About

Thank you for choosing to study at the Northern Sydney Institute. We aim to meet your learning and workplace needs by providing flexible, online and customised programs in the workplace, at home and at our convenient study locations. Our objective is to make our services more user friendly and personalised to support you in balancing work, family and social commitments.

This booklet provides information about our services and facilities such as our libraries, gyms, canteens, cafes and bookshops. You can also find information about things to do before enrolment, once you have commenced study and the support we offer during your studies. It includes information on examinations, your rights and responsibilities, and relevant policies and procedures.

The Northern Sydney Institute is proud to offer TAFE NSW degrees, as well as a number of educational options and pathways to degrees through our partnerships with a range of universities.

Our employment service, Careers Connect, can help you find a job while you study or when you graduate (page 15) and our free professional counsellors can support you with career, employment and counselling services (page 14).

Student life at our campuses includes concerts, exhibitions, and other events organised by the Student Association (page 14). You can even experience ‘fine dining’ at great prices at our training restaurants: Fusion, Pittwater and Ambassador (page 13).

Our students training in hair, massage and beauty also provide treatments at great prices.

Keep this guide with you so you can refer to it as often as you need and to fully benefit from the range of services the Northern Sydney Institute offers.

Welcome

By enrolling in the Northern Sydney Institute, part of TAFE NSW, you have joined one of Australia’s leading providers of vocational training and tertiary education.

We are a team of more than 1,000 people who get out of bed each day because we believe in helping students and businesses unlock their potential so they can achieve the kind of success other people only dream about.

We have seven established campus locations: Hornsby, Meadowbank, Northern Beaches, Ryde, Crows Nest, St Leonards and Bradfield.

Whether you have chosen to study with us full-time, part-time, fully online or face-to-face, our programs are designed to engage, delight and educate.

You may be just starting out in your career, returning to work after a break, looking to win that next promotion or build your business. We will help you reach your goal.

We offer an extensive range of TAFE courses, higher education degrees, university pathway programs and short courses to suit all walks of life.

If you’re unsure of what to do next, we can provide you with practical, expert advice through our career counsellor network to point you in the right direction – we are just a phone call away. You can also explore our website for further course and study options.

Whatever journey you decide to embark on, you have already made that important first step by choosing to study with us at the Northern Sydney Institute.

We wish you the very best for now, and the future.

– Kevin Harris
Institute Director
Celebrating over 20 years, Bradfield has established a unique Sydney-wide role integrating TAFE NSW qualifications, industry training and the Higher School Certificate (HSC). The campus offers a full range of preliminary (Year 11) and HSC (Year 12) courses, as well as a range of TAFE NSW subjects.

You will gain specialised vocational skills and learn in an adult oriented setting with highly qualified professionals who provide a caring and supportive environment.

Bradfield is built upon the homelands of the Guringai people.

**PARKING**

There is no onsite parking on campus. Restricted parking is available on the Pacific Highway and surrounding streets where most students and staff park.

**PUBLIC TRANSPORT**

Trains – Bradfield is serviced by trains on the northern lines, usually following through from the western lines. Bradfield is on the Pacific Highway, a 20 minute walk from either North Sydney or St Leonards train station.

Buses – Sydney buses stop outside the campus, at the Mater Hospital bus stop, providing services from North Sydney and St Leonards train stations as well as City, Epping/North Ryde, Bondi Junction and Chatswood connections. Students from the Northern Beaches change at Neutral Bay Junction to connect with services which stop within 10 minutes’ walk.

**TIMETABLES**

Various bus and train timetables are available on the internet (accessible from computers in the library).

Visit www.transportnsw.info or call the Transport Infoline on 131 500 or via SMS: 0488 TXT BUS (0488 898 287).
Our Crows Nest Campus is located in the thriving cosmopolitan atmosphere of Crows Nest and offers courses in child studies, hospitality, international business and project management. Facilities include the Asian Culinary Centre where you can learn a range of Asian and Western cooking skills. With direct access bus routes to the city, North Sydney and Chatswood central business districts, the campus provides a unique blend of specialist facilities with an enjoyable ‘community like’ environment where staff and students work together.

One of Sydney’s best-known restaurant districts, the local area offers an extensive variety of international cuisine experiences plus gourmet delis, cafes, boutique shops, regular weekend markets and recreational facilities.

Crows Nest Campus is built upon the homelands of the Guringai people.

**PARKING**

The campus has one car park which is available on Monday, Tuesday and Thursday, 7.30am – 9.30pm, and Wednesday, Friday 7.30am – 6.00pm. However spaces are limited and carpooling and public transport are recommended. Contact the Administration Office or the Student Association for information regarding parking fees.

**PUBLIC TRANSPORT**

Trains – The campus is situated between St Leonards and North Sydney train stations.

Buses – The campus is on the City and North Shore bus routes.

**TIMETABLES**

Various bus and train timetables are available on the internet (accessible from computers in the library).

Visit www.transportnsw.info or call the Transport Infoline on 131 500 or via SMS: 0488 TXT BUS (0488 898 287)
Our Hornsby Campus offers courses in information technology, multimedia, graphic design, fine arts, ceramics, photography, automotive mechanical, automotive electrical, construction (carpentry, architectural drafting), electrotechnology, access and foundation studies (English for Speakers of Other Languages), computing applications, business administration and pre-vocational training in a number of trade areas.

Our EcoSkills Training Structure provides a full scale facility for practical training in sustainability principles in a range of areas.

Hornsby Campus is built upon the homelands of the Guringai and Darug people.

**PUBLIC TRANSPORT**

The campus is just a few minutes’ walk from Hornsby train station and bus interchange.

Trains – Hornsby is serviced by trains from the Central Coast as well as the North Shore, Strathfield and Sydney.

Buses – Two private bus companies service this area. They are: TRANSDEV NSW Phone: 9457 8888 and Comfort Delgro Cab Charge Phone 8889 7000

**PARKING**

Student parking is located in the East Campus (access via Jersey Street) and the Lower Campus (access via Bridge Street) during the day and in the evening on weekdays. Parking spaces are subject to availability and access is via TAFEcard only.

**TIMETABLES**

Various bus and train timetables are available on the internet (accessible from computers in the library). Visit www.transportnsw.info or call the Transport Infoline on 131 500 or via SMS: 0488 TXT BUS (0488 898 287).

**PARKING FEES FOR STUDENTS**

- Student Association Members: $4 per day.
- Non Student Association Members: $12 per day.
- Mobility Disabled Students: No charge.

(Students who are mobility challenged need to be assessed by a Disabilities Consultant or Counsellor as being mobility challenged)

Disabled Students: Disabled students who are not mobility challenged pay the daily student rate.
Our Meadowbank Campus offers a range of courses including business studies, child studies, construction, engineering, fine arts, general education, hair and beauty, health and fitness, information technology and transport.

Specialist facilities include the Sports and Fitness Centre, massage therapy clinic, the fine arts See Street Gallery, Hair, Beauty and Make-up Academy, and language laboratories.

The campus is home to the Northern Sydney Institute Cisco Networking Academy, a regional academy offering the highest level training available in networks and CCNA network security. Meadowbank Campus is also a Higher Education Campus offering degree qualifications through TAFE NSW Higher Education, including the Bachelor of Information Technology (Network Security), and Associate Degree of Accounting and proposed for 2014 Financial Planning Degree.

Meadowbank Campus is built upon the homelands of the Gurningai and Darug people.

**PARKING**

Student parking is available as follows:
- See Street – day/evening, Monday to Friday;
- Rhodes Street – day/evening, Monday to Friday;
- Staff Car Park – Monday to Friday after 6pm.
Access is via TAFEcard use only.

**PARKING FEES FOR STUDENTS**

Student Association Members: $4 per day
Non Student Association Members: $12 per day
Mobility Disabled Students: No charge

(Students who are mobility challenged need to be assessed by a Disabilities Consultant or Counsellor as being mobility challenged).

Disabled Students who are not mobility challenged pay the daily student rate.

Car pooling is recommended. Ask your friends or classmates to try and get a car pool going. You can register your name with the Student Association if you are interested in starting a car pool and they will try and match you up with people who live around your area.

**PUBLIC TRANSPORT**

Trains – The campus is located at Meadowbank train station. Trains from Hornsby as well as Strathfield and Sydney City service Meadowbank station.

Buses – A private bus company services this area – North and Western Bus Co. Phone: 9808 1000.

**TIMETABLES**

Various bus and train timetables are available on the Internet (accessible from computers in the library). Visit www.transportnsw.info or call the Transport Infoline on 131 500 or via SMS: 0488 TXT BUS (0488 898 287).
Northern Beaches Campus

154 Old Pittwater Road
Brookvale NSW 2100
Phone: 131 674

Our Northern Beaches Campus delivers programs in automotive mechanics, business, building, community services and welfare, computing, event management, fine arts, hair and beauty, horticulture, general education, marine studies, marketing, maritime, nursing, office administration, sport and recreation, information technology, tourism and hospitality and welding. Specialist facilities include the Gawura Aboriginal Learning Centre, a newly refurbished ceramics studio, a life-size maritime simulator and a full-scale building skills training facility and a new gymnasium and aged care training facility.

Northern Beaches Campus is built upon the homelands of the Guringai people.

PARKING
Access via TAFEcard use only.
Car pooling – ask your friends or classmates and try to get a car pool going.

PARKING FEES FOR STUDENTS
Student Association Members: $4.40 per entry.
Non Student Association Members: $12 per entry.
Mobility Disabled Students: No charge.
(Students who are mobility challenged need to be assessed by a Disabilities Consultant or Counsellor as being mobility challenged).

Disabled Students: Disabled students who are not mobility challenged pay the daily student rate.

PUBLIC TRANSPORT
Trains – N/A
Buses – The campus is on the City and Northern Beaches bus routes.
Private bus line – Forest Coach Lines – Phone: 9450 2277.

TIMETABLES
Various bus and train timetables are available on the Internet (accessible from computers in the library).
Visit www.transportnsw.info or call the Transport Infoline on 131 500 or via SMS: 0488 TXT BUS (0488 898 287).
Our Ryde Campus is a specialist training centre for hospitality, tourism, floristry, horticulture and environmental management. Hospitality students train in commercially equipped facilities including full-size commercial kitchens and bars, the award-winning Ambassador training restaurant and Café Bleu. The campus is home to the prestigious Le Cordon Bleu Sydney Culinary Arts Institute, the Sydney Coffee Academy and the Sydney Wine Academy. Facilities linked to training for the horticulture industry include floristry studio, computerised glasshouses, landscape design studios and specialist irrigation and sport turf training facilities.

Ryde Campus is built upon the homelands of the Guringai and Darug people.

PARKING

Vehicle access is from 59 Parkes Street, West Ryde. Student, car and motorcycle parking is available on the two lower car parking levels, closest to Building H.

Parking for horticulture students is available in the car park on the right-hand-side of the roadway near the Parkes Street entrance. Drivers must give due consideration to the safety of pedestrians while on campus premises. Bicycle racks are available on Level 3 near the lift entrance, Building A. Vehicular access to the campus grounds via TAFEcard use only.

PARKING FEES FOR STUDENTS

Student Association Members: $2 per day.
Non Student Association Members: $4 per day.
Mobility Disabled Students: No charge.

(Students who are mobility challenged need to be assessed by a Disabilities Consultant or Counsellor as being mobility challenged).

Disabled Students: Disabled students who are not mobility challenged pay the daily student rate.

PUBLIC TRANSPORT

Trains – From the Parkes Street entrance, it is a 15 minute walk to West Ryde train station.

Buses – Sydney Buses service the Ryde area.

TIMETABLES

Various bus and train timetables are available on the Internet (accessible from computers in the library).

Visit www.transportnsw.info or call the Transport Infoline on 131 500 or via SMS: 0488 TXT BUS (0488 898 287).
Conveniently located between two of Sydney’s major commercial business areas, North Sydney and Chatswood, our St Leonards Campus offers courses across a wide range of trade, business, information communication technology, general education and digital media areas. The campus has specialist facilities for industry training in hairdressing and beauty, nursing, plumbing, vehicle collision repair, electrical trades and telecommunications. The film and television section at the campus houses the only digital broadcast-quality training studios in TAFE NSW.

St Leonards Campus is built upon the homelands of the Guringai people.

**PARKING**

The student car park is available at all times, subject to availability of parking spaces. There are two entrances to the car park: Westbourne Street, off the Pacific Highway and Reserve Road. Access via TAFEcard use only.

**PARKING FEES FOR STUDENTS:**

- Student Association Members: $4 per day.
- Non Student Association Members: $12 per day.
- Mobility Disabled Students: No charge.

(Students who are mobility challenged need to be assessed by a Disabilities Consultant or Counsellor as being mobility challenged).

Disabled Students: Disabled students who are not mobility challenged pay the daily student rate.

**PUBLIC TRANSPORT**

- **Trains** – The campus is within walking distance of St Leonards train station.
- **Buses** – The campus is on the City and North Shore bus routes.

**TIMETABLES**

Various bus and train timetables are available on the Internet (accessible from computers in the library).

Visit [www.transportnsw.info](http://www.transportnsw.info) or call the Transport Infoline on 131 500 or via SMS: 0488 TXT BUS (0488 898 287).
Campus facilities

BOOKSHOP (DURING TERM TIME)

Bradfield
Not available at this location.

Crows Nest Campus
The bookshop is open:
Monday to Thursday, 10am – 2pm
Student Association discounts can apply.
Location: Building A, Room 1.59
Phone: 9448 4421

Hornsby Campus
The Association Retail Centre is open:
Monday to Thursday 8.30am – 6pm
Friday 8.30am – 2pm, during term
Student Association discounts can apply.
Location: Building A, Room G.1.04
Phone: 9472 1573

Meadowbank Campus
The bookshop is open:
Monday to Thursday 8am – 6pm
Friday 8am – 3pm during term
Student Association discounts can apply.
Location: Building P, Ground Floor
Phone: 9942 3701

St Leonards Campus
Student Association members are able to order through the online Co-Op Bookshop at www.coop-bookshop.com.au
Contact the St Leonards Student Association for general inquiries on 9942 0035.

Northern Beaches Campus
The bookshop is open:
Monday to Thursday 9am – 6pm
Friday 9am – 2pm (may vary during term).
Student Association discounts can apply.
Location: Building M, Ground floor
Phone: 9941 5335

Ryde Campus
The bookshop is open:
Monday to Thursday 9am – 6pm
Friday 9am – 2pm

Student Association discounts can apply.
Location: Building H, Level 1
Phone: 9448 6234

CAFETERIA

Bradfield
The cafeteria is open Monday to Friday
8am – 3pm, during term
Location: Building B.
Phone: 9448 4259

Crows Nest Campus
The cafeteria is open Monday to Friday,
7.30am – 2pm, during term.
Location: Level 1

Hornsby Campus
The cafeteria is open Monday to Thursday,
7.30am – 8pm and Friday, 8am – 3pm, during term.
Location: Building A, Ground floor
Phone: 9472 1528

Meadowbank Campus
The cafeteria is open Monday to Thursday,
7.30am – 8pm and Friday, 7.30am – 3pm, during term.
Location: Building P, Ground floor
Phone: 9942 3012

St Leonards Campus
The cafeteria is open Monday to Thursday
7.30am – 8.15pm and Friday 7.30am – 3.30pm (teaching weeks), Monday to Friday 7.30am – 3.30pm (non-teaching weeks). Note: Closing times may vary during vacation periods.
Location: Building F
Phone: 9942 0079

Northern Beaches Campus
The cafeteria is open Monday to Friday,
7.30am – 8pm, during term.
Location: Building M, Ground floor
Phone: 9941 5348

Ryde Campus
The cafeteria and Banksia Kiosk are open
Cafeteria: Building H, level 2
Phone: 9448 6685
Monday to Thursday 7.30am – 6.30pm;
Friday 7.30am – 2pm during term.
Banksia Kiosk: Ground floor, Banksia Building.
Phone: 9807 9559

CASHIER

The Northern Sydney Institute does not accept cash. Payments may be made by cheque, EFTPOS, money order or credit card (MasterCard or Visa).
If paying by cheque or money order please make payable to ‘TAFE NSW - The Northern Sydney Institute’ then write your name, address and course number on the reverse side.

Bradfield
Payments can be made at the Student Administration Office which is open:
Monday to Thursday: 8.30am – 5pm
Friday: 8.30am – 4.30pm
In vacation: Monday to Friday, 9am – 5pm
Location: Building A, Administration Office
Phone: 9448 4200

Crows Nest Campus
Payments can be made at the Cashier’s Office which is open:
Monday to Friday, 9am – 4.30pm
Location: Administration Office, Ground floor.
Phone: 9448 4411

Hornsby Campus
Payments can be made at the Information Desk which is open:
Monday to Friday, 8.30am – 5pm.
Location: Building F
Phone: 9472 1208

Meadowbank Campus
Payments can be made at the Administration Office which is open:
Monday to Friday, 8.30am – 5pm.
Location: Building J, Ground floor
Phone: 9942 3527
St Leonards Campus
Payments can be made at the Cashier's Office which is located within the Student Administration Office open:
Monday to Friday, 10am – 4pm, during term and 10am – 7pm during enrolments.
Location: Cameraygal Building J, Ground floor
Phone: 9942 0663

Northern Beaches Campus
Payments can be made at the Student Administration Office which is open:
Monday to Thursday, 8.30am – 6pm and Friday 8.30am – 5pm.
Location: Building M, Level 3
Phone: 9941 5390 or 9941 5394

Ryde Campus
Payments can be made at the Student Administration Office which is open:
Monday to Friday, 8.30am – 5pm.
Location: Building H, Ground floor
Phone: 9448 6326

CHANGE ROOMS

Bradfield
Not available at this location.

Crows Nest Campus
Level 1, Rooms 1.02 and 1.06

Hornsby Campus
Building J, Level 2, Room JLG1/10

Meadowbank Campus
Women – Building P, Level 1;
Building J, Level 1.
Men – Building P, Level 1;
Building H, Level 1

St Leonards Campus
Building Q, Level G, Room 05B;
Building P, Level 2, Rooms 32 and 33;
Building P, Level 1, Room 29, Make-Up Rooms;
Building P, Level 1, Rooms 73 and 74.

COMPUTERS

Computers are available for student use. Student username and passwords are provided at the time of enrolment.

Bradfield
Library, computing rooms and Learning Centre. Phone: 9448 4200

Crows Nest Campus
Library, Level 3. Phone: 9448 4442

Hornsby Campus
Library, Building A, Level 1.
Phone: 9472 1258

Meadowbank Campus
Library, Building P. Phone: 9942 3720

St Leonards Campus
Library, Building Q, Ground Floor.
Phone: 9942 0918

Northern Beaches Campus
Library, Building M, Level 2.
Phone: 9941 5390 or 9941 5394

Ryde Campus
Library, Building H, Level 2.
Phone: 9448 6326

WIFI ACCESS

The Northern Sydney Institute provides internet access for staff and students via the wireless service. This service provides internet access only (access to file shares and printers is not available through this service) and devices using this service must be compatible with proxy services (including smartphones and tablets).

Information on connecting to the wireless service can be found in the libraries and on posters at each campus. Access to the internet requires authentication and is filtered. It is subject to the TAFE NSW Acceptable Use Policy. A valid username and password is required to access this service. This is provided during enrolment.

CONFERENCE FACILITIES

Bradfield
Theatre space, Multifunction Meeting Room. Phone: 9448 4200

Hornsby Campus
Building A, Level 1, Room A.1.11.
Phone: 9472 1258

Meadowbank Campus
Conference and training room facilities are available for hire. Phone: 9942 3775

St Leonards Campus
Cameraygal Building J, Phone: 9942 0006

Northern Beaches Campus
Building A, Level 1, Room 3.
Phone: 9941 5204

Ryde Campus
The campus restaurants and auditoriums are available for conferences and events. The campus restaurants give full-time and part-time students the opportunity to practice and develop professional skills in a simulated industry environment.

Functions and Events Coordinator.
Phone: 9448 6292
Restaurant Reservations.
Phone: 9448 6270
COURSE INFORMATION AND CUSTOMER SERVICES

Customer Service Centres and Administration Offices are located in all campuses. Customer Service Officers can assist with course information, enrolments and registrations, fee concession and exemption applications, Student eServices and passwords, TAFEcard enquiries, travel concessions, examinations, results, transcript of academic record, certificate issue, withdrawal and refund applications, and lost and found.

NOTE: Check with your campus for extended opening hours during term and vacation opening hours.

Bradfield
Open: Monday to Thursday, 8.30am – 5pm, and Friday 8.30am – 4.30pm.
Location: Building A, Room A3.04
Phone: 9448 4200

Crows Nest Campus
Open: Monday to Friday, 8.30am – 5pm
Location: Ground floor. Phone: 131 674

Hornsby Campus
Open: Monday to Friday, 8.30am – 5pm.
Location: Building F, Customer Service Centre. Phone: 131 674

Meadowbank Campus
Open: Monday to Friday 8.30am – 5pm.
Location: Building J, Ground floor
Phone: 131 674

St Leonards Campus
Open: Monday to Friday, 8.30am – 5pm.
Location: Cameraygal Building J, Ground Floor. Phone: 131 674

Northern Beaches
Open: Monday to Thursday, 8.30am – 6pm, and Friday 8.30am – 5pm.
Location: Building A. Phone: 131 674

Ryde Campus
Open Monday to Friday, 8.30am – 5pm.
Location: Building H, Ground floor.
Phone: 131 674

LOCKERS

Where lockers are available on campus for student use, students need to supply their own lock and remove it, along with the contents of the locker, upon graduation/withdrawal. Lockers must be cleared out at the end of each term, before classes finish. No responsibility will be taken for the loss of or damage to any items stored in lockers. At the end of term 4 each year any padlocks remaining on lockers will be removed by the campus and the contents of the locker will be discarded.

Bradfield
Location: Building B, Level 3
Phone: 9448 4200

Crows Nest Campus
Location: Library, Building A, Level 3
Phone: 9448 4421

Hornsby Campus
Location: Library; Building A, Level 1
Ground Floor, Building K, Graphic Design and Print Room
Phone: 9472 1258

Meadowbank Campus
Location: Library, Building P, Level 1, Q Block Study Centre
Phone: 9942 3786

St Leonards Campus
Location: Library, Building Q, Ground floor
Phone: 9942 0918

Northern Beaches Campus
Location: Library, Building M, Level 2
Phone: 9941 5390

Ryde Campus
Location: Library, Building H, Level 2, Acacia Building and in the Student Association Office
Phone: 9448 6244

PHOTOCOPYING/PRINTING

Pay per use photocopier facilities, including colour facilities are available to students in campus libraries. Discounts on photocopying are available to Student Association members.

Bradfield
Location: Library, Building C, Level 1
Phone: 9448 4253

Crows Nest Campus
Location: Library, Level 3
Phone: 9448 4442

Hornsby Campus
Location: Library; Building A, Level 1
Ground Floor, Building K, Graphic Design and Print Room
Phone: 9472 1258

Meadowbank Campus
Location: Library, Building P, Level 1, Q Block Study Centre
Phone: 9942 3786

St Leonards Campus
Location: Library, Building Q, Ground floor
Phone: 9942 0918

Northern Beaches Campus
Location: Library, Building M, Level 2
Phone: 9941 5390

Ryde Campus
Location: Library, Building H, Level 2, Acacia Building and in the Student Association Office
Phone: 9448 6244

PUBLIC TELEPHONES

Bradfield
Not available at this location.
Crows Nest Campus  
West Street outside the campus.

Hornsby Campus  
Not available at this location.

Meadowbank Campus  
Building P, foyer.

St Leonards Campus  
Library (Building Q).

Northern Beaches Campus  
Ground floor, buildings A, M.

Ryde Campus  
Banksia Building.

RESTAURANTS  
The campus restaurants give hospitality students the opportunity to practice and develop professional skills in a simulated industry environment.

For restaurant bookings visit our website at: www.nsi.edu.au/restaurants

Crows Nest Campus  
Fusion Restaurant, Level 2. Phone: 9448 4444

Northern Beaches Campus  
Pittwater Restaurant, Building M, Level 3. Phone: 9941 5382

Ryde Campus  
Ambassador Restaurant and Terrace Restaurant, Building A, Level 4. Phone: 9448 6270

SHOWERS  
Bradfield  
Amenities Block in the main quadrangle.

Crows Nest Campus  
Women – Level 1, Room 1.02  
Men – Level 1, Room 1.06

Hornsby Campus  
Women – Building J, Level 4, Room J.1.7  
Men – Building J, Level 2, Room J.1.22

Meadowbank Campus  
Women – Building P, Level 1, Building J, Ground floor.  
Men – Building P, Level 1, Building H, Ground Floor.

St Leonards Campus  
Building B Pool Room Area; Building E Ground floor, Room 15A (disabled); Building M Ground floor, Room 23 and Room 10A and Level 1, Room 16 (Ladies); Building P Level 2, Room 32 and 33 and Level 3, Room 37 (disabled); Building Q Ground floor, Room 05B.

Northern Beaches Campus  
Building V, Ground level.

Ryde Campus  

SPORT, RECREATION FACILITIES  
Bradfield  
A pool table is located inside the cafeteria in Building B. Table tennis and board games (scrabble, chess etc.) are available from the Student Association Office. Phone: 9448 4276

Crows Nest Campus  
A pool table and table tennis are located in the cafeteria on Level 1. There are also volleyball facilities on campus. All equipment is available from the Student Association Office on Level 1. Phone: 9448 4421

Hornsby Campus  
A selection of board games and DVDs are available for loan at the Student Association Office, Building A. Recreational reading materials (magazines, DVDs, newspapers) are available in the library, Building A, Level 1.

Hornsby Shire Pool (located at the southern end of campus) offers a discount to Hornsby Campus students. Phone: 9472 1573

Meadowbank Campus  
Two volleyball courts are available on the western side of the campus green. Access to basketball/tennis courts and any equipment is available from the Student Association Office. An equipment hiring fee applies. Phone: 9942 3703

St Leonards Campus  
A student lounge and various sporting facilities are provided by the Student Association in Building B, Basement. Phone: 9942 0035

Northern Beaches Campus  
Various sporting equipment is available from the Student Association Office. Just show your Association card or other student ID. A wide range of novels, CDs and DVDs are available from the library for student use. TAFEcard must be shown. Phone: 9941 5335

Ryde Campus  
Facilities include: lawn bowls, croquet, table tennis, pool table, cards, board games, CDs and DVDs. Sporting equipment is available from the Student Association office with an Association card or other student ID. A wide range of novels, music and DVDs are available from the library with a TAFEcard. Phone: 9448 6244

PRINTING & PARKING WITH YOUR TAFECARD  
If you are a current student of the Northern Sydney Institute, you can use your TAFEcard to park and print at any of our campus locations. You can top up and add money to your card at the Student Association or at any of the electronic kiosks on campus. If you experience problems using this service, please see the information desk.
Support while you study

STUDENT ADMINISTRATION

Contact Customer Services if you have questions about enrolment, course information, TAFEcard, Student eServices, transport, travel concessions, change of address/name, examinations, results, transcript of academic record, certificate issue or lost and found. Check the Course Information and Customer Services section, (page 12) of this guide for locations and opening hours.

STUDENT ASSOCIATION

Student Associations within the Northern Sydney Institute support your academic and non-academic life on campus.

The Student Association organises events, programs, services and facilities to enhance social, recreational, intellectual, cultural and physical development on campus to complement your study experience. If you want to be involved, check with the Student Association staff on your campus.

The Student Association is a non-profit organisation which receives its income from membership fees and commercial operations. Membership is $20 per calendar year or part thereof. Commercial operations include the Student Association operated Bookshops and Association Retail Centres on campus.

Live it up: Check out the events, bands, BBQs and activities on campus.

Connect: Mobile credit top up is available in the bookshop.

Educational support services: Printing, binding, laminating, discount text books, stationery and IT consumables.

Leadership and professional development programs: Volunteering, student leadership, environmental, WHS and sustainability groups.

Facilities: Student lounges (some with TV, Foxtel, Xbox and Wii), student kitchens (some with hot water, fridges and microwaves), sports facilities and equipment, mobile charge stations, recycling stations, bike racks, outdoor furniture, vending machines and lockers.

The Bookshop/Association Retail Centre offers a variety of textbooks, stationery items, class notes, art supplies, safety equipment and IT consumables at discounted rates for members.

Parking: Most campuses have limited parking and charge a small amount per entry to park on campus. For Student Association members parking is usually $4 (Non-members $12).

Please note: services, facilities and activities vary from campus to campus.

The opening hours below are during term time. Extended hours will operate during peak periods. Please check with your campus Association for opening hours during holiday periods.

Bradfield
Building B, Ground floor, cafeteria area
Monday, Wednesday and Thursday 10am to 3pm
Phone: 9448 4276

Crows Nest Campus
Level 1, Room 1.59
Monday to Thursday 10am – 2pm
Phone: 9448 4421

Hornsby Campus
Association Retail Centre Building A, Room G.1.04
Monday to Thursday 8.30am – 6pm, Friday 8.30am – 2pm
Phone: 9472 1573

Meadowbank Campus
Building P, Ground floor
Association Office: Monday to Thursday 10.30 am – 6pm,
Friday 10am – 3pm
Phone: 9942 3703
Shop: Monday to Thursday 8am – 6pm, Friday 8am – 3pm
Phone: 9942 3701

St Leonards Campus
Building B, Basement (next to the cafeteria), 10am – 6pm
Phone: 9942 0035

Northern Beaches
Association Retail Centre, Building M, Ground floor
8.30am – 6pm
Phone: 9941 5335

Ryde Campus
Monday to Thursday 8am – 6pm, Friday 8am – 3pm
Phone: 9448 6244

COUNSELLING AND CAREER DEVELOPMENT

www.nsi.edu.au/careerplanning

TAFE NSW counsellors provide a free and confidential service. They can help you achieve success in work, study and life with:

• career development skills, e.g. exploring your career options, career change, career progression, next step planning.

• education and study skills, e.g. preparing for exams, dealing with learning difficulties, time management and organisation, goal-setting and planning, pathways to further study/university.
• life skills to manage personal challenges impacting on study and career goals, e.g. coping with anxiety, stress, depression, addictive behaviours, interpersonal conflict and unexpected crises, learning effective communication and problem solving skills.

To talk to a counsellor, just drop in or phone to make an appointment:

**Bradfield**
Building C, Level 2, Room C2.09
Phone: 9448 4219

**Crows Nest Campus**
Ground floor G.02
Phone: 9448 4440 or 9448 4411

**Hornsby Campus**
Building C, Ground floor, Room C.G.07
Phone: 9472 1512

**Meadowbank Campus**
Building E, Ground floor
Phone: 9942 3710

**St Leonards Campus**
Building E, Ground floor, Room E.G.02
Phone: 9942 0056

**Northern Beaches**
Building A, Ground floor
Phone: 9941 5205

**Ryde Campus**
Building H, Level 1, Room H.1.06
Phone: 9448 6201

**CHILDREN’S CENTRE**
Located in the grounds of Hornsby and Meadowbank Campuses, the Northern Sydney Institute’s Children's Centre offers quality care and educational programs. The service is available to children of enrolled students at affordable rates (government subsidy applies).

The Children’s Centre is open during the TAFE NSW vacation period but closed over Christmas. Bookings are essential as demand for places is high.

**Hornsby Campus**
Building N, Phone: 9472 1382 or 9472 1548

**Meadowbank Campus**
Building N, Located between the ‘See Street Art Gallery’ and See Street Car Park.
Phone: 9942 3642 or 9942 3643

**LIBRARIES**
Modern and up-to-date libraries are located at each campus and offer a range of resources, services and facilities. This includes eResources, eJournals, books, DVDs, and access to equipment including laptops, netbooks, PCs, digital projectors, printers, scanners, copiers and free internet and Wi-Fi access.

Generous loan limits apply, and renewals and reservation services are available upon request. Recreational resources are also available.

eResources are available via our eResources Portal
www.nsi.edu.au/libraries/eResourcesPortal

Information about all items in the TAFE NSW Library collection is provided via a state-wide web catalogue:
www.tafecat.tafensw.edu.au

**CAREERS CONNECT**
Are you looking for a job, employment advice or career inspiration?

Careers Connect is an initiative of the Northern Sydney Institute, which provides a FREE online job search website and employment information for students. It connects our students and graduates with employers.

Registering with Careers Connect will give you access to a wide variety of jobs. There are full-time, part-time and casual positions, as well as work experience opportunities in a range of industries. Careers Connect can also assist prospective students with traineeships and apprenticeships.

By registering with Careers Connect you can:

• search for jobs
• build a resume
• access video tutorials
• download resume templates
• attend free workshops and events
• receive job alerts and eNewsletters
• network and engage with students across the Institute.

**Register now**
Phone: 9942 0667
Email: nsi.careersconnect@tafensw.edu.au
www.careersconnect.nsi.tafensw.edu.au
Resources not held at your campus library can be transferred from another TAFE NSW library via a state-wide inter-library loan service (conditions apply).

Library membership, loans and other services are free (except printing and photocopying) and are available to all currently enrolled TAFE NSW students (your TAFEcard is your library card).

Trained and qualified library staff provide support for your research and assessment tasks. A range of study facilities are available, including individual study carrels, quiet study space and group study rooms for 5–10 people.

Further information about services, resources, locations and opening hours is available from www.nsi.edu.au/libraries

Location and hours of operation during term time.

**Bradfield**
Monday to Thursday 8.30am – 5.30pm, Friday 8.30am – 4.30pm. Building C, Ground floor. Phone: 9448 425
Email: Bradfield.Library@tafensw.edu.au

**Crows Nest Campus**
Monday and Wednesday 8.30am – 6pm, Tuesday and Thursday 8.30am – 7.30pm, Friday 8.30am – 5pm
Building A, Level 3, Room 3.17. Phone: 9448 4442
Email: CrowsNest.Library@tafensw.edu.au

**Hornsby Campus**
Monday to Thursday 8.30am – 8pm, Friday 8.30am – 5pm
Building A, Levels 1 and 2. Phone: 9472 1258
Email: Hornsby.Library@tafensw.edu.au

**Meadowbank Campus**
Monday to Thursday 8.30am – 8pm, Friday 8.30am – 5pm
Building P, Level 1. Phone: 9942 3720
Email: Meadowbank.Library@tafensw.edu.au

**St Leonards Campus**
Monday 8.30am - 6pm, Tuesday to Thursday 8.30am – 8pm, Friday 8.30am – 5pm. Building Q, Ground floor
Phone: 9941 0918. Email: NorthSydney.Library@tafensw.edu.au

**Northern Beaches**
Monday to Thursday 8.30am – 8pm, Friday 8.30am – 5pm
Building M, Level 2. Phone: 9941 5390
Email: NorthernBeaches.Library@tafensw.edu.au

**Ryde Campus**
Monday to Thursday 8.30am – 8pm, Friday 8.30am – 5pm
Building H, Level 2. Phone: 9448 6326 or 9448 6348
Email: Ryde.Library@tafensw.edu.au
NOTE: Check with your library for vacation opening hours.

**FLEXIBLE DELIVERY**

The Northern Sydney Institute offers opportunities for students to complete all or part of their course flexibly. Some courses are currently being offered using a combination of face-to-face delivery, online learning materials and online communication tools. Many students find this mix of campus attendance and online delivery a satisfying way to learn.

Flexible delivery can allow students to access learning materials via the internet at any time from any place. Work can be uploaded or emailed to teachers for feedback. Communication between students and teachers can be facilitated through chat rooms, discussion forums and email. This may provide the flexibility required to help balance your work and study commitments.

**LEARNER SUPPORT**

Learner support is available to all students of the Northern Sydney Institute. This may include assistance with language, literacy and numeracy, communication, IT or subject-specific support. Learner support is generally provided at the campus study centre and may be available to individuals or small groups. Attendance is free if you are enrolled in one of our courses.

**Bradfield**
Location: Building C, Room C2.07. Phone: 9448 4262

**Crows Nest Campus**
Location: Based at St Leonards Campus. Phone: 9942 0717

**Hornsby Campus**
Phone: 9472 1208

**Meadowbank Campus**
Students who require tutorial support need to talk with their head teacher/teacher who will then make appropriate arrangements.

**St Leonards Campus**
Location: Building P, Level 4, Room 35. Phone: 9941 5502

**Northern Beaches Campus**
Location: Building D, Ground level, Room 3A
Phone: 9941 5502

**Ryde Campus**
Location: Building H, Level 2, Room 2.6. Phone: 9448 6660
INDIVIDUAL LEARNING CENTRE

Individual learning/fl exible study centres provide you with assistance in communication, mathematics, computing, science and humanities subjects. Attendance is free if you are already enrolled in a TAFE NSW course with a tutorial support component. Assistance may also be provided for non-TAFE NSW students (conditions apply).

Bradfield
Location: Building C, Room C2.07. Phone: 9448 4262

Crows Nest Campus
Based at St Leonards Campus. Phone 9942 0717

Hornsby Campus
Location: Building A (enter through Library) Phone: 9472 1541

Meadowbank Campus
Location: Building Q, Room 1.2. Phone: 9942 3786

St Leonards Campus
Location: Building P, Level 4, Room 35. Phone: 9942 0717

Northern Beaches Campus
Location: Building D, Ground level, Room No 3A Phone: 9941 5509

Ryde Campus
Location: Building H, Level 2, Room 2.6. Phone: 9448 6660

OUTREACH

Outreach courses help people overcome barriers to employment, education and training. They are for people who have little access to education because of isolation, social or economic disadvantage, or who lack the skills to seek and achieve employment. Courses take place both on campus and off campus. Interested groups or individuals should contact the Outreach Coordinator.

Crows Nest/St Leonards/Northern Beaches
Location: Crows Nest Campus, Main Building, Room 1.53A Phone: 9448 4426

Hornsby Campus
Location: Building T, Room 6 Phone: 9472 1239

Meadowbank Campus
Location: Building Y, Room Y.5.1 Phone: 9942 3815

AUSTRALIAN ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE

The Northern Sydney Institute is committed to enhancing the educational outcomes of Australian Aboriginal and Torres Strait Islander people and communities.

GAMARADA – ABORIGINAL EDUCATION AND TRAINING UNIT

The Institute’s Gamarada Aboriginal Education and Training Unit provides services which support Aboriginal students.

Our purpose is to:
• promote and enhance opportunities for Aboriginal people to access the Northern Sydney Institute
• provide support and advice to assist all Aboriginal students to achieve their goals
• enhance awareness of Aboriginal issues across the Institute.

It also supports Aboriginal clients with a range of vocational education and training options across the Northern Sydney Institute.

Services to Aboriginal clients include:
• course information
• tutorial support
• teacher liaison
• advice on pathways to higher education
• direction to other services, e.g. Abstudy
• course development
• general student support

Location: Meadowbank Campus, Building H, Room H.3.4. Phone: 9942 3575 Fax: 9942 3031

GAWURA – ABORIGINAL LEARNING CENTRE

The Gawura Aboriginal Learning Centre at our Northern Beaches Campus is a purpose built learning facility for Aboriginal studies. The centre is strongly themed as a welcoming learning environment for all students to enhance their awareness of Aboriginal Culture.
PROGRAMS FOR WOMEN

The Northern Sydney Institute is committed to furthering access, participation and outcomes for women in vocational education and training. The Institute delivers a range of programs which support women to build new skills, expand their career choices and achieve successful employment outcomes.

For further information about programs for women and support services, contact:
Heather Sullivan
Phone: 9942 0140
Email: heather.m.sullivan@tafensw.edu.au

MULTICULTURAL EDUCATION SERVICES

TAFE NSW has specific policies, courses and services to ensure that people from non-English speaking backgrounds make full use of, and can equitably participate, in its programs.

For assistance with courses designed to help with English language skills classes, recognition of overseas qualifications and visa status, phone 131674, or visit www.nsi.edu.au/services/multiculturaleducation.aspx

INTERNATIONAL STUDENT SUPPORT

International Student Services (ISS)

The International Student Services (ISS) reception is located at Crows Nest Campus and provides a number of support services for international students. Coordinators are available to help international students settle into the course and campus life.

Crows Nest Campus – Level 2, Room 2.35, 149 West Street, Crows Nest NSW 2065.
Phone: +61 2 9448 4499
Fax: +61 2 9448 4498
Email: issnsit@tafensw.edu.au or go to www.nsi.tafensw.edu.au/international

For more information please contact the Manager, International Student Services
Phone: +61 2 9448 4496 or +61 408 665 739

International Student Coordinators (ISCOs)

International Student Coordinators (ISCOs) are available at every campus and are there to help international students settle into their course and campus life. Our ISCOs can assist with day-to-day problems or difficulties such as helping students with study skills or difficulties in understanding a particular subject or teacher. The ISCO can also provide support and advice on personal matters.

Crows Nest Campus +61 2 9448 4418
Hornsby Campus +61 2 9472 1988
Meadowbank Campus +61 2 9942 3530
Northern Beaches Campus +61 2 9941 5249
Ryde Campus +61 2 9948 6473
St Leonards Campus +61 2 9942 0611

Accommodation

The ISS provides advice and information to access a range of accommodation including:
• homestays
• sharing a flat or house
• student hostels.

Learner support

Tutorial support is provided to help international students who have difficulties with their studies. This help is arranged through the ISCO.

Orientation program

All international students must attend an orientation program. You will meet your teachers and international student coordinators, receive information on living and studying in Sydney and be formally enrolled. There is also a compulsory follow up workshop for all new international students in the fourth week of term. The purpose of the workshop is to check that all new students have settled in well to their studies and deal with any problems they may be experiencing.
Disabilities support

ACCESS FOR STUDENTS WITH DISABILITIES

Bradfield
Accessible toilets and lifts are available. Contact Student Administration for further information. Phone: 9448 4200

Crows Nest Campus
Parking is available upon request for students with disabilities. Contact the Disabilities Section for further information. Accessible toilets are available on all levels, opposite the lifts. Phone: 9941 5280 or 9448 4431

Hornsby Campus
There are lifts, accessible toilets and accessible parking places in the campus grounds. Locations of accessible parking spaces can be obtained by contacting security. Disability parking permit must be displayed. Phone: 9472 1228

Meadowbank Campus
There are designated accessible parking spaces for students with disabilities in all three student parking areas. Accessible lifts, ramps and toilets are available across the whole campus. Phone: 9942 3788

Northern Beaches Campus
There are accessible lifts on campus and parking is available for students with disabilities. Disability parking permit required. Phone: 9941 5280 or 9941 5281

Ryde Campus
Parking is available for students with disabilities. Accessible toilets are available in the: Acacia – Lower Level, Banksia and Flindersia Buildings, Building H – Level 2, Telopea Centre, Building A – Level 4, Lounge and Level 5. Phone: 9448 6449

St Leonards Campus
There are designated accessible parking places in the campus grounds. Disability parking permit required. Phone: 9942 0636

DISABILITY TEACHER/CONSULTANTS

TAFE NSW Disability Teacher/Consultants work with students with a disability to achieve reasonable adjustments. Assistance is available at all campuses for vision impairment, hearing impairment and deafness, physical, mental health, learning and intellectual disability. The services provided include advice and educational support. Strategies include: flexible attendance, tutorial support, modified courses, employment access, adaptive equipment, alternative format material, interpreters for deaf and hearing impaired students, exam support, and access and mobility.

DEAF AND HEARING IMPAIRED

Bradfield, Crows Nest, Northern Beaches, St Leonards
The teacher/consultant for deaf and hearing impaired support for the above locations is situated at St Leonards Campus, Building Q, Room Q.4.16. Phone: 9942 0065 TTY. Phone: 9942 0054 Voice

Hornsby, Meadowbank, Ryde
The teacher/consultant for deaf and hearing impaired support for the above locations is situated at Meadowbank Campus, Building P, Room P.5.07. Phone: 9942 3172 TTY or Phone: 9942 3788 Voice

INTELLECTUAL DISABILITY

Bradfield, Crows Nest, Northern Beaches, St Leonards
The teacher/consultant for intellectual disability support for the above locations is situated at Northern Beaches Campus, Building B, Ground floor, Room B.05. Phone: 9941 5281

Hornsby, Meadowbank, Ryde
The teacher/consultant for intellectual disability support for the above locations is situated at Hornsby Campus, Building C, Room CG.09B. Phone: 9472 1272
LEARNING DISABILITY

Bradfield, Crows Nest, Northern Beaches, St Leonards
The teacher/consultant for learning disability support for the above locations is situated at St Leonards Campus, Building Q, Room 4.05.
Phone: 9448 4431

Hornsby, Meadowbank, Ryde
The teacher/consultant for learning disability support for the above locations is situated at Ryde Campus Acacia Building, Ground floor, Room EG16.
Phone: 9448 6411 or 0418 695 370

PHYSICAL DISABILITY & NEUROLOGICAL IMPAIRMENT

Bradfield, Crows Nest, Northern Beaches, St Leonards
The teacher/consultant for physical disability support for the above locations is situated at Northern Beaches Campus, Building B, Ground floor, Room B.07.
Phone: 9941 5280

Hornsby, Meadowbank, Ryde
The teacher/consultant for physical disability support for the above locations is situated at Ryde Campus, Banksia Building, Room B25.
Phone: 9448 6449

MENTAL HEALTH SUPPORT

Bradfield, Crows Nest, Meadowbank, Northern Beaches, St Leonards
The teacher/consultant for mental health support for the above locations is situated at Meadowbank Campus, Building P, Room P506.
Phone: 9942 3655 or 0418403120

Hornsby, Ryde
The teacher/consultant for mental health support for the above locations is situated at Ryde Campus, Acacia Building, Ground floor, Room EG.16.
Phone: 9448 6411 or 0418695370

VISION IMPAIRMENT

All campuses
The teacher/consultant for vision impairment support for all campuses is located at Hornsby Campus, Building C, Room CG.09A.
Phone: 9472 1216
FOR OVERSEAS STUDENTS AND VISITORS

Highly professional language teaching in a range of programs:

- General English, Advanced English for Further Study, English for Academic Purposes, English for Hospitality
- Prepare for TAFE NSW, Uni-Link courses and IELTS
- Working holiday programs.

TELC SESSION DATES FOR 2014

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<tr>
<th>2014</th>
<th>Meadowbank Campus</th>
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<tr>
<td>Session 1</td>
<td>6 January – 7 February</td>
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<td>Session 2</td>
<td>10 February – 14 March</td>
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<td>Session 3</td>
<td>17 March – 17 April</td>
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<td>Session 4</td>
<td>22 April – 23 May</td>
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<td>Session 5</td>
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<td>Session 6</td>
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<td>Session 10</td>
<td>17 November – 19 December</td>
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TELC FACILITIES

- Access to all campus amenities and services.
- Accommodation and airport pickup services.
- Free internet and email access.

For information on TELC courses and fees contact:
Admissions Officer
Phone: +61 2 9448 4550
Email: telc@tafensw.edu.au
Visit: www.nsi.tafensw.edu.au/TELC
See St Meadowbank 2144
You can change your address and contact telephone numbers by accessing Student eServices (see section on Student eServices, page 23) or you can complete an enrolment adjustment form at the student administration office and we will change your details for you.

Name changes require proof of change, e.g. marriage certificate, passport, etc. Incorrectly spelt names should be verified by producing documentation with the correct spelling, e.g. driver’s licence.

TAFE NSW reserves the right to:
• run or withdraw any course
• hold a course at a campus other than that advertised
• alter the times or dates for the whole or any part of the course.

If this does happen, you will be advised of the changes and the alternative arrangements which may be available for you to complete your course.

The Course Information Officer at each campus can give information concerning enrolment/interview/testing dates and times at that campus. Call 131 674 or go to our website for details.

Re-enrolling students will be notified before classes finish and/or by mail of the re-enrolment procedures and payment options for their course for the following year.

Note: NSI Plus courses do not have set days for enrolling at the campus and classes commence throughout the year.

For further information visit our website or call 131 674.

Are you under 17?
The NSW Legislation states, that under exceptional circumstances, a young person may complete the equivalent of Year 10 at TAFE. If you are under 17 years of age and have not completed Year 10 or equivalent by the time classes commence, you must speak with your school about an assessment of your suitability to study in an adult learning environment. For further information on early school leavers visit our website. http://www.nsi.tafensw.edu.au/CareersAndLearningPathways/LearningPathways/SchoolsNSITafe/Default.aspx

Bradfield
Preliminary (Year 11) classes commence in late January, HSC (Year 12) classes commence in early October. All courses require completion of a specific Bradfield Application Form, attendance at an interview session and submission of a portfolio where appropriate. For further information or an application form, phone 9448 4200. You may also download an application form from www.bradfieldcollege.com.au

Enrolment by proxy
• An Enrolment Proxy Form is used to nominate a proxy who will enrol on your behalf.
• A student is only able to enrol by proxy in exceptional circumstances which prevent enrolment in person.

• A student will supply the proxy with all supporting documents that may be required for enrolment.
• A student’s proxy will complete and sign the student’s enrolment form and pay any relevant fees and charges or apply for an exemption on behalf of the student.
• A proxy is only able to enrol on behalf of one student.

The Proxy Form must be completed and attached to the enrolment form. Proxy Forms are available from Student Administration at the campus or go to the TAFE NSW website: www.tafensw.edu.au/courses/enrol/forms.htm

Enrolment – international students
International students are enrolled into courses with a CRICOS code. All applications for enrolment are processed through the International Students Centre, Ground floor 827–839 George Street, Broadway NSW 2007. For details contact +61 2 8289 4777 or 131 601 (within NSW).

Application forms are available from: www.nsi.edu.au/international www.decinternational.nsw.edu.au

Enrolment – temporary visa holders
TAFE NSW allows holders of temporary visas (conditions apply) to enrol in courses, subject to places being available and individual course entry requirements being met. Temporary Visa Holders who are approved to study in TAFE NSW may be required to pay an additional tuition fee for each subject studied in a course (most temporary visa holders pay the TAFE NSW fee and tuition fees; some temporary visa holders may be exempt). If you are a temporary visa holder please contact the Campus Coordinator to determine eligibility to study and obtain details of fees and conditions that may apply. TAFE NSW will conduct an audit of residency status following enrolment. Further information please visit our website: www.nsi.edu.au
RECOGNITION – CREDIT WHERE IT’S DUE

TAFE NSW recognises the skills and knowledge you have gained during previous study and work, or life experience that is relevant to your course. Your existing skills and experience can be assessed and credited towards the course in which you are enrolling. When you apply for Recognition of Prior Learning, you need to compare the things you have learned from your formal or informal study, work and life experience with the learning outcomes of a TAFE NSW unit. You may be entitled to gain recognition which will exempt you from attending one or two units, or maybe all, of a TAFE NSW course. This means you will not need to relearn what you already know.

Recognition is granted on the basis of documentary evidence of formal studies completed within TAFE NSW or with other educational organisations where credit transfer arrangements exist. For example, formal qualifications from TAFE NSW, university, school, (HSC) or other registered training organisations in Australia. Study recognition may also be granted on the basis of documentary evidence of study, work or life experience that match the knowledge and skills contained in the TAFE NSW qualification.

COST OF RECOGNITION

Current enrolled TAFE NSW students may be eligible to have their Recognition application assessed as part of their TAFE NSW enrolment fee. A fee for service may apply to a student not currently enrolled in TAFE NSW.

If you wish to apply for recognition for any other study or experience you may have, speak to a customer service officer or your teacher at enrolment, or as soon possible after class begins, so that you can start the recognition process.

There is a check box on your enrolment form to request that any previous TAFE NSW study, relevant to your course, is automatically added to your record.

For further information: Phone: 131 674
Email: nsi.recognition@tafensw.edu.au
or go to www.nsi.edu.au/recognition

TAFE NSW CREDIT TRANSFER

If you have successfully completed exactly the same or equivalent unit(s) of competency/module(s) in your current course, your TAFE NSW Transcript of Academic Record will indicate that the result from your previous study is transferred to the unit(s) of competency/module(s) for which you are seeking recognition. Your Head Teacher/Teacher can advise you of the modules in which your results will transfer.

There may be some unit(s) of competency/module(s) where it is NOT possible to transfer your result. Instead your TAFE NSW Transcript of Academic Record will indicate that the unit of competency/module has been achieved by advanced standing.

STUDENT eSERVICES (SES)

At enrolment you will be given a username and password to access SeS from the Northern Sydney Institute website at www.nsi.edu.au. Please remember to set up your secret question and answer combination so that you can be reminded of your password should you forget it.

Student eServices delivers an internet service for TAFE NSW students to view and confirm their enrolment details.

Through SeS you are able to:
• view your personal and enrolment details, and subject/module results
• view your employer details
• change your contact details
• request a transcript of results to be sent to your home
• pay any outstanding TAFE NSW fees
• view notifications and calendar information such as scheduled TAFE NSW final examinations.

TAFE NSW uses your preferred given name (or your first given name) and family name to create a unique username for you to access the TAFE NSW Student eServices. If you supply a preferred given name (e.g. Kim rather than Kimberley), your username will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2 and if there is already a Kim.Jones2 you will be Kim.Jones3 and so on.

How do I access Student eServices?
To log onto Student eServices go to our website www.nsi.edu.au and click on ‘Student eServices’ at the top right hand corner. Enter your username and password given to you at enrolment.

Students who have already accessed and used SeS may continue to do so, using their existing username and password. Students who enrolled online will use the username and password supplied in the confirmation email at completion of enrolment/registration. When you enrol or register online you will be asked to log on with your student username and password, if you have been issued these during a previous or current enrolment in TAFE NSW. It is important to use your username and password when registering or enrolling online. This will save you time and consolidate all your previous and current details.

When enrolling and registering, if you remember your username but not your password and have already set up a secret question and answer, go to Student eServices to reset your password. This will allow your details to be consolidated and will enable your:
• continuous access to online study documents and student email account (if you have these)
• previous studies to be counted towards your current enrolment.

INTERNET AND EMAIL ACCESS

Enrolled TAFE NSW students receive a username and password and are required to log in with this unique username.
and password to access computers on campus (including filtered internet browsing), online services and email. TAFE NSW email accounts are filtered for inappropriate content.

The Student Portal provides access for students to TAFE email and other online resources such as subject guides and eResources.

All use of computers and eServices is subject to Acceptable Usage – Online Communication Services Policy www.det.nsw.edu.au/policies.

Parents or Guardians of students aged under 18 years will need to inform the student’s campus in writing if they do not want their child to have access to the NSW DEC internet and email facility.

TAFECARD

TAFECARD is TAFE NSW’s compulsory student identification card containing your photograph, name and student number that:

- records membership of the library and Student Association and may include eligibility for travel concession
- allows access to parking and secure areas (e.g. computer labs), and photocopying facilities (subject to availability at your campus).

Students should carry their TAFECard at all times while on campus to access facilities, and to prove identity.

Please keep your TAFECard as it can be re-activated when you decide to re-enrol for further study.

How do I get my TAFECard?

- During enrolment, or when classes commence (if you enrolled online), you will have your photo taken for your TAFECard. Your enrolment is not complete until you have had your TAFECard photo taken. If you were previously issued with a TAFECard, you do not need a new photograph or new TAFECard. Your TAFECard will be automatically updated when your enrolment is processed. If you are renewing your membership to the Student Association, please have your TAFECard operator update your card after you have paid the fee.
- If you are enrolling on behalf of a student through proxy enrolment, please inform the enrolling officer at the time of enrolment who will give you instructions on how the student can arrange for a deferred issue of the TAFECard.
- Students will only be issued with one TAFECard regardless of multiple enrolments.
- A replacement fee of $20 applies to lost/stolen cards.
- If you enrolled online you will need to show your receipt at the campus administration office to have our TAFECard photo taken. This can be done when you attend your first class.

Parking and printing with TAFECard

Please refer to Park and Print section under Campus Facilities (page 13).

TAFECARD DISCOUNTS

Many retailers and service providers offer student discounts, though it may not always be advertised. During your studies you may make savings just by showing your TAFECard whenever you make a purchase.

If you have current Student Association Membership you will have access to even more benefits. Examples of these benefits include student discounts at cinemas, bookshops, music stores, food outlets and clothing stores. Software resellers often have educational prices for students. For specific details of discounts available, contact your nearest Student Association.

TAFE NSW FEES FOR NSW GOVERNMENT SUBSIDISED TRAINING PLACES FOR 2014

<table>
<thead>
<tr>
<th>Qualification Level/ Category</th>
<th>Annual Fee</th>
<th>Semester or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements and other short courses</td>
<td>$534</td>
<td>$267</td>
</tr>
<tr>
<td>Certificate I &amp; II</td>
<td>$838</td>
<td>$419</td>
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<tr>
<td>Certificate III</td>
<td>$1,140</td>
<td>$570</td>
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<td>Certificate IV</td>
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<td>$757</td>
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<td>Diploma</td>
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<td>Advanced Diploma</td>
<td>$506</td>
<td>$253</td>
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<tr>
<td>Apprentices and Trainees</td>
<td>$106</td>
<td>$106</td>
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<tr>
<td>Other Groups</td>
<td>$106</td>
<td>$106</td>
</tr>
</tbody>
</table>

THE TAFE NSW FEE

When you enrol, you will need to pay the TAFE NSW fee, unless you qualify for a concession fee or full fee exemption. If you enrol in a course of more than one semester you will have the option of paying the annual fee in two half-yearly payments. If you are doing a course of one semester or less you will be charged half the annual fee (see above table).

Please note: You are not enrolled until your TAFE NSW fee is paid or you have qualified for an exemption.

Non-Australian citizens, non-permanent Australian residents and non-New Zealand citizens may be required to pay a tuition fee in addition to the TAFE NSW fee.

Temporary visa holders should contact the campus coordinator prior to enrolment to determine eligibility to study and obtain details of fees and conditions that may apply. TAFE NSW will conduct an audit of your residency status following enrolment.
NSI Plus courses are offered on a fee-for-service basis in accordance with the TAFE NSW Commercial Services Policy. Fee-for-service courses such as TAFE delivered HSC Vocational Education and Training (TVET) have different fee structures. International students also have a different fee structure.

**Access to government subsidised training places in TAFE NSW**

To be eligible to access government subsidised training in TAFE NSW, you must be an Australian citizen or meet the criteria of being an Australian permanent resident, a New Zealand citizen or Permanent Humanitarian visa holder.

You must also have a NSW residential address or be employed within NSW to be eligible to access government subsidised training places in TAFE NSW.

Apprentices who are registered in other states and territories who are required to undertake training at TAFE NSW will have continued access to government subsidised training places. For more information please contact the TAFE campus offering your chosen course of study or please see the policy.

Existing Worker Trainees and School-based Trainees are covered by separate funding arrangements and are not required to pay the fee.

Apprentices and trainees must provide proof of their status as an apprentice or trainee at the time of payment.

There may be additional costs associated with your course of study. Details are available on our website.

**Payment methods**

The TAFE NSW fee and any other enrolment-related charges may be paid by:

- EFTPOS
- Credit cards (Visa or MasterCard)
- Personal cheque, bank cheque or money order (payable to TAFE NSW – Northern Sydney Institute)

If you are enrolling online, you will have the option of paying online. All re-enrolling students will be given the option of paying their TAFE NSW fees (and other enrolment-related charges) online.

Enrolment-related charges may include course-related charges (CRC), mandatory equipment requirements (MER), licence fees, Student Association membership, commercial recognition, temporary visa holder tuition fees or fees for NSI Plus courses.

**Behind in paying your TAFE NSW fee, the concession fee or other fees or charges?**

If you have outstanding fees or charges in the current year, or previous years, you will not receive any of the following documents or services:

- testamur
- transcript of academic record
- record of successful study
- statement of competencies achieved
- report to employer
- access to online resources
- payment in instalments.

If your course runs for more than one semester you may be able to pay your TAFE NSW fee in two equal instalments. The first payment is made when you enrol. The second payment is required by 30 May 2014. Payment by instalments will not be available for students who are eligible for a concession fee. Payment by instalments may be available for selected NSI Plus programs and the pay-by dates will vary.

**TAFE NSW fee – concession fee**

Students who receive a benefit, allowance or pension from a government organisation, such as Centrelink or the Department of Veterans’ Affairs, at the time of their enrolment, may be entitled to receive a fee exemption or concession. The concession fee is not payable by instalments.

Students who are recognised as a dependant child/spouse/partner of a recipient of an eligible benefit or allowance for the concession fee may also be eligible for the concession fee.

**TAFE NSW fee – exemption from payment**

Aboriginal and Torres Strait Islander students are exempt from paying the TAFE NSW fee.

Students in receipt of a Disability Support Pension and students with a disability receive a full-fee exemption for one TAFE NSW course per year and are eligible for the concession fee for subsequent enrolments in that year.

Students who are recognised as a dependant child/spouse/partners of a Disability Support Pension beneficiary may be entitled to one full-fee exemption for one TAFE NSW course per year, and then may be eligible for the concession fee for subsequent enrolments in that year.

Some courses may be exempt from the TAFE NSW fee. These include specific courses for reading and writing, numeracy, volunteer training, employment skills, work readiness, community training, school mentoring, career opportunities and sign language.

If you are eligible for a fee concession or full-fee exemption you will be required to complete an ‘Exemption or Concession Application Form’ and supply documentary evidence supporting your application.

For further information on concession fees and exemptions, and proof of eligibility requirements visit our website or contact your nearest campus.

**TAFE NSW fee – refund**

A refund of all or part of the TAFE NSW fee may be given in the following exceptional circumstances:

- you have overpaid the TAFE NSW fee
- you enrolled in a course that has been cancelled by the campus or Institute
- you have paid the full TAFE NSW fee but now receive Youth Allowance or Austudy commencing within two weeks of the date of enrolment or the date of first attendance at class or participation in training (you will be eligible for the concession fee)
- you are offered and accept a place in
a course at university or at the same/ another TAFE NSW campus within the first three teaching weeks

• you enrol in a course only to repeat a failed unit/module, but are then granted a pass in that unit/module by an Assessment Review Committee

• you formally advise the campus, before classes commence, and with no attendance in class or no participation in the training, that you are withdrawing from the course, this is applicable to both semesters

• you made a full-year payment and withdrew with no attendance in class and no participation in the training in Semester Two (you may be eligible for a refund of second half-yearly TAFE NSW fee)

• the campus delegate is of the opinion that you would be unreasonably disadvantaged if you were not granted a refund, for example, if you meet with a serious misadventure and you were unable to continue your enrolment.

Higher School Certificate (HSC) and Tertiary Preparation Certificate (TPC)

TAFE NSW fee refunds

TAFE NSW students who enrol or re-enrol in and complete selected HSC and TPC courses may be eligible for a refund of all the TAFE NSW fee or concession fee paid for the course. For further information visit our website www.nsi.edu.au

FINANCIAL ASSISTANCE

VET FEE-HELP

The NSW TAFE Commission is an approved VET FEE-HELP provider. Selected NSI Plus courses may be eligible for VET FEE-HELP assistance. VET FEE-HELP is a loan scheme introduced by the Australian Government to assist eligible full-fee paying students to pay tuition fees for certain higher level courses. Eligible full-fee paying students may wish to defer their tuition fees through a commonwealth loan under VET FEE-HELP.

For more information visit www.nsi.edu.au/Courses/EnrollingAndRegistering/FeesAndFinancialAssistance

FEE-HELP

TAFE NSW offers Higher Education degree courses. A FEE-HELP loan may be available to eligible students studying a TAFE NSW Higher Education degree. For more information visit www.nsi.edu.au, www.highered.tafensw.edu.au, phone 131 674 or email NSI.Study@tafensw.edu.au

TRAVEL CONCESSIONS

Students under 18 years of age who meet the Transport for NSW criteria may be eligible to receive a free travel pass to use on journeys between home and their campus.

Students enrolling into full-time courses (who attend at least 20 hours per week of face-to-face classes) and meet the Transport for NSW criteria may be eligible to receive a travel concession.

Apprentices and Trainees may be eligible for travel concession. Conditions apply. For eligibility criteria and conditions of use visit www.transport.nsw.gov.au/concessions

International students are generally not entitled to transport concessions in NSW. However, tertiary institutions are now able to offer international students discounted MyMulti passes, which can save up to 35 per cent on the cost of travel on buses, trains, light rail and most ferries throughout Greater Sydney.

Applications for travel concessions are available from the campus Customer Service Centres and Administration Offices. Students must return travel concessions and/or passes if they withdraw from their course or no longer meet the eligibility criteria specified by Transport for NSW.

TAX CONCESSIONS

The Australian Taxation Office (ATO) may allow you to deduct expenses for self-education under certain circumstances. Information about eligibility conditions for claiming a deduction is available on the ATO website.

You should keep your receipts to support claimable expenses.

EMBEDDED QUALIFICATIONS

An Australian Qualification Framework (AQF) qualification may be awarded at a lower level from your current course qualification. For example, if you are undertaking a diploma course you may be eligible to receive a certificate IV qualification provided you have completed all certificate IV units. Please contact your local campus to see if you are eligible to apply.

If eligible you will be required to complete an Embedded Qualification Application form at the campus you are currently enrolled with. Students who are no longer enrolled must submit an application form at the campus where they were enrolled. There is a $75 fee for each AQF qualification requested.

REPLACEMENT TESTAMUR AND/OR TRANSCRIPT OF ACADEMIC RECORD

You may request a replacement for any lost, damaged or stolen Testamur/Confirmation of Award (COA) at your local campus. You will need to complete the NSW Application Form for a Replacement Testamur/Confirmation of Award and pay the $75 fee. The form is available from https://www.tafensw.edu.au/courses/enrol/assets/pdf/2014-replacement-testamur.pdf

You can request a replacement Transcript of Academic Record free of charge from your Campus Administration office.
Assessments
awards and graduations

STUDENT ASSESSMENT
Students undertaking TAFE NSW courses have subjects assessed by a class mark and internal examination held in class time and/or an externally supervised examination. When you begin your studies, you will be given detailed information about how you will be assessed and how your results will be recorded and reported. For detailed information about assessment go to tafensw.edu.au where you can download a copy of “Every Student’s Guide to Assessment in TAFE NSW.”

Details of dates and times of externally set examinations can be found on campus notice boards prior to examination periods. Students who fail a subject on two occasions may be asked to justify their continued enrolment in the subject to the Faculty Director (or Learning Coordinator at Bradfield). For detailed information regarding examinations, go to Examinations (page 28). Your teacher/head teacher is your most important contact for information about assessment.

GRADUATION PRESENTATION
Most campuses host an award ceremony to present certificates and awards to students who complete courses. These functions may be held each semester or each year, after course completion. You will be notified by your campus.

THE NORTHERN SYDNEY INSTITUTE EXCELLENCE AWARDS
Each year, the Northern Sydney Institute rewards the most outstanding students from each of our seven campuses. The Excellence Awards celebrate the achievements of our top graduates from a range of study and industry areas.

Nominations are made at the end of each year, with award recipients selected on a number of criteria: academic achievement (TAFE NSW and further studies), demonstrated leadership qualities (group learning skills and/or community involvement and industry service), and exceptional attitude to learning and career aspirations.

Presented in front of family and friends, industry and government representatives, teachers and staff, each award recognises excellence and outstanding achievements during the previous academic year.

The prestigious “Student of the Year” award is also announced on the night of the Excellence Awards. This recipient is recognised for their outstanding academic abilities and leadership qualities and is selected from the field of Excellence Award Winners.

The ongoing success of the Excellence Awards can be attributed to the great support, cooperation and assistance provided by staff, students and sponsors alike.

To discover more about the Excellence Awards, visit www.nsi.edu.au/excellenceawards

The skills I have gained throughout my studies at the Northern Sydney Institute have opened up a number of employment opportunities for me. I have since gained employment with a leading five-star hotel on the back of the experience that I gained at Ryde Campus.

Eliet Babbs
Student of the Year 2013
Tourism, Hospitality, Environment and Horticulture Student of the Year 2013
Currently undertaking her Bachelor of Hotel Management

FOR INTERNATIONAL STUDENTS: EXCEPTION TO FULL-TIME STUDY AND REPEAT OF UNITS
For international students, part-time study is permitted where, to complete a course, a student needs to repeat one or more failed units. This is interpreted as applicable to the last semester of a student’s course, where extra units are being taken to complete the course, i.e. usually units which have been failed previously. If a student has failed to achieve competence or has withdrawn from a particular unit of competency more than once within a three year period and the student wishes to re-enrol in that unit, the student will need to submit a request in writing, setting out the reasons as to why they should be permitted to do so.
Examinations

Final Examinations for category A and B examinations are conducted outside normal class time and each examinable subject is scheduled at the same time and date throughout New South Wales. Students should be familiar with their rights and responsibilities in relation to these examinations.

1. At enrolment (or shortly after)
1.1 You will be advised by your teacher during your first class of the assessment method used for each subject. This will identify your subjects which have a final examination.

1.2 If you have a permanent or temporary disability which may affect your ability to sit an examination, or finish it in the required time, contact the Campus Disabilities Coordinator, who will determine if you qualify for special concessions (e.g. a modified examination). If the nature and/or degree of the disability changes after the granting of a concession, the Campus Manager must be informed BEFORE the examination.

1.3 All examination answers must be written in English unless otherwise directed in the question paper. If you believe that you need to use an approved bilingual dictionary during an examination check the campus notice board (or look in the Student Assessment Guide given out in the first lesson) for the particular examination you are sitting. If a bilingual dictionary is permissible you may take one into the examination room without seeking written approval. There should be no handwritten notes on the dictionary, although underlining and highlighting is permitted.

1.4 The information on the notice board (and in the Student Assessment Guide given out in the first lesson) will state whether calculators can be used and whether these can be programmable or must be non-programmable.

1.5 You are responsible for checking campus notice boards for the examination timetable dates and times. The room allocations will be shown on the notice boards, just prior to the scheduled examination dates.

1.6 If you have two examinations scheduled for the same time and date, give WRITTEN notification to your Campus Manager who will arrange for you to sit one of the examinations earlier, or later, in the day. (Please give reasonable notice to ensure there is sufficient time for these arrangements to be made). You will be supervised during breaks between the two examinations.

1.7 You must sit each examination at the campus of enrolment for that subject. If circumstances arise which prevent you from attending the correct campus you MUST seek approval IN WRITING from both your campus of enrolment and the campus where you wish to sit the examination. Approval will only be given where circumstances prevent you attending the campus of subject enrolment.

1.8 If you are an OTEN or Block Release student you should notify your enrolment campus of the location where you wish to sit your examination. This notification should be done shortly after enrolment or, at least four weeks before the examination date.

1.9 You must sit each examination at the same time and date. No circumstances can they be used in the examination room.

1.10 Complete the “name slip” issued by the supervisor, who will collect it during the examination.

1.11 Print the information required on the front of each examination answer booklet and place similar information on each sheet of drawing or graph paper used.

2. On the day of the Examination
2.1 You should be seated for the final examination at least 15 minutes before the scheduled starting time. If you arrive more than 30 minutes after the starting time you will NOT be permitted to attempt the examination.

2.2 Before the examination starts you must place all notes, cases, bags and other items which are not authorised for the purpose of the examination at the front or rear of the room. Mobile telephones and iPods and other communication devices must be switched off. Under NO circumstances can they be used in the examination room.

3. During the Examination
3.1 At all times follow directions given by the supervisor. Failure to comply with such directions will be considered a serious breach of discipline and could result in a fail result for the examination.

3.2 All Final Examination papers include ten minutes reading time.

3.3 During reading time you can make notes on the question paper but must NOT commence working through the questions until the supervisor gives permission. If the answers are to be written on the question paper all notes should be written on note paper supplied by the campus.

3.4 If you have a query, or require another answer booklet, raise your hand for assistance.

4. Malpractice
4.1 Malpractice is where any action taken by a person gives that person, or another person, an unfair advantage, or disadvantages another person in any assessment situation, including an examination.

4.2 If you engage in malpractice, such as copying, using unauthorised notes or aids, or exposing your worked papers so that another student may copy them, you will be liable to disciplinary action.

4.3 The penalties for malpractice in an examination range from failure in the subject being examined to exclusion from the campus for a specific period.
of time. Charges may be laid by the police.

5. Behaviour
5.1 You are entitled to sit for your examination in conditions which are free of disruption from the supervisors and other students, except where the supervisor is conveying information relevant to the conduct of the examination.

5.2 If you engage in disorderly, offensive or aggressive conduct towards the supervisor or other students, you can be told to leave the examination room, and may be failed in the examination by the Campus Manager.

5.3 You must not leave the room within 30 minutes of the examination start unless accompanied by a supervisor.

5.4 If you do not attempt any questions you must write your name, course, examination subject, and “No questions attempted” on an answer booklet, and sign it.

5.5 When the supervisor closes the examination, all work is to cease immediately. Before you hand in your answer booklets check that your details have been completed on the front of every booklet and on any sheets of paper which contain answers. If more than one booklet has been used, place all other booklets and loose pages inside the first booklet. Indicate on the first booklet the total number of answer booklets used.

5.6 If the question paper is not restricted (restricted papers have a yellow cover), or does not require the answers to be written on it, you may take it with you when leaving the room.

6. Missed Examinations
6.1 If you miss an examination, or if you know beforehand that you cannot attend an examination, you must contact your campus student administration which will inform you of the action to be taken. You may be given permission to sit a concessional examination at the next scheduled examination date.
Rights and responsibilities

TAFE NSW aims to provide you with the opportunity to study, learn and develop skills in a safe and supportive environment. When you sign your enrolment form, you agree to follow TAFE NSW policies and procedures. Details are available in TAFE NSW libraries and at the campus at which you enrol. The campus will also provide you with information and procedures relating to examinations and course assessments and results. You may be penalised if you disrupt your class, harass other students or teachers, damage property, cheat in examinations or otherwise act in a way contrary to the good conduct of TAFE NSW. You can appeal against certain penalties. Your penalty might then be reduced, removed, or increased. TAFE NSW encourages students to form representative groups and have representatives on Institute councils.

**Students have a responsibility to:**
- treat other people with respect and fairness
- do all assessment tasks and examinations honestly
- do all assessment tasks by the due date or ask for an extension if there are exceptional circumstances
- return or renew library resources on time
- follow normal safety practices, e.g. wear approved clothing and protective equipment and follow directions both written and verbal given by all TAFE NSW staff
- not damage or steal property
- not enter the campus with drugs, alcohol, weapons or be under the influence of drugs or alcohol
- not do anything that could offend, embarrass or threaten others
- not disrupt classes or use mobile phones or pagers in the classroom.

Disciplinary action may be taken against any student who breaches the TAFE NSW Commission regulations.

**Students have a right to:**
- be treated fairly and with respect
- learn in an environment free of discrimination and harassment
- learn in a supportive and safe environment
- have access to counselling
- have personal records kept private, subject to statutory requirements
- be given information about assessment procedures at the beginning of the subject
- make a complaint to any staff member without fear of victimisation
- receive feedback on their progress.

**ALCOHOL AND OTHER DRUGS (AOD) USE**

TAFE NSW has a responsibility to provide students and staff with a safe learning and working environment. The use of alcohol and other drugs at campus is a Work Health and Safety concern. It can be the cause of accidents, undesirable behaviour, nuisance to others and damage to property. It is often illegal, and may be a risk to your health.

AOD use during TAFE NSW activities is not permitted, nor is attending class or campus if you are under the influence of alcohol or illicit drugs. Action will be taken if AOD use is detected. Cigarette smoking is only permitted in some designated outdoor areas of campuses and you must observe all ‘No Smoking’ warnings. You always have a responsibility to ensure that your behaviour is not disturbing other people, is not a breach of campus discipline and that you comply with any directions from staff.

**Alcohol**
You will be in breach of the TAFE NSW Student Discipline Policy if you:
- consume alcohol in any area other than where it is clearly indicated to be permitted
- are under the influence of alcohol on campus or at campus activities
- consume alcohol on campus grounds or on campus activities before you turn 18
- supply alcohol to anyone under the age of 18 in campus grounds or activities.

**Smoke-free environment**
You will be in breach of the TAFE NSW Student Discipline Policy if you:
- smoke in any area of the campus other than where smoking is permitted
- sell or supply cigarettes to anyone under the age of 18 in campus grounds or during campus activities.

Crows Nest, Northern Beaches and St Leonards Campuses are ‘tobacco free’. Smoking is not permitted anywhere within the grounds of these campuses.

Smoking is only permitted in designated areas of Meadowbank and Ryde Campuses.

**Illicit drug use**
Detection of any of the following activities will be acted on. All are breaches of the TAFE NSW Student Discipline Policy and are not permitted:
- being under the influence of an illicit drug on campus
- use, possess or supply a prohibited/illicit drug or substance (this is also against the law)
- use of a phone or computer to communicate the supply of a prohibited drug (this is also against the law)

**Volatile substances**
Some courses may require you to use dangerous, hazardous and volatile substances. You will be given instructions on their safe handling. In the interests of health and safety you must not interfere with or misuse any of these materials.

**Prescription drugs**
Prescriptions or over-the-counter medications may impair your judgement. While you are affected by medication, you may not be able to safely use equipment or handle chemicals. It is your responsibility to discuss this with your teacher or head teacher. They have a duty of care to you and your fellow students and may need to know of your condition so
that they can ensure safety arrangements. You have a right to privacy and while your teacher may need to inform the head teacher, it is against the law for them to tell anyone else without your permission.

Students are welcome to discuss any problems with. This is a free, confidential service.

ANTI-DISCRIMINATION

Discrimination means treating someone differently because they happen to belong to a particular group of people. It is unlawful to discriminate against people on the grounds of: who you are related to or who you associate with, age, carers’ responsibilities (caring for or supporting a child or other immediate family member), disability, homosexuality (gay or lesbian), marital status, race (including colour, ethnic or ethno-religious background, descent or nationality), sex (including sexual harassment or pregnancy) and transgender. It is against the law to incite vilification on the grounds of race, homosexuality, HIV/AIDS or transgender.

If you feel you have been discriminated against at TAFE NSW, see your Head Teacher/Teacher or Campus Manager. You could also talk to a TAFE NSW Counsellor or Aboriginal Coordinator. If your complaint is still not resolved, you can seek advice from the Anti-Discrimination Board on (02) 9268 5544, or 1800 670 812 (toll free – regional NSW only), TTY (02) 9268 5522 or fax (02) 9268 5500.


COMPLAINTS POLICY

If you have a concern with, or complaint about, TAFE NSW, we encourage you to contact a TAFE NSW staff member at your campus as soon as the situation arises. We recommend you talk to someone you know at your campus because they know your situation and can respond to your concerns promptly.

You may also record your concern or complaint by completing an online enquiry form or contacting the Customer Services Centre at your campus.

The NSW Department of Education and Communities policy for responding to suggestions and complaints is available online at: www.dec.nsw.gov.au/about-us

ENVIRONMENTAL AND SUSTAINABILITY COMMITMENT

We care for the environment around us at the Northern Sydney Institute. We are committed to minimising the environmental impact of our activities and have an environmental management system in place to guide our activities and continually improve.

As a student you have a responsibility to:

- consider the environmental impacts of your activities and strive to minimise that impact, including limiting your printing where possible and using the Institute’s water dispensers to reduce the purchase of drinks in single use plastic bottles
- prevent pollution of the environment, including the prevention of litter
- use energy, water and natural resources wisely and responsibly, report and/or turn off lights and equipment when not in use
- support environmental and sustainability programs and activities implemented at our campuses and within classrooms, workshops or studios
- comply with environmental legislation, regulations and other requirements
- help to achieve the objectives, targets and initiatives of the Northern Sydney Institute’s Sustainability Policy and Action Plan.

EMERGENCIES/ EVACUATIONS

In the event of an emergency/ evacuation direction:

- remain calm
- cease work immediately
- follow directions – if asked to leave the building, do so immediately in an orderly manner
- go to the designated assembly area
- do not re-enter the building until directed to by campus staff.

GOVERNMENT INFORMATION

Your right to access documentation

On 1 July 2010, the Government Information (Public Access) Act 2009 (the GIPA Act) replaced the Freedom of Information Act 1989 (the FOI Act). The GIPA Act gives you the right to request access to documents held by most government agencies, including TAFE NSW. Some documents may be informally available; others will require a formal application to be made. For more information call the Information Access Unit. Phone: 9561 8100

MANAGEMENT OF RISK OF HARM TO STUDENTS AND STAFF

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violent behaviour that may suggest that you could pose a potential risk of any type to TAFE NSW students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE NSW Counsellor or your Head Teacher prior to your first class.

For these purposes ‘violence’ is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and wellbeing of others.
such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student’s needs and maximise your success in your studies.

WORK HEALTH & SAFETY (WHS)

TAFE NSW has a duty to ensure the health, safety and welfare of all employees, students, other workers and visitors attending our campuses. At enrolment you will be informed of any course requirement that you will need to provide, e.g. protective clothing and equipment (PPE). Closed-in footwear should be worn on campus. During an orientation session at your first attendance, you will be given information on what to do in case of an emergency or if you are injured and require first aid. All campuses have emergency management plans in place and are well equipped with trained First Aid Officers, first aid rooms and appropriate first aid equipment. It is important to let your Head Teacher and/or the Disabilities Unit know if you will require assistance in the event of an evacuation due to a temporary or permanent disability so that appropriate support can be provided.

All incidents or injuries must be reported to your teacher. In the event of needing transportation by ambulance, the cost will be the responsibility of the person being transported.

You will be provided with instruction and training on work health and safety relevant to your course.

To help us provide a safe environment for all staff and students, work health and safety legislation also reinforces your duty to take reasonable care of yourself and the health and safety of others. You must not enter classrooms or workshops without permission and supervision, interfere with or misuse anything provided for you in the interest of health and safety. You should report any safety issues or concerns to your teacher or campus staff as soon as possible.

For further information about work, health and safety, visit a TAFE NSW library, ask your teacher, or visit the WorkCover Authority website: www.workcover.nsw.gov.au

PROTECTIVE CLOTHING

Mandatory equipment requirements

Certain courses require the wearing of a uniform and/or personal protective equipment (PPE) and clothing during classes. Clothing must be purchased by the student and entry to the class will be refused unless specified protective clothing/uniform is worn. Some courses may also specify mandatory equipment requirements (MER) and students must obtain these to enable participation in classes and/or completion of the course. Information as to the requirements in this area will be given during enrolment or class.

PROTECTION OF CHILDREN AND YOUNG PEOPLE

In line with NSW Government legislation TAFE NSW is committed to promoting the safety, welfare and well-being of children and young people (defined legally as people under 18 years of age) whether they are students, apprentices or trainees in schools, campuses, workplaces or in programs conducted by TAFE NSW or under the auspices of TAFE NSW. TAFE NSW employees are required, by law, to report children and young people suspected to be at risk of harm to the NSW Department of Community Services.

PRIVACY & PERSONAL INFORMATION PROTECTION

When you enrol with TAFE NSW, the collection, storage, use and disclosure of any personal information you provide is protected under the Privacy and Personal Information Protection Act 1998 and Privacy and Personal Information Protection Regulation 2005. Any health information you provide is protected under the Health Records and Information Privacy Act 2002. Any information we ask you to provide will only be that which is necessary for the purposes of your course enrolment, learning and study records. Information provided will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veteran’s Affairs, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). State-wide and regional statistics derived
from information provided by all students will also be provided to the Commonwealth (Release of Student Information Policy).

It is a requirement of TAFE NSW that this information be provided in order for your enrolment to be accepted. For more information regarding Student Privacy and Release of Student Information Policy, go to: www.det.nsw.edu.au/policiesinter

You may correct your personal details by contacting your TAFE NSW campus administration or by logging on to TAFE NSW eServices.

STUDENT RESPONSIBILITY IN WORK PLACEMENT

In many TAFE NSW courses, some of the learning and assessment occurs in the workplace or a simulated workplace environment. TAFE NSW has a responsibility to protect members of the public (and the students themselves) from being harmed by students taking part in workplace learning. If there is evidence that your skills or behaviour could present a risk in workplace or simulated workplace environment, your workplace or simulated workplace learning may be prevented from further work placement.

To help you understand your responsibilities in the workplace, you will be given a code of practice which indicates expected standards of behaviour. Your teacher will explain to you and your workplace supervisor the range of duties for which you have the skills and knowledge. You must not carry out duties other than those indicated by your teacher.

You need to take particular care if workplace clients are people who are frail, children, young people, people with a disability or people who are receiving a type of service which may put them in vulnerable circumstances (e.g. massage therapy or nursing care).

A Prohibited Employment Declaration must be signed by students in courses where contact will be made with children and young people. Your teacher will give you more information about this.

Students who have committed a breach of discipline or who are assessed as presenting a significant risk to themselves or others may be prevented from undertaking or continuing further work placement. This may mean they will not complete the course.

Your teacher or an enrolling officer can provide you with more information about this policy. If you are unsure about whether it may prevent you from completing a course, you could discuss the matter with a staff member of TAFE NSW Counselling and Career Services. In some circumstances students may be required to undertake a criminal records check or a Working With Children Check.
Crows Nest Campus

CROWS NEST CAMPUS
149 West Street, Crows Nest NSW 2065
CAMPUS CARPARK ENTRANCE
WEST STREET
RODBOROUGH AVE

Facilities
1. Student Administration (Ground Floor)
2. Cafeteria (Level 1)
3. Library (Level 3)
4. Student Association (Level 1)
5. Fusion Training Restaurant (Level 2)

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Ryde Campus

KEY

Facilities
1. Student Administration
2. Student Association
3. Library
4. Cafeteria
5. Banksia Kiosk
6. Lifts

Specialist Centres
6. The Ambassador Training Restaurant
7. The Terrace Restaurant
8. The Sydney Coffee Academy
9. The Sydney Wine Academy
10. Le Cordon Bleu
11. Rainforest Room

Telopea Flindersia Banksia Callitris danthonia acacia Building Eucalyptus

RYde CampuS
250 Blaxland Road, Ryde NSW 2112
131 674
www.nsi.edu.au

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## 2014 calendar

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Courses and their availabilities are subject to change based on sufficient demand and resources. Call us on 131 674 to make sure your chosen course is running at the location desired.