

Students' Guide to Training

Getting Started ...



Department of
Education
and Training



Training Accreditation Council
WESTERN AUSTRALIA

Getting started

Choosing to do some study or training to help you get a job, or for your personal development can involve the investment of a lot of your time and money. It is important to spend time up-front **checking** that you will be choosing the right training for you. Decide what you want to achieve as a result of the training and select the program that will help you achieve the job, skill or qualification you want.

Education and Training Check List

Questions to ask before you start.

- *What do I want to achieve?*
- *How long, and at what time do I want to study?*
- *What study mode do I want to use?
Eg: classroom or external.*
- *How much can I afford to pay?*
- *Where do I want to study?*
- *Is the organisation I'm considering a*
Registered Training Organisation?
(Check with the Career Development Centre: 1800 999 167)
- *Do I need my qualification to be nationally recognised?*
- *Where can I go to get more information or help?*
(Career Development Centre: 1800 999 167)

Questions to ask a Registered Training Provider

- If a course involves large up front **fees**, ask for lots of detail on what you will get for your money and any additional costs. Is there a concession fee or a payment instalment plan?
- Find out if you'll get your **money back** or be required to pay the full amount if you quit, or enrol but don't start the course.
- **Check** with the Career Development Centre (1800 999 167) to see if there is a similar course offered by other Registered Training Organisations, including TAFEWA.
- If the advertisement for the course includes **employment guarantees**, get details of the actual steps the organisation will take to get you that job. In some cases, these promises only amount to being supplied with a list of contact numbers for people in the industry.
- The Australian and State Governments have introduced a system of registration for training providers to make sure that vocational education and training in Australia is of the highest quality. An 'RTO' is a **Registered Training Organisation**. Whether a government (eg TAFEWA) or private organisation, all RTOs have to meet the same high national standards.

- Choosing an RTO means you can be confident that the organisation meets the high standards of **quality** required. Only RTOs can deliver nationally recognised training. That means that only RTO students can have their qualifications recognised everywhere in Australia. Check with the Career Development Centre (1800 999 167) to find out whether the provider is an RTO and whether the course is nationally recognised.
- Choose a well known and reputable RTO. **Remember** registration ensures that the organisation meets the high national quality standards required, but despite every best effort, it cannot guarantee the financial viability of a company. Always check how your fees will be handled.
- If you have to sign a **contract**, take it away and read it. If you don't fully understand the details, don't sign it, ask more questions. If you are still not satisfied, find out about other providers.
- Check that you will get a clear statement of your results and ask what will happen to your **academic record** if the company stops operating.

useful contacts

The Career Development Centre

The Career Development Centre can provide heaps of valuable information and links to many useful contacts.

CALL: **1800 999 167 (free call)**

CLICK ON: **www.tafe.wa.gov.au**

COME IN TO: **Career Development
Centre
2nd Floor, City Central
Building
166 Murray Street (Mall)
Perth Western Australia
6000**



