



National Disability Coordination Officer Program  
AN AUSTRALIAN GOVERNMENT INITIATIVE

# Transition to TAFE NSW for Students with Disabilities

✦ *anxiety disorders* ✦ *arthritis* ✦ *asthma* ✦ *autism* ✦ *attention deficit disorder* ✦ *bipolar* ✦ *cancer*  
✦ *cerebral palsy* ✦ *chronic fatigue syndrome* ✦ *Crohn's disease* ✦ *cystic fibrosis* ✦ *depression*  
✦ *diabetes* ✦ *dyslexia* ✦ *dysgraphia* ✦ *epilepsy* ✦ *schizophrenia* ✦ *scotopic sensitivity* ✦ *spina bifida*  
✦ *vision impairment* ✦ *and many more...*

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

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

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

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

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

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To find which course you would like to do, consult the 'Find a Course' section on the TAFE website: [www.tafensw.edu.au/howex/simpleSearch.do](http://www.tafensw.edu.au/howex/simpleSearch.do)

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

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

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

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

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

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

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

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

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

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

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

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

## **STEP 7: Enrol**

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Please check the TAFE NSW website for details of enrolment. You may need to register your interest in a course and attend an information session before enrolling. **TAFE course enrolment is online.** Some courses require an application form. This can be downloaded from the TAFE website and lodged at the TAFE campus where the course is being offered. Assistance with the process can be obtained at any TAFE campus through the Administration Office or by contacting the relevant Teacher/Consultant for students with disabilities.

## **TAFE NSW web pages to help you with the above processes:**

Teacher/Consultants for students with disabilities

[www.tafensw.edu.au/services/disability/](http://www.tafensw.edu.au/services/disability/)

TAFE NSW Institutes

[web.tafensw.edu.au/courses/find\\_a\\_campus/](http://web.tafensw.edu.au/courses/find_a_campus/)

Enrolment fees and exemptions

[www.tafensw.edu.au/courses/fees/tafensw.htm](http://www.tafensw.edu.au/courses/fees/tafensw.htm)

Information about how to enrol, key dates and entry requirements

[www.tafensw.edu.au/courses/enrol](http://www.tafensw.edu.au/courses/enrol)

## **Other Resources:**

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

To find your local NDCO visit: [www.education.gov.au/contact-details](http://www.education.gov.au/contact-details)

For help with deciding what you want to tell others about your disability visit:

[www.westernsydney.edu.au/ndco/disclosure](http://www.westernsydney.edu.au/ndco/disclosure)

References: TAFE NSW Website (2014)  
[www.tafensw.edu.au](http://www.tafensw.edu.au)

Scan to access  
resource online.

