

How to Apply

Whether you're launching your career, looking to gain new skills or thinking about a career change, we can help you learn the skills you need for the job you want.

To begin your training journey at TasTAFE, you'll need to apply for the course you're interested in.

The easiest way to apply is online through the [TasTAFE website](#). If you need help with your application, visit your local campus, call us on [1300 655 307](tel:1300655307), or email us at apply@tastafe.tas.edu.au.

International students

All applications for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered programs are lodged through an online portal. We encourage international students to seek the advice of a TasTAFE-approved [Education Agent](#).

International students can find out more in the TasTAFE International Programs Course Guide, on the [TasTAFE website](#), or can contact international@tastafe.tas.edu.au for further details.

Acknowledgement of Country

We pay respect to the traditional and original owners of lutruwita/Tasmania, the palawa people. We pay respects to Elders past and present, along with today's Tasmanian Aboriginal community and we acknowledge their continuing connection to the land, air, sea and waterways which we all live, learn and work together on.

Applying for a course

We offer a wide range of nationally recognised qualifications from Certificate to Diploma and Advanced Diploma level – as well as short courses, skill sets, apprenticeships and traineeships across more than 30 industry areas. There's every chance we'll have something to suit you and your career goals.

Once you've decided which course is right for you, you'll need to begin your application.

Applications for most courses open in November for Semester 1, commencing in February the following year and in May for Semester 2 which commences in July.

However, short courses and skill sets are often available all year round. Keep an eye on our website for the latest application dates or register your interest in a course to receive updates.

For short courses and skill sets, the application process will only take a few minutes. You may need to pay at the same time as you apply.

For other courses, you may need to provide documentation or evidence that you can meet the entry requirements. These might be results from a past qualification, a police check, Working With Vulnerable People card, or proof you hold a specific licence.

To undertake an apprenticeship through TasTAFE, you first need to be employed. We'll then work with you and your employer to organise your training.

You can find the entry requirements for your course on the course pages on our website.

You are able to apply for up to 5 courses at any time and nominate your order of preference within your TasTAFE Student Portal account.

Need help with an application?

If you would like help to use the TasTAFE Student Portal and create an application, we are here to assist. Support is available through Client Central at most major campuses, the library, or the friendly staff on our [1300 655 307](tel:1300655307) support line. We can help you get your application started.

What do I need for my application?

1. A USI (unique student identifier)

If you don't already have one, you'll need to create a USI. A USI is a unique number allocated once to everyone who undertakes accredited training in Australia. You must provide your USI or you won't be able to complete your application.

Creating a USI is easy and takes only a few minutes. You will need to have a valid USI before you can create a TasTAFE Student Portal account.

If your name has changed since creating your USI, you'll need to update your details with us and on the USI website.

You can also give TasTAFE permission to view your full VET transcript via the USI website if you wish to claim credit transfers.

2. A TasTAFE Student Portal account

If you don't already have an account, you will need to create one. If you have studied or applied with us before, you will already have one. Please log in using the personal email address you used, and make sure your details are up to date.

If you have forgotten your password, select the 'Forgot your password?' option and a password reset link will be emailed to you. The link expires after 30 minutes.

If you can't remember your login details or need help resetting your password, call us on 1300 655 307. You can also visit one of our campuses and Client Services can assist you.

3. Supporting documents

If there is an entry requirement for your course, you will need to upload relevant documents or other evidence to your TasTAFE Student Portal account.

Have your supporting documents ready before you start your application. If you need time to gather your supporting documents, you can still submit your application and return to this step over the next few days.

If you are applying for credit transfer for units you have already completed with us or another training organisation, make sure you upload evidence of these at the time of your application. You can also give permission for TasTAFE to view your full VET transcript within your USI account. This makes applying for and receiving credit transfer much easier.

4. Your Health Care Card

You'll need to upload a copy of your Health Care Card if you are eligible to claim a concession fee (if applicable).

What happens next?

Once you've submitted your application, you will get a confirmation email to say your application has been received.

Check your email regularly or log in to your TasTAFE Student Portal account to check progress.

You may need to provide extra information or documents to progress your application. Checking your emails regularly will allow us to progress things in a timely manner.

Courses places are filled in order of applications we receive. If you don't respond to requests for more information or provide evidence within the requested timeframes, your application may be closed, and you may miss out on a place.

Tracking your application

You can track the progress of your application and any messages you receive by logging into your TasTAFE Student Portal account.

How do I know if my application is successful?

If your application is successful, you'll be notified via email with an offer for a place in the course.

To accept your offer, log in to your TasTAFE Student Portal account and select 'Accept' or reply to the email you receive.

If you have indicated that you are an Aboriginal applicant, you will receive a letter inviting you to contact one of our Aboriginal Support Officers.

If you have a disability, medical or mental health condition, you will receive a letter inviting you to contact our Disability Liaison Officers.

It is a great idea to seek support early.

What if I'm unsuccessful?

If your application is unsuccessful, we'll contact you via email to let you know.

If you don't get into your preferred course, you may have the option to apply for another course at a different location.

If the course is full, you may be placed on a waiting list, and if a place becomes available we'll send you an offer via email. If a place doesn't become available within the relevant timeframe, we'll be in touch to find out if you would like to be advised when the course is offered again so you can apply for the next intake.

If you don't get into the course you want, we can also help you choose another course that will help you meet your career goals. Our Student Counsellors are happy to offer you course advice.

Finalising your enrolment

Once you accept the offer for your course, you will get an email from us confirming your enrolment. If you've applied early, and have accepted your offer, you may not receive this email until a little closer to your start date.

Your confirmation email will confirm the course you're doing and the units you'll be studying, as well as an invoice for any payment required.

Prior to the start of your course, you'll receive information about your course start and finish dates, timetable information and any induction sessions you may be required to attend. Course information will be emailed separately to your course confirmation and invoice.

To finalise your enrolment, you can contact us on [1300 655 307](tel:1300655307) to set up a payment plan or pay your invoice in full using the payment options outlined on your invoice.

Note: If you're a trainee or apprentice and you've signed a training agreement, your employer will know who to contact at TasTAFE for your enrolment.

What's next?

If you have experience in the area you're about to start studying, consider if you'd like to have your experience formally assessed through a [recognition of prior learning process](#).

In your first few days with us, we will take you through a full induction and tell you about any course-specific requirements, including protective clothing and equipment, and work health and safety practices.

There are rules and expectations guiding your behaviour and safety at TasTAFE. There are also academic standards that apply to your studies. To find out more, look at the [rights and responsibilities section of the TasTAFE website](#) so you know what to expect when you start.

Support

If you need assistance or support during your time at TasTAFE, don't hesitate to speak up.

Contact one of our staff members who can help you with information about:

- literacy, numeracy and digital skills
- study skills
- financial assistance
- counselling
- disability support

- Aboriginal support; and
- career and course advice.

Find out more about how we can support you.

Contact us

Applications

If you have any questions about your application or enrolment status, call us on 1300 655 307 or email us at apply@tastafe.tas.edu.au.

You can also contact us at any time within your TasTAFE Student Portal account.

Student support

To book an appointment with a Student Counsellor, Disability Liaison Officer or Aboriginal Support Officer, visit our website or call us on 1300 655 307.

Visit StudentConnect to access a quick link directory connecting you to different areas of TasTAFE.

General enquiries

- 1300 655 307
- info@tastafe.tas.edu.au
- www.tastafe.tas.edu.au

... and don't forget to be social! Follow us on Facebook and Instagram

DISCLAIMER: This information is correct at the time of publication (December 2024). Every effort has been made to ensure details are correct and accurate, however TasTAFE reserves the right to change information without notice.