



Government of **Western Australia**
Department of **Training**
and **Workforce Development**



TAFE

Admissions

A guide for getting into a full time course

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Applying for a full time course at TAFE

What do you want to study?

Think about what you are most interested in. Research the courses that are within that field.

- For example – you would like to work in health.
 - Look at courses that are within this field at the TAFE
 - Choose a course or courses that interest you at a campus you would be able to attend
 - Check to see if these courses are being offered for the semester you would like to study in

If you need assistance you can contact your local Jobs and Skills Centre to get free advice on training options. You can find information on the services for your local JSC here: www.jobsandskills.wa.gov.au.

Am I going to be eligible for my course?

When you apply for a course you will be assigned an Admissions Officer who will look after your application from beginning to end. If you don't meet the entrance requirements, the Admissions Officer will provide you with information on how to meet the entrance requirements for your course.

Put in your application

Apply for a course via the [TAFE Admissions online](#) system. Check the application opening dates. Get your application in before the Round 1 date cut-off date, to increase your chances of receiving a place in your chosen course/s.

Wait for TAFE Admissions to contact you

Check your emails regularly as email is our preferred method of contact. We may request documentation to support your application. If you have any questions about this, please contact your Admissions Officer who is here to support you in getting into TAFE.

If you are not meeting the entrance requirements for your course, your Admissions Officer will help – this may be for the coming semester, or you may need to do another course first to help you meet the entrance requirements next time you apply.

Find out if you have an offer

Check back into your online application, or check your emails on offer day after 2pm to find out if you have been offered a place in a course. Make sure you follow the instructions you are given in the email to ensure you secure your position in the course.

The basics of getting into full time courses at TAFE

What are entrance requirements?

Entrance requirements are the entry education level you need to get into a course. They are at this level to make sure that you have the required abilities to be successful in the course. TAFE Admissions will look at school reports and any qualifications you may have completed previously, to help you get in to your course.

What is a competitive course?

A competitive course is a popular course. It means that there are a lot of people applying for the course but not enough places for everyone that has applied. Unfortunately this means that not all applicants will get a place in a competitive course – even if they meet the entrance requirements. Applicants who do meet the entrance requirements will be ranked using their schooling and their working history to work out who should get in. This is done through the TAFE Admissions [selection criteria](#).

What are the selection criteria?

Selection criteria are a scoring tool that helps TAFE Admissions rank applicants to decide who gets a place in the course. They are based on school results, or completed qualifications and work experience, volunteer work and employment history. The more points you get the more likely it is you get a place in the course. You can [look at the detail of how you get points here](#).

What is a non-competitive course?

A non-competitive course is one that has a lot of places available. To get into these courses, all you need to do is be able to show that you meet the entrance requirements.

What are preferences?

Preferences are your course options – the course/s you would like to get into at TAFE. When you apply for TAFE you can nominate four preferences. When you put in your preferences make sure you put them in the correct order, as we will try to get you into your first preference before your second, third or fourth preference. If at any time you would like to change your preferences, you can do so online or by calling us.

What can your Admissions Officer do for you?

Your Admissions Officer is here to help you get through the application process. They will request documents from you to support your application. They are also the person who can help you if you do not meet the entrance requirements. If you have questions, give them a call and if they can't help you, they will know someone who can.

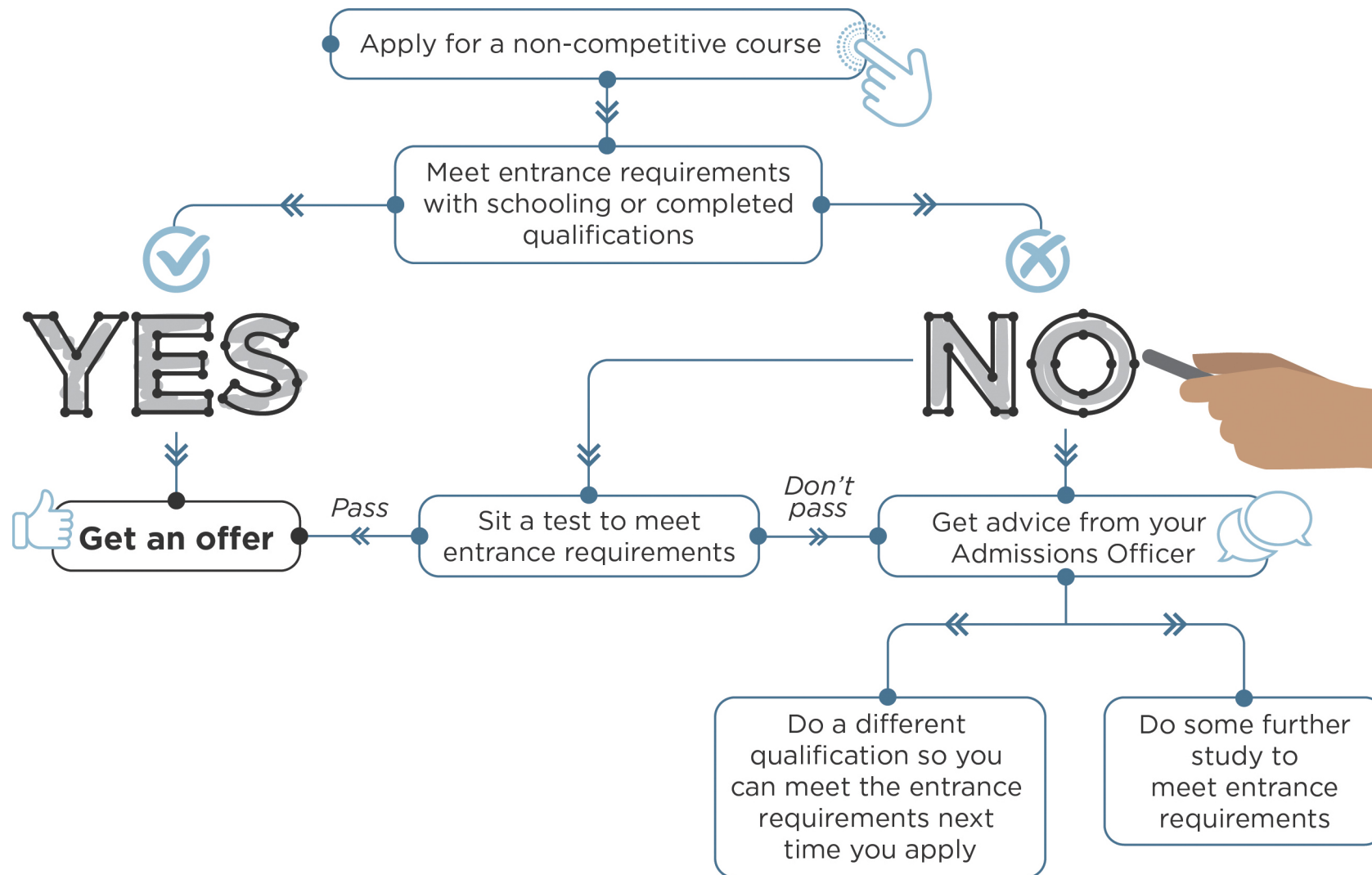
How do I know if the course I am applying for is competitive?

Search [on this site](#) for the course you would like to study. Under the course overview it will say “Yes” or “No” under the competitive heading. If you are unsure, give us a call on 6212 9888.

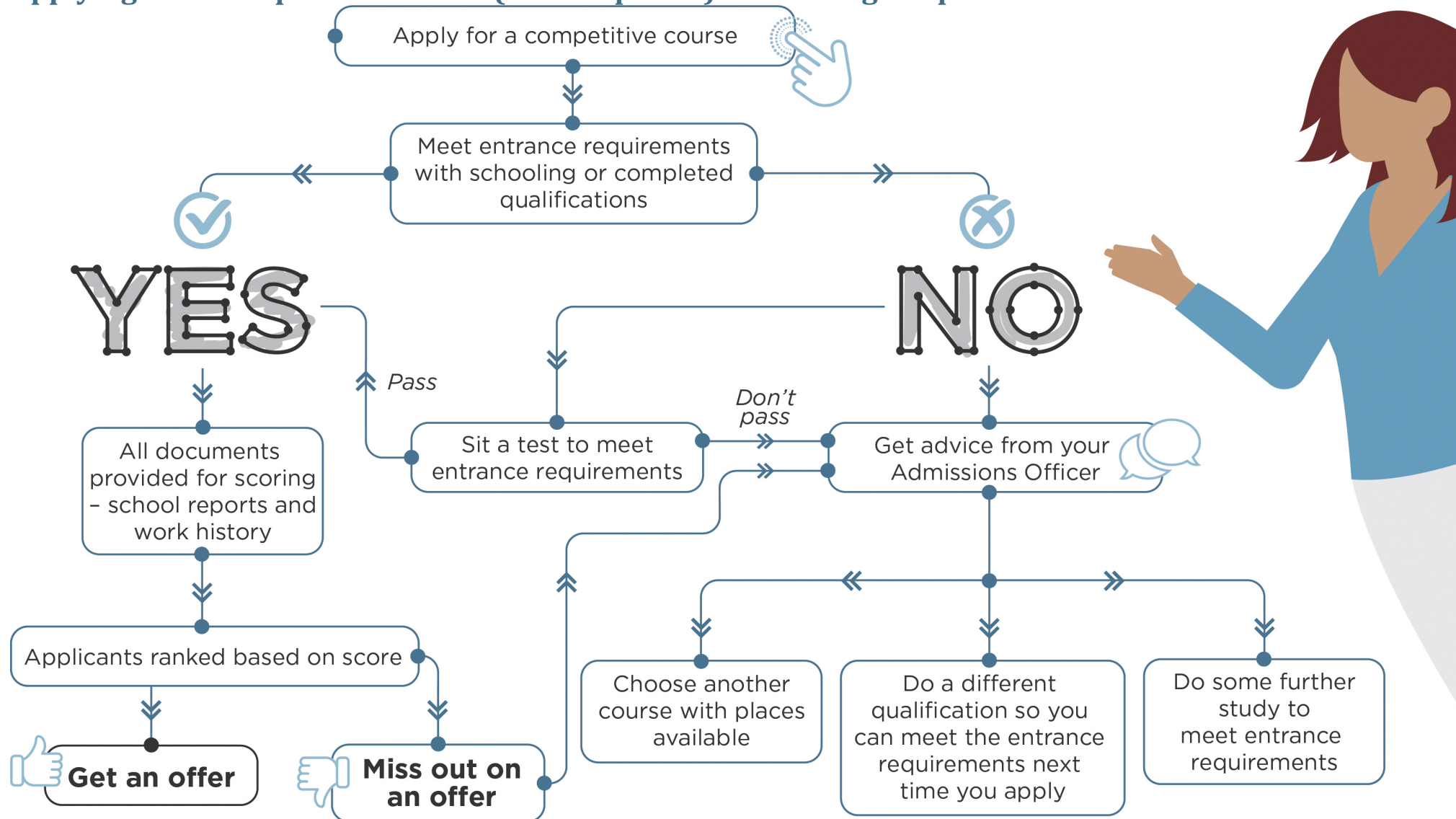
What is the difference between applying and enrolling?

- **Applying** – This is when you put in an application to TAFE Admissions and you are waiting to see if you have received a place in a course.
- **Enrolling** – This is when you have received a place in a course (you have an offer) and you are paying fees to the TAFE to lock in your place.

Applying for a non-competitive course – following the process



Applying for a competitive course (limited places) – following the process



Roles and responsibilities of the applicant, TAFE Admissions and TAFE colleges

Applicant

- Provides all the information that is requested from TAFE Admissions in the time frame that is given. All information must be provided in writing, generally via email
- Check emails regularly
- Respond to phone calls or text messages

TAFE Admissions

- Manages all applications for full time courses
- Provides information on which courses are popular and/or competitive
- Manages who receives an offer for which course, and sends this information out to applicants via email
- Manages the online application – If you are having trouble putting through your application then contact us on 6212 9888 or email tafe.admissions@dtwd.wa.gov.au

Admissions Officer

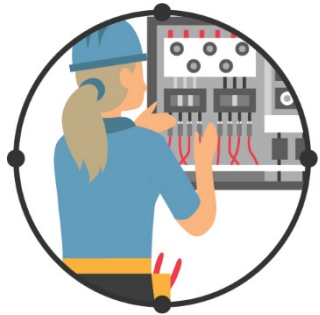
- Personal contact person for your application
- Looks after applicants from beginning to end of the application process
- Assesses applications to see if applicants meet entrance requirements for chosen course/s
- Provides information on what documents you need to submit application
- Provides advice on how to improve your application for current and/or future intakes

TAFE college


- Decide on the courses that are being offered and the location/campus
- Enrolment into courses
- Fees
- Timetables
- Student support
- Career and course advice

Scenarios


Lisa – Pre-apprenticeships

 <p>Lisa is in Year 12 and wants to get an apprenticeship as an electrician after she has completed high school. She has talked to several companies and they are not willing to employ her as an apprentice until she has completed a pre-apprenticeship.</p>	<p>What course would I apply for? >></p> <p>Certificate II in Electrotechnology (Career Start) (Electrotechnology Pre-apprenticeship)</p>	<p>How do I get into the course? >></p> <p>Passing of OLNA or NAPLAN</p> <p>Lisa needs to have reached level 3 in reading and numeracy of the Online Literacy and Numeracy Assessment (OLNA) or reached Band 8 or higher in reading and numeracy in Year 9 NAPLAN.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>School reports</p> <p>A summary of Lisa's achievements will be received automatically and Lisa will not need to send her school reports in.</p> <p>Work history information</p> <p>As Lisa has completed some work experience at school, she will need to send through her log book from her workplace learning showing the number of hours she has completed over Years 11 and 12.</p>	<p>What happens next?</p> <p>Certificate II in Electrotechnology is a very popular course so Lisa will be competing against other applicants for a place.</p> <p>Lisa will find out if she has a position in the course on the Round 1 offer day in January.</p> <p>If Lisa gets an offer, she will need to follow the instructions in the offer letter and enrol into the course. Enrolment is completed directly by the TAFE college.</p> <p>If Lisa does not get an offer, she can wait for Round 2 to see if she gets a place, or she can look at other course options. If she needs advice she should contact her Admissions Officer.</p>
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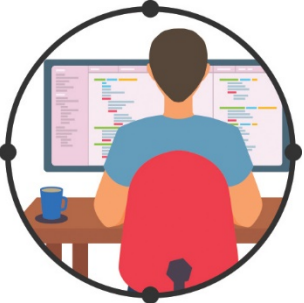
David – Diploma of Nursing - school student pathway

 <p>David is a Year 10 student who does not want to continue at school next year. He would like to study at TAFE full time. He decides that his passion is working with people in the health field. He spends time with his career counsellor at school and decides that he would like to be an enrolled nurse. As David is only 15 he is too young to go into this course.</p>	<p>What course would I apply for? >></p> <p>Certificate III Allied Health Assistance</p>	<p>How do I get into the course? >></p> <p>Passing of OLNA or NAPLAN</p> <p>David needs to have reached level 3 in reading and numeracy of the OLNA or reached Band 8 or higher in reading and numeracy in Year 9 NAPLAN.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>School reports</p> <p>David needs to send through his Year 10 Semester 2 school reports and a copy of his OLNA results or NAPLAN results.</p> <p>Work history information</p> <p>David has a part time job at a local supermarket. He will need to provide a written document to confirm this employment – this could be a payslip or a written reference from his employer.</p>	<p>What happens next?</p> <p>The Certificate III in Allied Health Assistant is a popular course. David will be competing against other applicants for a place.</p> <p>David will find out if he has a position in the course on the Round 1 offer day in January.</p> <p>If David gets an offer, he will need to follow the instructions in the offer letter and enrol into the course. Enrolment is completed directly by the TAFE college.</p> <p>If David does not get an offer, he can wait for Round 2 to see if he gets a place, or he can look at other course options. If he needs advice he should contact his Admissions Officer.</p>
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Margot – Retraining in a part time course

 <p>Margot is looking to retrain as she has been unemployed for some time and would like to get back into the workforce. She wants to work as a bookkeeper. She would like to study this part time to ease into study again.</p>	<p>What course would I apply for? >></p> <p>Certificate IV in Accounts and Bookkeeping</p>	<p>How do I get into the course? >></p> <p>Margot will need to discuss options with the TAFE college she would like to study at, and they will be able to assist her.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>None</p>	<p>What happens next?</p> <p>Margot will need to check with individual TAFE colleges and discuss with them how she can study this course part time. TAFE Admissions does not process the applications for part time courses. Margot should call the TAFEs directly who will be able to assist or her local Jobs and Skills Centre on 13 64 64.</p>
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William – Mature age applicant looking to retrain

 <p>William is 53 years old and is thinking about returning to study to boost his employment prospects. He left school in 1984 after completing Year 11. He has not done any formal study since leaving high school, as he has been working full time.</p> <p>After reading through the courses offered, William has decided he would like to study either a course in business or information technology (IT).</p>	<p>What course would I apply for? >></p> <p>Certificate IV in Business and Certificate IV in Networking</p>	<p>How do I get into the course? >></p> <p>Year 11 pass in English and Maths.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>School reports William will need to contact School Curriculum and Standards Authority (SCSA) to get a copy of his Year 11 statement of results.</p> <p>Working history information Information on his working history is not required at this stage, as the courses he is applying for have lots of places. William just needs to meet the entrance requirements.</p>	<p>What happens next?</p> <p>William does not want to pay the fee to get copies of his school reports. He sends through a copy of his resume instead. The college looks through his resume and offers him two courses that are suitable for his abilities; either the Certificate III in Business or the Certificate III in IT (Networking). William can decide which course he would be most interested in and he would receive an offer.</p>
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Julia – Applying with overseas qualifications

 <p>Julia has been living in Perth for five years and is a permanent resident. She completed all her studies in the UK and has been working part time as a personal trainer. She has decided she would like to up skill at TAFE so she can work as a physiotherapy assistant in a hospital.</p> <p>When Julia was in the UK, she completed a personal training certificate which took one year at a vocational college.</p>	<p>What course would I apply for? >></p> <p>Certificate IV in Allied Health Assistant</p>	<p>How do I get into the course? >></p> <p>Year 11 pass in English and Maths or a completed Certificate II or higher.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>Julia’s schooling was all done overseas. For TAFE Admissions to use this information, she will need to get these academic results equated into Australian standards. There are two places that will do this for her, depending on whether it is schooling or post-schooling studies.</p> <p>Post-secondary studies Julia will need to get her personal training certificate equated by the Overseas Qualifications Unit (OQU).</p> <p>School reports She will need to get her school reports equated by the School Curriculum and Standards Authority (SCSA).</p>	<p>What happens next?</p> <p>The OQU was unable to assess Julia’s personal training certificate. She had to get her school reports equated from the SCSA – these were determined to be at Year 12 level in Australia. Julia meets the entrance requirements for the course and is offered a place. In January she will receive further information on how to enrol.</p>
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Rohan – Pathways to university with overseas qualifications

 <p>Rohan would like to study engineering at TAFE. He would ultimately like to study a Bachelor of Engineering at university, as he has some background in science from his previous studies in India. He has completed an English test as a part of his immigration requirements.</p>	<p>What course would I apply for? >></p> <p>Diploma of Engineering</p>	<p>How do I get into the course? >></p> <p>Completed Year 12, or a completed Certificate III or higher to meet Maths, and a minimum score in IELTS (or equivalent English test) as 6.5.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>Post-secondary studies Rohan has completed a Bachelor of Science in India in 2009 and an IELTS in 2017. For TAFE Admissions to use this information, he will need to get his Bachelor equated to Australian standards by the Overseas Qualifications Unit (OQU).</p> <p>Working history Rohan has been working full time in retail for the past five years. He will need to provide a payslip or a written work reference to confirm this employment.</p>	<p>What happens next?</p> <p>The OQU has determined Rohan's university degree from India is equivalent to an Australian Bachelor degree. He has an IELTS score of 6.0. This does not meet the English requirements for the course.</p> <p>After discussing his application with the TAFE college, it was decided he would be best suited to start his studies at the Certificate IV in Engineering and progress from there. The Certificate IV was added to Rohan's application, and he will find out if he has a position in the course on the offer day in January.</p> <p>If Rohan receives an offer, he will need to follow the instructions in the offer letter and enrol into the course. Enrolment is completed directly by the TAFE college.</p> <p>If Rohan does not receive an offer, he can wait for Round 2 to see if he gets a place, or he can look at other course options. If he needs advice he should contact his Admissions Officer.</p>
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Joanna – Upskilling with Jobs and Skills WA

 <p>Joanna is 38 years old and has been working full time in various roles since she left high school in 1999. She has seen that the WA government is now offering some courses with half price fees, and would like to take this opportunity to up skill. She has been working in customer service in the tourism sector, but would like to work in events.</p>	<p>What course would I apply for? >></p> <p>Certificate III Events</p>	<p>How do I get into the course? >></p> <p>Joanna needs to have passed English and Maths in Year 10.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>School reports Joanna will need to contact the School Curriculum and Standards Authority (SCSA) to get a copy of her statement of results.</p>	<p>What happens next?</p> <p>SCSA emails Joanna a copy of her Year 11 and 12 results. She has passed English and Maths at Year 12 level. She is meeting the requirements to get into the course.</p> <p>Joanna is offered a place in the Certificate III in Events. She will receive more information about when to enrol in January.</p>
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Ben – Considering a trade

 <p>When Ben left school he went straight into a Bachelor of Arts degree at university, which he completed. He has found it difficult to get a job with his qualification and believes his skills are more aligned to working in a trade. Before he tries to find an apprenticeship, he would like to see if he enjoys this kind of manual work. He wants to be able to work in the construction industry.</p>	<p>What course would I apply for? >></p> <p>Pre-apprenticeship qualifications in a variety of fields including:</p> <ul style="list-style-type: none"> • carpentry and joinery; • brick and block laying; • painting; • plastering; • tiling; • electrical; and • plumbing. <p>Ben will need to decide which trade he would like to specialise in and apply for the relevant pre-apprenticeship.</p>	<p>How do I get into the course? >></p> <p>Ben needs to have passed English and Maths in Year 10, or have completed a Certificate I or higher.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>Ben would need to provide his Bachelor of Arts degree completion certificate or statement of attainment.</p> <p>Working history</p> <p>Ben has been working part time whilst studying at university. He will need to provide a payslip or a written work reference to confirm his employment at all jobs.</p>	<p>What happens next?</p> <p>The pre-apprenticeship courses are very popular, and Ben will be competing against other applicants to receive a place.</p> <p>Ben will find out if he has a position in the course on the Round 1 offer day in January.</p> <p>If Ben receives an offer, he will need to follow the instructions in the offer letter and enrol into the course. Enrolment is completed directly by the TAFE college.</p> <p>If Ben does not receive an offer, he can wait for Round 2 to see if he gets a place or he can look at other course options. If he needs advice he should contact his Admissions Officer.</p>
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Maryam – Community Services

 <p>Maryam is currently in Year 12 studying ATAR courses as she wanted to keep her options open when she finished school. She still isn't sure if she would like to go to university or TAFE but wants to apply for both so she can make up her mind in January. She would like to work with disadvantaged kids in the community.</p>	<p>What course would I apply for? >></p> <p>Diploma of Youth Work</p>	<p>How do I get into the course? >></p> <p>Maryam needs to achieve her WACE.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>School reports Maryam does not need to provide anything, as TAFE Admissions will automatically receive this information from the School Curriculum and Standards Authority (SCSA).</p> <p>Working history Maryam has never held a job and did not complete a qualification or any workplace learning in Year 11 or 12.</p>	<p>What happens next?</p> <p>The Diploma of Youth Work is a very popular course, and Maryam will be competing against other applicants to receive a place.</p> <p>Maryam will find out on offer day in January if she has a position in the course.</p> <p>If Maryam receives an offer, she will need to follow the instructions in the offer letter and enrol into the course. Enrolment is completed directly by the TAFE college.</p> <p>If Maryam does not receive an offer, she can wait for Round 2 to see if she gets a place or she can look at other course options. If she needs advice she should contact her Admissions Officer.</p>
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Carly – Veterinary nursing

 <p>Carly is 18 and loves animals. She has decided that she would like to work in a veterinary surgery as a nurse, caring for sick animals. She completed Year 12 at high school but has not been studying since. She is working part time in a café.</p>	<p>What course would I apply for? >></p> <p>Certificate II Animal Studies</p>	<p>How do I get into the course? >></p> <p>Passing of OLNA or NAPLAN</p> <p>Carly needs to have reached Level 3 in reading and numeracy of the OLNA, or reached Band 8 or higher in reading and numeracy in Year 9 NAPLAN, or have completed a Certificate I or higher.</p>	<p>What information is TAFE Admissions going to need from me? >></p> <p>Schooling</p> <p>Carly studied her Year 12 in New South Wales and as such she will need to send in a copy of her Certificate of Education and her Year 12 school reports.</p> <p>Work history information</p> <p>As Carly has a part time job at a café, she will need to provide a written document to confirm this employment – this could be a payslip or a written reference from her employer. She also completed 202 hours of work experience at school – she will need to provide her log book to confirm these hours.</p>	<p>What happens next?</p> <p>Certificate II in Animal Studies is a very popular course, so Carly will be competing against other applicants to receive a place.</p> <p>Carly will find out if she has a position in the course on the Round 1 offer day in January.</p> <p>If Carly receives an offer, she will need to follow the instructions in the offer letter and enrol into the course. Enrolment is completed directly by the TAFE college.</p> <p>If Carly does not receive an offer, she can wait for Round 2 to see if she gets a place or she can look at other course options. If she needs advice she should contact her Admissions Officer.</p>
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Applicant comparisons – How you compete with other applicants

Example 1: Certificate II in Electrotechnology

I am a...	Highest grades achieved	My work experience	Academic score	Work experience score	Total	Rank
Year 10 school leaver	3 C grades	None	18	0	18	6
Year 11 school leaver	3 C grades	120 workplace learning hours	33	0.36	33.36	4
Year 12 school leaver (with ATAR courses)	3 ATAR C grades	240 workplace learning hours Part time work: 8 hours per week for six months	54	1.344	55.344	2
Year 12 student school leaver (with a VET qualification)	Certificate II	80 hours work placement	30	0.24	30.24	5
TAFE graduate	Certificate III	Part time work: 20 hours per week for three years	45	8.885	53.885	3
University graduate	Bachelor's degree	10 years full time work	60	30	90	1

Example 2: Certificate IV in Community Services

I am a...	Highest grades achieved	My work experience	Academic score	Work experience score	Total	Rank
Year 10 school leaver	3 C grades	None	18	0	18	Would not meet entry requirements and should consider a pathway course
Year 11 school leaver	3 C grades	120 workplace learning hours	33	0.36	33.36	4
Year 12 school leaver (with ATAR courses)	3 ATAR C grades	240 workplace learning hours Part time work: 8 hours per week for six months	54	1.344	55.344	3
Year 12 student school leaver (with a VET qualification)	Certificate II	80 hours work placement	25	0.24	25.24	5
TAFE graduate	Certificate III in Community Services	Part time work: 20 hours per week for three years Work experience completed while studying the Certificate III in Community Services	60	8.885	68.885	2
University graduate	Bachelor's degree	10 years full time work	60	30	90	1

Frequently asked questions

What do I do if I have done all my schooling and studies overseas?

TAFE Admissions can use studies completed overseas to help you meet entrance requirements, but they need to be assessed to an Australian level first. These assessments do take time to be completed, so please submit your application and paperwork as soon as possible.

To have your high school results assessed you will need to contact the School Curriculum and Standards Authority (SCSA). For more information visit www.scsa.wa.edu.au/forms/overseas-qualifications.

To have your qualifications assessed you will need to speak to the Overseas Qualification Unit. They can generally assess qualifications that have taken a least a year to complete, or tertiary qualifications. For more information visit www.migration.wa.gov.au/services/overseas-qualification-unit.

- Overseas qualifications completed in English

If you completed your studies in English (you will need to provide evidence) then this may meet the English entrance requirements of the course.

- Overseas qualifications completed in another language

If you completed your overseas qualification in a language other than English, you will need to meet the English requirements in another way. This can be done in a number of ways such as sitting a recognised English test, completion of an English course or if you completed a qualification in Australia. Your Admissions Officer will be able to guide you on what information you will need to provide.

Why did my friend get in and I didn't?

Your Admissions Officer can go through your application and provide you with information on how you were scored for your academic and work history, but can't discuss the details of another person's application. Your Admissions Officer can provide advice on how you may be able to improve your score for the next intake.

Who gets an offer?

If your first preference is a non-competitive course, offers are issued once you meet the entrance requirements. That's why it is good idea to submit your application as early as possible after TAFE Admissions opens applications, as you may find out sooner if you have a place.

If your first preference is a competitive courses, then offers are issued to applicants who meet entrance requirements **and** have achieved the highest scores based on the selection criteria.

Offers are issued mid-January for Semester 1 and the end of June for Semester 2, once all Round 1 applications have been submitted and assessed. It is a good idea to submit your application early, so you have enough time to organise and submit all the documents TAFE Admissions has requested.

Why do some offers go out earlier than others?

Offers for non-competitive courses are issued immediately after you meet the entrance requirements. It is possible to lodge an application and be made an offer on the same day. This usually happens when TAFE Admissions already has access to your academic records; for example, completed TAFE studies or Year 12 results.

Offers for competitive course are issued on a set date at the end of the intake. This is the earliest you will find out if you have a place in your first preference.

How do I enrol in my course?

TAFE Admissions emails offers, and this email will include enrolment instructions. Please read this information carefully as you need to enrol by a set date, otherwise you risk losing your place. All enrolments are completed at your nominated TAFE college. If you need help with enrolment please contact the TAFE college, their phone number and email will be in your enrolment instructions.

Can I get an offer for more than one course?

TAFE Admissions will only issue one offer. Once you receive an offer, you will not be considered for any other courses. That's why it is important that you have the course you want to get into the most, listed as your first preference.

I have completed a pathway course – Will I have more of a chance of getting accepted into a course, compared to someone who has not done this?

Completing a pathway course one level below (for example; you have completed a Certificate II qualification leading into a Certificate III qualification) will mean that you will score the maximum points for the academic achievement. This will definitely help your application, but it will not guarantee you a place in the course.

What if I haven't completed any schooling past Year 9?

If you have reached Band 8 or higher in reading and numeracy in Year 9 NAPLAN, you will meet the entrance requirements for Certificate I, II and III level courses. You may also want to consider doing a general education course first. There are a range of general education courses being offered at the TAFE's and these are aimed at improving your literacy and maths skills. The programs are designed to meet the needs of students with different learning styles and requirements.

What is OLNA and NAPLAN?

NAPLAN is a standardised test taken by school students in Western Australia. If you have not scored a certain level in your NAPLAN in Year 9, you will be required to sit the School Curriculum and Standards Authority Online Literacy and Numeracy Assessment (OLNA) from Year 10 until you meet the minimum level of literacy and numeracy specified. See senior-secondary.scsa.wa.edu.au/assessment/olna for further information.

I am a mature age applicant with a lot of life experience, why do you need my school reports from 30 years ago?

As all courses have entrance requirements and generally the easiest way to show you meet them is by providing your school reports.

If you aren't able to provide these documents, your Admissions Officer can discuss other options that may be available. This can include a statement outlining your life experience and interest in the course.

Where can I go to talk to a real person about TAFE Admissions?

Unfortunately TAFE Admissions does not provide a face to face service. If you have questions about the admissions process head to a TAFE college and chat to someone at Student Services, or make an appointment at a Jobs and Skills Centre by telephone 13 64 64 or to find your closest centre www.jobsandskills.wa.gov.au.

How do I prove my name change? Why do I need to provide this information?

If you have changed your name during your lifetime, you will need to provide documents to support this. This is so we can connect all your information together under all names. One of the below documents will be acceptable as proof of a legal name change.

- Marriage certificate
- A divorce decree
- A change of name certificate issued by the Registry of Births, Deaths and Marriages

What do you mean by working history?

Working history includes the following.

- Paid employment – Full time, part time or casual
- Volunteer work
- Work experience completed through school or whilst studying

What if I don't have anything in writing to support that I was previously employed?

Talk to your Admissions Officer, you may not have to worry about it. If we think it is necessary to support your application, a written reference, group certificate or a payslip will be ok. If you don't have any of these you may be able to get information from the Human Resources (HR) department of your old workplace or from the Australian Taxation Office. We only need one piece of written evidence for each workplace listed.

What if I haven't still got my school reports?

You can contact the relevant Department from each state for a copy of your school records if you completed Year 11 or 12.

- **Western Australia** – [Schools Curriculum and Standards Authority](#)
- **Australian Capital Territory** – [ACT Board of Secondary Studies](#)
- **New South Wales** – [Board of Studies NSW](#)
- **Victoria** – [Victorian Curriculum and Assessment Authority](#)
- **Tasmania** – [Tasmanian Board of Studies](#)
- **South Australia** – [Senior Secondary Assessment Board of South Australia](#)
- **Northern Territory** – [NT Board of Studies](#)
- **Queensland** – [Queensland Curriculum and Assessment Authority](#)

If you are unable to obtain a copy please contact your Admissions Officer.

What do I do if I can't meet the deadline for getting all my documents into TAFE Admissions?

Contact your Admissions Officer by telephone on 6212 9888 or [email](#) and they will be able to assist you.