

2023

STUDENT *HANDBOOK*



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## A Message From Our Managing Director

*On 11th April 2016 Central Regional TAFE was established, creating more training opportunities for the people of the Mid West, Gascoyne, Goldfields and Wheatbelt regions.*

*Our diverse range of flexible training options are designed to suit your lifestyle and learning requirements; whether you are a school-leaver, stay at home parent, mature-aged apprentice or are looking to advance your skills in your current job, we have what you need.*

*Our solid links and partnerships with industry, the community and employers provide job-ready training, facilitating a smoother transition to work. A diverse range of pathways are also available, offering opportunities for you to progress to higher level training or tertiary qualifications.*

*There really is something for everyone and no better time to join us on this exciting journey at CR TAFE.*

**Jo Payne**  
*Managing Director*





## Free in '23 courses

From 1 January 2023, a range of skill sets and qualifications in priority industry areas will be **FREE** - no course fees!\*

The FREE in '23 initiative is a joint training agreement secured between State and Commonwealth Governments, which will provide 18,800 fee-free TAFE and vocational education training (VET) places for Western Australian in 2023 - making training more affordable to help Western Australians build better lives and support industry to fill skill gaps.

### Courses

This free training will focus on priority industry areas to help build WA's skilled workforce, support our employers and businesses, and create employment and career opportunities for all Western Australians.

Selected full qualifications will be 100% course fee-free and all Job Ready short course skill sets will be fully fee-free from 1 January 2023!

# THESE ARE FREE IN 23!

## QUALIFICATIONS

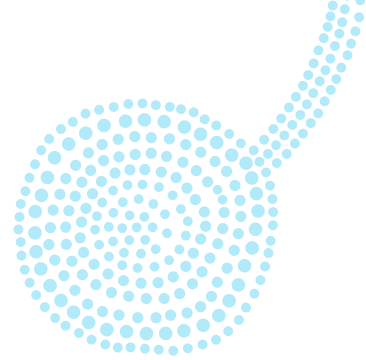
CERTIFICATES II	
52845WA	Autonomous Workplace Operations
RII20120	Resources and Infrastructure Work Preparation
RII20520	Resource Processing
RII20220	Surface Extraction Operations
CERTIFICATES III	
ACH30116	Agriculture
HLT33015	Allied Health Assistance
SIT30816	Commercial Cookery
CHC30121	Early Childhood Education and Care
CHC33015	Individual Support
MAR30821	Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
MAR30921	Maritime Operations (Master up to 24 metres Near Coastal)
SIT31016	Patisserie
SIT30116	Tourism
CERTIFICATES IV	
CHC43015	Ageing Support
CHC42015	Community Services
ICT40120	Information Technology
CHC43315	Mental Health
MAR40320	Maritime Operations (Master up to 35 metres Near Coastal)
52895WA	Preparation for Health and Nursing Studies
CHC40221	School-based Education Support
BSB41419	Work Health and Safety
CHC40413	Youth Work
DIPLOMAS	
CHC50121	Early Childhood Education and Care
HLT54121	Nursing

## SKILL SETS

AGRICULTURE	
AE379	Work in Agriculture Skill Set
AE619	Green Jobs - Seed Collection Skill Set
AE620	Green Jobs - Weed Control and Plant Propagation Skill Set
AE403	Livestock Handling Skill Set
AUTOMOTIVE	
AE871	Heavy Vehicle Driving Operations Skill Set
BUSINESS	
AE377	Job Ready Basics Skill Set
AE378	Business Ready Skill Set
AE617	Operate a Small Business Skill Set
BUILDING AND CONSTRUCTION	
AE388	Infrastructure Ready Skill Set
HEALTH	
AE112	Infection Control Skill Set
AE113	Infection Control Skill Set (Transport and Logistics)
AE114	Infection Control Skill Set (Retail)
AE115	Infection Control Skill Set (Food Handling)
AE116	Entry into Care Roles Skill Set
AE818	Introduction to Early Childhood Education and Care Skill Set
AE456	Introduction to Direct Support Skill Set
AE439	Integrating Mental Health Skill Set
AE384	Provide Individual Support Skill Set
AE618	Work in Community Care Skill Set
HOSPITALITY	
AE766	Introduction to Commercial Cookery Skill Set
AE380	Commercial Kitchen Skill Set
AE381	Hospitality Service Skill Set
INFORMATION TECHNOLOGY	
AE781	Introduction to Cyber Security Skill Set



Welcome!



*We want your time at Central Regional TAFE to be fun as well as rewarding!*

If you find yourself in need of a little extra assistance, help is at hand. Student Services is located at each campus to offer a variety of student support.

# STUDENT SERVICES AND SUPPORT



## Support Services provided:

- Course planning and study pathways
- Career advice and direction
- Job Ready service
- Youth support
- Fee and debt payment options advice
- Referrals to external support agencies for counselling and/or psychological support services
- Scholarship programs
- Access and Equity support
- Induction for new students
- Tutoring support
- Mentor support
- Case management
- Resume building
- Student accommodation which includes Pepperell Village at our Geraldton Campus and Agricola at our Kalgoorlie Campus

## Aboriginal Student Support:

We want to support and engage Aboriginal people in our local communities to achieve their full potential in participating equally in the social, cultural and economic life of their country. Talk to our Aboriginal Support staff about:

- Enrolment fees
- Tutoring support
- Child care information
- Cultural matters or personal issues
- Timetables and course content
- ABSTUDY and Centrelink matters
- Employment opportunities
- Study assistance
- Aboriginal Specific Scholarships

CR TAFE has an Aboriginal Designated Placement Program. This means we have a range of courses with designated places for Aboriginal students who meet course entry requirements but have not applied through the official TAFE Admissions application process.

## Support for Students with Disability

CR TAFE is committed to providing the best possible opportunities for students to access the full range of training delivery and assessment services we offer. We incorporate the principles of access and equity into the way we provide all our programs and services.

This means ensuring an inclusive approach to the way we provide services and also recognising that specific strategies may be required to assist clients using a range of support services.

*Our Disability Access and Inclusion Plan (DAIP) also highlights key strategies to ensure that people with a disability have the opportunity to be actively involved in all aspects of campus life.*

To view the DAIP simply scan the QR Code





## Scholarships

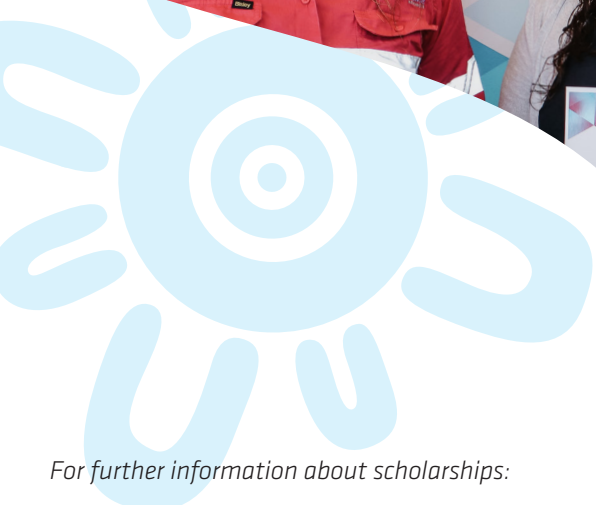
*Recognising students' endeavours and aspirations*

A range of student scholarships are available at CR TAFE. These scholarships are available as a result of building strong links with business, industry and service organisations. The scholarship program has grown since its inception to include sponsors from a variety of industries such as health, community services, business and management, information technology, the environment and resources sectors.

The scholarship application process provides real world experience for students; it is a competitive process that requires students to complete an application form and, if shortlisted, attend an interview. This process replicates, in many instances, the necessary steps students will undertake in order to obtain employment.

Scholarship funds administered by CR TAFE may be applied to the successful student's fees, including for instance, a VET Student Loan, or deposited into the student's nominated bank account where fees are paid in full or the scholarship funds are greater than their outstanding balance.

Students are able to check available scholarships as well as the eligibility criteria and download application forms from the Central Regional TAFE website.



*For further information about scholarships:*

- please call 1800 672 700
- visit [www.centralregionaltafe.wa.edu.au/scholarship-program](http://www.centralregionaltafe.wa.edu.au/scholarship-program)
- scan the QR Code below:

*More information about Scholarships*



SCAN ME



## On Campus Accommodation

### Pepperell Student Accommodation Village

*Geraldton*

The Village is our purpose-built on-campus accommodation for students studying at CR TAFE, located at the Geraldton Campus.

Our responsibility extends beyond just providing beds for students. We support the transition to independence with a dedicated Student Support team. Living amongst fellow students with different backgrounds and interests can be an exciting and important part of the education experience. Offering the best of both worlds, Pepperell Village can offer an independent lifestyle for students complemented by a secure and supportive environment.

All apartments are furnished to make moving simple. Individual bedrooms provide ample work space and the Village facilities have been designed specifically for the student lifestyle. Students have the option of receiving lunch and evening meals (Monday - Friday) from the Me-N-U Café.

For more information about our on campus accommodation contact (08) 9956 2760 or email [residential@crtafe.wa.edu.au](mailto:residential@crtafe.wa.edu.au)





## On Campus Accommodation

### **Agricola Residential College**

*Kalgoorlie*

CR TAFE, in partnership with Curtin University, provide access to quality residential units in close proximity to Kalgoorlie Campus.

A residential supervisor is available 24/7 to assist and support students using the facility. The units are furnished and self-contained allowing students the option of doing their own cooking. The Residential College has a fully functional gym and other recreational activities available to residents only.

Central Regional TAFE students wishing to stay in the Village, can contact Melita Farris Residential (Coordinator Student Services Kalgoorlie on (08) 9088 6940 or via the following email: [residential@crtafe.wa.edu.au](mailto:residential@crtafe.wa.edu.au)



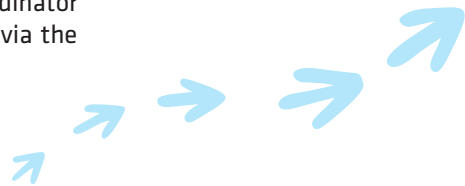
## Student ID Cards

*Student ID cards are a voluntary item*

It is recommended that students wanting to use Library services purchase a card.

It is valid for the current year only. Once you have enrolled you can visit either the Library at Geraldton and Northam or Student Administration in Kalgoorlie to have your photo taken and your card issued.

Your Student ID can be used for identification purposes, photocopying and borrowing library resources. In addition at Geraldton Campus, it is used for afterhours access to the Cibatek Centre.





# FEES AND PAYMENT OPTIONS

## Where do I start?

*In order to enrol, you must pay your fees in full or enter into a fee payment arrangement. We offer a range of fee payment options to make it easy for you to pay your fees. Help is available for all of our students.*

## How much will my course cost?

We have a wide range of courses offered at each of our campuses. For course information and to view what fees are associated with that course, visit the website <https://www.centralregionaltafe.wa.edu.au/fees-and-payment-options> or scan the QR code below:



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*If you have any questions regarding fees and charges, please contact our student support team at your preferred campus or email us at [info@crtafe.wa.edu.au](mailto:info@crtafe.wa.edu.au)*

## VET Student Loan

If you enrol in a Diploma or Advanced Diploma course you may be eligible for a VET Student Loan (a loan that lets you “study now, pay later”), or an easy payment plan that spreads your course fees over the duration of your study. To find out more about the VET Student Loan scheme visit <https://www.centralregionaltafe.wa.edu.au/fees-and-payment-options/vet-student-loans>

## Secondary School Age Concession

For secondary school-aged persons not enrolled at school, the maximum tuition fee chargeable is \$420. To qualify for this concession you must be born between 1 July 2005 and 31 December 2008.

## Withdrawals and Refunds

You must advise in writing of your intention to withdraw from a unit or course in order to be assessed for eligibility of a refund. If you lodge a withdrawal form before the census date, set at 20% of the time between the commencement and completion dates of a unit, you will be eligible for a full refund of the tuition fee for the unit, and 50% of the resource fee, if the course is below Diploma level.

If you can provide written evidence to withdraw for reasons of personal circumstances beyond your control a pro-rata refund may be approved. You are entitled to a full refund of fees and charges where:

- *A course is cancelled or re-scheduled to a time unsuitable to the student; or*
- *A unit is cancelled or re-scheduled to a time unsuitable to the student; or*
- *A student is not given a place due to maximum number of places being reached.*

## Fee Protection Arrangements

As required, under the Standards for Registered Training Organisations 2015 (RTO Standards), the College will protect learners' prepaid fees and refund monies where required. The College has relevant protections in place for student fees that are collected in advance.

## Payment Options

Are you keen to study or undertake training but unsure about your ability to finance it? A payment plan may be the option for you.

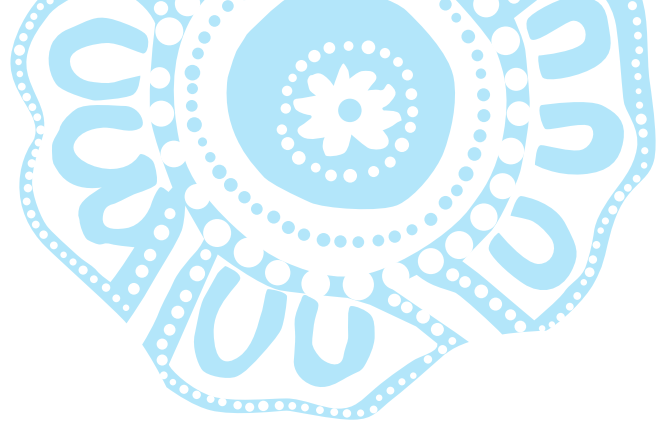
You will need to discuss this option with a member of the Student Services team. If approved, a deposit is required and a direct debit will be set up to your nominated bank account. The amount to be deducted will be determined during your discussion with the student services team.

## Application for a Fee Waiver

You can make an application on the grounds of financial hardship for fees and charges to be waived for courses below Diploma level – please see Student Support staff to discuss this option.

## Unique Student Identifier

Since 1st January 2015 students undertaking nationally recognised training in Australia are required to have a Unique Student Identifier (USI). The number allows you to access details of all training you have completed since January 2015. For further information please visit: [www.usi.gov.au](http://www.usi.gov.au) or scan the QR Code below:



*More  
information  
about USI*



## Third Party Providers

On occasion CR TAFE may engage the services of another organisation in the delivery and/or assessment of your course. When this happens we will let you know up-front and ensure that you receive the quality training delivery and/or assessment services that you expect.

CR TAFE will ensure it has contingency arrangements should either it or the third party provider be unable to continue to deliver and assess any part of the training product in which students are enrolled. Central Regional TAFE will make every attempt to provide relevant information to the students to guide them with continuing their studies elsewhere.



# RIGHTS AND RESPONSIBILITIES



## Your Rights

*Our goal is to make sure your experience with us is a pleasant one!*

## Consumer Rights

As a student of Central Regional TAFE you have rights as a consumer, in accordance with Western Australian laws. Further information is available at <https://www.commerce.wa.gov.au/consumer-protection>

*For more information, please scan*



## Compliments and Concerns

Good Service is part of our Business. Our goal is to provide an outstanding service and sound processes to enhance your learning experience. We value your compliments, concerns and suggestions.

You can provide feedback by contacting us via email at [feedback@crtafe.wa.edu.au](mailto:feedback@crtafe.wa.edu.au) or in writing to:

*Planning and Quality at Central Regional TAFE  
Locked Mail Bag 103, Geraldton WA 6531*

## Assistance

Anyone needing assistance to provide Feedback can contact Student Services for some help or can also refer to page 28 of this document.

For more information check out our Customer Service Charter on our website <https://centralregionaltafe.wa.edu.au/everyone/we-want-hear-you>

## Safety and Health

We are committed to ensuring that staff, students and visitors are not exposed to anything in the work environment which may result in injury or harm to their health. Safety and health at work is both an individual and a shared responsibility of all and requires the co-operation and commitment of all staff and students.

## First Aid and Medical Conditions

In case of injury you must report the nature of your injury to your lecturer or nearest staff member. We have staff trained in First Aid and emergency situations to assist you.

Please note, our First Aid Officers are not trained to administer medication. If you have a medical condition and need to take prescription drugs that could affect your safety, please notify your lecturer before commencing class, or advise Student Services during enrolment. This will enable staff to provide appropriate and timely assistance and enable us to fulfill our duty of care responsibilities. All information provided will be treated confidentially.

## Insurance

The cost of an ambulance and/or medical expenses are the responsibility of the casualty. The College strongly encourages individuals to obtain personal insurance that includes ambulance cover.

The College holds Personal Accident Insurance cover for students on work placement, work experience or official off campus activities arranged by the College. If a student is injured in the course of their work placement, work experience or off campus activity, they may be eligible to recoup ambulance and medical expenses.

## Emergency Evacuation Procedures

Staff will advise their students of the closest assembly point should an evacuation be required. The evacuation signal sounds a series of intermittent beeps followed by verbal instructions or a whooping tone.

During an evacuation do not leave the campus grounds or move vehicles until the all-clear is given. After evacuation you will be formed into a group, the attendance roll checked and medical assistance given if necessary. You must stay with your group until notified otherwise.



**Safety  
First**



## Your Responsibilities

*A few things to keep in mind while you are studying with us*

### Attending Class

If you cannot attend class, we expect you to notify your lecturer. Attendance is recorded in every class. If you are under the age of 18 and you are absent from a scheduled class, your parent/guardian will be notified. If you are an apprentice, your absence will be reported to your employer.

### Dress Code

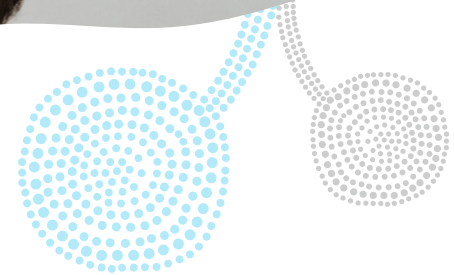
As you are studying for employment your clothing and footwear should be appropriate to the relevant workplace. Lecturers will inform you of specific requirements, including uniforms, personal protective clothing, footwear, securing of hair and name badges, as required.



### Are you under 18?

For students under the age of eighteen (18) CR TAFE has an extra Duty of Care. Key points to remember if you are under the age of 18:

- *Your absence will be reported to your parent or guardian.*
- *A parent or guardian (over the age of 18) must sign your Enrolment Form and Health Care Information and Consent Form.*
- *If you are paying off your fees under an instalment arrangement plan, they must also sign the plan.*
- *If you are an apprentice, your absence will be reported to your employer.*
- *A lecturer must obtain permission from your parent or guardian for you to participate in any off campus excursions.*
- *If you get sick during the day, or you have to leave class (to go home) before the scheduled class finishes, CR TAFE staff will contact your parent or guardian.*



## Code of Conduct

The purpose of the Student Code of Conduct is to ensure that all students studying at CR TAFE enjoy an atmosphere of mutual understanding, respect and professionalism. The College is a supportive adult learning environment that celebrates diversity, embraces equal opportunity and is free from discrimination and harassment. As a student it is your responsibility to know what is in the Student Code of Conduct. The Code of Conduct can be found on our website here:

<https://www.centralregionaltafe.wa.edu.au/current-students/other-things-you-need-know>

*Or by simply scanning the following QR Code*



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## Personal Protective Clothing and Equipment

In the interests of health and safety, and by law, you are required to observe standard safety practices, including wearing appropriate clothing and using Personal Protective Clothing and Equipment when required. This includes wearing of appropriate protective footwear as necessary.

Access to workshops, commercial kitchens and other high risk areas will be denied if appropriate Personal Protective Clothing and Equipment is not worn.



# ASSESSMENTS AND APPEALS

## Assessment Practice at Central Regional TAFE

Assessments at CR TAFE are designed to reflect real workplace conditions to ensure that our students are job ready upon graduation. In many qualifications assessments are actually undertaken in real workplaces.

If you are already working you may be able to be assessed at your workplace. Our assessments are regularly reviewed by lecturers, students and industry to ensure they are relevant and are being implemented appropriately via a rigorous validation process.

Assessment is a process that will require you to provide evidence that you have achieved the skills, knowledge and aptitude required in the units of competency you have enrolled in.

The evidence required will typically be provided when you complete an assignment(s) for the unit(s), or if undertaking Recognition of Prior Learning (RPL) submission of evidence to meet the requirements of the unit.

There is also a process in place for students to appeal an assessment result (see page 22). For more information about this process you can speak to your lecturer or visit: <https://www.centralregionaltafe.wa.edu.au/it-all-starts-here/students-rights-and-responsibilities>





## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a form of assessment that acknowledges your formal and informal learning gained through:

- *Previous training and education*
- *Past and current work experience*
- *Life experience.*

The RPL process will involve validation of your existing skills and knowledge. Through this process you will be able to obtain credits in a course and, in some cases, a full qualification.

The assessment can take place by using a range of evidence such as existing academic records, proof of training course/workshop attendance, written support by previous employers and by viewing procedures and processes undertaken in your workplace.

For more information about RPL speak to your lecturer or visit: <https://www.centralregionaltafe.wa.edu.au/recognition-prior-learning-and-experience>



## Credit Transfer

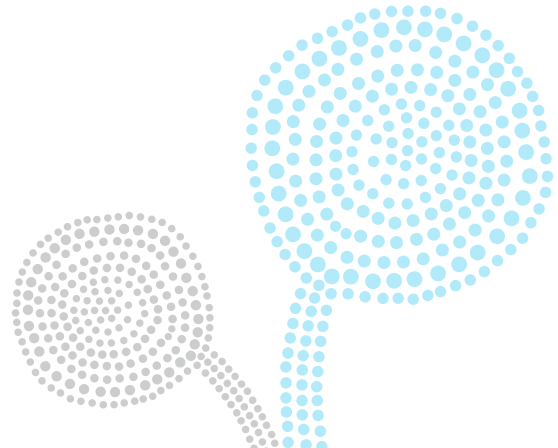
*Have you already completed a unit of competency and/or module that is relevant to your program of study?*

If so, you may be able to reduce your study time. Where you can provide suitable evidence you have successfully completed a unit of competency and/or module (current or superseded and deemed equivalent) at any RTO, the college must provide credit for that unit or module. Students must not be required to repeat any unit or module in which they have already been assessed as competent unless, a regulatory requirement or license condition (including industry licensing schemes) requires this.

If you believe Credit may be applied to your program of study, speak with your Lecturer to confirm unit eligibility, required evidence of previous competency and completion of the Credit and Credit Transfer Application Form.

Students are not charged for credit transfers. Please note, Credit is not the same as RPL.

*The college will not issue a qualification or statement of attainment that is achieved wholly through Credit of units and/or modules completed at another RTO.*





## Understanding Your Results

You will be provided with a number of opportunities to demonstrate competence throughout the enrolment period. If you have been assessed as competent you will be resultated with a CO (competent).

By the end of the enrolment period, if you have attempted but were not able to demonstrate competence on all assessments, you will be resultated with an R (re-enrol). Reassessments must be taken within eight weeks of the expiry date of the enrolment period.

## Feedback Response Times

Should you require, a lecturer will aim to respond to you within 10 working days from the date the assessment occurred.

## Reasonable Adjustment

If you are being assessed and have special requirements, reasonable adjustments may be made in the assessment process. Reasonable adjustment aims to make it possible for students with an additional need to participate fully in education and training.

## Resitting or Resubmitting an Assessment Task

If you have completed the assessment task within the required assessment dates but are initially assessed as not achieving competence, you may be entitled to re-sit or resubmit the assessment task. You will need to discuss options to re-sit or resubmit an assessment task with your lecturer within your current enrolment period.

## Repeating a Unit of Competency

If you need to repeat a unit(s) of competency as a result of not achieving competency during the first enrolment period, you may have the option to repeat the unit(s) by re-enrolling and paying a fee for each unit you wish to repeat.

## Complaints and Appeals Procedure

CR TAFE values client feedback and recognises that opportunities to improve products and services arise from effective response to client complaints. Complaints are actioned to reconcile the interests of clients and the College whilst ensuring expectations of fairness are met.

You have a right to appeal your assessment result. If you have any concerns regarding your assessment results please approach your lecturer to discuss. You can also click the link 'How to lodge on Appeal' located on this page:

<https://www.centralregionaltafe.wa.edu.au/it-all-starts-here/students-rights-and-responsibilities>

Students have the right to appeal a decision in relation to:

- *Academic judgement (education and training delivery; curriculum; assessments; student progress; and certification issuance).*
- *Misconduct (academic; disciplinary consequences under bylaw 20 of the Central Regional TAFE bylaws).*



## Appeal based upon academic judgement

Assessment processes at CR TAFE are regularly reviewed by lecturers, students and industry to ensure they are relevant and are being implemented appropriately via a rigorous validation process. All students have the right to appeal an assessment decision should they feel one or more of the following criteria were not met:

- *The assessment was not fair, flexible, valid or reliable (principles of assessment)*
- *The evidence was not authentic, sufficient, valid or current (rules of evidence)*
- *You were not informed about the training, assessment and support services available to you or your rights and obligations in relation to these*
- *You did not receive reasonable training, assessment or support services to meet your individual needs*
- *You were not provided with sufficient, timely feedback to adjust your performance to demonstrate your skills and knowledge*
- *The assessors did not have the required training and/or assessment competencies, or the assessors did not have the required vocational competencies.*

You should initially contact your lecturer/assessor to discuss the issue. Should it not be resolved to your satisfaction you can lodge a formal appeal.



## Appeal based upon misconduct

You may lodge an appeal to a decision relating to misconduct on the following grounds:

- *There was a failure to comply with procedural fairness*
- *There is evidence relating to an allegation of misconduct that was not reasonably ascertainable by the student at or prior to the decision, as the case may be, and that would probably have affected the decision or any penalty imposed*
- *The decision on/or penalty was manifestly wrong, excessive or unfair.*

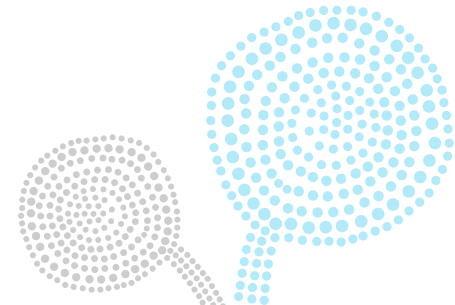
## How to Lodge an Appeal

Please follow the instructions on our website at <https://www.centralregionaltafe.wa.edu.au/it-all-starts-here/students-rights-and-responsibilities>

## Referencing and Plagiarism

All students must submit their own work for assessments and it should not be solely composed from secondary sources. All secondary materials and resources must be correctly acknowledged or referenced. The CR TAFE Library page on our website has the APA Referencing guide that can be downloaded here:

<https://guides.dtwd.wa.gov.au/crt-library>





# LEARNING RESOURCES



## Library Services

TAFE libraries offer specialised training resources, on campus and remote access to authoritative digital information as well as appropriate study spaces for single or collaborative study. Library staff are available to support your study needs, provide study skills advice and assist with navigating our exciting online learning technologies.

CR TAFE has two physical Library facilities. One is located at the Geraldton Campus and the other is located at our Northam Campus. Access to online study resources plus advice and assistance from Library staff is available to all our students.

Kalgoorlie students can access Library facilities and have resources delivered to the Kalgoorlie campus or posted to their home address. For more information visit:

<https://www.centralregionaltafe.wa.edu.au/library-support>

### Who has access to the Library?

The Library is available to all currently enrolled students and staff of CR TAFE, and membership is automatic.

We provide a range of services including:

- Binding and laminating
- Basic computer support services
- Information services
- Student ID cards.
- Photocopying and printing
- Referencing assistance
- Interlibrary loans

*Please note that not all services may be available at each library.*

# TECHNOLOGY @CR TAFE

## Cibatek Centre – Geraldton Campus

The Cibatek Centre is located within the Library at our Geraldton Campus and provides 24 hour computing and internet for students.

## Network Access

All students at all campuses have access to our networks whilst undertaking study.

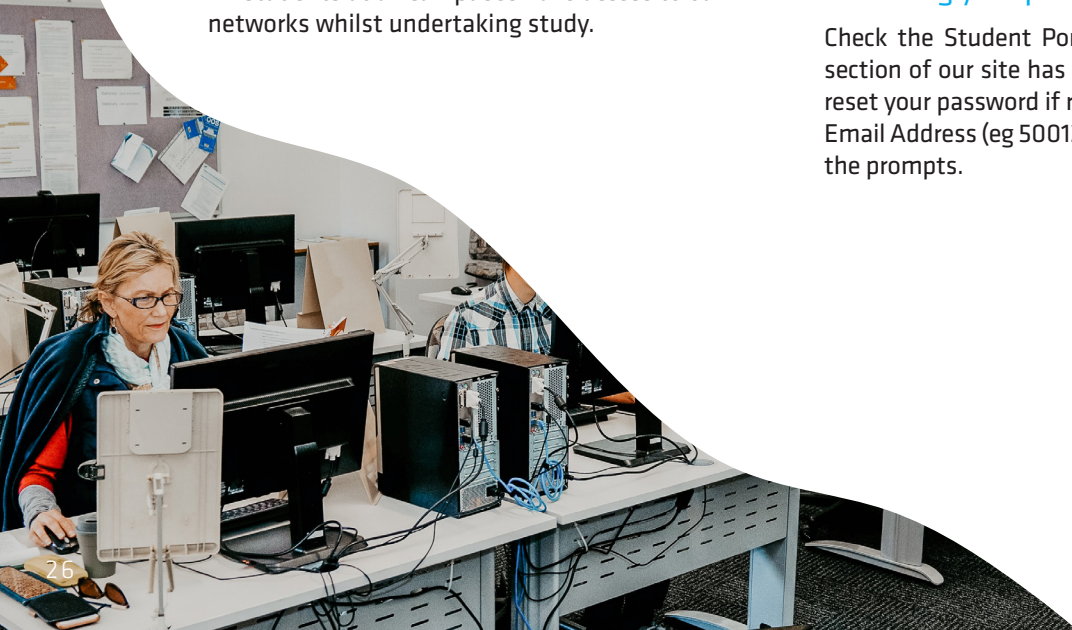
## Wireless internet access

CR TAFE offers free Wireless Internet access to all staff and students, please refer to the connection guides on the College website under the Student Portal link:

<http://www.centralregionaltafe.wa.edu.au/currentstudents>

## Resetting your password

Check the Student Portal link on the College website. This section of our site has a link to a tool that will enable you to reset your password if required. You must enter your Student Email Address (eg 50012345@tafe.wa.edu.au) and then follow the prompts.



## Office 365

Every CR TAFE student has a free Office 365 account which includes access to an Outlook email account, a OneDrive folder for file storage and access to the Office 365 suite of applications which are available from any computer or mobile device.

Enter your student email address in the following format:  
yourstudentID@tafe.wa.edu.au (e.g. 50012345@tafe.wa.edu.au)  
You will be issued with a default password that must be changed when you first login.

Your new password will need to include three (3) of the following character types: upper case letter, lower case letter, numbers, symbols and must be at least eight (8) characters long.

## Blackboard Learn

We use Blackboard to help facilitate flexible learning. You can use this platform to access course materials and it's also a great way for lecturers to communicate with their students.

As a student you will be able to use Blackboard while studying. Please keep in mind that your access may take up to 24 hours to become active. To find out more visit:

<http://www.centralregionaltafe.wa.edu.au/currentstudents>



## Our Focus on Flexible Options

Many of our courses offer flexible learning options that provide you with the opportunity to study whenever and wherever suits you. Flexible options can include online learning, workplace assessment, recognition of prior learning, correspondence type programs that can sometimes be supplemented by block or focused delivery.

We strive to offer a mix of flexible options that suits your needs. Typically flexible learning options are open for enrolment all year round, allowing you to start at any time. Our website identifies courses that are available flexibly.

Our Northam Campus has a strong emphasis on both online and flexible study options. Check out courses available and facilitated from our Northam Campus on our website:

<https://www.centralregionaltafe.wa.edu.au/campuses/northam>

# Feedback

Good service is part of our business. At Central Regional TAFE our goal is to provide an outstanding service and sound process to enhance your learning experience. We value your compliments, complaints and suggestions.

## How to submit feedback:



### In person

Speak to one of our staff members on campus to talk to them about your concerns.



### Electronically

Email your compliments, complaints or suggestions to [feedback@crtafe.wa.edu.au](mailto:feedback@crtafe.wa.edu.au).



### Write to us

Send a letter outlining your suggestions, concerns to:

**Planning and Quality  
Central Regional TAFE  
Locked Mail Bag 103  
Geraldton WA 6531**



### Client Feedback Form

You can submit your feedback anonymously, or if you would like a response, please provide your contact details.



### Participate in surveys

Have your say and participate in internally and externally conducted surveys. Links to current surveys can be found on our website at the QR code to the right.



**Scan to view  
Feedback and Surveys  
website page.**



## CONTACT

1800 672 700 | [info@crtafe.wa.edu.au](mailto:info@crtafe.wa.edu.au) | [centralregionaltafe.wa.edu.au](http://centralregionaltafe.wa.edu.au)

### **Batavia Coast**

#### **Maritime Institute**

133 Separation Point Close,  
Beachlands,  
WA 6530

### **Carnarvon**

14 Camel Lane  
Carnarvon  
WA 6701

### **Exmouth**

Ningaloo Centre  
Corner of Murat Rd &  
Truscott Cres, Exmouth  
WA 6707

### **Geraldton**

173 - 175 Fitzgerald Street,  
Geraldton  
WA 6530

### **Kalgoorlie**

34 Cheetham Street  
Kalgoorlie  
WA 6430

### **Merredin**

42 Throssell Road,  
Merredin  
WA 6415

### **Moora**

242 Berkshire Valley Road,  
Moora  
WA 6510

### **Northam**

LOT 1 Hutt Street  
Northam  
WA 6401

### **Technology Park**

Cnr of Deepdale Road &  
Arthur Road, Deepdale  
WA 6532

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