language
- × Use NR TAFE computers and services for commercial activity
- × Use NR TAFE computers or services for any activities which contravene the laws of Australia or its states and territories.

Your health and safety on campus

We all share responsibility for health and safety in the workplace. Lecturers will provide students with an overview of health and safety requirements for their course and while on College premises. If you see a hazard, or identify a health and safety concern, please let us know so that we can quickly rectify.

Emergency procedures

In the case of an emergency or evacuation, follow the instructions of your lecturer or other member of staff:

- Remain calm
- Leave the building by the nearest exit
- Move quickly to the nearest emergency assembly area
- Follow the directions provided by College staff
- Do not re-enter the building until the all-clear is given by a designated Fire Warden.

Personal protective clothing and equipment

There may be requirements in your course to wear protective clothing (such as a sun hat) or equipment (such as a welding mask). Your lecturer will exclude you from class if you do not follow instructions to do so.

Personal security and belongings

Do not leave your bag or personal belongings unattended on campus. The College cannot accept responsibility for lost or stolen belongings.

Make sure you lock your car and secure any valuables. The College is not liable for any accidents or thefts that occur in the College car parks or theft of personal property anywhere on College grounds, including accommodation.

Children on campus

NR TAFE provides an adult learning environment for our students, and therefore we do not encourage students or staff to bring their children (under 16 years) into the workplace or training venue without prior discussion with a lecturer or College manager.

Smoke-free campuses

NR TAFE campuses are smoke-free and smoking and the use of e-cigarettes are not allowed anywhere on College grounds or premises. The no smoking policy applies to all employees, students, contractors and visitors.

NR TAFE encourages staff and students to access the following resources and services to become and stay smoke free:

Quitline: **13 78 48**
Quitnow: **www.quitnow.gov.au**
Your GP or Health Professional

8.

STUDENT CODE OF CONDUCT

Our student code of conduct and what we expect of you

NR TAFE is an adult learning environment, and you are expected to take responsibility for your own learning and act in a mature manner. TAFE is a Vocational Education and Training organisation and is different from school. Our typical age of an attending student can range from secondary school age to adult at various stages of life or career learning.

We do our best to ensure that you enjoy your learning experience and gain valuable skills. Our expectations in relation to your Student Code of Conduct helps ensure an atmosphere of mutual understanding, respect and professionalism in a supportive learning environment.

The Student Code of Conduct Policy and the Student Code of Conduct Guide can be found on our website.

Student code of conduct - things to do

We expect you to do your best as a student and to observe the following:

- ✓ Treat every person with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs.
- ✓ Behave appropriately in the learning environment (Including online), use respectful dialogue and debate; and consider others by not disrupting the classroom/ learning space.
- ✓ Behave responsibly and respectfully while on College grounds; following safety guidelines when using College facilities and equipment.
- ✓ Conform to occupational health, safety and welfare principles including not being under the influence of a substance (either legal or illegal) or smoking on College campuses.
- ✓ Respect the rights of others to hold and express a range of viewpoints.
- ✓ Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications.
- ✓ Use College resources in a lawful and appropriate manner, with consideration for the fair access of others.
- ✓ Familiarise yourself with information provided about courses, academic support and assessment.

- ✓ Attend all lectures, tutorials, workshops and practical sessions as detailed in your class timetable.
- ✓ Prepare for classes by completing required readings and preparatory tasks.
- ✓ Submit assessments within required timeframes.
- ✓ Regularly access the student portal and College email account (where this is available).
- ✓ Constructively use feedback where it is provided.
- ✓ Provide respectful and constructive feedback about teaching and the quality of the courses and programs through College evaluation processes and the annual Student Satisfaction Survey.
- ✓ Respect the rights of academic staff to manage their time, and balance competing responsibilities.
- ✓ Observe reasonable norms of behaviour for contacting lecturers outside of scheduled class times.
- ✓ Conduct your work without cheating, plagiarising, fabricating or falsifying data.
- ✓ Appropriately acknowledge the contribution of others in academic work and ensure the proper use of copyright.

Student code of conduct - things to discuss with your lecturers

- ✓ If you can use electronic devices in class, such as mobile phones.
- ✓ What to do and who to advise if you will be absent.
- ✓ Deadlines for assignments.
- ✓ How to obtain class work and other support when you have been absent.
- ✓ Occupational Health and Safety
- ✓ Please report breakage or faults with equipment or facilities to an NR TAFE staff member.

Student code of conduct - things not to do

- ✗ Do not engage in behaviour that threatens the wellbeing of another member of the College community.
- ✗ Do not engage in bullying (including cyber bullying) or harassment of staff or students.

Our student misconduct procedure

If you do not act according to our Student Code of Conduct, you may be subject to the Student Misconduct Procedure. Serious offences may involve suspension, payment for damages, or reporting to the police pending the seriousness and nature of the breach.

9.

CAMPUS LOCATIONS

BROOME

68 Cable Beach Road, Broome WA 6725

DERBY

Reception at 40 Clarendon Street, Derby WA 6728

And

61 Loch Street Derby

FITZROY CROSSING

Lot 503 Flynn Drive, Fitzroy Crossing WA 6765

HALLS CREEK

1 Terone Street, Halls Creek WA 6770

KARRATHA

Lot 2598 Dampier Highway, Karratha WA 6714

KUNUNURRA

79 Coolibah Drive, Kununurra WA 6743

MINURMARGHALI MIA (ROEBOURNE)

5 Fraser Street, Roebourne WA 6718

NEWMAN

557 Kalgan Drive, Newman WA 6753

PUNDLMURRA (SOUTH HEDLAND)

18 Parker Street, South Hedland WA 6722

TOM PRICE

Lot 3 Stadium Road, Tom Price WA 6751

WYNDHAM

Sharpe Street, Wyndham WA 6740

