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**STUDENT
HANDBOOK**

**MAKE
GREAT
HAPPEN**



**IT'S TIME WE CELEBRATE
THE DOERS. THE NURSES,
THE CHILD CARERS AND
EDUCATORS. THE CREATORS,
THE TRADES PEOPLE, THE
ORGANISERS AND THE MEDIA
MAKERS. YOU'RE THE PEOPLE
WHO MAKE THE WORLD TURN.
YOU'RE THE PEOPLE WHO
MAKE GREAT HAPPEN.**

WELCOME TO TAFE QUEENSLAND GOLD COAST

TAFE Queensland Gold Coast is one of Australia's leading Vocational Education and Training facilities and the largest in the Gold Coast region with five campuses and enrolments of approximately 17,000 students annually.

Our programs have been designed in close consultation with business and industry. When you complete your studies with us, you will have the necessary skills and knowledge to ensure a competitive advantage when entering the workforce or moving onto further education. Whether you are joining straight from school or after years in the workforce, we will work with you in pursuit of your goals.

We want you to succeed, and we believe the skills and knowledge acquired through study and work at TAFE Queensland Gold Coast will help you to do just that. We also believe the contributions we make within our community contribute to the success of our community, and we are justifiably proud of that.

Welcome to TAFE Queensland Gold Coast and good luck with your studies.

CONTENTS

- 3** Educational Matters
- 6** Fees, Refunds and Financial Help
- 8** Student Services
- 9** Policies
- 10** Student Services
- 11** Student Support
- 12** Work Health and Safety
- 13** Your responsibilities as a student

Please note: Information in this guide is current at date of printing, December 2014. All course information is subject to change at any time. For further information, please contact TAFE Queensland Gold Coast.

EDUCATIONAL MATTERS

ACADEMIC APPEALS AND GRIEVANCES

Students who are dissatisfied with academic decisions or procedures, or who have any issues that directly relate to the successful completion of their course or program should discuss the matter in the first instance with their teacher.

Should you be dissatisfied with the decision of the teacher, you have the right to submit an application for re-evaluation to a Director of Faculty. Please refer to the TAFE Queensland Student Rules via the Student Connect, which outlines the procedure for appeals and grievances.

ACCESS, EQUITY AND DIVERSITY

TAFE Queensland Gold Coast is committed to equity for everyone. We will ensure you have easy access to information on courses or programs, services available and enrolment procedures.

Staff will support and assist you throughout your studies. We also provide support services such as counselling, disability support, Indigenous student support and learning support to help you succeed.

ADDITIONAL PROGRAM INFORMATION

All students will receive additional information on their particular program of study at their student orientation.

ASSESSMENT

Competency Based Assessment

Competency Based Assessment is the process of collecting evidence and making judgements on whether competence has been achieved.

This confirms that an individual can perform to the standard expected in the workplace as expressed in the relevant endorsed industry or enterprise competency standards (or outcomes of accredited courses if there are no competency standards for an industry).

The Competency Based Assessment process will be conducted in an open, transparent and accountable manner, emphasising the aspects of equity for all.

Evidence gathering

TAFE Queensland Gold Coast's academic staff have selected suitable methods to ensure sufficient evidence can be gathered on how you perform a task or skill against the specified criteria.

Some assessment methods are best suited for assessing practical skills and others are better for assessing theory or underpinning knowledge.

Readiness

When commencing study, your teacher or workplace trainer will provide you with an overview of planned assessment and negotiate time-frames and requirements with you to ensure your readiness to undertake assessment. Assessments should be submitted or completed by the specified time for a result to be recorded, however if necessary, extensions of assessment time-frames will be negotiated and/or considered in specific or exceptional circumstances.

Policy

TAFE Queensland Gold Coast has an assessment policy that ensures students and teachers work together to achieve the course or program aims. To be eligible to pass your course or program, you must satisfactorily complete all the requirements of each module or unit of competency (course) you are enrolled in within a given time. This means that you are assessed in terms of being able to do the job to industry standards. Results for units will be given as one of the following:

J - Competent

M - Not competent

If you have any questions regarding your assessment, please contact your teacher.

If you require further information, the assessment policy and TAFE Queensland Student Rules are available via tafegoldcoast.edu.au and Student Connect.

ASSIGNMENTS

Your teacher will inform you of assessment submission details. All assessments must be submitted with a TAFE Queensland Gold Coast Assignment Cover Sheet, unless submitted online through my.TAFE. The cover sheet is available on the student intranet.

ATTENDANCE & PUNCTUALITY

Being on time to class is important for you, your teacher and other students, as being late disrupts the learning environment. You are required to participate in all learning activities. Many courses or programs have classroom activities as part of the assessment criteria.

CREDIT TRANSFER

An application for credit transfer can be made if you have previously satisfied the required module or unit through previous study.

CHANGE OF DETAILS

Please advise TAFE Queensland Gold Coast of any changes to your address or phone number, so that you are able to be contacted and your results can be posted to you. You are able to change your contact details and emergency contact details at any Customer Service Centre. Students can also update their details online through the Student Self Service (SSS) portal.

CONTINUING STUDENT

Towards the end of each semester you will have access to your timetable for the next semester via the Student Connect. Timetables are subject to change, although every effort will be made to limit any changes. You must be enrolled prior to attendance at any classes.

FEEDBACK

TAFE Queensland Gold Coast has policies and procedures in place for addressing client complaints and receiving feedback. We take any suggestion, complaint or grievance very seriously and all staff will work to ensure that your comments are acted upon quickly and fairly.

During your study at TAFE Queensland Gold Coast you will have several opportunities to provide feedback about your experience.

Feedback forms can also be submitted at any time and are available at all Customer Service Centres. For more information on feedback forms please call 07 5581 8300 or email feedback@gcit.edu.au. The feedback policy is available via Student Connect.

GRADUATION

Diploma and Apprenticeship students who successfully complete all elements of their course or program will be invited to participate in their relevant graduation or awards ceremony. Outstanding Achievement Awards are presented each year.

ORIENTATION

After enrolment, all new students will be contacted regarding orientation. It is compulsory that you attend these sessions, as they will provide you with a comprehensive overview of the services available to you during your time at TAFE Queensland Gold Coast.

RECOGNITION OF PRIOR LEARNING

An application for Recognition of Prior Learning (RPL) can be made if you have already attained the necessary skills required for your program elsewhere (for example, work, other study, skills and knowledge). Contact the Recognition Services Unit on 07 5581 8797.

You will be required to provide evidence of your work and life skills when you meet with your RPL assessor, in support of your RPL application.

RESULTS

At the successful completion of your course or program, your results and qualification will be posted to you in the mail. If you do not fully complete your course or program, you may receive a Statement of Attainment. Records of your participation and progress and your results are also available via Student Self Service (SSS).

ROOM NUMBERS

Here's some help so you can understand room numbering at TAFE Queensland Gold Coast: the letter represents the block that the classroom is situated in, followed by a number, which represents the floor the classroom is on. The final number is the room number.

For example D.03.023 represents D Block, Level 3, and Classroom 23. To view campus maps log onto Student Connect.

STUDENT CARDS

All students on campus are required to have a Student Card and visibly display it while on campus or on vocational placement. Student Cards are available from the Customer Service Centres at each campus.

Following enrolment, you will have your photo taken and your card will be processed. Identification that is a legal document with your full name recorded (for example licence, birth certificate, passport) is also required as part of the 100 point ID check.

Your Student Card will allow you access to Library facilities and campus printers (charges may apply). Full-time students will also be entitled to discounts on public transport when showing their student cards along with the Tertiary Transport Concession Card (TTCC). At some campuses your ID Card will allow you access to student areas after-hours. Security staff may ask you to leave the premises if you are unable to produce a Student Card. For a replacement card, contact the Customer Service Centre on 07 5581 8300, fees apply.

TIMETABLES

Students will be able to access their timetable of classes after enrolment via Student Connect. Please ensure you check your timetable details before your course or program commences. These timetables are subject to change and students are advised to contact their teaching area or log onto the Student Connect regularly for updated versions.

WITHDRAWAL AND DEFERMENT

If you wish to withdraw from a course, program, module or unit please speak to your teacher for advice. If you wish to withdraw after the start of study, academic or financial penalties may apply (see Fees, Refunds and Financial Help, Page 6).

WORK EXPERIENCE AND VOCATIONAL PLACEMENT

Vocational placement is vital in linking the knowledge and skills acquired during the students' training here at TAFE Queensland Gold Coast with real workplace applications in industry. It assists students in the transition from training to work and provides substantial benefit to both the student and the provider. If vocational placement is a compulsory component of a program, it is necessary for students to successfully complete it in order to achieve successful result outcomes for the relevant unit of competency and to graduate.

Work experience is available as an optional elective unit for many programs and completion of this may be recommended, but is not a necessity for students to graduate.

Please consult with your teacher to clarify your program requirements regarding either the vocational placement or work experience.

FEES, REFUNDS AND FINANCIAL HELP

WHAT FEES AND CHARGES WILL I HAVE TO PAY?

The fees and charges that will apply to your study, and when you have to pay them, will vary between courses and will also depend on factors like:

- whether you are a domestic or international student;
- whether you are paying full cost (i.e. Fee for Service) for the course or are eligible for and accessing Government funding towards your course;
- whether you are using a VET FEE-HELP loan to pay for your course or to pay for your contribution towards a course (for Government-funded students); and
- whether, if you are accessing Government funding, you are eligible for a concession rate to reduce the amount of your student contribution towards your training*.

***Please note:** TAFE Queensland Gold Coast can only give concessional rates to Government-subsidised students who are paying their student contribution fee directly to TAFE Queensland Gold Coast, or who have a partner or family member doing the same on their behalf, and that concession cards must be shown at time of enrolment in order for the concession to apply. See the section labelled "Fee Concession" for further details on concessions.

GOVERNMENT SUBSIDISED AND VET FEE-HELP STUDENTS

Your "student contribution fee", the amount you pay towards your tuition, is inclusive of all mandatory resources and other fees. Depending on your course, there may also be optional or recommended resources (e.g. some text books) that you can buy if you choose to and these will not be covered in the all inclusive price you have been quoted.

Please note: TAFE Queensland Gold Coast may provide you with your student resources electronically, rather than hard copy, to keep costs down for you. If you prefer to study in hard copy, you will need to either print those resources yourself or pay TAFE Queensland Gold Coast to print them for you.

FEE FOR SERVICE STUDENTS

If you are a full fee-paying student, in addition to your student contribution fee (the amount you pay TAFE Queensland Gold Coast associated with paying for your tuition) you may also need to pay TAFE Queensland Gold Coast any or all of the following fees and charges:

Printed Learning Resources Charges

Students may be charged for printed learning resources where these are provided in lieu of textbooks. These will be actual costs and not a generalised fee.

I.T. Charges

An I.T. fee is applied per semester for access to the internet on campus.

Protective Clothing, Uniforms and Other Resource Charges

Students may be required to buy items of personal apparel which are essential to their protection while undertaking a program/course e.g. safety glasses, safety boots, hair nets, uniforms. Students might also need specific uniforms or equipment in order to complete the program/course. Once purchased, these items remain the personal property of the student.

Student ID Cards

Your enrolment fees will include a student ID card. This is used for identification purposes when entering classrooms, printing or borrowing resources from our Libraries. It is a TAFE Queensland Gold Coast requirement that all students must provide a 100 point identification check prior to enrolment. Some short courses do not require an ID card.

ALL STUDENTS

Printing Charges

Student printing will incur a charge at the standard rates as displayed on the various posters around each campus. Students will be required to place money on their ID card to facilitate printing/scanning/faxing. For more information and instructions on printing refer to Student Connect.

FEE CONCESSION

For Government subsidised students, a number of concessions may be applied at the time of enrolment.

Examples of this include:

- Students who are the holder of either a Health Benefit or Health Care Card (or are a dependant of a card-holder). This also includes Pensioner Concession Cards.
- Working age Queenslanders are now entitled to government funding to complete their first Certificate III qualification. The entitlement is for one (1) Government subsidised training place in a funded Certificate III qualification with a pre-qualified preferred training supplier.
- You may also seek fee concessions or exemptions on the grounds of extreme hardship. You will need to contact the Customer Service Centre or Student Support for further details. Some programs/courses at TAFE Queensland Gold Coast are not subsidised and no concessions of fees apply.

Also, some concessions are only available if the student, their partner or a family member is paying the student contribution fee for the student, not a third party organisation.

NEED HELP PAYING FEES?

Course or program fees can be paid by installment if you qualify for a Student Payment Plan and this can be placed on Direct Debit. Some terms and conditions apply. Application forms are available from the Customer Service Centre.

STUDENT NON-PAYMENT OF FEES

Students who pay TAFE Queensland Gold Coast fees using a payment plan must pay on the agreed installment dates. Payment plan defaults will result in the student being excluded from study or class and access to all services will cease until payment is up to date. Students will not be entitled to receive their qualification until all fees are paid.

WHAT IS VET FEE-HELP?

VET FEE-HELP is an income contingent loan scheme offered by the Commonwealth to assist eligible students to pay their tuition fees. VET FEE-HELP can be used to pay for all or part of an eligible student's tuition fees when studying in an approved VET course of study.

The Australian Government pays the amount of the loan direct to TAFE Queensland Gold Coast, and students repay their loan through the Australian taxation system once they start earning over the repayment threshold.

A loan fee applies to some VET FEE-HELP debts. There is no application fee for VET FEE-HELP and no interest charged on the VET FEE-HELP debt. The accumulated debt is however indexed according to the Consumer Price Index (CPI). Your VET FEE-HELP debt will be indexed on 1 June each year in line with CPI.

WHAT DOES VET FEE-HELP COVER?

VET FEE-HELP provides a loan for tuition fees only. This means it does not cover text books, materials, equipment, travel, accommodation or general living expenses, or any additional costs identified as incidental fees.

VET FEE-HELP is only available on some courses.

For more information on programs/courses with this option call the Customer Service Centre on 07 5581 8300.

REFUND POLICY

Depending on whether you are accessing Government funding, paying full fee-for-service price, or are paying for your studies using VET FEE-HELP, different refund conditions will apply. TAFE Queensland Gold Coast's refund policies are available on Student Connect, website and at Customer Service Centres.

STUDENT SERVICES

The Customer Service Centre operates to assist students with enquiries and enrolments.

Ashmore Campus, B block

Open 8:00am to 5:00pm Monday to Friday and Wednesday 9:00am to 5:00pm.

* We are unable to process cash payments at this location.

Coolangatta Campus, Ground Floor

Open 8:00am to 4:00pm Monday to Thursday

* We are unable to process cash payments at this location.

Coomera Campus, Level 2

Open 8:30am to 5:00pm Monday to Friday and Wednesday 9:00am to 5:00pm.

Southport Campus, Ground Floor

Open 8:00am to 5:00pm Monday to Friday and Wednesday 9:00am to 5:00pm.

DISABILITY SERVICES

If you have a disability please make your needs known so we can help plan for your learning support. Please advise us of your disability at the time of your enrolment.

The Disability Support Officer (located in Student Support), is also available prior to enrolment to meet with you to provide information, advice and assistance to facilitate access for your vocational studies. Information about your disability will be treated confidentially. All campus buildings have mobility impaired access and disability car parking.

INTERNET ACCESS

The internet can be accessed via student computers. Upon enrolling at TAFE Queensland Gold Coast, students are given log-in details required to access the student computers and the internet. See **“Internet and email usage”** (Page 10).

LIBRARY

Library facilities are available for all students. The TAFE Queensland Gold Coast Library offers a great range of resources and services. To register at the Library, show your current Student Card to Library staff.

NOTICE BOARDS

Student notice boards are located in all student common rooms. These are for the exclusive use of students and are monitored by students themselves. TAFE Queensland Gold Coast takes no responsibility for the notices on these boards.

ONLINE SERVICES

A current email address is required to access TAFE Queensland Gold Coast services. Please contact the Customer Service Centre to update or supply your email address. Students have access to the following online services:

The student intranet

The student intranet, or Student Connect, provides students with access to individual timetables, interactive campus maps, assessment requirements and all other TAFE Queensland Gold Coast policy documents. TAFEGCCconnect.edu.au

my.TAFE

my.TAFE lets students gain access to online courses and learning resources. You can communicate with your teachers and fellow students, and in some courses, access study guides and assessment items.

my.tafe.qld.gov.au

Student Self Service (SSS)

SSS is the first step to obtaining a password to access other online services. SSS also allows you to manage your personal information, view and print TAFE Queensland Gold Coast academic information and your financial details.

enrol.tafe.qld.gov.au

PARKING

On-site parking is available at the Southport Campus for a small charge, and for no charge at the Ashmore, Coomera and Coolangatta campuses. Cars parked illegally will receive a warning. Please read the conditions of entry when entering TAFE Queensland Gold Coast campus car parks.

PHOTOCOPYING AND PRINTING SERVICES

Photocopying and printing services are available at all TAFE Queensland Gold Coast Libraries on a user pay basis using your Student Card. You can upload printing credit online with a credit card.

PUBLIC PHONES

Public phones are located at:

- Coolangatta campus, in the student common room.
- Southport Campus, opposite campus on Nerang street.

PUBLIC TRANSPORT

Public buses operate to each of the campuses from all of the Gold Coast and the public train system is also available to our Coomera Campus. Visit the TransLink website www.translink.com.au for detailed information on travel routes, timetables, tickets and applying for a TTCC. Bus timetables are also available from Customer Service Centres. All TAFE Gold Coast students require a Tertiary Transport Concession Card (TTCC) to receive discounts on travel rates on public transport.

SECURITY

Security Officers are employed by TAFE Queensland Gold Coast to perform many functions. They complete foot patrols, escort to cars and generally provide assistance where required. If you require security, phone 07 5581 8300 and request

the security officer for your relevant campus. TAFE Queensland Gold Coast does not accept responsibility for the loss of personal possessions; therefore you are urged to take suitable precautions to protect your personal belongings.

STUDENT COMMON ROOMS

Student common rooms are for the exclusive use of students and are located at:

- Ashmore Campus, A block, Level 1.
- Coomera Campus, on each Level.
- Coolangatta Campus, Level 2.
- Southport Campus, on Ground Floor.

STYLE ACADEMY HAIR AND BEAUTY SALON

A range of hair and beauty services are provided by students at the Ashmore and Southport Campus.

To make a booking phone:

07 5581 8470

For beauty services.

07 5581 8481

For hairdressing services.

CANTEEN

The Ashmore and Coomera campuses have onsite canteens. There are numerous food and beverage options within walking distance from the Southport Campus. All campuses have refreshment stations with refrigerator, microwave and vending machines.

POLICIES

CHILDREN ON CAMPUS

Please note that children under 15 years of age are not permitted access to classrooms or TAFE Queensland Gold Coast facilities used for study purposes, unless prior permission from the Properties and Facilities Manager, has been given in writing.

COPYRIGHT

You may only copy materials in accordance with the *Copyright Act 1968 (Cth)*. This legislation also applies to information published on the internet. For study and

research purposes, students are allowed to copy ten percent or one chapter of a book, whichever is the greater, or one article per issue of a journal. More extensive reproduction may be possible; check with the Library staff. You must comply with licenses for the use of intellectual property, including software. All software loaded onto Institute computers or provided by the Institute is licensed and there is no permission to copy software or use TAFE Queensland Gold Coast software for commercial purposes unless permitted by the license.

STUDENT SERVICES

DRESS CODE

Students are requested to wear neat, clean and appropriate clothing and footwear at all times. In addition, you may be required to wear specific items in accordance with your area of study or work health and safety rules. See the section on work health and safety for further detail.

FOOD AND BEVERAGES IN LEARNING AREAS

The presence and/or consumption of any variety of food in classrooms is strictly prohibited. You are responsible for ensuring that food is not taken into classrooms.

Hot beverages are not permitted in classrooms. Other beverages must be carried in a secure container/bottle to minimise spills and leakages. You are responsible for ensuring the sensible storage and consumption of beverages in classrooms and for the removal and correct disposal of drink containers from classrooms. No beverages are permitted in computer laboratories.

It is acceptable to carry food and beverages that are stored securely inside bags carried into classrooms. Dispose of all gum products in bins provided.

INTERNET AND EMAIL USAGE

Access to the internet is provided to enable you to locate resources directly related to your studies at TAFE Queensland Gold Coast only. Access to the internet through Institute equipment is a privilege, not a right, so you need to be aware of the conditions associated with this privilege. TAFE Queensland Gold Coast has the right to monitor and otherwise control access to the internet and network. You are required to read the policy statement on computer/internet access as part of your student orientation program. This policy appears each time you log onto the network. Please ensure you read and understand it.

MOBILE PHONES AND MP3 PLAYERS

Students are to be considerate of the rights of others at all times whilst on campus or at any campus activity related to TAFE

Queensland Gold Coast. Any use of mobile phones or cameras that impinges on the rights of others may result in the suspension or exclusion of the student from the Institute for a specific period.

PRIVACY POLICY

TAFE Queensland Gold Coast respects your privacy and has established rules to ensure that your personal information is protected.

TAFE Queensland Gold Coast's privacy policy ensures personal information is collected, stored, used and disclosed under strict guidelines to prevent it from being misused or passed on without your permission. TAFE Queensland Gold Coast adheres to the *Information Privacy Act 2009 (QLD)* and the Information Privacy Principles. If you have any queries regarding personal information email rti@gcit.edu.au.

Under what other circumstances can TAFE Queensland Gold Coast disclose your personal information?

If you consent, or if it is:

- Required or permitted by law.
- Reasonably necessary for law enforcement.
- Reasonably believed to be necessary to prevent or lessen an imminent threat to health or life.

SMOKING

All campuses of TAFE Queensland Gold Coast are non-smoking government buildings. Smoking is prohibited in buildings and entries/exits to buildings or car parks. Smoking is permitted in designated areas. There are no designated smoking areas at the Southport Campus.

It is an offence under Queensland law to breach these conditions.

STUDENT CODE OF CONDUCT

TAFE Queensland Gold Coast respects your right to be treated fairly, learn in an environment free of discrimination and racial, sexual or other harassment. By signing the enrolment form, you agree to abide by the regulations and Code of Conduct. Students are expected to conduct themselves in a manner that will not discredit themselves or TAFE Queensland Gold Coast.

Acts which seriously interfere with the basic purposes, necessities and processes of the academic community or which deny the essential rights, health and safety of other members of the Institute community are prohibited. TAFE Queensland Student Rules and policies regarding student misconduct are available on the TAFE Queensland Gold Coast website.

STUDENT SUPPORT

Student Support is a complimentary confidential service which is provided to help students overcome any barriers to their learning, and to enable them to achieve positive outcomes. For more information about student support, or to make an appointment, call 5581 8300 or visit a Customer Service Centre at any campus.

Student Support is located at:

- Ashmore Campus.
- Coomera Campus, Reception, Level 2.
- Southport Campus, Ground Floor in Customer Service Centre.

COUNSELLING

Counsellors are available to offer confidential counselling on: course/career guidance, course related issues and welfare issues including referral to other services in the community.

DISABILITY SUPPORT

The Disability Support Officer is available to support students with disability issues including: identifying specific requirements, locating and organising equipment and liaising with teachers on the students' behalf.

INDIGENOUS STUDENT SUPPORT

Indigenous Student Support is available to support indigenous students on issues including: identifying specific requirements, assistance with course and career options, providing information on scholarships and supporting the students during their studies.

LEARNING SUPPORT

Learning Support is provided by specialist trained teachers and includes: preparing for exams, assignment writing, making presentations and general study skills.

WORK HEALTH AND SAFETY

Work health and safety is about managing hazards in the workplace so that the risk of injury is reasonably minimised, if not eliminated altogether. We all play an active role in this, so this WH&S topic will further explore what students need to know to do their bit, and what TAFE Queensland Gold Coast are doing to fulfill theirs.

Students must take reasonable care of their own health and safety at work or on campus, and avoid harming the health and safety of other people. There are requirements under the *Work Health and Safety Act 2011 (QLD)* for all persons to meet this responsibility.

These laws also apply to places of learning, like TAFE's and universities, as well as workplaces. General obligations whilst in attendance include:

- Comply with the instructions given by the teacher or tutor for WH&S.
- Use personal protective clothing where required or instructed.
- Do not willfully or recklessly interfere with or misuse anything provided for workplace health and safety at TAFE Queensland Gold Coast.
- Do not willfully place at risk the health and safety of any person whilst on premises.
- Do not willfully injure yourself.

FIRST AID

If first aid is required, please ask a TAFE Queensland Gold Coast staff member for assistance.

FIRE AND EVACUATION

In the case of fire, notify any TAFE Queensland Gold Coast staff member of the location of the fire. When the evacuation alarm sounds, everyone must evacuate the area in which they are located. Under instruction from your teacher, move smartly, but do not run, to the designated assembly area. Descend stairways no more than two abreast. Keep to the outside of stairways to allow access for emergency personnel.

Do not use lifts or escalators. Once at the assembly point, your teacher will call the roll to check that all students are accounted for. Do not leave this area until the all clear has been given. If you are not in class when the alarm sounds, proceed directly to the designated assembly point. Do not re-enter any building. Do not take refuge in toilets, storerooms, rest rooms or student common rooms.

TAFE QUEENSLAND GOLD COAST'S RESPONSIBILITY

Although the Institute is not an 'employer' as far as the relationship with its students is concerned, TAFE Queensland Gold Coast does have obligations under the legislation as 'persons in control of a workplace' and as supervisors of our students. The obligations are to provide and maintain a working environment where staff and students are not exposed to hazards.

TAFE Queensland Gold Coast's responsibilities include:

- Having WH&S policies and procedures in place to protect and guide staff and students.
- Providing WH&S information, instruction, training and supervision.
- Ensuring the risk of disease or injury from the workplace is minimised for all persons coming onto the campus.
- Ensuring the risk of disease or injury from any plant or substance provided by TAFE Queensland Gold Coast to staff and students is minimised when used properly.
- Ensuring a safe work environment.
- Reporting accidents to appropriate WH&S authority's first aid.

YOUR RESPONSIBILITIES AS A STUDENT

PROTECTIVE CLOTHING

Students are required to buy items of personal apparel which are essential to their protection while undertaking a course or program (eg. safety glasses, safety boots, hair nets, uniforms). Once purchased, these items remain the personal property of the student. The price of any required equipment, materials or clothing may be included in your course fees.

USING EQUIPMENT

As a student, you may be exposed to a variety of hazards associated with the type of work performed, or typical of the environment in your vocational area of study. TAFE Queensland Gold Coast's goal is to minimise your exposure to these hazards by implementing strategies which ideally eliminate or at least protect you from exposure to injury or harm.

Part of that care is ensuring that students follow the appropriate procedures before using plant and equipment. Don't forget, under the category of tools, it could be

something as high risk as an explosive device or, alternatively, as inconspicuous as an office stapler. Before using any type of plant or equipment, students need to be aware of the hazards involved in operating the particular equipment, the safety procedures that should be followed and the correct techniques for operation.

Students can do this by:

- Familiarising themselves with the relevant user manuals before using equipment.
- Being properly trained in the use of the machinery.
- Maintaining the machinery and keeping it in good condition.
- Reporting faults, problems or damages immediately to supervisors.
- Using the right personal protective equipment.

HOW WILL YOU

MAKE
GREAT
HAPPEN





TAFE QUEENSLAND GOLD COAST LOCATIONS

Coolangatta

5 Scott St
Coolangatta QLD 4225

Coomera Creative

198 Foxwell Rd
Coomera QLD 4209

Coomera Marine

50 Waterway Dr
Coomera QLD 4209

Southport

91-99 Scarborough St
Southport QLD 4215

Trades Training Centre

Ashmore

Cnr Heeb St & Benowa Rd
Ashmore QLD 4214

MAILING ADDRESS

TAFE Queensland Gold Coast
PO Box 5547
GCMC QLD 9726

CUSTOMER SERVICE HOURS

8am–5pm Monday to Friday

9am–5pm Wednesday

PHONE

(07) 5581 8300

EMAIL

enrolments.goldcoast@tafe.qld.edu.au

WEB

www.tafegoldcoast.edu.au

CRICOS Provider Code: 03037G
ABN: 72 898 805 093 | RTO: 0083

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