



# APPLYING MADE EASY

for Aboriginal & Torres Strait Islander People

## HERE TO HELP

### LIFE CHANGES. WE CAN HELP. TALK TO US.



**A CULTURAL & CONFIDENTIAL SAFE SPACE TO YARN.**

Scan here for Information for Aboriginal and Torres Strait Islander people at TAFE Queensland  
<https://tafeqld.edu.au/information-for/aboriginal-and-torres-strait-islander-people>

**1300 308 233**

**TAFEQLD.EDU.AU**



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# TAFE QUEENSLAND - APPLYING MADE EASY

## for Aboriginal & Torres Strait Islander People

### HERE TO HELP: WHEN THINGS CHANGE FOR YOU



We know life happens and might get in the way of your study or training. If things change below is some guidance on what to do, and how we can help.

#### MISS A CLASS OR FALL BEHIND

- Talk to your teacher to get back on track.

#### NEED MORE TIME FOR AN ASSESSMENT

- Make a request through your Student Connect page, or ask your teacher.
- Your Indigenous Student Support Officer (ISSO) can support you to ask for an extension.

#### REDUCE YOUR STUDY LOAD

- Speak with your teacher to let them know and talk about what to do next.
- They can help build a study plan, reduce your study or training workload, pause, or withdraw from your course.

#### SUPPORT FROM YOUR ISSO

- Keep us updated if want to drop back or stop studying so we can update your student record.
- We link you up with a tutor, student support, and notify ABSTUDY if there's any big changes.

#### AWAY FROM BASE STUDENTS

Ensure sure you let your AFB Officer and ABSTUDY know:

- If you can't make it to your study block.
- Have decided to drop out of your course.
- If you urgently need to return home (exceptional circumstances only).
- Changed your contact details.

#### ACCESSABILITY SUPPORT

AccessAbility Support Officers may assist students with disabilities to:

- Identify how your disability may impact your study.
- Make a plan with reasonable adjustments to help you and your educator with your studies.
- Arrange in-class support, coaching, assistive technology and interpreting, where required or available.

#### TIP!

You can call the Reading and Writing Hotline (1300 655 506) for help with your studies at any time?

#### WHEN TO LET ABSTUDY KNOW

To make sure you don't receive unnecessary phone calls, payments or reminders, let ABSTUDY know within 14 days if:

- There are changes to your study or training circumstances.
- You get a new job.
- Change your bank details.
- Change address.
- Start getting different income or other financial help.

#### NEED HELP GETTING YOUR DOCS TOGETHER?

Your local Back to Work Officer can help you get your ID and paperwork together.

#### SEE ALSO

- Your Student Support Fact sheet
- Abstudy and Away from Base Fact sheets
- What to bring on your studies Fact sheet

#### YOUR LOCAL INDIGENOUS STUDENT SUPPORT OFFICER (ISSO) CONTACT DETAILS

[tafeqld.edu.au](http://tafeqld.edu.au) | 1300 308 233

Artwork from elements from the TAFE Queensland's Reconciliation Action Plan. 'Connecting Knowledge – Connecting Cultures' by Riki Salam, [weare27.com.au](http://weare27.com.au) Visit [tafeqld.edu.au/rap](http://tafeqld.edu.au/rap) to view the Reconciliation Action Plan.

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