



**START TAFE NOW (STN)**

# **STUDY PREPARATION GUIDE**

**BE WHAT YOU WANT TO BE**

**[cqu.edu.au](https://cqu.edu.au)**

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This guide is designed to introduce you to CQUniversity and prepare you for the learning journey ahead. We have included information about systems, policies, finances, and how to stay connected and access support services. Keep this document on file for future reference throughout your journey as a Start TAFE Now (STN) student.

# WELCOME

You are officially a CQUniversity student. Start TAFE Now (STN) is an opportunity for you to challenge yourself and become immersed in the world of TAFE study.

Although extended learning can be somewhat daunting, we hope that you find it a worthwhile and exciting experience, as you embark on the first step of a life-long learning journey. You will further develop skills and knowledge that will be transferable to your current high school studies.

This guide is designed to introduce you to CQUniversity and give you an overview of what lies ahead. To complement this document, you will also be provided with ongoing support, advice and information throughout your time with STN.

The CQU Schools Engagement Team are your dedicated 'support crew' throughout your study journey and will often be your first point of contact for any queries or concerns you may have. The number one rule for success in this course is to ask questions. Please do not think that any question you have is 'silly' or 'not worth asking'. It is important that you ask for help and advice early, to avoid any unnecessary stress or anxiety.

No one expects you to go through your STN course alone. We wish you all the very best for your studies and look forward to supporting you.

Kind regards

## Schools Engagement Team

CQUniversity Australia  
**stn@cqu.edu.au**  
13 27 86



# OUR COMMITMENT

## **CQUniversity is committed to:**

- » Providing all staff and students with a safe and peaceful place to work and study.
- » Promoting a positive learning culture in which students understand and uphold the values of academic integrity in every aspect of their studies.
- » Creating and maintaining a community in which students, staff, employers, and clients can work together in an environment that is free of violence, harassment, intimidation, and exploitation.
- » Providing feedback to the school about the student's progress and any concerns.

## **You (the student) are committed to:**

- » Attending any required classes or sessions. Where classes are missed due to absenteeism you will work with your school and CQUniversity to catch up these missed classes.
- » Completing all assessment items on time.
- » Checking your university student email account regularly.
- » Adhering to the rules and policies of the University.
- » Behaving with appropriate and acceptable standards of conduct always.
- » Being knowledgeable of the fees for your course and pay all fees incurred.
- » Communicating any issues with your progress in the course to your school and CQUniversity.

## **Your school is committed to:**

- » Providing appropriate support to the student.
- » Notifying CQUniversity in writing of any problems with the student's ability to attend classes or complete necessary component of the course.
- » Acting as a liaison between CQUniversity and the student to ensure the best opportunity for success.

## **Respect. Now. Always.**

CQUniversity is committed to providing all staff and students with a safe, supportive and respectful place to work and study. Physical, sexual or online violence, assault, harassment or bullying, against any individual or group will not be tolerated.

Read more about how CQU is supporting the **Respect.Now. Always.** campaign.

## **Share Clean Air**

CQUniversity has a no-smoking policy within the grounds of all campuses and residential colleges.

## **Policies and Procedures**

CQUniversity's student academic and behaviour policies can be found at [cqu.edu.au/policy](https://www.cqu.edu.au/policy).

# TAFE TERMINOLOGY

One of the many differences between school and TAFE is terminology. Below are some of the common terms you may encounter. For more information, visit [cqu.edu.au/glossary](http://cqu.edu.au/glossary).

## COURSE

A course (also called a certificate or diploma) is the combination of units that make up the full course award with which a student graduates, such as a Certificate II in Electrotechnology (Career Start).

## UNIT

A unit (like a subject at school) is the individual components which make up a course. For example - *UEENEEE101A Apply Occupational Health and Safety Regulations, Codes and Practices in the Workplace* - is a unit which forms part of the course structure for the Certificate II in Electrotechnology (Career Start).

## WORK INTEGRATED LEARNING (WIL)

An activity that integrates academic learning with the workplace and covers a range of work-related experiences such as student work placements, internships, voluntary community work, simulated workplace experiences, and university-based projects.

## STUDY MODE

Study mode refers to how a course is delivered. CQU offers three study modes. They are online, on-campus and mixed mode.

## INTAKE

The month in which your classes commence.

## COMPETENCY

The consistent application of knowledge and skill to a required standard of performance.

## QUALIFICATION COORDINATOR

A staff member who is responsible for overseeing the delivery and administration of the course.

## TEACHER

A staff member who is responsible for training of a unit, through delivery via online platforms and/or face-to-face learning.

## ACADEMIC MISCONDUCT

Conduct by which a student seeks to gain, for themselves or any other person, an academic advantage to which they are not entitled or seeks to disadvantage any other student.



# GETTING STARTED

## KNOW YOUR 'WHY'

Everyone has different reasons and ways they go about choosing courses (and most things in life). Even if this course was initially chosen for you, rather than by you, think about how it aligns with your strengths, interests and career aspirations.

Knowing why you are doing this course; the purpose of it for you and how it will shape your life, will help you succeed, in particular during times when you might feel that is difficult.

## ASK FOR HELP

One of the biggest differences between high school and TAFE/Uni study is that with the latter you often need to be the one who asks for help. It isn't always just handed to you. Having said that, here at CQU there is always someone to help.

Whether that is asking our friendly Schools Engagement team ([stn@cqu.edu.au](mailto:stn@cqu.edu.au)) about your application, BKSB, enrolment or completion, your teacher about all of your learning and assessment, our IT team (TaSAC) for any tech issues you may face or any of our Student Support services, someone will be able to help you. See page 10 of this guide for a list of services available and their direct contact details.

Asking for help with something you don't know will get you closer to completing your course. Don't ever hesitate to ask us.



## PREPARE YOUR RESOURCES

Read your CQU communications (make sure you check your CQU email account often) prior to your course commencing, as well as listen carefully to what you are told on your first day.

Most courses will require some type of resource that's different to what you need for school, whether it is a pair of steel-capped boots or a type of software. Don't delay in getting what you need to get your course done, and if you are stuck, refer to the above point (ask for help).



## PLAN PLAN PLAN

Each student's schedule will be different for each course. Some of you will have a day each school week when you are on campus; some of you will get to choose when you get online and engage with the learning material. Either way, set and know your schedule, and remember to lock in time to complete your assessment as well.

The better planned you are and the sooner you get into a good study routine, the better.

## ORIENTATION

Orientation is a series of events, webinars, and workshops that help students feel prepared, confident, and connected.

For TAFE students, Orientation workshops and campus events are a great opportunity to expand your network, develop your study skills and discover the variety of support services available to assist you in reaching your goals.

Visit [cqu.edu.au/orientation](https://www.cqu.edu.au/orientation) for more information.

# EQUIPMENT LIST

## TRADES COURSES

Students enrolled in trades courses only will need to have:

- » cotton drill workwear (long pants and short or long sleeved shirt). Electrotechnology students must wear long sleeve shirt and long pants
- » safety boots (internal steel caps)
- » ear buds (optional)
- » clear safety glasses
- » welding helmet and welding gloves (Engineering students only)
- » cut resistant work safety gloves eg. MaxiPro or Uvex (Electrotechnology students only)
- » writing materials (pencil, pen, notebook, eraser, ruler).

## CERTIFICATE II IN HORTICULTURE

Students enrolled in Certificate II in Horticulture will need to have:

- » steel cap boots
- » sun smart clothing, including a sun smart hat.

## CERTIFICATE II IN COOKERY

Students enrolled in Certificate II in Cookery will need to have:

- » student Uniform Kit (including jacket, pants, hat, neckerchief, bib apron). Available from Hillers.

## CERTIFICATE II IN SALON ASSISTANT

Students must wear closed in shoes and be dressed as though they are going to work in a salon.

Students will also need to have:

- » stationery, including pens, notebook etc
- » 12pk sectioning clips
- » two tail combs
- » round brushes (thermal) – 1 x 18mm, 1 x 24mm, 1 x 30mm, 1 x 42mm (approx measurements)
- » Denman styling brush 7 row
- » TangleTeezer
- » water spray
- » wide-toothed basin comb.
- » one box of disposable gloves

Students that are not enrolled in the above courses should consult with their teacher for clarification regarding resource requirements.



# STUDYING WITH STN

## PLANNING YOUR STUDY

TAFE Units can be described in terms of the number of hours required for engaging with the weekly study material. This includes time for your readings, reflection, unit activities, and doing your assessment tasks. However, it is equally important to realise that there are additional workloads that you need to consider when managing your time.

Your STN study will not always match your school work as CQUniversity has its own calendar. Learning how to balance these factors and how to manage your time is critical for your success at university. Chat with your VET School Contact to discuss how best to manage your combined VET and school studies. The Schools Engagement Team will also provide time management and organisation tips throughout the duration of your studies.

## COURSE PLANNERS

Your course planner outlines the units we recommend you enrol in and includes additional pages of important course-specific information.

Your course planner will be issued to you by CQU. This may not occur until you are nearing completion of your first unit/s.

You're encouraged to carefully review your planner and use it as a guide to help you enrol into further units. In the meantime, you can check your course structure via the **CQU Handbook**.

## IMPORTANT DATES

The CQUniversity TAFE **Academic Calendar** is released at the beginning of each year and outlines the key dates for enrolments, and each intakes' Census date.

It is recommended to print a copy of the TAFE Calendar and place somewhere that will allow you to refer to the calendar regularly.

## CONTINUING STN ENROLMENTS

Depending on the STN course you are studying, you may already be enrolled in all required units for your course.

In some instances though, you may only be enrolled in a set sequence of units at a time. This may be as a result of the course structure or if fees are involved (ie you are full fee paying).

To request enrolment in further units as your study progresses:

1. Check the course structure for your STN course via the **CQU Handbook**.
2. Discuss your continued enrolment with your VET teacher.
3. Submit an **STN Enrolment Request**.
4. We will contact you via email to confirm your enrolment.

2024 ACADEMIC CALENDAR - TAFE (VET) STUDENTS																																																																																																																																																																																																	
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<b>PROPOSED KEY DATES</b> <ul style="list-style-type: none"> <li><b>Jan Intake</b> Commences on 02/01/24; students can enrol up until 12/01/24</li> <li><b>Feb Intake</b> Commences on 05/02/24; students can enrol up until 16/02/24</li> <li><b>Mar Intake</b> Commences on 04/03/24; students can enrol up until 15/03/24</li> <li><b>Apr Intake</b> Commences on 02/04/24; students can enrol up until 12/04/24</li> <li><b>May Intake</b> Commences on 05/05/24; students can enrol up until 17/05/24</li> <li><b>Jun Intake</b> Commences on 03/06/24; students can enrol up until 14/06/24</li> <li><b>Jul Intake</b> Commences on 01/07/24; students can enrol up until 12/07/24</li> <li><b>Aug Intake</b> Commences on 05/08/24; students can enrol up until 16/08/24</li> <li><b>Sep Intake</b> Commences on 02/09/24; students can enrol up until 13/09/24</li> <li><b>Oct Intake</b> Commences on 07/10/24; students can enrol up until 18/10/24</li> <li><b>Nov Intake</b> Commences on 04/11/24; students can enrol up until 15/11/24</li> <li><b>Dec Intake</b> Commences on 02/12/24; students can enrol up until 13/12/24</li> </ul>																																																																																																																																																																																																	
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<b>Notes</b> <ul style="list-style-type: none"> <li>* This document should be read in conjunction with the Key Dates listed in the CQU Uni Handbook</li> <li>* This calendar is subject to change until approved</li> <li>* Public holidays are draft and will be confirmed in 2023.</li> <li>* Local Holidays and School Holidays do not form part of this calendar.</li> <li>* Residential schools are as advised in the CQU Uni Handbook.</li> </ul>																																																																																																																																																																																																	
<b>Legend</b> <ul style="list-style-type: none"> <li>Census Date</li> <li>University Closure</li> <li>*Intake date colour</li> </ul>																																																																																																																																																																																																	

# CQU STUDENT SYSTEMS

All CQUniversity students are provided with a username and password to log in to the University's student systems. It is important that you access the CQU online systems prior to your studies commencing, regardless of whether you are an on-campus or online student.

## USERNAME AND PASSWORD

When accessing any CQUniversity online system, you will be prompted for your username and password.

Your username is your student number (for example 12345678).

Your default password will be a lower case s followed by your date of birth (6 digits only) and the hash (#) symbol. If your date of birth is 1st January 1991 then your password will be: s010191#.

If you have previously been a student with CQU, you should already know your username (Student ID) and password. If you do not know what your password is, please contact the ITD Helpdesk on 1300 666 620 or visit [password.cqu.edu.au](http://password.cqu.edu.au).

## STUDENT EMAIL

You now have access to your own CQU email address and account. We recommend you check your student email at least once a week as some communications may be time critical.

Your CQU email account is our official method of communicating with you and the University has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely manner.

Access your email by visiting MyCQU and selecting the envelope/mail icon from the top right corner.



For more information about your student email account, please see the Student Email Policy and Procedure located on the policy website at [cqu.edu.au/policy](http://cqu.edu.au/policy).

## MYCQU STUDENT PORTAL

As a CQUniversity student, you will have access to your own personalised online portal called MyCQU. You are strongly encouraged to access MyCQU at least several weeks prior to your studies commencing. To access MyCQU, visit <http://my.cqu.edu.au> and log in with your CQU username and password.

MyCQU is a centralised online space allowing you to access everything related to your study with CQU. This includes:

- » your CQU email inbox
- » course information
- » online classroom information (Moodle - further information will be provided by your STN teacher)
- » enrolment management
- » support services
- » fees and payments
- » news and communications.



# YOUR SUPPORT CREW

You are an official student of CQUniversity and therefore have access to the University's wide range of support and resources. We encourage you to reach out whether to ask a question or seek advice - it's what we are here for!

## SCHOOLS ENGAGEMENT TEAM

We'll often be your first point of contact throughout your STN studies. If you are ever unsure of who to go to or what to do, contact us at [stn@cqu.edu.au](mailto:stn@cqu.edu.au) or phone 13 27 86.

We can assist with:

- » student absences
- » course selection and eligibility
- » changes in delivery of course
- » behaviour issues and student wellbeing concerns
- » academic concerns
- » student progress/ student report card
- » and more.

## TECHNOLOGY SUPPORT (TASAC)

The Technology and Services Assistance Centre (also known as TaSAC), provide support and advice to students in relation to technical system issues.

Common situations where you might need to contact TaSAC include when you have forgotten your CQU password or if you get an error message when trying to access a CQU site.

TaSAC Can be reached at [tasac@cqu.edu.au](mailto:tasac@cqu.edu.au) or by phoning 1300 666 620. When contacting TaSAC, please provide as much detail as possible, including:

- » your full name
- » student number
- » contact details (phone number and email address)
- » a description of the issue and any error messages that are displayed, including screenshots.

## COUNSELLING

The Counselling team provide free and confidential support for all CQU students. Counsellors can help with personal issues that may impede your academic progress and your personal development. They will also help you to acquire effective study skills like motivation and time management.

Our goal is to see students succeed in their studies, and to promote personal resilience and wellness.

Find out more at [cqu.edu.au/counselling](http://cqu.edu.au/counselling).

## CAREERS

CQU Careers can assist you in achieving your career development and professional aspirations through career education, guidance and information.

Visit [cqu.edu.au/careers](http://cqu.edu.au/careers) for more information.

## INDIGENOUS STUDENT ENGAGEMENT

The Indigenous Student Engagement Team provides support to all Aboriginal and/or Torres Strait Islander students at CQUniversity.

The Indigenous Student Engagement Team provide advice about a number of services on offer to Aboriginal and/or Torres Strait Islander students including free tutoring support, financial guidance, cultural advocacy, safe learning support, basic course information, and more.

Find out more at [cqu.edu.au/indigenous](http://cqu.edu.au/indigenous).



## INCLUSION AND ACCESSIBILITY

If you have a disability, illness, medical or mental health condition and would like support or assistance to complete your TAFE or University studies at CQUniversity, the Inclusion and Accessibility service can assist you.

The Inclusion and Accessibility service aims to minimise barriers and encourage participation in education and training by all students.

Find out more at [cqu.edu.au/disability](http://cqu.edu.au/disability).

## STUDENT ADVOCACY

Student Advocacy is a free and confidential service providing support and assistance to all CQUniversity Australia students who seek guidance on grievances, appeals and disputes.

Find out more at [cqu.edu.au/advocacy](http://cqu.edu.au/advocacy).

# STAYING CONNECTED

Whether you are studying online or on-campus, we encourage you to stay connected through the various CQU channels available to you. Connecting with others ensures you remain engaged and supported, and also keeps you up to date with all the latest CQU news and information.

## SAFEZONE

SafeZone is a simple, easy to use mobile application to deliver important emergency notification alerts and instructions to staff and students. The App also allows you to notify us of an unfolding emergency or submit an urgent request for help or first aid.

To download the App please go to the iOS App Store (for Apple users), Google Play (for Android users) or the Windows Phone Store, and search for 'SafeZone'. Once your download is complete you will then need to open the SafeZone App and sign-up using your CQUniversity student email address (do not use a personal email as this will not allow you to register). The App is free to download and install.

For more information about staying safe on campus, visit [cqu.edu.au/safetyoncampus](http://cqu.edu.au/safetyoncampus) or watch this [instructional video](#).



## SOCIAL MEDIA

### FACEBOOK

Visit [facebook.com/CQUniStudents](https://facebook.com/CQUniStudents) and like our page to receive the latest news, events, and information from around CQUniversity direct to your Facebook feed each day.

We also encourage students to join the official Facebook group for their location. A full list of groups can be found on our page.

### INSTAGRAM

You may also like to follow the CQUniversity Instagram account at [instagram.com/cquuniversity](https://instagram.com/cquuniversity).



# UNDERSTANDING FEES

The type of fee you are liable for in relation to your TAFE study is dependent on a number of factors - for example, your TAFE study history, your age and your location.

## FIRST TAFE COURSE

Some students are eligible for government subsidised training if their course has been identified as a VETiS funded course by the Queensland Government.

To check if your course is funded, visit [cqu.edu.au/stn](http://cqu.edu.au/stn) and refer to the Subsidised VETiS/STN Courses list. Each student is only eligible to access their VETiS funding once. Any further courses you do will be at full fee cost.

## PAYING YOUR FEES

You are required to pay your course fees prior to commencing your unit/s. The fees payable will be different for each course. Some courses are more expensive, some can be paid one unit at a time or some may require you to enrol into a cluster (multiple) of units.

Please check your Fee Notice to confirm your charges. If you have lost your Fee Notice, please generate a new one in MyCQU. To find your fee notice, select your profile from the top right corner of MyCQU (ie select the icon with your initials and then select *Your Profile* from the drop down menu).

Students with an overdue debt will have sanctions placed on their record until the debt is cleared in full. An overdue student debt occurs when a student fails to pay their debt to the University within the terms specified.

These sanctions are outlined in the Collections Policy and Procedure at [cqu.edu.au/policy](http://cqu.edu.au/policy).

## PAYMENT PLANS

Payment plans are available for some CQUniversity students. Prior to enrolment, a payment plan application form must be completed, and you will be required to negotiate terms with Frontline Student Services. Remember to keep to the terms of your payment plan. If you are unable to keep to those terms, please get in touch with CQU so we can support you in adjusting your study load and not incurring outstanding debt.

## VET STUDENT LOANS

The VET Student Loans program is an Australian Government loan program that helps eligible students to cover fees for vocational education and training (VET) courses.

**VET Student Loans are only available for approved courses at the diploma level and above, available to VETiS students.**

There is a limit to how much you can borrow under VET Student Loans, called the 'loan cap'. The loan cap amount is different depending on the course you study. The loan has income-contingent repayment arrangements, which means you only need to make repayments if you are earning above the minimum repayment threshold. You can make voluntary repayments at any time.

A VET Student Loan consent form is required for students under the age of 18. More information is available on the **CQU website**.



# FOUNDATIONS OF ACADEMIC INTEGRITY (FAI)

CQUniversity values academic honesty and integrity. As a student, we want to ensure that you understand the ethical behaviour required of you with your studies, in particular, your assessment tasks.

To help build your confidence and capacity, we have developed an academic integrity module that we are asking you to undertake as part of your studies.

## WHAT IS ACADEMIC INTEGRITY?

Academic integrity is behaviour underpinned by the values of honesty, trust, fairness, respect, responsibility and courage in CQUniversity's education, training and research communities. Academic integrity includes research integrity.

## WHO NEEDS TO COMPLETE FAI?

All VET Diploma and Higher Education level students are required to complete the training.

## WHEN DO I NEED TO COMPLETE FAI?

Upon your enrolment as a student at CQUniversity, you will be required to complete this academic integrity training module and again on the anniversary of starting your current course.

## HOW DO I ACCESS THE TRAINING?

If you are required to complete the FAI training module, you will be provided with the link to the Moodle unit via CQUniversity email. You will also be able to find the FAI training module in Moodle under My Units.

More information about the training is available on **MyCQU**.

## WHY DO I NEED TO COMPLETE ACADEMIC INTEGRITY TRAINING?

CQUniversity values academic honesty and integrity. We know that honesty and integrity are authentic, leadership qualities that help our students stand out from the crowd and launch their careers.

Academic integrity is the application of these ethical standards to your work as a student. Academic integrity falls when we deceive fellow students, staff or the University in order to receive unfair benefits.





## CONTACT US

13 27 86 (within Australia)  
[stn@cqu.edu.au](mailto:stn@cqu.edu.au)

Need help? Visit [cqu.edu.au/stn](https://cqu.edu.au/stn)