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| **BJIT COUNSELLING CHECKLIST – Lecturer/Student**  |
| Student NameClick here to enter text. |  |
| WorkReady Training Account Number:Click here to enter text.WorkReady Only - Have you provided your ID verification?  [ ]  YESWorkReady Only - Have you undertaken a LLN assessment? [ ]  YESMy 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**
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| Discuss mode of study  | [ ]  Blended [ ]  Face to face [ ]  External [ ]  Online [ ]  Simulated Business [ ]  VC[ ]  Workshop |
| 1. **Individual Training Plan**
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| 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)
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| 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 |  |