**MANSFIELD STATE HIGH SCHOOL**

**TAFE QUEENSLAND - PROCEDURE and DUE DATES**

TAFE Queensland offers pathways through a range of industry areas for students in their senior phase of learning. TAFE Queensland programs are designed to lead into post-graduate study options giving students a head-start into the workforce or other study options.

***TAFE Queensland*** Courses available include:

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| Animal Studies and Horticulture | Early Childhood Education and Care | Media and Digital Design |
| Applied Science  | Electro-technology | Music and Sound Production |
| Automotive | Engineering | Rail infrastructure |
| Beauty and Hairdressing | Fashion | Retail |
| Building and Construction | Health services | Sport and Recreation |
| Business and Justice Studies | Hospitality and cookery | Tourism and Events |
| Community Services | Information Technology | Visual Arts |

All TAFE Queensland courses are organized in conjunction with the school. Payments are made to TAFE Queensland on receipt of acceptance and invoice from the TAFE. Any students wishing to apply for a TAFE Queensland course must meet all the requirements listed in the steps below before the school will endorse the Online Application to TAFE Queensland.

The success of placing students in their course will depend on the number of students from various schools wishing to do each course. Please note: once you have completed an APPLICATION FORM, students are committed to attending the TAFE course if they are accepted. Any cancellations may incur a fee from TAFE as a refund cannot be guaranteed. Therefore, please only write down choices of courses that you are prepared to attend. Also realise students may not get their first choice.

Students interested in undertaking a TAFE Queensland course should therefore:

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| **STEP 1**Look through the course PROGRAM GUIDES to decide on course choice. You can find the guide at:* TAFE Queensland <https://tafeqld.edu.au/courses/ways-you-can-study/tafe-at-school.html>
* Mansfield State High School website - <https://mansfieldshs.eq.edu.au/curriculum/vocational-education/t-a-f-e-and-other-training-provider-courses>
* From Ms Hixon or Mrs Burns in the Senior Schooling office
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| **STEP 2**Complete a TAFE Queensland APPLICATION via the online Application Process (instructions are attached).* TAFE will email you and your parents receipt of your application
* TAFE will email the school for endorsement of your application
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| **STEP 3**Complete the school Application form (as soon as you can in Sem 2 for Sem 1 courses the following year)* + Book an appointment time with a Guidance Officer and complete section 2 on the application form.
	+ Ensure you add the course to your SET Plan.
	+ Hand the completed application to Ms Hixon in the Senior Schooling office
	+ If your application has been approved Ms Hixon will endorse your TAFE application via the TAFE portal
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| STEP 4Once your application has been endorsed by the school, TAFE will process your application and email you and your parents more information about:* The enrolment process.
* Any costs and how to pay.
* Orientation details (held the week prior to the program start and attendance is mandatory)
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| STEP 5You must have accepted your enrolment offer and paid course fees according to the date indicated by TAFE. TAFE will notify the school of successful applicants towards the end of the year prior to starting. |

TAFE Queensland Programs start **early February, mid-year course start early July**. Make sure you are checking your emails regularly and you have all requirements ready for the first day of TAFE.

***NOTE regarding MAP -*** *If your TAFE placement hasn’t been confirmed before Block 1 MAP selection day and you have applied for a TAFE course with a Wednesday attendance day, you MUST put your name down for a non-paying MAP activity.*