Welcome to TAFE SWSi

I’d like to extend a very warm welcome to all new and returning students to TAFE SWSi. This guide will provide you with important information to help you make the most of your time with TAFE SWSi.

As a student at TAFE SWSi, you will be able to enjoy the amenities and services that TAFE SWSi has to offer, as well as the full support of teachers and staff. We aim to meet your learning needs by providing flexible, online and customised programs in the workplace, at home and at our 11 locations throughout south western Sydney. Our staff are committed to helping you succeed in your course, and supporting you through your studies.

I sincerely hope you enjoy your time at TAFE SWSi and benefit from the strong relationships we have with employers and industry.

TAFE SWSi is committed to support you to ensure that you have every opportunity to complete your studies and reach your employment potential.

Best wishes for a productive and fun-filled year ahead.

Peter Roberts
Institute Director
TAFE SWSi operates 48 weeks of the year. Many of our programs are offered throughout the year with different start and finish dates to suit the needs of our students. Please visit www.swsi.edu.au to view a full list of our programs and when they start, or call 13 7974 for more information.

2016 key dates

1 February  Semester One, Term One commences
4 April  Autumn student vacation begins
18 April  Semester One, Term Two commences
20 June  Winter student vacation begins
13 July  Semester Two, Term Three begins
19 September  Spring student vacation begins
4 October  Semester Two, Term Four begins
29 November  Semester Two ends
9 December  Semester Two, Term Four ends
12 December  Summer student vacation begins
Induction

At your first class, your teacher will give you essential information about TAFE SWSi, your college and your course. This information will ensure you have a learning experience that is safe, successful and rewarding.

Your teachers can help answer questions such as:

- how to access and use your TAFEcard
- how to access the Learner Portal
- where to find your college Customer Service Centre
- where to find the library and about library services
- how to access learner support or our free tutoring service, YourTutor
- how to access disability support services
- how to access language, literacy and numeracy support
- what to expect at TAFE SWSi
- when you need to attend TAFE, or discuss your timetable
- where and when your assessments will take place
- how to get to TAFE SWSi by public transport and where to park your vehicle
- how to access first aid or security and what to do in an emergency.
TAFE SWSi colleges

TAFE SWSi has nine college and two campus locations spread across south western Sydney.

Each college has its own set of courses offered with learning facilities at an industry standard and specialist training centres.

You can find detailed information about college facilities, contacts, parking and transport information at [www.swsi.edu.au/colleges](http://www.swsi.edu.au/colleges)
Before enrolment

Unique Student Identifier

All students participating in nationally recognised training in Australia will need to have a Unique Student Identifier, or USI. You must have a USI before you enrol in your course.

This includes students completing an apprenticeship or skill set, certificate or diploma course.

Your USI links to an online account that contains all your training records and results (transcript) that you have completed.

It is free and easy for you to create your own USI online by visiting www.usi.gov.au

After enrolment

Learner Portal

Monitor your progress by keeping in touch with your Learner Portal.

Your Learner Portal is your number one online learning tool while at TAFE SWSi.

When you enrol you will receive a Department of Education and Communities (DEC) username and password. You can then use this to log on to your personal Learner Portal through the Department of Education and Communities (DEC) Portal.

Through the Learner Portal you can:

- view your personal, enrolment and if applicable, employer details
- view your current and past study records and results
- request an official TAFE NSW transcript of your results
- update your contact details
- view your paid and outstanding fees
- view your class timetable
- view notifications and calendar information, such as schedules for TAFE NSW final examinations.

To access your Learner Portal visit https://sso.det.nsw.edu.au/sso/UI/Login
Attendance

You should attend at least 80% of all classes if you want to make the most of your studies and successfully complete your unit or course. If you stop attending classes or transfer to another college, you must report this to your teacher. If you are sick, unable to attend class or an assessment or have missed an assessment due to uncontrollable circumstances please advise your teacher as soon as possible.

Travel concessions

The NSW Government provides subsidised or concession travel to eligible TAFE NSW students on some public and private transport (conditions apply).

A concession Opal card is now available for eligible TAFE Students, including apprentices and trainees.

To find out details on full eligibility and how to apply for the concession Opal card, visit the Transport for NSW website.

Your TAFEcard

All students enrolling in a TAFE NSW course will be given a TAFEcard, which is a student identification and stored value card. It contains your name, student number and photograph. You can use your TAFEcard for a variety of services such as photocopying, parking and borrowing from the library.

First aid

First aid officers are located at all colleges. If you are injured or ill, please ask your teacher or nearest staff member to contact security and a first aid officer will assist you.
Alcohol and other drugs

TAFE NSW policy prohibits smoking except in designated areas. TAFE NSW policy also prohibits the used of alcohol and illegal drugs on college grounds. Using alcohol or illegal drugs at TAFE SWSi can affect your own and other students' safety and ability to learn. Inappropriate use of alcohol and other drugs by students at TAFE SWSi will be the subject of disciplinary action. If you are concerned about your own or another person’s safety at TAFE SWSi, Work Health and Safety legislation requires you to inform your teacher immediately.

Management of risk or 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 violence that may suggest you could pose a potential risk of any type to other TAFE SWSi students, staff and/or visitors, it is a condition of your enrolment that you advise TAFE SWSi prior to enrolling in your course of choice. If you failed to do this at enrolment please do this now. Following your advice of a potential risk, we will provide appropriate support and a management plan.
Fee, exemptions and financial assistance

BEFORE ENROLMENT

Student fees
A fee applies for most TAFE NSW courses and must be paid at enrolment before you attend your first class. The amount you pay depends on the type of course you study, and on your personal circumstances. You will have the option to pay your fees in full or by a payment plan. You will need to pay your fees before attending classes, and your fees must be paid in full in order for you to receive your qualification. All instalments must be kept up to date.

Government subsidised courses
Under ‘Smart and Skilled’, the NSW Government is targeting funding towards the skills that are needed for jobs and economic growth. As part of Smart and Skilled, the NSW Government has released the 2016 NSW Skills List, which sets out priority areas for training.

The qualifications on this list will receive government subsidies to make sure training priorities match the needs of the economy.

The 2016 NSW Skills List includes qualifications that attract a government subsidy, plus their prices and fees. If you enrol in a course on the 2016 NSW Skills List and you are eligible, you will pay a fee set by the NSW Government. The 2016 NSW Skills List covers:

- certificate II to advanced diploma qualifications
- select certificate I foundation skills courses
- all apprenticeships and selected traineeships
- part-qualifications for key groups and sectors.

**Smart and Skilled Fee-Free Scholarships**

The NSW Government’s Smart and Skilled Fee-Free Scholarships are designed to help people (15-30 years old) who are eligible for concession fees to undertake training under Smart and Skilled.

Students are eligible for one scholarship per financial year and up to two scholarships before 2019. A person who is eligible for these scholarships:

- meets Smart and Skilled personal eligibility rules
- is aged 15 - 30 years at the time training commences
- is concession-fee eligible (receives a Commonwealth Government payment/allowance or holds a pensioner concession card issued by Centrelink, or is a dependant of someone receiving a Commonwealth Government payment or holding a concession card) and/or is a social housing client (this includes public housing, community housing, Aboriginal housing, crisis accommodation/supported accommodation, and private rental assistance managed by Housing NSW)

- is enrolling in a certificate I to certificate IV qualification which is on the NSW Skills List (including apprenticeships and traineeships)

You do not need to lodge a formal application for a Fee-Free Scholarship.

If you meet the Fee-Free Scholarships eligibility criteria above, a Customer Service Officer will inform you at enrolment.

The Fee-Free Scholarship covers the fee you would have otherwise paid for the course had you not received the scholarship.

You may still be charged fees for incidental expenses, essential tools or field trips. You will be notified of any additional fees for incidental expenses at enrolment.

For more information contact 13 7974, visit one of our Customer Service Centres or visit [www.smartandskilled.gov.nsw.au](http://www.smartandskilled.gov.nsw.au)
Fees for apprentices and trainees

Apprentice fees are capped at $2,000 for students commencing in 2016. Traineeship fees are capped at $1,000 for students commencing in 2016. Any student registered as a NSW apprentice or new entrant trainee will be eligible for subsidised Smart and Skilled training, regardless of other qualifications held or previous qualifications completed.

Concession fees

In 2016, concession fees per TAFE NSW qualification will be set as a flat fee for the qualification level. Students who are eligible for a concession fee include:

- Commonwealth welfare recipients
- Dependent child, spouse or partner of a Commonwealth welfare recipient.

2016 concession fees per qualification

<table>
<thead>
<tr>
<th>QUALIFICATION LEVEL</th>
<th>CONCESSION FEE ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation course</td>
<td>$80</td>
</tr>
<tr>
<td>Certificate I</td>
<td>$120</td>
</tr>
<tr>
<td>Certificate II</td>
<td>$160</td>
</tr>
<tr>
<td>Certificate III &amp; IV</td>
<td>$240</td>
</tr>
<tr>
<td>Diploma &amp; Advanced Diploma</td>
<td>No concession available</td>
</tr>
</tbody>
</table>
Exemptions

If you are eligible for an exemption, you will not need to pay any fee for your qualification.

Students who are eligible for a fee exemption include:

- Aboriginal and Torres Strait Islander students studying at any level
- Students with a disability and dependants of a person with a disability will be eligible for a fee exemption for all qualifications they undertake that are on the 2016 NSW Skills List, regardless of the number or level of the qualifications.

Even if you are entitled to an exemption you may be required to pay additional course related charges for purchase of materials and/or equipment. For specific conditions and more information on exemptions please visit [www.training.nsw.gov.au/smartandskilled/prices_fees.html](http://www.training.nsw.gov.au/smartandskilled/prices_fees.html)
VET FEE-HELP loans

VET FEE-HELP is a Commonwealth Government loan scheme for the vocational education and training (VET) sector. It’s part of the Higher Education Loan Program (HELP) which was set up in 2003 for Higher Education students, under the Higher Education Support Act 2013 (HESA).

In TAFE NSW, VET FEE-HELP applies to all diploma, advanced diplomas, graduate certificates and graduate diplomas that are offered to:

- eligible students in a fee for service place (‘commercial’ courses) and
- eligible students in NSW Government subsidised training places under Smart and Skilled.

Loans are also available for selected certificate IV courses as part of a trial of loans at certificate IV level. Only government subsidised Smart and Skilled places are eligible (fee-for-service places are not eligible). The trial ends on 31 December 2016.

Please note: these selected certificate IV qualifications are eligible for VET FEE-HELP:

- CHC43015 Ageing Support
- CHC43115 Disability
- ICT40415 Information Technology Networking
- SIT40212 Travel and Tourism
To be eligible to apply for a Commonwealth VET FEE-HELP student loan you must:

- Be a Australian citizen or a permanent humanitarian visa holder who will be a resident in Australia for the duration of study
- Be a New Zealand citizen Special Category Visa who meets the HELP residency requirements
- Provide a tax file number
- Not exceed your FEE-HELP loan limit
- Provide, or be allocated, a Commonwealth Higher Education Student Support Number (CHESSN) - a unique identifying number provided by the Australian government
- Have completed, signed and submitted a valid request for VET FEE-HELP assistance form or by Electronic-Commonwealth Form (E-CAF) for the unit or the course which the unit forms a part, on or before the census date
- Provide a copy of a Senior Secondary Certificate of Education that has been awarded to you by an agency or authority of a State or Territory for the completion of Year 12; if you don’t have a copy you can obtain one from the Board of Studies Teaching & Educational Standards NSW
- If you don’t have a Senior Secondary Certificate of Education to show completion of year 12, you need to do a reading and numeracy assessment with TAFE SWSi’s RUReady tool and provide a copy of the results to your application, successfully displaying competence at Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy

For more information visit [www.tafensw.edu.au/vet-fee-help](http://www.tafensw.edu.au/vet-fee-help)
FEE-HELP

The Australian government provides assistance to higher education students through the Higher Education Loan Program (HELP). FEE-HELP is a student loan scheme provided by the Australian government and is available to eligible fee paying students to pay all or part of their tuition fees.

For eligible fee-for-service courses FEE-HELP provides you with the option of:

- Deferring all of your tuition fees; or
- Paying some of your tuition fees upfront and deferring the balance.

There is a loan fee of 25% for FEE-HELP loans for all undergraduate courses.

For information visit www.highered.tafensw.edu.au/applying-and-fees

Temporary resident tuition fee

Temporary residents are ineligible for government subsidised training and are required to pay the full qualification fee or commercial price as applicable.

Government help for study expenses

When you study at TAFE, you may be eligible for Centrelink benefits such as Austudy, Abstudy or Youth Allowance. Check with Centrelink to find out what you can claim. You may also be able to claim student travel concessions on public transport.

Other fees and charges

Other course and enrolment-related charges may apply in addition to your initial course fee. For example, some courses may need you to purchase materials and/or equipment. If you want to park on campus at Bankstown, Granville, Lidcombe, Chullora, Liverpool or Miller College, there is a parking fee. Please check with your local college.

Paying your fees

You will be asked to pay your fees at enrolment or before your first class. If you are eligible for a concession or exemption you will need to bring documentation to prove your eligibility. You can pay by EFTPOS, Visa or MasterCard, money order or by a personal or bank cheque made payable to ‘TAFE NSW South Western Sydney Institute’. TAFE SWSi is unable to accept cash payments.
Assessments and examinations

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.

The ‘Every Student’s Guide to Assessment” publication provides information in the form of frequently asked questions and answers on the way students are assessed in TAFE NSW.

Every student studying in TAFE NSW will receive a copy of Every Student’s Guide to Assessment. You can also view the publication online at www.swsi.edu.au/assessments
Refunds and withdrawals

You may be eligible for a full or partial refund of the TAFE NSW fee if:

- you cannot start or continue a course because it has been cancelled by the college or institute
- you get Austudy or Youth Allowance and can show evidence of this to the college
- you are offered and accept a place in a university or another TAFE NSW college within the first three teaching weeks
- you enrol to repeat a subject, but are granted a pass in that subject by an assessment review committee
- you advise the college that you are withdrawing from your course before attending classes.

Separate arrangements apply for courses approved for FEE-HELP and VET FEE-HELP.

Depending on when you withdraw, you may be entitled to a refund of any up-front payment you’ve made, or re-credit of your FEE-HELP or VET FEE-HELP balance if you have taken a FEE-HELP or VET FEE-HELP loan.

You have the right to apply for a review of a decision not to re-credit a FEE-HELP or VET FEE-HELP balance. To obtain a withdrawal application or to view student review procedures for FEE-HELP visit: [www.highered.tafensw.edu.au/applying-and-fees](http://www.highered.tafensw.edu.au/applying-and-fees) or for VET FEE-HELP visit: [www.tafensw.edu.au/vet-fee-help](http://www.tafensw.edu.au/vet-fee-help)

For more information on VET FEE-HELP tuition fees and refunds view the VET FEE-HELP Tuition Fee and Refund Policy or contact the TAFE SWSi VET FEE-HELP Coordinator on 8713 6554. For further information on FEE-HELP refunds you can visit [www.studyassist.gov.au](http://www.studyassist.gov.au) or enquire at your college.

To cancel a short course booking that you have paid for, you should advise TAFE SWSi in writing at least seven days before the course is due to commence. If less than seven days’ notice is provided, we cannot give you a refund but you may send a suitable person in your place.

Deferring

If you would like to defer your course, please discuss this with your head teacher as soon as possible, to ensure that you are not disadvantaged.
Your rights and responsibilities

As a student at TAFE SWSi, you have the right to:

- be treated fairly and with respect by TAFE SWSi staff and fellow students
- learn in an environment free of discrimination and harassment
- pursue your educational goals in a supportive and stimulating atmosphere
- privacy concerning TAFE Commission records or documents that contain personal information
- access assessment procedures and results.

By signing the enrolment form you have a responsibility to:

- treat other students and TAFE SWSi staff with respect and fairness
- not engage in plagiarism or cheating in any assessment event or exam
- be punctual and regular in attendance
- submit assessment events by the due date or seek approval to extend the due date
- return or renew library books on time.

Behave in a responsible manner by not:

- entering trade workshops without permission or supervision
- entering trade workshops without the necessary PPE
- harassing or bullying fellow students or staff
- damaging, stealing, modifying or misusing property
- being under the influence of alcohol or drugs
- spitting or littering
- bringing weapons onto TAFE SWSi premises
- engaging in any behaviour which could offend, embarrass or threaten others
- illegally copying software licenced to TAFE NSW or TAFE SWSi, or installing any software including games and shareware, onto Institute computers.

If you fail to comply with your responsibilities as a TAFE SWSi student, penalties may apply. The NSW TAFE Commission Student Discipline Policy (2000) outlines all behaviours listed as a breach of discipline and applies to all TAFE NSW students. You can obtain a copy of the policy from your teacher, read it in a college library or access online via www.det.nsw.edu.au/policies, under the ‘TAFE’ tab.
**Anti-discrimination policy**

All TAFE NSW staff and students have an obligation under NSW legislation not to discriminate, treat unfairly or harass people because of who they are, who they are related to, or who they associate with on the following grounds: gender, including pregnancy, age, marital status, sexuality, race, colour, ethnic or ethno-religious background, descent or nationality, disability, including intellectual, physical, psychiatric and HIV/AIDS. If there is a complaint that a student or staff member has acted in a discriminatory way, see your teacher or a counsellor at your college.

**Harassment and bullying**

Harassment is any conduct (verbal, written or physical) that is unwanted, unwelcome or which may be offensive. It is against the law in NSW to harass or discriminate on the grounds of age, gender, marital status, physical or intellectual disability, race or sexual preference. If you believe you are being harassed, bullied, discriminated against or unfairly treated in any way, it is important that you contact your teacher or a counsellor at your college.

**Complaints**

Your suggestions and complaints are valued as they enable staff to address your concerns and improve the quality of service.

You can make a suggestion or complaint orally or in writing. A complaint form is available online at [www.swsi.edu.au/contact-sws](http://www.swsi.edu.au/contact-sws)

Your complaint can be made to the person responsible for the place where the issue arose (eg cluster manager, another TAFE manager, or customer service officer).
Support services and facilities

Recognition of Prior Learning (RPL)

TAFE SWSi recognises the knowledge, skills and experience you have gained through previous studies, work and life experiences. If you have formal qualifications from a TAFE, university, school or a registered training organisation in Australia, containing content that is included in the qualification you want to study, you can apply for recognition.

If you have been working in a job that is relevant to a qualification you are studying, you have probably developed skills and knowledge which can be assessed for recognition. Based on the skills and knowledge that you have gained through work or study, you can apply for up to 100% of a qualification or course. You can use our recognition tool at www.swsi.edu.au/erecognition to find out if you are eligible for recognition of prior learning.

Visit www.swsi.edu.au/rpl or call 13 7974 for more information.

Career development and counselling

Whether you are beginning a new career or considering a career change, our qualified counsellors located at each college can help you choose the pathway that’s right for you.

Our Career Development and Counselling Service is available Monday – Friday and can help you manage your time efficiently, study more effectively and maximise your education and employment opportunities.

TAFE SWSi Counsellors can assist you with:

- educational counselling such as course choice and planning, skills and ability assessment and study strategies.
- vocational (career) counselling such as career choice, retraining, career development and employment advice.
- personal counselling in matters affecting educational progress.

Call 13 7974 or visit your local college to make an appointment with the Career Development and Counselling Service.
YourTutor

TAFE SWSi offers YourTutor, a free after hours tutor service.

There is always an expert waiting online to assist you when you need it. Tutors are available 3:00pm – midnight, Sunday to Friday and can assist you with writing, research and referencing, as well as support on a wide range of topics including:

- maths
- chemistry
- electrical engineering
- mechanical engineering
- biology
- physics
- statistics
- microeconomics
- macroeconomics
- marketing
- accounting

Visit www.swsi.edu.au/support to access YourTutor.

RUReady program

Language, literacy and numeracy (LLN) are essential skills that allow you to engage in training and be productive and successful in your work and study.

At TAFE SWSi we provide a service through the RUReady program to assess your literacy and numeracy skills.

An online tool is used to provide a ‘snapshot’ of your skills level at a point in time. The information from this tool can assist you to choose an appropriate course and help identify if you may require some support while you study.

The program also includes activities to help improve your skills. Visit www.swsi.edu.au/ruready to find out more and register for the RUReady program.
Support while studying
Foundation Skills teachers offer support to students needing help with:
- course work, notetaking
- preparing for assessments
- assignments, essays
- research skills
- calculations
- reading and understanding course texts and notes
- using computers for study
- writing reports/procedures.

Talk to your teacher and they can refer you to the right staff member depending on your needs, or contact one of our customer service staff on 13 7974 or visit one of our Customer Service Centres.

Disability support
If you have a disability, TAFE SWSi’s teacher consultants for students with disabilities can provide specialist support to assist you while you are studying. This includes preparing an Individual Education Plan (IEP) to identify your support needs. Please inform customer service staff of your disability when you enrol.

Our disability services include:
- sign language interpreters
- note takers
- readers and/or writers for assessments
- tutorial support
- adaptive technology
- reduced or modified programs
- assessment modifications, and
- mentoring for those who are deaf, hearing impaired, sight impaired or those who experience physical access difficulties.

Talk to your teacher and they can refer you to the right staff member depending on your needs, or contact one of our customer service staff on 13 7974 or visit one of our Customer Service Centres.
Support for Aboriginal students

TAFE SWSi works in collaboration with five TAFE NSW institutes to provide you with a wide reaching and more connected training and employment service known as the Aboriginal Learning Circle.

The TAFE SWSi - Aboriginal Learning Circle is dedicated to providing you with a tailored, culturally sensitive learning environment.

Through the Aboriginal Learning Circle you will receive:

- learning experiences that are designed to be culturally appropriate and connected to cultural values, relationships and knowledge.
- access to technology and all the connections it can bring - between people, between communities, between jobseekers and employers.
- content to support your learning, while still ensuring cultural integrity is at the heart of everything you do - respecting country, identity, protocols, family, knowledge and intellectual property.

Visit aboriginallearningcircle.com for more information.
Support for international students

Support is available for international students studying courses other than English.

Within the first week of your studies, you will meet an International Student Coordinator who will help you to enrol in your course and explain your rights and responsibilities as an international student.

Your International Student Coordinator will provide ongoing support throughout your study experience and will conduct an orientation workshop at your college that will provide you with detailed information about studying as an international student and the support services available to you. For more information contact 13 7974.

Support for international students studying English courses at TAFE SWSi’s International Education Centre (TIEC)

On your first day you will meet a TIEC representative who will help you enrol, give you a tour of your new college and explain your rights and responsibilities while studying as an international student. Your TIEC representative will also support you throughout your study experience by offering academic counselling and guidance.

For more information contact 13 7974.
Customer Service Centres

TAFE SWSi Customer Services Centres are located at each of our colleges.

You can visit a Customer Service Centre if you have questions about enrolment, course information or administration matters. Ask one of our Customer Service Officers about the range of facilities, services and support available to all students.

You can view and download college maps with Customer Service Centre locations at www.swsi.edu.au/colleges

Libraries

TAFE SWSi colleges have libraries with books, audio-visual and e-Resources to support you throughout your course. You can also use computers and printers and study spaces for individual or group work.

Qualified staff can help you use the library effectively and assist in teaching you research skills using a range of sources. Opening hours vary between colleges.

Visit www.swsi.edu.au/library for opening hours for each college library as well as a range of online information sources, such as databases, eBooks, eJournals, online videos and an extensive range of research based services.
Childcare centres at TAFE SWSi

Bankstown, Granville and Wetherill Park Colleges have childcare centres, open Monday to Friday for children of enrolled TAFE SWSi students and for community members.

Please call 13 7974 to contact your local centre.

Active Learning Centres

TAFE SWSi provide Active Learning Centres that are student-centred, flexible and interactive. Active Learning Centres are flexible learning spaces where the facilities for learning and teaching are modular. You’ll find a range of hands-on learning tools available. Active Learning Centres are located at four TAFE SWSi colleges including Campbelltown, Granville, Bankstown and Liverpool.
Parking
Student parking is available at each college, subject to availability. If you want to park on campus at Bankstown, Granville, Lidcombe, Chullora, Liverpool or Miller College, there is a parking fee. Please enquire about parking fees with your local college.

Wi-Fi access
TAFE SWSi provides internet access for staff and learners 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).

Computers
Computers are available in our libraries to help you with writing assignments, practising computer skills learnt in the classroom and researching information. Microsoft Word, Excel, Access and other software packages are available, as well as internet and CD-ROM databases. The internet is to be used for educational purposes only and you will be required to use your DEC username and password to access the internet.

Canteens
Each TAFE SWSi college, except the Macarthur Building Industry Skills Centre, has a Canteen where students can buy food and drinks. Canteen operating hours during semester vary depending on the college. Please check with your local college for opening hours.
We wish **you** all the best in your studies with **TAFE SWSi** and hope you find this information useful throughout your time with us.

Keep this guide handy at all times or bookmark [www.swsi.edu.au/studentguide](http://www.swsi.edu.au/studentguide) as a favourite for easy access to this information.