

Training Plan

RTO Name:	TAFE NSW
RTO Code:	90003
Phone Number:	131 241
Website:	https://tafensw.edu.au/
OLS Website:	https://ols.oten.tafensw.edu.au/ols/

Your **Training Plan** has been put together by your teacher for you to follow.

You are required to acknowledge this training plan on the OLS, after checking the study timetable below and reviewing your study needs.

Student details	
First Name	TAFE NSW username
Last Name	Enrolment Start Date
TAFE ID Number	Enrolment End Date
SAM ID Number	
Qualification details	
Course Name	
Course Number	National Code
Completion Requirements	
Teaching section details	
Teaching Section	
Faculty	
Contact Number	
Email	
Course Manager	

Step 1: Check your study timetable

It is **important** that you progress through your course. If you are not progressing in line with this training plan, your eligibility to continue this course will be reviewed.

You can contact the teaching section if:

- There are any units you think you could apply for Recognition of Prior Learning.
- You are not clear about any part of the study timetable.
- The due dates for each unit are not suitable for you and you are unable to adjust on the OLS Calendar.

Note: The study timetable below is listed in unit order. You can also obtain a list arranged by assessment due dates from the OLS Calendar.

Unit Number	Unit Name	Ed	Hours	Delivery Mode	Learning Resources	Unit Start Date	Unit End Date	Teacher	Unit Status
1		3	30	Online	OLS				
	Assessment Number	Assessment Name	Submitted	Due Date	Comments				
2		5	40	Online	OLS				
	Assessment Number	Assessment Name	Submitted	Due Date	Comments				
3	I	3	60	Online	OLS				
	Assessment Number	Assessment Name	Submitted	Due Date	Comments				
4		2	70	Online	OLS				
	Assessment Number	Assessment Name	Submitted	Due Date	Comments				

Teacher comments	Date
Smart and Skilled requirements:	

SAMPLE

Step 2: Review your study needs

Your teachers are keen to support you to complete your course successfully.

It is very important that you:

- Let us know your study needs via the OLS page 'Introduction to Teachers' in the Communication area.
 - If you have already done this, below is a copy of the information you provided.
 - If your study needs change, you can return to the 'Introduction to Teachers' to provide an update.

Why have you chosen to study this course?

Your response: Upgrade my skills

I may need extra study support eg essay writing, maths or spelling

Your response: Online support as never studied online only before only ever went into Tafe institute for class

Tell us about your training and experience

Your work or life experience or educational history might count towards completing your studies earlier. You can apply for Credit for Previous Studies or Credit for Recognition of Prior Learning (RPL). Go to [Credit Pathways](https://ols.oten.tafensw.edu.au/ols/creditpathways/course/index.xhtm?pg=mcucicreditpath) for further information about obtaining Credit for units in your course and to download the Credit Application form.
Select one of these:

- Review the types of support available for you as a TAFE Digital student by logging in to the OLS <https://ols.oten.tafensw.edu.au> and scrolling to the bottom of the OLS page to find links to support services. If there are other study needs you have, contact your teachers.

Enrolment support

- Centrelink Liaison Officer** : tafedigital.clofficer@tafensw.edu.au | (02) 9715 8453 **OTEN**
- Learner guide** : <https://learnerguide.oten.tafensw.edu.au>
- Student services** : (course fees, academic transcripts, course deferment) | <https://tafensw.custhelp.com/app/contact-us/enquire> | phone 131 241 and select option 2

Course support

- **Library of videos - lynda.com** : <https://tafensw.libguides.com/linkedinlearningsupport>
- **Library services**: <https://tafensw.edu.au/student-services/library-services>
- **TAFE NSW Orientation Series**: Orientation series workshops listed on the OLS
- **TAFE NSW student learning community**: Facebook | <https://facebook.com/TAFEDigital>
- **Recognition, Credit pathways** : <https://tafensw.edu.au/enrol/recognition-credit-transfers> | (02) 9715 8486 or 1300 362 165
- **Study skills** : <http://otenstudyskills.tafensw.edu.au/>
- **Teacher contact**: Details in 'Contact a teacher' tab in the OLS
- **Technical help**: Details in 'Help' tab in the OLS
- **Tutorial support**: Contact your teaching section and extended hours support is available using Smarthinking from the OLS
- **Work placement assistance** : Details in your 'Course information' tab in the OLS and support is available - contact your teachers or Counselling and Career Development Service

Specialised support

- **Aboriginal Education and Training Unit** : <https://tafensw.edu.au/student-services/aboriginal-students/> | Aboriginal.Services@tafensw.edu.au | (02) 9715 8232 or 1300 888 010
- **Computer, Tablet, Phone accessibility** : <https://tafensw.edu.au/accessibility/>
- **Counselling and Career Development Service** : <https://tafensw.edu.au/counselling-career-development-services/> | (02) 9715 8446 or 1300 655 993
- **Disability Support Unit**: <https://tafensw.edu.au/student-services/disability-services/> | tafedigital.equityhelp@tafensw.edu.au | (02) 9715 8601 or 1300 362 890 | TTY (02) 9715 8609
- **Literacy and Numeracy Support Services** : <https://yourdecision.oten.tafensw.edu.au/> | tafedigital.abe@tafensw.edu.au | (02) 9715 8554 or 1300 355 531
- **Multicultural Liaison**: <https://tafensw.edu.au/student-services/multicultural-student-support/> | tafedigital.multicultural@tafensw.edu.au | (02) 9715 8678
- **Outreach Youth Equity** : tafedigital.outreach@tafensw.edu.au | (02) 9715 8611

Important: At any point during your studies, you can revisit and update this Training Plan. If you have any questions about your course, assessment due dates or any study requirements, you can contact your teaching section.