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| **BJIT COUNSELLING CHECKLIST – Lecturer/Student** | | |
| Student Name  Click here to enter text. |  | |
| WorkReady Training Account Number:  Click here to enter text.  WorkReady Only - Have you provided your ID verification?  YES  WorkReady Only - Have you undertaken a LLN assessment?  YES  My TAFE SA SIS ID:  USI - Have you established your USI?  YES | How did you find out about the course?  Advertising  Word of mouth  Pervious study  Website  School counsellor  JSA, job searcher  employer  other: Click here to enter text. | |
| 1. **Admissions Process** | | |
| Applied through SATAC  yes go to point 2  no, check the following | Existing employee  Trainee (check VETA)  CAR met | |
| 1. **Financials** |  | |
| Registering at My TAFE SA |  | |
| S4A – student to check eligibility | User Choice funded | |
| FFP | FFS | |
| Incidental fees/other resources | Fees by instalment | |
| Third party payment | VET Fee Help | |
| Pay at time of Registration using Visa/Mastercard | Print invoice/statement and pay at Post Office by Cash, EFTPOS, Cheque or Credit card within 7 days | |
| Refund policy  <http://www.tafesa.edu.au/apply-enrol/fees-payments/refund-policy> | Withdrawal policy  <http://www.tafesa.edu.au/apply-enrol/fees-payments/withdrawal> | |
| 1. **Mode of study** | | |
| Discuss mode of study | Blended  Face to face  External  Online  Simulated Business  VC  Workshop | |
| 1. **Individual Training Plan** | | |
| Program information document (PID) | TAFE SA email address | |
| Credit Transfer | Foundation Skills Bridging units required | |
| Pathways | Requirements of study including assessments | |
| Individual Training Plan | RPL | |
| Registration advice | Homework requirements | |
| Hours per week available for study | All registered units completion by semester/study period | |
| Library  <http://www.tafesa.edu.au/services/libraries> | Student Counselling  <http://www.tafesa.edu.au> | |
| Learning Spaces  Access to computers/internet/textbooks  Learning Support/Drop in centres | Anything that may affect your learning?  Support needed? Disability Access Plan | |
| 1. **Resources** (lecturer) |  | |
| Software  text books  online | Other: Click here to enter text. | |
| **INTERVIEW CONFIRMATION** | | |
| Face to face | | Phone |
| Counsellors: Click here to enter text. | | Campus Click here to enter text. |
|  |
| Emailed to student  OR | | Date Click here to enter a date. |
| Student signature | |  |