

Information for parents and guardians and students under 18 years

It is important that both students under 18 years of age and parents and guardians are aware of the expectations around studying in an adult learning environment and also understand their responsibilities when applying to study at South Metropolitan TAFE.

All students who are under 18 years of age and want to study full time with SM TAFE require consent from a parent or legal guardian. When parents or guardians provide consent by completing the Consent and Health Information form it provides proof of the following:

- The name and contact details of the parent or guardian of the student.
- That the parent or guardian gives permission for the under 18 student to apply to study a course at SM TAFE.
- That the parent or guardian will provide relevant health care information. We request information about medical conditions, health conditions or disability that we should be aware of whilst students are on campus. Information is treated confidentially and shared with Student Support Services who will follow up with the parent or guardian to check if reasonable adjustment and a study support plan may be necessary.
- While students may enter parental consent and health care information on the webform it is very important that parents and guardians confirm that this information is correct and indicate their consent by checking the acknowledgement boxes provided. Minor students are not permitted to check the consent to study and health information acknowledgement boxes.
- That it is understood that SM TAFE is an adult learning environment and that courses may include studying mature content.
- That students agree to abide by the Student Code of Conduct.
- That parents and guardians can meet payment terms and conditions.
- That if consent to study and health care information is received by South Metropolitan TAFE parents and guardians will not be required to complete the Department of Education's "Notice of Arrangements" form. A Notice of Arrangement (NOA) identifies school aged students who are undertaking training/employment/study.
- That students aged 15 years and younger who have received an offer of a place at SM TAFE will be referred to the Portfolio Area prior to enrolling because offers are conditional upon meeting the following criteria:
 - 1) The Portfolio Manager needs to approve under 15 students for enrolment in the course that they have been offered
 - 2) At enrolment the student needs to provide SM TAFE with an approved Exemption issued by their school.

Contact details and health information provided by parents and guardians is valid for current enrolments only. Each new course enrolment will require the completion of additional parental consent and health care information until the student turns 18.

Duty of Care for students under 18 years of age – Absentee Monitoring

At SM TAFE attendance is recorded in every class and the Duty of Care team track the absences of minors. Absentee information is shared with the Department of Training and Workforce Development who send daily absentee texts to parents and guardians of ALL minors marked absent from class. If a student under 18 years of age is absent from a scheduled on-campus class the parent or guardian will be notified within three working days of the absence. Parents and guardians need to ensure that contact details are kept current by notifying Duty of Care or you may not receive these notifications. Contact details are provided below.

Should a student demonstrate a pattern of absenteeism or disengagement, SM TAFE's Duty of Care team will refer the student to the Department of Education's Participation unit for follow up.

Studying at South Metropolitan TAFE

SM TAFE is a vocational training and education provider preparing students for employment and the workforce. We provide contemporary real-world training in an adult learning environment that is very different from secondary school. Most students at SM TAFE are mature aged, with most students aged above 24 years old. Students under the age of 18 years may be in class with adult students. It is important for prospective students and parents or guardians to be aware of the differences between school and TAFE when considering a decision to study with us.

We provide a safe learning environment and a range of support services to help students where there is an identified need. Students attending SM TAFE campuses are expected to behave in accordance with SM TAFE's Student Code of Conduct. Students are also expected to dress appropriately; lecturers can refuse entry to class if dress is considered inappropriate or students do not have the required safety equipment.

What to Expect

At SM TAFE the focus is on developing skills to the standard required in the workplace. Course work may include lectures, tutorials, assessments, online learning, industry placement, work experience and research. Learning activities may include working and communicating with adult students both in and out of class. Students are expected to share College facilities such as libraries, cafeterias and computer labs.

Course hours include a wide range of delivery and assessment activities and may not always be used for classroom teaching. However, generally classes and activities are scheduled on a timetable and lecturers will confirm arrangements as appropriate. Students should ask if they are unsure.

Students are responsible for their own learning and are expected to manage workloads appropriately. They are also expected to seek assistance from lecturers and Student Support Services if necessary.

Please note that SM TAFE does not provide supervision of students under 18 years of age outside of classroom lectures.

Student Support Services

If students are struggling with their course of study, it is important to talk to lecturing staff as soon as possible. The sooner problems are raised, and help is sought, the sooner support can be implemented. If students are experiencing personal problems of any kind Student Support Services is available to discuss concerns and advise. SM TAFE has experienced Student Support Advisors located across campuses who can assist and refer appropriately depending on the matter. The service is voluntary, free of charge and confidential.

Scheduling of classes

SM TAFE courses are scheduled differently from secondary education classes, so there may be lengthy breaks between classes, days when no classes are scheduled and varying class times. Students are expected to manage their unscheduled time in a way that optimises their learning experience.

Orientation is compulsory for most courses. Students are strongly encouraged to attend the sectional orientation so they receive all relevant course information. Students can obtain orientation details for all courses from the "Welcome to SM TAFE" email. This email is one of a number of emails which SM TAFE sends out to newly enrolled students providing them with general information to assist in their transition to the vocational training environment.

Timetables can be accessed in the Student Portal. All students who enrol at SM TAFE will have access to the Student Portal. Classes will appear in the timetable after the first day of semester. Parents and guardians and students are strongly advised to familiarise themselves with timetables so that time between classes can be effectively utilised. Any course or timetabling concerns can be discussed with the Head of Programs for the course. Please contact the Client Contact Centre for staff contact details and further information.

www.southmetrotafe.wa.edu.au/search?keys=client+contact+centre+number

In the event that classes are cancelled staff will endeavour to inform students prior to attendance; however, this isn't always possible. If a daytime (between 8.00am - 5.30pm) class finishes prior to the scheduled time, students will be released early from class and will not be supervised.

If a class scheduled to finish after 5.30pm finishes prior to the scheduled time the students will remain under the supervision of the lecturer until the scheduled class finish time. Parents and guardians have a responsibility to pick up students directly after classes finishing at 5.30pm or later. Alternatively, parents and guardians need to confirm with the lecturer that students are permitted to make their own way home after class.

Excursions and Travel

Parents and guardians are responsible for their child's travel arrangements to and from SM TAFE and between campuses as well as for excursions and work placements.

The parent or guardian will be provided with information on excursions prior to the event and written consent will be sought by the training area for minors to participate. If consent is not given,

the student will not be able to attend the excursion and SM TAFE will not provide an alternative supervised activity.

Work Placement

Some training packages require evidence of competency in a work placement. Generally, students and/or their parents and guardians are responsible for organising work placements and all relevant travel arrangements. A lecturer is not present during work placement and students report to a designated workplace supervisor.

For students under the age of 18 years of age to participate in a work placement consent will be required from the parents and guardians. Lecturers will discuss work placement with students and advise of any documentation and permissions required.

Health & Wellbeing

SM TAFE strives to provide an environment that supports the health and wellbeing of all students by promoting a friendly and inclusive environment where bullying and any form of harassment are not accepted. If students experience bullying or harassment of any kind or feel unsafe on Campus, they should inform a SM TAFE staff member immediately so that the matter can be investigated.

Insurance

Students are not covered for Personal Accident whilst on campus however, SM TAFE does hold cover with the Insurance Commission of WA (Risk Cover). This cover provides Personal Accident cover for students who are undertaking unpaid work experience that is allocated or arranged by SMT.

Personal Accident cover is also extended to those students attending all official excursions or other similar activities which are approved and organised by SM TAFE. Responsibility lies with parents and guardians as to whether they arrange their own Personal Accident insurance or private health cover for minors if they believe the current cover is inadequate.

Application for Independent Minor Status

An application for Independent Minor Status can only be made once a minor is enrolled. A formal application process needs to be followed to determine eligibility. This process includes an interview to assess the emotional and psychological maturity of the student, a frank discussion about the reason for the application and an assessment of any significant stressors or challenges that the student may be experiencing at the time of the application.

Proof of a fixed home address and financial independence are also required at the time of application. The process is thorough to minimise risk and ensure that the final decision will be in the best interests of the applicant.

Please be aware Centrelink have a process and documentation whereby a minor may be deemed 'Independent'. The Centrelink process refers to financial independence only and is different to SMT's Independent Minor application process. If a student has been declared an independent minor by Centrelink this evidence should be submitted as part of the SMT application process.

Fees

All students are expected to pay fees in full at enrolment OR pay a deposit and complete a payment plan. Parents and guardians are required to sign the payment plans of minors. Independent Minors are responsible for payment of their fees.

Release of Information

We will only share information regarding your enrolment, attendance, progress with your parent or guardian and the Department of Education if required.

Feedback

We welcome feedback at any time including compliments, complaints, and suggestions. This can be provided by students or parents and guardians and all feedback is treated confidentially. Support is available during all stages of the feedback management process.

[Feedback page](#)

Contact Details

Contact Duty of Care to discuss any questions or concerns regarding the health and safety of students under 18 years of age and for any changes of guardianship.

Additional useful contact details

Please note that all course related questions should be directed to lecturing staff.

If unsure who to contact, the Client Contact Centre can assist.

Client Contact Centre	<p>1800 001 001</p> <p>info@smtafe.wa.edu.au</p> <p>webchat is also available during office hours from South Metropolitan TAFE website</p>
Customer Service/ Enrolment Support	info@smtafe.wa.edu.au
Duty of Care	<p>dutyofcare@smtafe.wa.edu.au</p> <p>9229 8447</p>
Student Support Services	Student.Access@smtafe.wa.edu.au
Aboriginal Student Support Services	AS.support@smtafe.wa.edu.au
International Student Services	International.Students@smtafe.wa.edu.au
Apprenticeships and Traineeships	info@smtafe.wa.edu.au
VET Delivered to Secondary Students	Vetis@smtafe.wa.edu.au
Jobs and Skills Centre	<p>Armadale.jsc@smtafe.wa.edu.au</p> <p>Rockinghamjsc@smtafe.wa.edu.au</p> <p>Thornliejsc@smtafe.wa.edu.au</p> <p>Peeljsc@smtafe.wa.edu.au</p> <p>Fremantle.jsc@smtafe.wa.edu.au</p> <p>13 64 64</p>