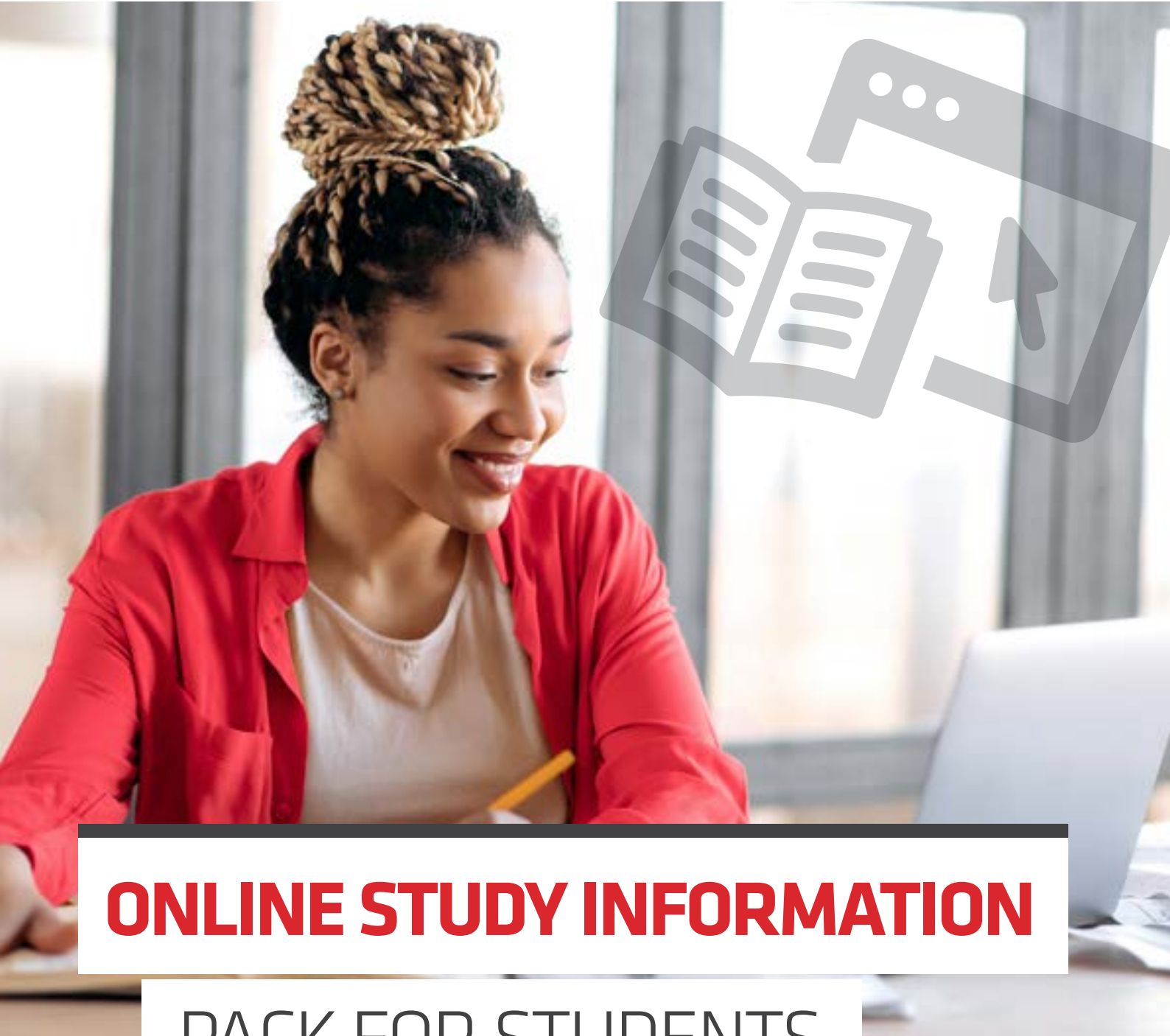


OFFICIAL



ONLINE STUDY INFORMATION

PACK FOR STUDENTS

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North Metropolitan TAFE recognises Australian Aboriginal and Torres Strait Islander Peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society. We acknowledge the Noongar, the traditional custodians of the lands on which our campuses are located and pay our respects to ancestors and Elders past and present.

* As part of our [Disability Access and Inclusion Plan](#), this document is available in alternative formats upon request, including electronic format (USB, CD, emailed) hardcopy (standard and large print) audio format and on the North Metropolitan TAFE website.

Welcome

We're pleased you're interested in becoming an online student at North Metropolitan TAFE.

Online study is very rewarding but can also be challenging. This information pack will help you understand what you can expect when studying online with us, but also what you need to do to get ready to apply, enroll and study successfully online.

Please read all the following information carefully.

Transitioning to online study

The nature of online study can involve a significant investment of time and you must have the ability to be a focused, self-motivated learner. You should consider your personal circumstances and past study history before committing to study online.

Our website is a great place to start in preparing for online study. Visit this at <https://www.northmetrotafe.wa.edu.au/specialty-programs-and-courses/online-courses-and-information>

Demonstrating practical skills

Qualifications and accredited courses have training package requirements that students demonstrate practical skills. For online students this means you may need to arrange work placement or video your skills to upload and share with your lecturer.



Be aware that if you need to undertake **work placement**, additional requirements such as getting **licenses or clearances to work** may be necessary before you can enter the workplace. Some clearances involve fees or a delay in approval and you will need to manage this well to be able to enter your work commitments on time. Also, some courses require you to meet the minimum age requirements to be able to find work placement – underage students in these courses will be unable to complete their course.



In some courses, we require you to use **online systems and tools** to record your practical skills and create files that can be shared with your lecturer for marking. You may need to download and learn to use additional software to create the files that are compatible with our systems, so that lecturers can open and read your work well.



Competency-based assessment is a phrase you may come across during your study with us. It's a system used by our lecturers in identifying and rewarding you for skills learned during study, work or life and contributes to your results in demonstrating skills that align to the training package requirements.

From the home page of the qualification you wish to study, read the 'Is this course right for me' information to find out what skills you require to satisfy the requirements of your course. Your lecturer will also provide instructions to you after you have enrolled for any practical requirements and preferred ways or software to demonstrate and share your work.

Getting support

We understand the challenges you might face in becoming a great online student. Where we can help, we are available to support you by answering questions, providing referrals to other TAFE services and can sometimes even consider your personal circumstances when needing additional support.

Lecturer support

First and foremost, your lecturer is your best source of information about how to study your course. Our lecturers are available by phone and email for all courses and will respond within NMTAFE business hours. You should always ask your lecturer for information first and then reach out to other TAFE services with their advice.

In some cases, lecturers also make themselves available on-campus for face-to-face tutorials and drop-in question time and can be booked for appointments. The ability for your lecturer to be flexible and allow extra opportunities will vary from course to course. Check the course page for more regular arrangements made for the course or speak to your lecturer after you enrol to find out what additional support is available.

Accessibility and learning support

If you have a disability or medical condition, you are encouraged to let us know when you enrol so we can connect you to our Accessibility and Learning Support team to put in place a plan to assist you in reaching your study goals.

Find out more about Accessibility and Learning support on our website. <https://www.northmetrotafe.wa.edu.au/current-students/accessibility-and-learning-support-students-disability-mental-health-and-medical>



Aboriginal support

If you identify as Aboriginal or Torres Strait Islander, make sure you tell us when you use our enrolment form. We have a team of support staff ready to help you with advocacy, enrolment and application processes, pastoral care, referrals to internal and external support services, referrals for disability support and study support.

Our Aboriginal student support team can help you remotely using videoconferencing tools such as TEAMS.

Find out more about Aboriginal support on our website. <https://www.northmetrotafe.wa.edu.au/current-students/koolark-centre-aboriginal-students>

Student wellbeing support

NMTAFE is committed to ensuring the health and wellbeing of all students and is aware events of recent years have led to an increase in mental health issues, both diagnosed and undiagnosed. There are a range of free services recommended by NMTAFE. You can find out more about these services on our website <https://www.northmetrotafe.wa.edu.au/supporting-student-wellbeing>

Enrolment support

After you've enrolled, your circumstances may change. You must speak to your lecturer first about changing your study plan as they have the best advice for how to proceed.

Then, you will be directed to our friendly Student Success Team who are ready to help with adjusting or changing your study plan, or creating a new payment plan, or cancelling your enrolment and withdrawing from your course.

For enrolment support, email info@nmtafe.wa.edu.au and let them know the course you are studying online, so your enquiry can be forwarded to the a Student Success Team to help you.

Your rights and responsibilities

Before you commit to any study, you should know in advance what is required and expected of you. Training is an investment in your future and financial penalties and delays in reaching your goals exist if you fail a unit. This is why it's so important to ensure you know what our rules are, and what rights you have.

Our policies

It is important you read through our policies page (found on the Student Essentials page) on our website as it covers range of responsibilities for all students to ensure a positive learning experience at NMTAFE.

To read our policies visit the policies and important documents page on our website. <https://www.northmetrotafe.wa.edu.au/policies-important-documents-and-responsibilities>



How to apply and enrol for online

Applying and enrolling is a two-step process at NMTAFE. You will need to apply first and satisfy all the necessary entry criteria. Should you be successful, you will be made an offer for a place via email. To be able to enrol, you will need to have an offer email with a special link to our enrolment form that you can complete online.

What you should do before you apply

There are a number of things you should do, and consider, before you apply and enrol. These will help ensure you are choosing the right course, have the necessary requirements, and can study online. You should consider:

- Your ability to use online systems including logging in and navigating new software, finding and understanding your assessment information.
- Your ability to become an independent learner, to create your own schedule and commit to regular study to be able to achieve progress and not be overwhelmed by online study.
- Having the necessary equipment such as headphones and a microphone to collaborate with classmates and lecturers online and to create and share practical skills in your assessments.
- Having access to the necessary computer equipment and internet to complete online study (library computers and Wi-Fi are available at NMTAFE during library hours to assist those who do not always have the technical requirements to study from home).
- Having the satisfactory cyber security measures to ensure work you share in our online collaborative spaces does not compromise our equipment and systems. This means you should ensure you have a current and up to date antivirus program running on your personal computer and files and take care when using internet cafes or public WIFI.
- Being clear about the course you are studying, making sure you have read all the information on the course page of our website including entry requirements and study requirements of the course.
- Having started applying for the special clearances that are required for work placement before you enrol to ensure you can satisfy the training package requirements.
- Having access to other people who can help you record and video your practical assessments, or be part of cases studies as part of the 'competency-based assessments' required by some training packages.

How to apply

To apply, find “Specialty Programs and Courses’ on the course page of our website. Click ‘online’ to open the study mode option, to see more details about the study mode and the courses offered online by NMTAFE.

Click on the name of the qualification you want to study online. Click on the ‘online’ link to find the ‘Apply now’ link to the right of the study mode information. You will then be directed to the TAFE Admissions website to apply.

What you should do before you enrol

There are a number of items to consider and prepare before you enrol.

Read the terms and conditions of enrolment

Ensure you have read and understood the full Enrolment Terms and Conditions before enrolling <https://www.northmetrotafe.wa.edu.au/terms-and-conditions-enrolment>

Decide on your payment type and complete application forms

NMTAFE offers various methods of payment. For current information please go to our website <https://www.northmetrotafe.wa.edu.au/apply-and-enrol/how-pay>

For more information visit <https://www.northmetrotafe.wa.edu.au/important-information/skills-recognition-and-credit>

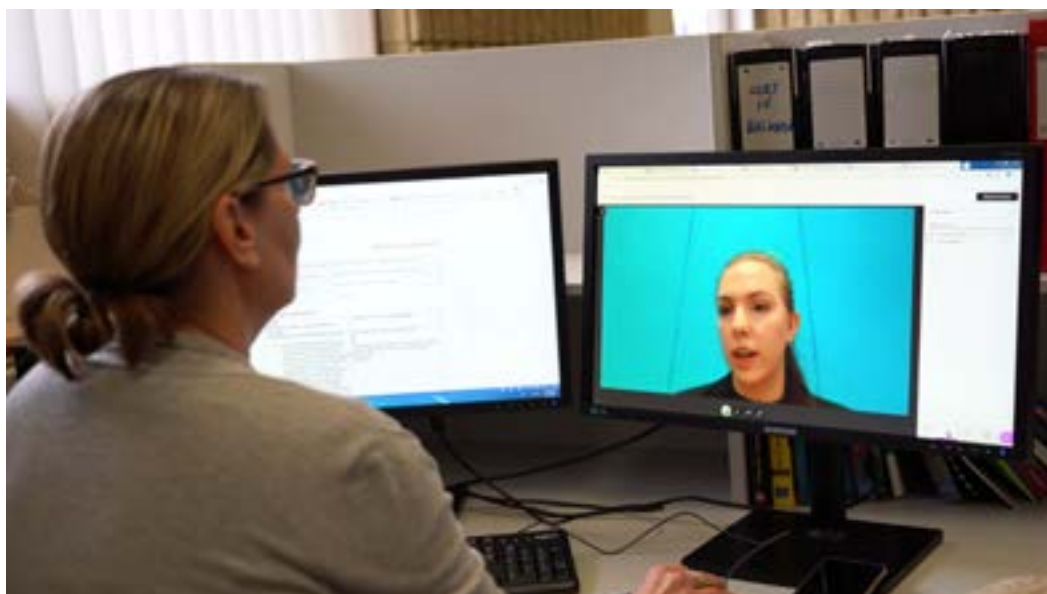
How to enrol

You should know before you enrol that you will only pay for the units you enrol in. In most cases for online study, that will be only a few units to begin with, as our lecturers watch your progress to ensure you are successfully learning and reaching your assessment goals. Once you complete your first stage of units, your lecturer will refer you to our customer service staff to enrol in and pay for your next stage of units.

You should also have the necessary evidence before you enrol. Your enrolment will be delayed if anything is missing.

If you have an offer email with a link to enrol, click the link to go to our online form.

More detailed information on how to enrol can be found on our website at <https://www.northmetrotafe.wa.edu.au/apply-and-enrol>



Application checklist

When you apply, you will need to set aside 10 minutes at least to complete all fields, including entering information about yourself and uploading files into our form. For some courses, you will need to provide evidence to prove that you can study as per the training package study requirements, including literacy and numeracy and other entry requirements.

Use our handy checklist below to ensure you are ready to begin, then visit the “Apply now” link on the course page for your preferred study mode.

Ensure you have read important information first

- Terms and Conditions of application**
Understand your obligations when studying at NMTAFE before you apply.
- Course page on our website**
Ensure you have read the entry requirements before you apply.
- Online pages of our website**
Check our requirements for studying online including ability to undertake online study and technical requirements. Some courses will need practical assessments and additional software or equipment.
- This pack**
Ensure you have understood what online study means at NMTAFE. Ensure you have clicked links to our website and read the additional information.

Register for Student Portal (if applicable)

- If your course application links takes you to our Student Portal (also called ciAnywhere), get ready to use your login, or to create a login.
If you have studied with us before, you will have received a Student ID. Student IDs usually start with a ‘20’ and are followed by 6 digits.
If you don’t have a Student ID, you will need to register in Student Portal using your name, email address and birth date.

Get ready to answer information about yourself

- Name as per your ID**
 - Address as per your proof of residency and citizenship status**
The fees on our website apply only to WA residents. If you reside outside WA, you should seek an indicative fee cost from Customer Service before you apply.
 - Contact details**
A correct email address and mobile phone number are important to ensure we can process any enquiries about your application quickly
 - Get ready to upload your files**
It’s a good idea to arrange your photos, scans or PDF files of forms of ID or completed forms in one folder on your computer, ready to upload for each field in the form.
 - Entry requirements listed on the course page of our website**
When you apply, you will be asked to satisfy any entry requirements on the course page of our website. This might be uploading a resume to prove a work history, uploading a qualification certificate to prove past study or training, uploading a reference or letter of support from someone you work with, or uploading your ID showing your birth date to prove you are of age.
-

Enrolment checklist

When you enrol, you will need to set aside 10 minutes at least to complete all fields, including entering information about yourself and uploading files into our form. You will need to ensure you are completely ready to enrol and have read all the important information to avoid delays in processing your enrolment or disruption to your study after enrolment.

Use our handy checklist below to ensure you are ready to begin, then visit the link provided to you in your offer email.

Ensure you have read important information first

Terms and Conditions of enrolment

Understand your obligations when studying at NMTAFE before you enrol.

Course page on our website

Ensure you have read the study requirements, important information, job opportunities and study pathway information before you enrol.

Ensure you have started your applications for important enrolment items

Unique Student Identifier (USI)

All students studying nationally accredited courses need a USI. If you need to apply, ensure your name is the same as your ID and you use the name on your ID and USI registration in our enrolment form.

Recognition of Prior Learning

Our RPL process takes time to complete. You will need to know if units within your study plan will be credited before you finalise your study plan, so you can avoid being enrolled and having to pay for them as units of study, rather than paying for them as RPL.

Working with Children Check or Police Clearance

If your course page on our website includes specific instructions in the Important Information tab about needing these items for work placement, you should get these clearances first to avoid disappointment later

Get ready to answer information about yourself

Name as per your ID

Address as per your proof of residency

Date of birth as per your ID

Student statistical information

We need to collect information about your cultural, disability, educational background and study reasons

Get ready to upload your files

It's a good idea to arrange your photos, scans or PDF files of forms of ID or completed forms in one folder on your computer, ready to upload for each field in the form.

Proof of residency in WA

Concession card (health care card, etc)

Payment plan form (if you choose to pay by payment plan)

VET student loan application forms (if you are studying an eligible course and choose to pay by a VET Student Loan)



RT0: 52786

1300 300 822 | enquiry@nmtafe.wa.edu.au | northmetrotafe.wa.edu.au

Balga | Clarkson | East Perth | Joondalup (Kendrew) | Joondalup (McLarty) | Leederville | Midland | Mount Lawley | Nedlands (OHCWA) | Perth

North Metropolitan TAFE acknowledges the Aboriginal peoples of Western Australia as traditional custodians of the lands and waters. We particularly acknowledge the Noongar Whadjuk people on whose land NMTAFE operates. We honour their wisdom, cultures, languages and communities and pay respect to the Elders past and present.

As part of our Disability Access and Inclusion Plan [this document is available in alternative formats upon request, including electronic format \(USB, CD, emailed\) hardcopy \(standard and large print\) audio format and on the North Metropolitan TAFE website.](#)