

Pre-enrolment Guide



HLT54115

Diploma of Nursing

Pre-Enrolment Guide

Welcome to Central Regional TAFE

On 11 April 2016, Durack Institute of Technology, Goldfields Institute of Technology Kalgoorlie campus and the CY O'Connor Institute Northam, Merredin and Moora campuses merged and formed Central Regional TAFE. Our vision is to provide training pathways to great opportunities and better futures. This booklet contains important information that you need to make yourself familiar with and that will help you with your course.

WHY CHOOSE TAFE?

More courses, more qualifications and more places to learn. Full time, part time, on campus, online, in your workplace or any combination of these.

With more than 980 TAFE qualifications to choose from, delivered by five TAFE colleges at campuses right across Western Australia, there are more opportunities than ever for you to make your name.

From Certificate I to Advanced Diploma level, TAFE specialises in combining theory with practical training in industry relevant learning environments. This ensures you are well equipped with the skills you need to enter the workforce, gain a promotion or undertake further study via one of our university pathways upon completion of your qualification.

EXCELLENT ASSESSMENT PRACTICE

Assessments at Central Regional TAFE are designed to reflect real work place conditions to ensure that our students are job ready upon graduation. In many qualifications assessments are actually undertaken in real workplaces. If you are already working you may even be able to be assessed in your own workplace.

Our assessments are regularly reviewed by lecturers, students and industry to ensure they are relevant and are being implemented appropriately via a rigorous validation process. There is also a process in place for students to appeal an academic decision. More information about this process can be found [here](#) or speak to your lecturer.

Course Information

Course Title:	Diploma of Nursing
National ID Number:	HLT54115
State ID Number:	AYZ3
Number of Units:	25 (20 Core units & 5 Elective units)

WHERE

Offered at three campus locations;
Geraldton
Kalgoorlie
Northam

QUALIFICATION DESCRIPTION

This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector.

NURSING AND MIDWIFERY BOARD OF AUSTRALIA (NMBA)

A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse

The Nursing and Midwifery Board of Australia (NMBA) has specific requirements for registration relating to English Language Skills, Criminal history, Recency of practice, Continuing professional development and Professional indemnity insurance arrangements. Registration standards define the requirements that applicants, registrants or students need to meet to be registered. Detailed information is published on the NMBA website, accessible at <http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>

Students must provide evidence that they meet the minimum English language competency set out by the Nursing and Midwifery Board of Australia (NMBA) prior to commencing the Diploma of Nursing. This is discussed further under the Entry Requirements section.

Education providers will, under National Law, register students with the NMBA and notify the Australian Health Practitioner Regulation Agency (APHRA) if a student undertaking clinical training has an impairment that may place the public at substantial risk of harm. You do not need to apply for student registration. APHRA works directly with education providers to register all students who need to be registered. There are no fees for student registration.

For further information go to:

<http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Student-Registration.aspx>
www.ahpra.gov.au/Registration/Student-Registrations.aspx

CORE AND ELECTIVE UNITS

Unit of competency (National code and title)	Core or Elective	Pre-requisite	Amount of training (For the standard learner, suggested hours may change based on needs of individual learners)		
			Prescribed Learning	Classroom Learning	Clinical Placement Learning
Stage 1					
HLTENN013 Implement and monitor care of the older person	Core	N/A	20	20	24
HLTENN004 Implement, monitor and evaluate nursing care plans	Core	N/A	13	48	30
HLTENN002 Apply communication skills in nursing practice	Core	N/A	7	15	6
HLTAAP002 Confirm physical health status	Core	N/A	15	30	5
HLTINF001 Comply with infection prevention and control policies and procedures	Core	N/A	5	20	5
HLTENN008 Apply legal and ethical parameters to nursing practice	Core	N/A	10	15	4
CHCDIV001 Work with diverse people	Core	N/A	8	8	2
CHCPRP003 Reflect on and improve own professional practice	Core	N/A	6	15	6
HLTWHS002 Follow safe work practices for	Core	N/A	3	12	2

direct client care					
HLTWHS006 Manage personal stressors in the work environment	Elective	N/A	10	10	2
CHCCOM005 Communicate and work in health or community services	Elective	N/A	14	19	4
HLTAID003 Provide first aid	Elective	N/A	0	16	0
Total			111	228	90
Stage 2					
HLTENN003 Perform clinical assessment and contribute to planning nursing care	Core	N/A	10	60	30
HLTENN006 Apply principles of wound management in the clinical environment	Core	N/A	10	30	20
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	Core	N/A	5	15	2
HLTENN007 Administer and monitor medicines and intravenous therapy (2 Semesters)	Core	N/A	20	70	36
HLTENN009 Implement and monitor care for a person with mental health conditions	Core	N/A	10	30	40
HLTENN012 Implement and monitor care for a	Core	N/A	10	30	27

person with chronic health problems					
HLTAAP003 Analyse and respond to client health information	Core	N/A	15	30	5
Total			80	265	160
Stage 3					
HLTENN001 Practise nursing within the Australian health care system	Core	N/A	15	15	16
HLTENN015 Apply nursing practice in the primary health care setting	Core	N/A	10	30	24
HLTENN010 Apply a palliative approach in nursing practice	Elective	N/A	5	15	16
CHCPOL003 Research and apply evidence to practice	Elective	N/A	6	15	14
HLTENN005 Contribute to nursing care of a person with complex needs	Core	N/A	20	50	30
HLTENN011 Implement and monitor care for a person with acute health problems	Core	N/A	10	30	30
HLTENN007 Administer and monitor medicines and intravenous therapy (2 Semesters)	Core	N/A	15	40	30
Total	25		81	195	160
					410

ENTRY REQUIREMENTS

All applicants will need to meet with nursing staff prior to enrolment. A selection process including Language, Literacy and Numeracy testing is required to be completed prior to being offered a position in the Diploma of Nursing.

Applicants for the Diploma of Nursing course need to meet two very distinct entry requirements.

PART 1

Applicants must be able to provide evidence of having sufficient language, literacy and numeracy skills to successfully undertake the program's academic and workplace experience requirements PRIOR to commencing the program. The level required is an Australian Core Skills Framework (ACSF) exit level of three (3) in both reading and numeracy.

Applicants may demonstrate sufficient evidence of this through sitting a Literacy and Numeracy test at Central Regional TAFE and gaining an exit level three against the Australian Core Skills Framework in both reading and numeracy.

PART 2: Applicants **must also** provide evidence that they have met the minimum English Language competency set out by the Nursing and Midwifery Board of Australia (NMBA), prior to commencing in the Diploma of Nursing.

What do I need to do?

Prior to applying to study the Diploma of Nursing you must:

- a) Demonstrate that you have attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English in one of the **recognised countries** listed at the end of this document. At least two years must be between years 7 and 12.

OR

- b) Demonstrate that you can provide evidence of three and a half (3.5) years (fulltime equivalent) **continuous** education taught and assessed solely in English in one of the recognised countries. This would then equate to a total of five (5) years fulltime equivalent after the completion of the eighteen (18) month Diploma of Nursing qualification.

There must be no breaks in education between the evidence used for entry to the HLT54115 Diploma of nursing (3.5 years) and the commencement of the HLT54115 Diploma of Nursing course.

Please note that there must be evidence of five (5) years full time equivalent continuous education for registration with the Nursing and Midwifery Board of Australia. The last

period of education must have been completed no more than five years prior to applying for registration.

NOTE: The completion of the continuous fulltime equivalent education must be a combination of the following:

- i. vocational and secondary education taught and assessed in English; or
- ii. tertiary and vocational education taught and assessed in English; or
- iii. combined tertiary, secondary and vocational education taught and assessed in English; or
- iv. tertiary education taught and assessed in English

from one or more of the **recognised countries** listed at the end of this document.

OR

c) Demonstrated minimum scores in one of the following English Language Tests:

- i. **IELTS** (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).
- ii. **OET** with a minimum score of B in each of the four components (listening, reading, writing and speaking).
- iii. **PTE Academic** with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).
- iv. **TOEFL iBT** with a minimum total score of 94 and the following minimum score in each section of the test:
 - 24 for listening
 - 24 for reading
 - 27 for writing, and
 - 23 for speaking

Please note these scores must be from one sitting, for students who have test results from multiple sittings please refer to NMBA Registration Standard: English Language Skills (July 2015).

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx>

Recognised countries that meet the NMBA requirements are: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom and United States of America.

CAREER PATHWAYS

A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse. Further information on registration is available at www.nursingmidwiferyboard.gov.au

Students completing this qualification are eligible to apply for registration with the Nursing and Midwifery Board of Australia (NMBA).

The Nursing and Midwifery Board of Australia (NMBA) has specific requirements for registration relating to English Language Skills, Criminal history, Recency of practice, Continuing professional development and Professional indemnity insurance arrangements. Registration standards define the requirements that applicants, registrants or students need to meet to be registered. Detailed information is published on the NMBA website, accessible at <http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>

Educational pathways from this qualification include entry to Registered Nursing courses. For specific requirements please contact the individual universities.

COURSE COSTS

Diploma of Nursing Face to face delivery costs:

Full course – To be advised – refer to website for updates

<http://www.centralregionaltafe.wa.edu.au/futurestudents/feespaymentoptions>

TEXTBOOKS AND LEARNING MATERIALS

Our library has a wide range of written and electronic resources useful to your course.

Learning materials for each unit are available will be given to you as you progress through the semester and the price is incorporated in your enrolment fees.

Textbooks required for Diploma of Nursing

Essential:

Title: Taberner's Nursing Care, 7th Edition

Publisher: Elsevier

Author: Gabrielle Koutoukidis, Kate Stainton and Jodie Hughson

ISBN: 9780729542272

Approximate cost: \$120* - see note below

Title: Memmler's the Human Body in Health and Disease

Publisher: Wolters Kluwer

Author: Barbara Janson Cohen and Kerry L Hull

ISBN 9781451192803

Approximate cost: \$75

Recommended for lifelong learning but not essential:

Title: Essential Enrolled Nursing Skills for Person-Centred Care workbook

Publisher: Elsevier

Author: Gabrielle Koutoukidis and Kate Stainton

ISBN: 9780729559621

Approximate cost: \$60*

***(Please note that you may be able to buy Taberner's Nursing Care, 7th Edition and Essential Enrolled Nursing Skills for Person-Centred Care Workbook as a package which may reduce the cost of buying these resources individually).**

Title: Essentials of Human Anatomy and Physiology 11th ed

Publisher: Pearson Education Limited

Author: Elaine N Marieb

ISBN-10: 1292057203

ISBN-13: 9781292057200

Approximate cost: \$85- \$133

Title: Mosby's Medical Dictionary, 10th Edition

ISBN: 9780323222051

Approximate cost \$67

Title: Kozier & Erb's Fundamentals Of Nursing Vols 1-3 (Aus.) 3rd Edition

Publisher: Pearson Australia

Author:

ISBN: 9781486025794

Approximate cost: \$122

Title: McKenna's Drug Handbook for Australia and New Zealand 7th Edition

Publisher: Australia Lippincott Williams & Wilkins

Author:

ISBN: 9781920994976

Approximate cost \$83.50

Title: Law for Nurses and Midwives, 7th Edition

Publisher: Elsevier

Author:

ISBN: 9780729541022

Approximate cost \$90

Title: Clinical Dosage Calculations

Publisher: Cengage

Author: Vanessa Brotto, Kate Rafferty

ISBN: 9780170279208

Approximate cost: \$60

Title: Monitoring and Administration of IV Medications for the Enrolled Nurse

Publisher: Cengage

Author: Belynda Abbott, Susan M De Vries

ISBN: 9780170261517

Approximate cost: \$65

Title: Wound Care Manual 7th Edition

Author: Keryln Carville
ISBN: 9780958736954
Approximate cost: \$70

Title: Pharmacology in Nursing 2nd Edition
Publisher: Cengage Learning Australia
Author: Bonita Broyles, Barry Reiss, Gayle McKenzie, Susan Pleunik, Rachel Page
ISBN: 9780170362030
Approximate cost: \$150

Books can be purchased from a variety of outlets and online

UNIFORM

Uniforms consist of scrub tops and scrub pants. Uniforms will be available to purchase. Further information on costs and where to purchase will be provided at orientation. Check your campus for costing as they may vary.

Additional Costs relating to the required uniform:

Enclosed, non-slip shoes in **black**. Approximate cost \$40-\$120

Nursing Fob watch. Approximate cost \$30-\$60

Name Badge. Approximate cost \$20

Stethoscope. Approximate cost \$35-150*

Aneroid Sphygmomanometer. Approximate cost \$30-50*. Please note you will need to buy an aneroid sphygmomanometer **NOT** an electronic one.

***Please not you may be able to buy a Stethoscope and Aneroid Sphygmomanometer bundle for a reduced price.**

Try www.enurse.com.au for nursing bundles.

WORK PLACEMENT

There is **formal work placement** for students in this qualification.

Clearances required for Diploma of Nursing

A number of health and legal clearances and screenings are required for students entering the Diploma of Nursing course.

National Police Clearance	Approximate cost \$59-\$69
Working with Children Check	Approximate cost \$11-\$83 depending on employment
Health Department Clearance National Police Certificate)	Approximate cost \$33 (Price reduced if holding a current
Health Assessment by a General Practitioner	Approximate cost \$80-\$120 depending on provider fees

Immunisation (or evidence of immunisation and immunity) to the following:

Tuberculosis

Tetanus

Diphtheria

Pertussis

Mumps

Measles

Polio

Varicella

Rubella

MRSA

Hepatitis B - You must produce evidence of at least **two vaccinations** to proceed to Stage 1 practical placement. Evidence of the **third vaccination** followed by a blood test which determines level of immunity must be received before Stage 2 practical placement. Failure to produce evidence will result in exclusion from practical placement. In the event of non-sero conversion you will be required to see the Coordinator to discuss options

Approximate cost of screening for the above diseases includes a Doctor's visit (can be combined with the health assessment above to save costs). If a separate appointment approximately \$80-\$120. If you require immunisation, a cost will be incurred for the vaccine and this will vary depending on what you require. Approximate cost of \$36-\$50 per immunisation depending on the provider.

Practical Placement Costs

Students are required to undertake work placement as part of the course. Students may be required to attend clinical placement in local, regional or metropolitan areas to meet course requirements. All costs associated with these placements are the responsibility of the student. These costs may include but are not limited to transportation, accommodation, parking and meals.

Criminal Screening

Students are required to obtain a Department of Health Criminal Record Clearance, National Police Clearance and Working with Children's Check (once 18 years old), **prior to commencement of clinical placement.**

Criminal screening may take up to 12 weeks from lodgement to be returned. You should submit your applications as soon as your enrolment is confirmed.

All documentation for the National Police Clearance and Working with Children's Check is available from the post office. **All costs and organisation of these clearances are met by the student.**

Documentation for the Department of Health Criminal Record Clearance will be given to you on enrolment. **It is the then the responsibility of the student to organise this clearance and meet all associated costs.**

If you obtain the National Police Clearance first and attach a copy to the Department of Health Criminal Record Clearance application the fee is reduced

Students who present a criminal record with disclosable offences will need to make an appointment with the Clinical Coordinator. The clinical coordinator is obliged to inform clinical placement agencies where the student may be placed of the outcome of the criminal screening. Clinical placement agencies will decide whether the student can attend the planned placement. If you cannot attend, the Clinical Coordinator will try to place the student at other clinical placement agencies, but this cannot be guaranteed.

Criminal screening will be conducted by AHPRA on behalf of the NMBA when the student has completed the Diploma of Nursing course and applies for initial registration. More information can be found at:

<http://www.nursingmidwiferyboard.gov.au/Registration-Standards/Criminal-history.aspx>

Failure to complete the medical, immunisation or criminal clearance requirements and submit them to the Nursing Practicum Coordinator and clinical agency where necessary will result in the students being excluded from clinical placement.

CONSUMER RIGHTS

As a student of Central Regional TAFE you have rights as a consumer, in accordance with Western Australian laws – further information is available at:

<https://www.commerce.wa.gov.au/consumer-protection/consumer-rights>

STUDY OPTIONS

Face to Face

- Full time (18 months)
- Part time

Students are expected to allow a minimum amount of hours for home study time

Administration Information

Fees | Payment options

In order to enrol you must pay your fees or enter into a fee payment arrangement. We offer a range of fee payment options to make it easy for you to pay your fees. Depending on your course, you may be eligible for VET Student Loans (a loan that lets you “study now, pay later”), or an easy payment plan that spreads your course fees out over the semester.

If you have any questions regarding fees and charges, please contact our student support team at your preferred campus, email: info@crtafe.wa.edu.au

HOW MUCH WILL MY COURSE COST?

We have a wide range of courses offered at each of our campuses. At Central Regional TAFE, three types of fees may be charged:

- **Course fees** - set by the State Government and are calculated on the category of enrolment.
- **Resource fees** - covers materials purchased by the TAFE which will be consumed or transformed by students in the course of instruction, such as workshop materials & workbooks.
- **Other fees** - charged for goods and services that are provided by the TAFE such as security, name badges and IT infrastructure.

In addition to these fees, students may need to purchase textbooks, uniforms and other course specific equipment.

CONCESSION RATES

Students studying a certificate course may be eligible for a concession. Concession students pay 30% of the course fees (not incidental, resource or other fees).

You are entitled to concession rates if you hold or are a dependent of a person who holds any of the following:

- A current Health Care or Pensioner Concession Card
- A current Repatriation Health Benefits Card issued by the Department of Veteran's Affairs
- Persons who are inmates of a custodial institution
- A current recipient or a dependent of a recipient of AUSTUDY, ABSTUDY or Youth Allowance; or a
- Secondary school aged person (in 2017, eligible students will be born on or after 1 July 1999 and must be at least 15 years old)



To claim the concession you must provide proof of your concession prior to the commencement of classes, otherwise you will be charged the full cost. The easiest way to do that is to bring your concession along with you when you enrol.

If your concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If your concession is valid for part of the enrolment period, then only eligible units commenced prior to the expiry of the concession attract the concession rate.

A concession does not apply for foundation skills courses or Diploma and Advanced Diploma qualifications.

The Department of Training and Workforce Development is the State Government Department responsible for Western Australia's Vocational Education and Training fee policy. The policy, including the full schedule of student course fees and charges for State Funded Enrolments can be accessed at the [VET Fees and Charges Policy](#).

SECONDARY SCHOOL AGE STUDENTS CONCESSION

If you were born on or after 1 July 1999 and are at least 15 years old and are not part of a VET in Schools program, tuition fees are capped at \$420.

If you are studying a Diploma or Advanced Diploma course the maximum tuition fee you will pay is \$7,760.

WITHDRAWALS AND REFUNDS

Students who withdraw are entitled to a full refund of fees and charges where:

- a unit is cancelled or re-scheduled to a time unsuitable to the student; or
- a student is not given a place due to maximum number of places being reached

Students who lodge a withdrawal form before 20% of the way between the commencement and completion dates of a unit will be eligible for a full refund of the tuition fee for the unit.

If a student can provide written evidence that they must withdraw for reasons of personal circumstances beyond their control a pro-rata refund may be approved.

PAYMENT OPTIONS

Are you keen to study or undertake training but unsure about your ability to finance it?

Help is available for all our students. The following options are available to assist you:



Payment Plans

You will need to discuss this option with a student support team member at your campus in the first instance.

If approved, a deposit OF \$100 will be required and a direct debit set up with your bank account. The amount to be deducted regularly will be determined during your discussion with student support.

If you are on a Centrelink payment, you can complete a CentrePay form to have payments deducted automatically from your Centrelink payment. This can be completed during your discussion with our student support services team member.

VET Student Loan

If you enrol in a Diploma or Advanced Diploma course you may be eligible for VET Student Loan.

Find out more on our [VET Student Loan](#) page.

Scholarships

Each semester we offer a number of scholarships to our students. The scholarship prize can be applied towards the cost of your course. For more information check out our Scholarships page [here](#) or [speak to your Lecturer](#).

Unique Student Identifier

Since 1 January 2015 students undertaking nationally recognised training in Australia are required to have a Unique Student Identifier (USI). This number allows you to access details of all training you have completed since January 2015.

Find out more about the USI and what you need to do by watching this YouTube video below from Department of Industry, Innovation and Science Australia.

Get your USI now, ready to provide to us when you enrol by [clicking here](#) or go to

<https://www.usi.gov.au/>

If you require any assistance with obtaining your USI, please contact Student Administration at your [local campus](#).



Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a form of assessment that acknowledges your formal and informal learning gained through:

- Previous training and education
- Past and current work experience
- Life experience

The RPL process will involve validation of your existing skills and knowledge. Through this process you will be able to obtain credits in a course and, in some cases, a full qualification.

The assessment can take place by using a range of evidence such as existing academic records, proof of training course/workshop attendance, written support by previous employers and by viewing procedures and processes undertaken in your workplace.

Why gain RPL?

- It can assist you in gaining entry into higher levels of study and training
- You can obtain/complete a formal qualification in a shorter period of time and at less cost
- It can increase your career and education options through formally recognised skills and knowledge

More RPL info

For more info about RPL speak to your lecturer or contact us on 1800 672 700 or email info@crtafe.wa.edu.au



Student Services and Support

STUDENT SERVICES

We want your time at Central Regional TAFE to be fun as well as rewarding. If you find yourself in need of a little extra assistance, help is at hand. Client Services is located at each campus to offer a variety of student support.

Support services provided include:

- Course planning and study pathways
- Learning difficulties support
- Career advice and direction
- Induction for new students
- Job Ready program
- Mentor support
- Youth support
- Case management
- Fee and debt payment options advice
- Referrals to external support agencies
- Scholarships program

To contact Client Services at your local campus call 1800 465 334 or info@crtafe.wa.edu.au

STUDENT SUPPORT

Studying can be daunting, especially if you haven't done it before or if you're out of practice. We can help you get organised, guide you through your assignments and point you in the right direction for resources. You will get helpful strategies and tips to help meet the demands of studying. We won't do your work for you, but we'll help you learn the best study practices to achieve success.



Assessment Information

Assessment is a process that will require you to provide evidence that you have achieved the skills, knowledge and attitudes required in the units of competency. The evidence that you provide will typically be provided when you complete an assignment(s) for the unit(s) or in Recognition of Prior Learning (RPL) submission of evidence to meet the requirements of the unit.

Please refer to the CRT website for more information on RPL

RESULTING OVERVIEW

You will be provided with a number of opportunities to demonstrate competence throughout the enrolment period. If a student has been assessed as competent, they will be resulted with a CO (competent).

If, by the end of the enrolment period, you have attempted but failed to demonstrate competence on a single or numerous assessment, you will be resulted with an R (re-enrol). If a student is unable to show competence due to special circumstances (e.g. illness, bereavement, unforeseen work situations), and can provide documentary evidence to support this claim, you will be resulted with an H (Hold), while waiting for a re-assessment opportunity. Reassessments must be taken within eight weeks of the expiry date of the roll.

FEEDBACK RESPONSE TIMES

The lecturer will aim to respond to you within 10 working days from the date you submitted your assignment.

REASONABLE ADJUSTMENT

If you are being assessed and have special needs, reasonable adjustments may be made in the assessment process. Reasonable adjustment aims to make it possible for students with disability to participate fully in education and training. It is not to give a student with disability an advantage over other students, to change course standards or outcomes, or to guarantee success. Reasonable adjustment to teaching, learning and assessment activities will not change the requirements of the qualification.

COMPLAINTS AND APPEALS PROCEDURE



Central Regional TAFE values client feedback and recognises that opportunities to improve products and services arise from effective handling of client complaints. Complaints are processed in a way that reconciles the interests of clients and the college whilst ensuring expectations of fairness are met.

You have a right to appeal their assessment result. If you have any concerns regarding your assessment results please approach your lecturer to discuss the issue and refer to the website for details. Visit CRTAFE [Complaints and Appeals](#) here or go to <http://www.centralregionaltafe.wa.edu.au/currentstudents/studentsservices>

REFERENCING AND PLAGIARISM

All students must submit their own work for assessments, and it should not be solely composed from secondary sources. All secondary materials and resources must be correctly acknowledged or referenced.

Please refer to the Central Regional TAFE for more information [APA Referencing guide](#)

