



Booking Guidelines

Please ensure the following steps are completed **before** confirming a booking:

- **Internal approvals** have been secured and appropriate supervisors (school staff and/or parents/carers, where required) have been arranged.
- Your **school calendar** has been checked to ensure the session date does not clash with other school activities or pupil-free days.
- A **backup supervisor** is available in case of illness or unforeseen circumstances.

One full-group booking per term

Schools are asked to limit full-group bookings to **one industry taster per term**, to ensure fair access for all students. Additional full-group bookings may be made only if places remain available after one week of public advertising.

We ask that you only book a **full-group** taster if you are confident your school will attend with a complete group.

Holding places that are not filled reduces valuable opportunities for other students.

Designated cohort sessions

Some tasters are marked with a **designated cohort** identifier (e.g. Students at Educational Risk (SAER); Education Support Students, Home-Educated Students) to indicate they are intended for a specific student group.

- **Only** book these sessions **if** your students genuinely meet the criteria for that designated group.
- These sessions are set aside for targeted cohorts and should **not** be booked for general Year 9 groups unless the identifier applies.

Waitlist Option

If a taster session is fully booked, you may wish to register to be **waitlisted**.

- When a place/s becomes available, waitlisted schools will be notified **in the order they joined** the list.
 - You will have **24 hours** to confirm a booking before the place is offered to the next school.
 - If no waitlisted schools accept the place, the session will be reopened for general booking.
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Who Can Make a Booking?

- School representatives only. Any booking made by a parent/guardian without school approval, **will be cancelled** without notice.
- **Exception:** Homeschooled students may be booked by a parent or guardian.

Career Curious sessions (Career Exploration with VR – Non-Accredited) & the **52891WA Course in Early Career Discovery** (accredited)

- Sessions can be booked directly through our website.
Although listed as at-school delivery, these sessions can also be delivered at one of our South Metropolitan TAFE campuses if preferred.
- Simply make a booking and our team will contact you to tailor the session to your needs.

Personal Protective Equipment (PPE)

If PPE is required for a session, this applies to **both students and attending supervisors**.

Please ensure all participants arrive with the required PPE (refer to your booking confirmation and our website for more details).

Cancelling a taster

Schools are asked to carefully consider their bookings before registering, and to avoid cancelling at short notice wherever possible.

Many of our taster sessions are shared between multiple schools, so when one school withdraws, this can reduce participant numbers to a level where the session is no longer viable, resulting in the cancellation of the experience for all attending schools.

Cancellations made close to the delivery date create a significant operational impact, as staffing and resources have already been allocated based on confirmed bookings.

If cancelling is unavoidable, we strongly encourage schools to provide as much notice as possible (so we can attempt to fill those places), and to only book sessions they are confident they can attend. This supports a positive experience for all participating schools and helps ensure the ongoing sustainability of the program.



Contact Us

To learn more about what we offer schools and home-educators:

✉ Email: careertaster@smtafe.wa.edu.au

🌐 South Metropolitan TAFE – [Career Taster Program](#) webpage

🌐 DTWD DoE – [Career Taster Portal](#)