YOUR NEW LEARNER PORTAL

What’s happening?

We are upgrading your student e-services portal to improve your online learning experience with TAFE NSW. Your student e-Services will now be called your Learner Portal. It is your online, self-service site.

You can access it from the TAFE NSW website or via your Institute’s website with your DEC login. If you’re enrolled in multiple Institutes, you will see Learner Portals specific to each of the Institutes that you are enrolled in.

If you’ve forgotten or have not been assigned a DEC user login previously contact your TAFE campus for assistance.

How to use your new learner portal

At the top of your learner portal, there are six main tabs. Toggle across the tabs to access different parts of your student experience.

The six tabs are:

1. **My Details**: Add/change some of your personal or your prior learning details here.
2. **My Learning Plan**: Your Learning Plan is a complete view of your pathway to your chosen qualification. You will have a holistic view of your learning plan, seeing how it extends across the year or (as the case may be) multiple years. You can view the plan, assessments, any units you have to complete to finish your course, access your online learning resources, and request a Student Assessment Guide (SAG). The SAG provides all the information you need to understand how, on what and when you will be assessed so that you can progress through your qualification. Learners can contact their teacher via email through the Learner Portal to initiate requests that require staff assistance such as course withdrawal or transfer, ILP (Individual Learning Plan) changes, and application for auto credit and Recognition of Prior Learning (RPL).
3. **My Results**: View your results, contact teachers via email, and generate a SAG by selecting the SAG link.
4. **My Financials**: Pay your fees and charges online, view outstanding and previous payments or print a fee statement. In the new learner Portal you will receive automated electronic fee notifications and outstanding fee reminders via email so you can stay on top of your payments.
5. **My Timetable**: Look at all your timetabled events.
6. **My Reports**: You can choose to generate reports relating to your fee statement or your assessment results. They will all pop up in your reports tab so all your important information is in the one spot.
How to enrol

We've not only improved your Learner Portal, we've also upgraded our online enrolment portal, to make it easy to continue your qualification. In this portal you can apply and enrol for a course or even just register interest.

Enrolment through the Enrolment Portal is easy by following these steps:

• Go to the TAFE NSW website.
• Find the course you want to do.
• Check out the Location and Fees tab to see what campus you can attend and how much your course will cost prior to enrolling.
• Select the ‘Apply/ Register Now’ button.
• Complete your details in the Enrolment Portal. If you’ve already studied with us you will be prompted to use your previous login, so that all previously entered personal details required will be filled out automatically for you.
• Pay your fees online or, where applicable, apply for a course fee concession or exemption or VET FEE HELP/ FEE HELP student loan. You may wish to check with your college of enrolment for any additional conditions applying to fee concessions and exemptions. Offline payment options are also available.
• At the end of your course, you can choose to continue your learning journey with us and enrol again in the next qualification.

Navigate to the enrolment portal via the TAFE NSW website.

If you’re an International student visit www.decinternational.nsw.edu.au
If you’re a Temporary Visa Holder, a TVET student or aged under 15, we can help you personally. Get in contact with: Customer Service Officer at your local college, or call 13 7974

With TAFE NSW, you can get the skills you need for the job you want.

Why not continue your journey with us?