



## Transition to TAFE NSW for Students with Disabilities

### Would you benefit from support or exam provisions at TAFE NSW?

*anxiety disorders, arthritis, asthma, asperger's, attention deficit disorder, bipolar, cancer, cerebral palsy, chronic fatigue syndrome, chron's disease, cystic fibrosis, depression, diabetes, dyslexia, dysgraphia, epilepsy, hearing impairment, learning disability, mobility impairment, multiple sclerosis, schizophrenia, scotopic sensitivity, vision impairment and many more...*

You may not think of yourself as having a 'disability' but the definition under the Disability Discrimination Act is broad and includes dyslexia, medical conditions, and mental illness.

Do you have to put in extra effort at school because of your disability or condition? If so, you might want to utilise the support services available at TAFE NSW.

#### **STEP 1: Think about your career and study goals**

To assist you to plan your career and studies you may choose to contact a TAFE NSW counsellor at your local campus (or college), TAFE NSW Teacher/Consultant for Students with Disabilities (Disability Specific), high school Careers Adviser or other websites.

*Further Information:*

- TAFE NSW Institutes  
[http://web.tafensw.edu.au/courses/find\\_a\\_campus/](http://web.tafensw.edu.au/courses/find_a_campus/)
- TAFE NSW Teacher/Consultants for Students with Disabilities  
[www.tafensw.edu.au/services/disability/](http://www.tafensw.edu.au/services/disability/)

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## **STEP 2: Find your course**

To find which course you would like to do, consult the 'Find a Course' section on the TAFE NSW website.

*Further Information:*

- TAFE NSW: Find A Course  
[www.tafensw.edu.au/howex/simpleSearch.do](http://www.tafensw.edu.au/howex/simpleSearch.do)
- TAFE NSW Institutes  
[http://web.tafensw.edu.au/courses/find\\_a\\_campus/](http://web.tafensw.edu.au/courses/find_a_campus/)

## **STEP 3: Make sure you're eligible to do the course**

Check that you meet the entry requirements for the course. Before you can be considered for entry, you must meet all the entry requirements for the course or be accepted on the basis of a special admission. Entry requirements for courses can be found in the TAFE NSW website: Find a Course section.

Some courses also require additional application procedures. You will need to find out whether you need to attend an information session, sit for a test, submit a portfolio of work or answer an additional questionnaire as part of the selection process.

*Further Information:*

- Entry Requirements for TAFE NSW courses  
[www.tafensw.edu.au/applyenrol/enrolling/equivalences.htm](http://www.tafensw.edu.au/applyenrol/enrolling/equivalences.htm)
- TAFE NSW: Find A Course  
[www.tafensw.edu.au/howex/simpleSearch.do](http://www.tafensw.edu.au/howex/simpleSearch.do)
- Courses that Require Application  
[www.tafensw.edu.au/howex/servlet/Course?Command=GetApplicationCourses](http://www.tafensw.edu.au/howex/servlet/Course?Command=GetApplicationCourses)

## **STEP 4: Find the campus you want to study at**

To find out if the course is to run at your local campus, check the proposed locations lists under each course entry in the Courses section of the specific TAFE NSW Institute Handbook, and confirm the information by calling the campus or the TAFE NSW Information Centre (131 601). Also inquire about:

- modes of attendance, and decide which suits you best eg part time study, distance learning
- any special pre-enrolments procedures – to be considered for some courses you may have to attend an information session, sit for a test, attend an interview or audition, or submit a portfolio.

#### *Further Information*

- TAFE NSW: Find A Course  
[www.tafensw.edu.au/howex/simpleSearch.do](http://www.tafensw.edu.au/howex/simpleSearch.do)
- TAFE NSW Institutes  
[http://web.tafensw.edu.au/courses/find\\_a\\_campus/](http://web.tafensw.edu.au/courses/find_a_campus/)

### **STEP 5: Meet with the TAFE NSW Disability Teacher/ Consultant**

Contact the TAFE NSW Teacher/Consultant for Students with Disabilities at your local TAFE NSW campus to discuss your needs in the learning environment. You may wish to contact the Teacher/Consultant earlier if you require assistance and advice in accessing TAFE NSW.

Students with a disability may be exempt from paying TAFE NSW enrolment fees (one enrolment per year) so contact your local TAFE NSW Teacher/Consultant to discuss this.

#### *Further Information*

- TAFE NSW Teacher/Consultants for Students with Disabilities  
[www.tafensw.edu.au/services/disability/](http://www.tafensw.edu.au/services/disability/)
- TAFE NSW enrolment fees and exemptions  
[www.tafensw.edu.au/courses/fees/tafensw.htm](http://www.tafensw.edu.au/courses/fees/tafensw.htm)

### **STEP 6: Apply, if necessary**

For some courses, you must apply before you can enrol. Application courses have an application closing date indicated under their course name. For these courses you need to complete a TAFE NSW Course Application Form.

Deliver or mail your application to the campus of your first preference by the application closing date. If your application is successful you will receive details of when and how to enrol.

### *Further Information:*

- Courses that Require Application  
[www.tafensw.edu.au/howex/servlet/Course?Command=GetApplicationCourses](http://www.tafensw.edu.au/howex/servlet/Course?Command=GetApplicationCourses)
- Information about how to enrol in application courses  
[www.tafensw.edu.au/applyenrol/index.htm](http://www.tafensw.edu.au/applyenrol/index.htm)
- TAFE NSW Course Application Form  
[www.tafensw.edu.au/applyenrol/applying/appform.htm](http://www.tafensw.edu.au/applyenrol/applying/appform.htm)

## **STEP 7: Enrol**

For most TAFE NSW courses you will need to turn up during the specified enrolment time, fill out an application form and pay the TAFE NSW fee (if applicable). You may need to produce copies of documentation to confirm such things as your eligibility for an exemption from the TAFE NSW fee and to prove that you meet the entry requirements. The TAFE Teacher/Consultant for Students with Disabilities can help you with the exemption process.

### *Further Information:*

- TAFE NSW Enrolment information  
[www.tafensw.edu.au/applyenrol/enrolling/index.htm](http://www.tafensw.edu.au/applyenrol/enrolling/index.htm)
- TAFE NSW Institutes  
[http://web.tafensw.edu.au/courses/find\\_a\\_campus/](http://web.tafensw.edu.au/courses/find_a_campus/)

## **Other Resources:**

- For more information, you can also talk to your local National Disability Coordination Officer (NDCO). The NDCO program is an Australia-wide Government funded program that assists people with a disability move into post-school training, education, and subsequent employment.

To find your local NDCO visit: [www.deewr.gov.au/ndco](http://www.deewr.gov.au/ndco)

- Download the workbook on the top tips page off the Get Ready for Study and Work website at [www.uws.edu.au/ndco](http://www.uws.edu.au/ndco)
- For help with deciding what you want to tell others about your disability visit: [www.uws.edu.au/ndco/disclosure](http://www.uws.edu.au/ndco/disclosure)

**References:** TAFE NSW Website (2010) [www.tafensw.edu.au](http://www.tafensw.edu.au)