



**TAFE**NSW

# Orientation & Enrolment

## International Students



# TAFE NSW GRANVILLE

<b>Day 1</b>	Friday 26 July 2019 10.00am – 12.00pm				
<b>Day 2</b>	Wednesday 31 July 2019 10am – 3pm				
<b>VENUE</b>	TAFE NSW Granville, Building A, Room A.121 136 William St, Granville, NSW, 2142				
<b>COURSES</b>	Bachelor of Business, Bachelor of Applied Commerce and Diploma of Applied Commerce				
<b>PROGRAM</b>	<table><tr><td><b>Day 1</b></td><td><b>Day 2</b></td></tr><tr><td><ul style="list-style-type: none"><li>• Course Overview</li><li>• Academic Skills and Policies</li><li>• Course Documentation</li><li>• Subject Selection</li><li>• Meet the Teachers</li></ul></td><td><ul style="list-style-type: none"><li>• Supporting your learning journey</li><li>• Subject Synopses</li><li>• Academic Writing Workshop</li><li>• Referencing and Researching Workshop</li><li>• Moodle Demonstration</li><li>• Studying for Success</li><li>• Library Tour</li></ul></td></tr></table>	<b>Day 1</b>	<b>Day 2</b>	<ul style="list-style-type: none"><li>• Course Overview</li><li>• Academic Skills and Policies</li><li>• Course Documentation</li><li>• Subject Selection</li><li>• Meet the Teachers</li></ul>	<ul style="list-style-type: none"><li>• Supporting your learning journey</li><li>• Subject Synopses</li><li>• Academic Writing Workshop</li><li>• Referencing and Researching Workshop</li><li>• Moodle Demonstration</li><li>• Studying for Success</li><li>• Library Tour</li></ul>
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<b>DOCUMENTS TO BRING</b>	Bring a copy of the following documents with you: <ul style="list-style-type: none"><li>• TAFE NSW Offer Letter</li><li>• Confirmation of Enrolment (CoE)</li><li>• Proof of tuition fee payment</li><li>• Passport (original) and a valid student visa</li><li>• Unique Student Identifier (USI) number</li></ul>
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<b>CONTACT PERSON</b>	Name	Susan Ferry
	Location	Granville College, Building E, Level 1, Room E1.02 136 William St, Granville, NSW, 2142
	Telephone	+61 419 281 883
	Email	<a href="mailto:susan.ferry@tafensw.edu.au">susan.ferry@tafensw.edu.au</a>

## IMPORTANT INFORMATION

### Attendance is compulsory.

If you are not present at orientation, you may lose your place in the course. You must contact us if you are unable to attend the program.

Students who do not enrol and start their course by Wednesday, 31 July 2019 may be referred to the Department of Home Affairs, and may risk cancellation of their student visa.

# GRANVILLE

## CAMPUS GUIDE



**BUILDING A**

- Manager, Customer Service and Support
- Customer Service Centre
  - Information and Administration
  - Disability Services
  - Career Advice and Counselling
- English Language
- Faculty Unit (Building and Construction)
- Library Services

**BUILDING B**

- Accounting and Finance
- Business Administration
- Business Studies
- (Business, HR, Management, Purchasing, Retail, Property and Investigative Services)

**BUILDING C**

- Chemical Technology
- Events
- Facilities and Security
- Foundation Skills - HSC
- Hairdressing
- Information Technology
- Moylong Hall
- Personal and Community Services
- Xerox Print Centre

**BUILDING D**

- Foundation Skills
- Café

**BUILDING F**

- ICT Support

**BUILDING G**

- CAD Detail Trades
- Engineering Drafting
- Plumbing
- Refrigeration and Air Conditioning

**BUILDING I**

- Transport - Automotive Programs

**BUILDING J**

- Drainage Yard

**BUILDING KP**

- Main Store
- Manufacturing Engineering
- Plumbing Workshop

**BUILDING KQ**

- Meat and Allied Trades
- Electrical Trades Workshop

**BUILDING KR**

- Architectural Technology
- Building Studies

**BUILDING KS**

- Electrical Trades

**BUILDING KT**

- Engineering Trades (Metal Fabrication and Welding, Sheetmetal)
- Electrical Engineering

**BUILDING L**

- Bricklaying

**BUILDING M**

- Painting and Decorating

**BUILDING N**

- Child Care Centre

Visit [www.tafensw.edu.au](http://www.tafensw.edu.au)  
 Phone 137 974  
 Connect



TAFENSW.EDU.AU



136 William Street  
Granville 2142



Parking available in the student car park (a fee applies). Street parking available.



908, 906 (William St, The Avenue)



Granville Station is a 15 minute walk from college

For timetable information, please call 131 500 or visit [transportnsw.info](http://transportnsw.info)

## Important information about your USI (Unique Student Identifier)

To apply for your USI, please follow the steps below:

1. Go to [www.usi.gov.au](http://www.usi.gov.au)
2. Follow the steps on the website
3. Enter your personal detail on the USI website  
*Please note that your personal details must be exactly the same as in your passport.*
4. Print your USI below and bring this to your orientation session.

USI Number: \_\_\_\_\_

### Example of USI Creation Notice

Dear Student,

#### SUCCESSFUL CREATION OF UNIQUE STUDENT IDENTIFIER (USI)

Your USI Account has been successfully created with the following details:

USI: ABCD1234

First Name: John

Middle Name: -

Last Name: Smith

Birth Year: 1988

Please take this creation notice with you when you enrol as you will need the above details for the training organisation to verify that your USI is correct.

You will only ever need one USI and it is yours for life. Please keep a record of your USI somewhere safe for future reference as you will need this every time you undertake training.

You can update your details, assign access rights and view any training outcomes (when available) by logging in to your USI account at any time. If you lose your USI or forget your password you can visit our website [www.usi.gov.au](http://www.usi.gov.au) to recover it.

#### Why do you need a USI

The USI is an important part of the national training data collection. It helps ensure that all records for the same person in the collection stay together regardless of which training provider delivers the training.

- Your training provider cannot issue you with a certificate or other evidence of your nationally recognised training outcomes without collecting and verifying your USI, except where special exemption exist.
- Nationally recognised training includes both long courses leading to diplomas and certificates as well as short courses (e.g. for first aid, trucking licenses).
- The USI can provide you with a password protected online access to your national training records.

More information is available at [www.usi.gov.au](http://www.usi.gov.au).

If you believe you are receiving this notification in error, please contact us through our website [www.usi.gov.au](http://www.usi.gov.au).

Regards,

Student Identifier Registrar USI Office

GPO Box 9880 Canberra ACT 2601 Australia

Phone: 1300 857 536 | Email: [isu@education.gov.au](mailto:isu@education.gov.au) | Web: [www.usi.gov.au](http://www.usi.gov.au)



TAFE NSW International Students  
[www.tafensw.edu.au/International](http://www.tafensw.edu.au/International)

CRICOS Provider Name: TAFE NSW – Technical and Further Education Commission  
CRICOS Provider Code: 00591E

Registered Training Organisation 90003  
Higher Education Provider PRV12049