


**TAFE
GIPPSLAND**

Short Course Orientation Guide

January 2020

Welcome to TAFE
Gippsland and thank
you for your interest
in our Short Courses.

The following information is a
brief guide to assist you to gain
the most benefit from your
Short Course participation.

The bottom right corner of the page features three overlapping geometric shapes: a dark purple triangle pointing towards the bottom left, a medium purple triangle pointing towards the bottom left, and a magenta triangle pointing towards the bottom left, all overlapping each other and the dark purple background.

Student Support Services

Support for students is available from your initial enquiry through to the completion of your course. You can receive the help on course planning and career advice at any time.

TAFE Gippsland also offers Disability Support for students with disabilities or impairments, and Indigenous Support for Koorie students. For more information, or to contact a Disability Liaison Officer or Koorie Liaison Officer, Please contact us on 1300 133 717.

Health and Safety

We care about your safety as a student and there are systems in place to ensure you have the knowledge to be safe on our campuses. TAFE Gippsland's Workplace Health and Safety (WHS) Policy Statement is available on our website. You have certain responsibilities under the Occupational Health and Safety Act 2004 and TAFE Gippsland encourages your help to ensure we keep our campuses safe.

A reasonable standard of dress is expected for reasons of safety, hygiene and health. Light footwear and long hair (unless suitably covered and/or restrained) may constitute a health and safety hazard and will not be permitted in workshops, laboratories and/or food handling areas.

Policies and Procedures

TAFE Gippsland has a range of policies and procedures in place to ensure that we deliver quality services to our community. As a student you are to abide by TAFE Gippsland policies, which include, but are not limited to:

Inappropriate Behaviour

TAFE Gippsland is an adult learning environment. Inappropriate behaviour of any type, including but not limited to, discrimination, victimisation, bullying and harassment is not tolerated at TAFE Gippsland. If you feel you are being subjected to inappropriate behaviour, please inform your instructor.

Access and Equity

TAFE Gippsland adheres to the principles of Access and Equity and recognises the Institute's responsibilities under State and Federal Legislation.

Everyone has a right to equal treatment and opportunities so that they may exercise the fundamental freedom to realise their own potential.

Smoking, Alcohol and Illicit Substances

TAFE Gippsland is a Smoke Free Zone. No smoking is permitted on any TAFE Gippsland grounds (including car parks).

Intoxicating liquor and illegal drugs are strictly forbidden on TAFE Gippsland premises, with the exception of liquor in licensed areas.

Students under the age of 18 years may legally taste alcohol as part of their course under certain conditions, and with staff supervision.

TAFE Gippsland enforces institute policy regarding the use of alcohol and illegal substances.

Emergencies, Accidents, First Aid and Ambulance

All students will be provided with detailed information regarding evacuation routes and procedures during their course induction.

All accidents must be reported to a Designated First Aid Officer (DFO) or your teaching staff.

The Institute does not cover the cost of an Ambulance if used to transport students in case of an emergency, or any related medical treatment. It is strongly recommended that all students obtain their own Ambulance cover.

Parking and Vehicle Use

Parking areas are clearly marked. Vehicles parking in areas designated for disability parking must have a relevant permit displayed. Speed limits within Institute grounds must be adhered to - failure to do so will result in disciplinary action. Road laws apply and are enforceable even within campus grounds, car parks and thoroughfares.

Network Access

Where appropriate to your Short Course, you will be able to access TAFE Gippsland's computer network. Usage guidelines are outlined in the TAFE Gippsland Use and Provision of ICT Services and Facilities Policy.

Customer Feedback

The Institute welcomes your feedback in order to recognise best practice and to promote continuous improvement of our services.

The Comments, Complaints and Compliments form for feedback can be accessed via our website, or collected at any campus reception.

This information is intended as a guide for students enrolled in short courses. A full copy of the Student Orientation Guide can be found on the TAFE Gippsland website or you can ask your teacher for a copy.

Information contained within this publication is correct as at January 2020. TAFE Gippsland reserves the right to modify, in any way, information contained within this document

TAFE GIPPSLAND

1300 133 717
PO Box 3279 GMC,
Morwell 3841
enquiries@tafegippsland.edu.au
tafegippsland.edu.au

Leongatha | Warragul | Yallourn | Morwell
Traralgon | Sale | Bairnsdale | Forestec
Lakes Entrance Seamec



National Provider Number 0417 | 0268_0120