



APPRENTICES INDUCTION

North Metro TAFE Information Pack (Midland Campus)

Midland Campus Induction Program

Student Copy

1. Students Logon

User Name: Student ID number with '200' in front, 200xxxxx e.g. 20012345

Password: Your default password is Tafe + Students Date of Birth – DD/MM/YYYY
e.g. Tafe01042011 – NOTE: the word Tafe is case sensitive.

You must **change** your password when you first log in.

- To access your student emails, click on, or go to the following link:
<https://outlook.office365.com>
- Your email login is: 200xxxx@nmtafe.wa.edu.au
- Your password is: TafeDDMMYYYY

For more information or help, visit

<http://www.northmetrotafe.wa.edu.au/currentstudents>

To reset passwords, visit the Library first, with ID. If there is still an IT problem, email IT on it@nmtafe.wa.edu.au, or call IT on: 9202 04444.

2. **Ready Skills** – (Can be accessed two ways) Students are to be enrolled in Ready Skills Online recording of all installation work – requirement for TAFE auditing.)
(See Geoff Fielding or Richard Provis if you have any password or data signoff issues)

Log-in: (Mobile App)

The ReadySkills App on your phone or tablet - download the App – free from Google Play or the App Store (see email for details) OR • The browser on a computer, phone or tablet - go to

Ready Skills (<https://app.mytrainingplan.com.au/myprofiling/>) web based

Recommended browsers are Firefox, Chrome or Safari for the full features of Ready Skills, use the browser version. When you log in it will open directly to the area where you log activities. Logging Follow the same process on both the browser version and the App Workplace Activity 1.
Log on using your user name and password.

3. **Classrooms** - Safety Footwear (Steel cap shoes/boots); Cotton Long sleeve shirts, long trousers (shirts tucked into trousers).

Workshop – Approved Safety glasses, Safety Footwear (Steel cap shoes/boots); Cotton Long sleeve shirts, long trousers (shirts tucked into trousers).

4. **Personal property:** All students are responsible for the safe keep of their own property.



5. **Behaviour and Code of conduct:**
- Smoking on Campus (**NMT has a Smoke Free Policy at all Campuses**)
 - Student Meeting Record (F138A3) x 2 (Not the same incident)
 - Student Code of Conduct Incident Report Form (F138A2)
 - Unacceptable behaviour (Non Academic) , illegal activities, inappropriate or unacceptable behaviour, Wilful damage Swearing, Offensive Language, Bulling/Harassment etc
 - Academic misconduct, Failure to attend classes, Plagiarism, Cheating, consistently disrupting students & staff members etc,
- Eating food & Drinking (except water) in Classrooms & Workshop are not allowed.**
6. **Mobile phones and I-Pods:** All mobiles to be turned **“OFF”** to SILENT and **NOT** to be used in classrooms or workshop **DO NOT USE** the calculator applications on the mobile phones.
7. **E-Learning** - Students will be enrolled on to **Blackboard** for on-line learning and Assessments or use <https://sparkygoelectrical.com/> for just information.
8. **Assessment Methods:** Worksheets (Workbooks); Written Theory assessments, Observation Checklists, Skill demonstration, On-line “e-Assessments” and Practical Assessments.
9. **Assessment Times and dates:** At the completion of each unit as per consultation and agreement between lecturer and students.
10. **Re-Test and Re-Assessment:** In terms of NMT Assessment Policy and in agreement with the lecturer.
11. **Academic Results & Results Codes:** No Start (**NS**); Re-enrol (**R**); Competent (**CO**); Exempt (**E**); Discontinued (**DC**).
12. **NMT Appeals Policy:** Students who **disagree** with the results of their Assessments **is entitled to appeal** the lecturer’s decision.
13. **RPL:** (Recognition for Prior Learning), **Credit transfers.**
14. **NMT Student Support Services Available:** Student counselling; VACCS; Library (log on system at library).
15. **Assignments; Portfolios and home work:** To be submitted on due date as per lecturer’s instructions.
16. **Student Feedback:** Students are given the opportunity to submit any grievances or complaints or satisfaction via feedback issued by the lecturer.
17. **Delivery of Learning Program:** Issued to students and discussed by lecturing staff.
18. **Midland Campus Orientation:** Lecturer shows students the location of Campus Facilities.
19. **Library Induction:** To be conducted by library staff.



20. Occupational Health & Safety Issues: First Aid, Isolation Procedures, Evacuation Procedure.

(Evacuation Drill: Continuous Siren – no voice over message).

(Lockdown Drill: Non - Continuous Siren and voice over message with Instructions).

21. Lockers have been allocated for students but students are requested to bring their own locks.

22. Business Unit: (Residential Construction & Trades) – Midland, NMT TAFE Customer (PH: 93746334; Fax number 93746188 Service).



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Apprentice / Student Certificate III Induction

Have attended the presentation on the Certificate III induction where I was given all the information relating to the above topics on the Certificate III Induction, and I have received all of the, Certificate III Induction, all my relevant questions have been answered, and I agree to all the requirements of the Certificate III Induction.

Declaration I, (write name)

Signature.....

Date.....

For under 18's (only),

Parent / Guardian (write name)

Signature.....

Date.....