

2024 TAFE Student Guide



Acknowledgement of Country and recognition of Australian First Nations traditional owners and cultures

Charles Darwin University acknowledges and respects the many Australian First Nations traditional custodians of the lands upon which our campuses and centres are located.

We acknowledge and pay our respect to the Larrakia who are the traditional custodians of the lands upon which our Darwin Casuarina, Waterfront and Palmerston campuses are located.

We acknowledge and pay our respect to the Arrente who are the traditional custodians of the lands upon which our Alice Springs campus is located.

We acknowledge and pay our respect to the Jawoyn, Wardaman and Dagomon who are the traditional custodians of the lands upon which our Katherine campuses are located.

We acknowledge and pay our respect to the Gadigal who are the traditional custodians of the lands upon which our Sydney campus is located.

We acknowledge and pay our respect to the Turrbal and Yuggera who are the traditional custodians of the lands upon which our Brisbane centre is located.

We acknowledge and pay our respect to the Warumungu who are the traditional custodians of the lands upon which our Tennant Creek centre is located. We acknowledge and pay our respect to the Yolŋu who are the traditional custodians of the lands upon which our Nhulunbuy centre is located.

We also acknowledge and pay our respect to the Mirrarr (Jabiru), the Kungarakan (Batchelor and Adelaide River), the Anindilyakwa (Groote Eylandt) and the Tiwi (Tiwi Islands) people.

We acknowledge Australian First Nations peoples' long tradition of sustaining their communities and environments over thousands of years. They are the first educators and first innovators.

They are the holders of knowledge that makes an important contribution to the improvement of our local, national and global communities.

We extend our respect to Elders - past, present and emerging and to all First Nations people.

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Casuarina campus	Inside back cover

Welcome to CDU

Congratulations on joining the Northern Territory's largest vocational training provider.

With our home and heart in the NT, CDU is committed to expanding training opportunities across every region of the Territory. Whether you choose to study at one of our campuses in Darwin, Alice Springs or Katherine, or our study centres in Nhulunbuy or Tennant Creek, or online, or on homelands, we want you to connect and succeed.

We are committed to building strong, enduring relationships with employers, professional bodies, industry groups and other education organisations, and we promise to put all students, trainees and apprentices at the heart of everything we do.

Our dedicated and passionate trainers and support teams are among the best in the business and they work tirelessly to provide the best learning experiences and outcomes, building workplace skills and professional literacies.

We're committed to continuously improving our reach and our impact to ensure that your experience as a CDU student is fulfilling and successful. Welcome to our supportive and flexible learning environment.

Michael Hamilton CDU TAFE Pro Vice-Chancellor and Chief Executive



As the largest TAFE provider in the Northern Territory, we invite you to explore the range of courses we have on offer.

At CDU we have a critical role in developing, delivering and supporting high quality training programs aligned with the NT economy's workforce development and labour requirements. Integral to this are the strategic partnerships we've forged with industry, Indigenous communities, the NT Government, and other educational providers. We're also aligned with the government's strategies to respond to skill shortages faced by major resource development and infrastructure projects.

We have almost 8,000 students enrolled at CDU TAFE. Our staff operate from delivery hubs, workplaces and remote communities across the NT, as well as Sydney.

We're one of only a handful of universities in Australia that provide both Higher Degree Education and TAFE courses, and we believe that every learner should be offered alternative ways to access education and to acquire universal skills, qualities and understandings.



Legislation, regulations and standards applicable to CDU students

During your studies at CDU there may be government legislation, regulations and standards that apply to your studies. The Governance Document Library is CDU's central location for accessing policies, procedures and guidelines that comply with the various requirements mentioned above, and that may apply to your studies. The Governance Document Library can be accessed by visiting the Strategic Services and Governance website.

W: policies.cdu.edu.au

Under the Northern Territory Education Act, it is compulsory for all Territory students to complete Year 10 and then participate in education, training and/or employment until the age of 17.

If your child is under 17 and has completed Year 10, they may participate in approved education and training, or if your child is 15 years or over, paid employment or a combination of the two.

Your child must then participate full-time in one of the following:

- > approved education and/or training
- > if your child is 15:
 - full-time paid employment (an average of 25 hours a week)
 - a combination of approved education or training and paid employment.

There are penalties if your child does not participate in education, employment, training or a combination of all three until they are 17 years old.

Talk to your child's teacher or careers advisor at school about your child's options.

You can also contact the department by eligibleoptions.doe@education.nt.gov.au

Types of courses

At CDU, we recognise that as a student you may have commitments in addition to your studies and that your studies need to fit around these. Our delivery of courses is flexible and varies according to demand, location and circumstances. There are full-time, part-time and online study options depending on the course. The wide range of courses and study levels available also means that there are opportunities to progress all the way to university level within CDU. Download our Course Guide to view the full range of courses we offer.

Certificate I

Courses cover base level skills for entry into the workforce and further learning. They are usually offered in remote locations or through schools.

Certificate II

Courses are introductory level and provide basic knowledge and skills to prepare you for entry-level work positions.

A Certificate II demonstrates to a potential employer that you're actively interested in their industry.

Certificate III

Courses at this level provide job-ready qualifications and ideal if you want to enter into an apprenticeship or traineeship.



Certificate IV

Courses are seen as first level qualifications for supervisory positions. Successful achievement at this level may provide up to 40 credit points towards a degree in the same field or discipline.

Diploma

Diplomas are seen as high-level qualifications. Successful achievement at this level may provide up to 80 credit points, towards a degree in the same field or discipline.

Short courses

Short courses are a group of units that lead to a particular skill, or a non-accredited course, that focuses on necessary skill sets or licensing requirements for a specific occupation.

Apprenticeships and traineeships

Apprenticeships and traineeships provide a mix of paid on-the-job training and formal study.

This is a great way for you to get a head start in your chosen career or to retrain for the career you have always wanted. To begin an apprenticeship, you must have an employer and lodge a contract of training with Australian Apprenticeships Support Network NT (AASN).

For more information visit: australianapprenticeships.gov.au

School-based Apprenticeships

You can get a head start on your career by gaining a nationally accredited qualification through School-based Apprenticeships (SBA). SBAs allow you to gain valuable work skills and experience in your selected vocation while completing your NT Certificate of Education and Training (NTCET).

SBAs are considered 'part-time' apprenticeships. The breakdown of shared training and education equates to three days a week at school and two days at work or training.

For more information on School-based Apprenticeships, contact the TAFE Coordinator at your school.

VET Delivery for Secondary Schools (VETDSS)

You don't have to wait until you've finished school to begin making tracks in your career. There are many opportunities to learn industry-specific content, develop employability skills and gain a nationally recognised TAFE qualification while completing your NT Certificate of Education and Training (NTCET).

As a Registered Training Organisation (RTO), CDU offers selected programs for secondary school students across the Northern Territory.

VET Delivery for Secondary Schools (VETDSS) programs come from nationally recognised qualifications that are assessed on skills acquisition. Training is conducted to enable students to gain competence in the skills that are required by the qualification.

Secondary school students should contact their School CDU TAFE VET Coordinator to find out about courses available, application requirements and the responsibilities of a VETDSS student.

COVID-19 Vaccination Requirements

CDU has and will continue to follow all State and Territory Chief Health Officer directions, as well as advice from the federal government and the Australian Technical Advisory Group on Immunisation (ATAGI). As of the publication date of this Student Guide, CDU students are not required to be vaccinated at attend classes. However, students undertaking placement, apprenticeships, traineeships work experience or volunteering in workplaces may be subject to workplace vaccination requirements.

Please note that this advice is subject to change as new CHO directions or rulings are issued. Please check the latest state or territory COVID advice prior to commencing.

Unique Student Identifier (USI)

Students enrolled in nationally recognised training need to have a Unique Student Identifier (USI). This is an Australian Government requirement and includes VET Delivery for Secondary Schools (VETDSS). The USI creates a secure and accurate record of your training that can be accessed online. This means your nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, are kept together in one online spot.

Your USI must be provided to CDU before you can receive a Statement of Attainment or graduation documents.

For more information about USIs or to create your USI visit usi.gov.au.

Enrolling in a course

When should I enrol?

Enrolment timing depends on the course you choose. Some courses accept continuous enrolments whereas some take enrolments twice a year. Most courses offer flexible study options, allowing you to fit in study around your other commitments. You can enrol in a single unit or a group of units; it is entirely up to you.

How do I enrol as a school leaver or adult learner?

Find your CDU course

Search for your course on the CDU website. Note down the course code and check you meet the entry requirements. W: cdu.edu.au/study/vet



Register your interest online, via email or by phone

Once you've decided on your chosen course you must first register your interest. This can be done online, by sending an email or giving us a call.

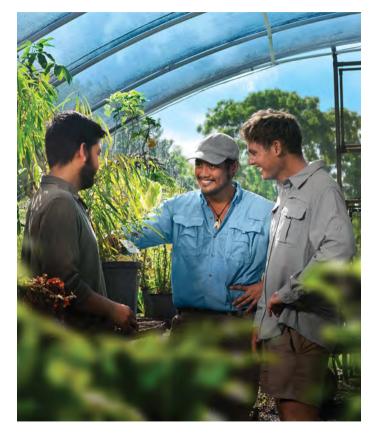
Visit cdu.edu.au to find more information on how to enrol or study.

For further information, contact Student Central. T: 1800 061 963

E: student.central@cdu.edu.au

Complete your enrolment

That's it! We will be in touch to finalise your enrolment and let you know the start dates for your chosen course.



Recognition of Prior Learning (RPL) and credit transfer

At CDU, we realise that many people have acquired knowledge and skills relevant to their study area through previous training or work and life experience. The RPL process recognises these skills and contributes to the completion of your qualification.

We also recognise skills acquired and units achieved at other Registered Training Organisations (RTOs). Rather than repeating units, students may apply for recognition of these units through credit transfer.

For further information, contact Student Central. T: 1800 061 963 E: student.central@cdu.edu.au

More about credit transfer

Previously completed unit(s) count towards your current course or qualification. As a Registered Training Organisation (RTO), CDU recognises the Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other RTO.

To support your request for credit transfer, submit a completed TAFE110 Application for Credit Transfer Form along with supporting documents (certified copy of record of result or Statement of Attainment) to your relevant industry team. Requests without documentary evidence will not be processed and will be returned to the student. There are no fees for credit transfers. Download form at:

W: cdu.edu.au/current-students/student-admin/forms-guides

Student number

If you are a new student, you will be issued with a student number when your enrolment is processed. Students who have studied previously at CDU (including previously named Northern Territory University or Centralian College) will already have a student number.

If you need to contact the university, please include your student number on all correspondence.

Student computer account

Once enrolled in your course, you will receive information to activate your student account.

Activation of your account must be done before you can enrol in units online. You can activate your computer account using the general access computers at Student Central or the Library. If you are not on campus, you can activate your account from any computer that has internet access. For more information visit ITMS student accounts webpage. www.cdu.edu.au/itms/students

How do I enrol in units online?

Once you've activated your computer account, go to the MyStudentInfo website to enrol in your units. Follow the instructions sent by your Enrolment Officer or lecturer to enrol in the units as per your study plan. Contact your lecturer or Enrolment Officer if you haven't received your study plan. Contact details are listed on the team contacts page.

Online enrolment is not available for VETDSS Students.

W: mystudentinfo.cdu.edu.au

View enrolment details online

You can view your enrolment details online but you must first activate your computer account. To view your details, log into MyStudentInfo.

Once logged in, you can view your enrolment details, fees, results and personal details.

W: mystudentinfo.cdu.edu.au

Enrolment and Fees Advice-Invoice

The Enrolment and Fees Advice-Invoice lists your personal details, your student number, the course and units you have enrolled in, as well as the fees you need to pay and the date fees are due.

Once you receive your Advice-Invoice, you should check it to ensure all details have been recorded accurately. Immediately contact Student Central if you have any queries.

For further information, contact Student Central. T: 1800 061 963 E: student.central@cdu.edu.au

When to attend classes

The published timetables are accessible on CDU's Student Central web page.

Please check this information periodically. If you have any questions or are unable to find the timetable for your class on the web, contact Student Central.

W: cdu.edu.au/current-students/student-admin

External students

If you have elected to study units externally you will either:

- > be sent printed materials so you can complete the unit
- > receive access to Learnline, CDU's online learning environment.

It is important to check your study requirements carefully, as external units vary. For example, some units are self-paced, while others have set deadlines for completion of work.

If you enrol in units supported by print-based student materials, you will receive an email that contains important information about the material sent to you. If you have not received your materials within 10 working days from the date of the email, please contact Student Central.

Student cards

When your enrolment has been processed and confirmed, you are entitled to a student card. You will be required to show photo identification (Australian driver licence or passport) before your card will be issued. Your card can be obtained at:

Casuarina campus:	Student Central, located on the ground floor
	in Building Orange 1
Palmerston campus:	Building A
Alice Springs campus:	Student Central, Building 1
Darwin Waterfront:	Student Central, 21 Kitchener Drive, Darwin

External students can apply to obtain a student card by completing a Student Card eForm.

W: cdu.edu.au/student-central/forms-guides

What is my student card used for?

Your student card provides access to university facilities such as the library and after-hours computer labs and entitles students to discounts at the CDU Bookshop and other discounts where notified by external businesses. You will be required to show your student card when you sit for exams. If you are studying on campus and using the facilities after hours, a CDU security officer may ask to see your student card.

Head coverings and my student card photo

Head coverings are not permitted, except for religious reasons. In that case, you must clearly show facial features from the bottom of the chin to the top of the forehead and both edges of your face. The university will take every measure possible to ensure privacy for students wearing head coverings for religious reasons.

Is there a cost for my student card?

Student cards are issued annually at no cost.



Changing my enrolment

What constitutes a change of enrolment?

A change of enrolment can include one or more of the following actions:

- > add and/or substitute a unit
- > withdrawal from a unit
- > withdrawal from a course.

How do I change my enrolment?

If you want to make a change to your enrolment, you must make it in writing. The change should be submitted on a TAFE102 - Change of Enrolment/Withdrawal from Course form available from Student Central, a CDU centre, your relevant team, or online. If you are enrolled in a diploma course, you can withdraw online through MyStudentInfo on or before the Vocational Education and Training census date.

Where it is not convenient to obtain the relevant form, you may submit your change in writing by letter, fax or email to the relevant team. If you choose to write to the team, you need to provide at least three identifiers that show you as the person sending the written request. Identifiers could include student number, date of birth and postal address. You should direct your written change to the relevant CDU centre or industry team. To expedite the process, please state:

- > your student number
- > your full name
- > course code and name
- > any other details about the change, such as unit code and unit name.

Ensure you provide your most current postal address, phone number and email address, so we can contact you. An Enrolment and Fees Advice–Invoice confirming your amended enrolment will be sent to you once a change to your enrolment has been processed.

W: cdu.edu.au/current-students/student-admin/forms-guidesW: mystudentinfo.cdu.edu.auW: cdu.edu.au/current-students/important-dates

How do I add or withdraw from a unit?

To amend your enrolment by adding or withdrawing from a unit, you need to complete a TAFE102 - Change of Enrolment/ Withdrawal from Course form. Submit the completed form to the relevant industry team immediately. Ensure you have ticked the box on your form to indicate that you are changing your enrolment.

You cannot withdraw from units once you have been assessed and found to be competent or not competent in the unit. Students cannot add units to a completed award.

Changing my enrolment

To avoid a financial penalty, ensure that you submit your TAFE102 – Change of Enrolment/Withdrawal from Course Form within 14 days from the commencement date of the units you are withdrawing from. If you are a diploma student, you need to submit the form before the census date for the teaching period. Fees will apply if you choose to withdraw more than 14 days after the unit commencement date or after the census date.

W: cdu.edu.au/current-students/student-admin/forms-guides W: cdu.edu.au/current-students/important-dates

Withdrawal from a course

If you want to withdraw from your course of study, you may benefit from discussing your situation with the relevant industry team or lecturer. You can often find a solution other than withdrawal.

If you are an international student on a student visa you must contact CDU Global if you wish to withdraw from your course of study.

To withdraw from your course, complete the TAFE102 - Change of Enrolment/Withdrawal from Course form and submit it to the relevant team before the final assessment. Ensure you have ticked the box on your form to indicate that you are withdrawing from your course.

All changes to your enrolment are effective from the date CDU receives your written notification. It is not sufficient to merely tell your lecturer that you are withdrawing from a course—you must do so in writing.

Non-attendance at classes does not automatically cancel your enrolment, nor does it cancel your student debt.

To avoid a financial penalty, you should submit your TAFE102 -Change of Enrolment/Withdrawal from Course form (ensuring you have ticked the withdrawal from course box) within 14 days of the commencement date of the course. An updated Enrolment and Fee Advice–Invoice will be forwarded to notify you when your request has been processed. Check your CDU email account if you have activated your CDU computer account.

W: cdu.edu.au/current-students/student-admin/forms-guides W: cdu.edu.au/international/cdu-global

Change of course

If you wish to change to another course, you should contact the relevant industry team of the new course.

International students wishing to change to another course must submit an online application for the new course and upload a Statement of Purpose for Change of Course with the online application. For more information please contact CDU Global.

If you have completed any units that may be relevant to your new course, you may need to formally apply for credit towards your new course for these units by completing the TAFE110 – Application for Credit Transfer (Recognition of Previous Studies) form.

W: cdu.edu.au/current-students/student-admin/forms-guides W: cdu.edu.au/international/cdu-global

Changing my enrolment

Students undertaking courses at CDU are charged a fee. The amount depends on the student's details, and what is being studied. Domestic and international students each pay different fees. A person enrolling for study is considered a domestic student if they are:

- > Australian citizens
- > Permanent Australian residents
- > New Zealand citizens who have resided in Australia for a minimum of six months immediately before undertaking a course. You must also be an NT resident
- > holders of an Australian permanent humanitarian visa.

Domestic students living in the Northern Territory (NT) are eligible for enrolment in NT Government (NTG) subsidised places. As well as meeting domestic student and NT residency requirements, to be eligible for a subsidised place, students must be at least 15 years of age, be identified as disengaged from school, and have the skills and capabilities to undertake training and actively engage in employment, or be able to provide evidence of having completed Year 10. Domestic Secondary School students are eligible to participate in specifically identified NT Government subsidised places under approved VETDSS Student programs.

Students may be asked to provide evidence when assessing their eligibility to access NTG subsidised training. Visa entitlements and conditions must be verified with formal documentation issued by the Australian Department of Home Affairs and to be submitted to the relevant team before enrolment is finalised. Students with continuing and new enrolments will need to maintain eligibility throughout their enrolment to continue to access the NTG subsidy. NTG subsidised places are limited and CDU cannot guarantee you access to an NTG subsidised place. Students enrolling in NTG subsidised places are charged tuition fees.

Some courses and places for study are not subsidised by the NT Government. Domestic students enrolling for study in these will be charged full fees regardless of residency. Domestic students who are not NT residents are not eligible for a NTG subsidised place and are also charged full fees.

To find out more information regarding eligibility for NTG subsidised training go to the Department of Industry, Tourism and Trade policies page.

W: industry.nt.gov.au/publications/business/policies/studenteligibility-vet-policy

Student loans

Charles Darwin University is a government approved VET Student Loan (VSL) provider for diploma level courses and higher qualifications. Student Loans is an Australian Government loan program and is part of the Higher Education Loan Program (HELP).

The VET Student Loans program assists eligible students studying an approved CDU TAFE qualification to pay their tuition fees. If you are studying a diploma level or higher qualification, you may be eligible for a VET Student Loan.

Students who qualify for the VET Student Loans will be entitled to loans up to a capped amount, regardless of their age or financial position. Loans can be used to pay all or part of tuition fees. Loan caps are indexed annually in accordance with the VET Student Loans Act 2016.

Holders of other permanent visas and temporary visas are not eligible for a VET Student Loan.

To find out more and to see if you qualify, visit the CDU VET Student Loans page.

W: cdu.edu.au/current-students/student-admin/vet-student-loans

How are fees handled at CDU?

Fees are levied against the student and not against a particular course, so you need to be aware that any fees owing for any reason will affect your ability to access any records, receive a Statement of Attainment, qualification, or participate in the graduation ceremony. If this is an issue for you, please contact your industry team's Enrolment Officer.

Tuition fee for NT residents for courses subsidised by the NT Government

Each unit of competency in a course has assigned to it a value of Annual Hours Curriculum (AHC, sometimes referred to as nominal hours). It represents the nationally determined average length of time that a student new to the content would need to become competent, either through formal contact or through self-paced learning.

Tuition fees for CDU TAFE Courses are generally set by the award type. In 2024 the fees per hour are:

Award Type	2024 subsidised fee rate	
Certificate I – IV	\$3.70	
Diploma	\$4.00	

*Some exceptions may apply

Since most courses include a range of electives, the total course costs depend on the individual choice of electives. You can get detailed information on the AHC hours associated with a competency (usually referred to as a unit) in the CDU unit catalogue.

W: cdu.edu.au/units Note: Tuition fees are subject to annual change.

Student categories exempt from tuition fees*

- > Enrolled secondary school students
- > NTG Community Response Funded Program
- Students who at the time of enrolment receive a Centrelink or Veterans' Affairs benefit
- > NTG Remote 2 Location Categories for Funded Programs
- > Permanent residents with refugee or humanitarian status.

*An exemption applies to CDU TAFE tuition fees only for NTG subsidised courses. To claim the fee exemption, a student must provide valid proof of concession at the time of enrolment or fees will be charged.

Tuition fee exemptions

Centrelink or Veterans' Affairs Benefit

At the time of enrolment, students who receive a Centrelink or Veterans' Affairs benefit will be exempt from paying tuition fees.

Secondary school students

At the time of enrolment, secondary school students will receive a tuition fee exemption by providing details of their secondary school on the TAFE101 – TAFE Enrolment Form.

Humanitarian or Refugee Visa Holders

Individuals holding a Permanent Resident Visa (Humanitarian) or a Permanent Resident Visa (Refugee) are tuition fee exempt.

Remote 2 Location

If your course is delivered in a location that is listed on the NTG's Location Categories for Funded Programs, with remote as the location category you may be eligible for the Remote 2 Location tuition fee exemption.

For further information, please contact the course delivery team.

Note: Students who have their full course content delivered externally are not eligible for the Remote 2 Location tuition fee exemption.

Applying for a tuition fee exemption

A certified copy of your current Centrelink or Veterans' Affairs card must be attached to your TAFE101 – TAFE Enrolment Form.

Permanent residents with refugee or humanitarian status must attach a certified copy of their visa or current valid passport with their application.

The evidence provided needs to be current and must continue to be valid throughout each enrolment period in order for you to remain eligible for the tuition fee exemption. If your documents for fee exemption are not submitted at the same time as your TAFE101 – Enrolment Form, the exemption will apply from the start of the teaching period in which the TAFE103 – Exemption from Tuition Fees form is submitted.

W: cdu.edu.au/student-central/forms-guides

Fees for domestic students who are enrolling in courses not subsidised by the NT Government (full fees)

Domestic students may enrol in courses that are not subsidised by the NT Government. Enrolment in these courses will attract full fees and there is no fee exemption. This occurs typically in the following instances:

- > student demand has exceeded the number of subsidised places, so only non-subsidised places may be available
- > the student is not an NT resident.

All courses are charged a set rate per AHC, depending on the industry group that the course belongs to. Since the majority of courses include a range of electives, the total course cost depends on the individual choice of electives. Detailed information on the AHC hours associated with competency (usually referred to as a unit) choice is accessible on the CDU unit catalogue.

Ind	lustry Group	2024 Full Fee Rate	2024 Full Fee RPL Rate
05	Finance, Banking and Insurance		
16	Business and Clerical		
04	Community; Community Services, Health and Education <i>excluding</i> Nursing and CHC50121 Diploma of Early Childhood Education and Care	\$10.00	\$5.50
19	General Education and Training		
01	Arts, Entertainment, Sports and Recreation		
13	Tourism and Hospitality – <i>excluding Cookery</i>	\$12.50	\$5.50
18	Science, Technical and Other	\$12.50	\$5.50
14	Transport and Storage		
15	Utilities		
7	TCF and Furnishings		
10	Primary Industry		
11	Process Manufacturing	¢15.00	ćr ro
12	Sales and Personal Service	\$15.00	\$5.50
17	Computing		
21	Exceptions – Cookery		

Industry Group	2024 Full Fee Rate	2024 Full Fee RPL Rate
04 Exceptions - Nursing		
02 Automotive		
03 Building and Construction	\$20.00	\$5.50
06 Food Processing		
09 Engineering and Mining		

The above schedule indicates the tuition fees for domestic full fee students. Fees can vary according to which industry category and elective a student enrols in. Some full fee courses may be subject to a different fee rate structure than the one shown above.

International students

International students enrolling in courses are charged coursedependent fees and are not normally eligible for NT Government subsidised places. Course fees can be found in each course. Find all international courses online or contact CDU Global.

W: cdu.edu.au/international E: international@cdu.edu.au

Contract delivery

For courses where training is for a specific client, prices and availability will be given on application to the University.

Recognition of Prior Learning (RPL) fees

For candidates undertaking the RPL process, a \$295.00 administration fee applies for each completed RPL application submitted, and no fee exemption will apply. This fee is nonrefundable and does not guarantee that you will be granted the qualification or unit/s you seek RPL for. If a potential RPL candidate wishes to apply for more than one qualification, a separate TAFE121 - RPL Application Form must be submitted, and an additional application fee will apply.

An RPL candidate will be enrolled once they are approved. Fees associated with the RPL assessment for 2024 are:

- > for non-NTG subsidised training or non-NT residents, a flat rate fee of \$5.50 per nominal hour applies for each unit
- > for international visa holders (non-student visa holders or holders who qualify for NTG subsidised training), a flat rate of \$5.50 per nominal hour applies for each unit.

For international student visa holders, the costs of self-assessment and RPL are covered by the international fee for the particular course.

Note: the RPL application fee also applies to students in categories exempt from tuition fees.

For more information visit: W: cdu.edu.au/study/tafe/rpl

Credit transfer – no charge

There is no charge for credit transfers. As a Registered Training Organisation, CDU recognises the Australian Quality Framework Qualifications and Statements of Attainment issued by other Australian Registered Training Organisations.

Teaching periods

- 1. January to March
- 2. April to June
- 3. July to September
- 4. October to December

When do I pay my fees?

All fees are payable 14 days from the date on your Enrolment and Fees Advice–Invoice. The Advice–Invoice serves as an invoice for the purpose of fees owing. For example, on enrolment you will have 14 days to pay from the date on the invoice. If you change your enrolment, you will have 14 days to pay from the date on the invoice, reflecting the change.

If you fail to pay, a final notice will be issued. If your computer account has been activated, the Advice –Invoice will be sent via email to your CDU email account.

If you are enrolled in a diploma or higher-level course, all fees owing for the teaching period are payable on or before the vocational education and training census date.

Census dates

Students who are eligible for VET Student Loans (VSL) must either pay their fees or defer fees to VSL on or before the census date. The census date is the last day for a student to submit their electronic Commonwealth Assistance Form (eCAF) to defer their fees. The census date is also the final day for students to withdraw from their units without incurring fees or a VET Student Loan debt.

Census dates for each teaching period are:

Teaching period	Census date
VFH-T1	11 March
VFH-T2	11 May
VFH-T3	11 August
VFH-T4	11 November

Students who do not pay their fees or defer on or before the census date will have their unit enrolment cancelled for that teaching period.

W: cdu.edu.au/current-students/life-wellbeing/financial-assistance

How do I pay my fees?

Your Enrolment and Fees Advice–Invoice is your notification of the fees you owe, together with confirmation of your enrolment. The University does not normally issue any other invoice unless specifically requested by a third-party sponsor. The Advice–Invoice serves as an invoice for the purpose of notification of fees owing. An Advice–Invoice will be sent to you after your enrolment has been processed, unless otherwise specified.

The Advice–Invoice should be checked thoroughly for accuracy. If you posted your completed TAFE101 – Enrolment Form to the University and have not received your Advice–Invoice within four weeks of posting, or if you have any queries regarding your Advice–Invoice, contact your Enrolment Officer for assistance. It is the student's responsibility to advise the University in writing of any change of address. Non-receipt of an Advice- Invoice due to relocation does not reduce a student's responsibility for fees owing.

Methods of payment

Fees can be paid in various ways, depending on the type of enrolment undertaken.

Payments in person

EFTPOS facilities are available at Student Central locations: Casuarina, Waterfront, Palmerston, and Alice Springs Campus plus Regional Centre Katherine Town.



Pay online

Go to webpay.cdu.edu.au and select the link 'CDU Student Fee Payments'.

BPay

Contact your participating financial institution to make a payment. Please quote the biller code and your reference number, which is printed at the bottom of your Enrolment and Fees Advice-Invoice.

Credit card payment made by phone

Visa Card, MasterCard, Diners and American Express cards are accepted.

Credit card details can be given to the cashier:

T: 1800 061 963

You will need to provide your student number, cardholder's name and credit card number.

Instalment payments

These can be made if you have financial difficulty and an Instalment Agreement Plan has been arranged. Restrictions and conditions apply.

Fees must be more than \$100 per semester. For more information contact Student Finance:

T: 1800 061 963

Note: Instalment payments are not available to international students, or to students who are eligible for VET Student Loans.

CentrePay deductions

CentrePay deductions are an option for those students who receive Centrelink benefits, whose fees are \$100 or more, and who are using the CDU Instalment Agreement Plan.

Third party sponsorships

If a third party wants to pay your fees directly to CDU, they need to complete either the TAFE104 - Third Party Sponsorship for Studies form or TAFE105 - Apprentices Third Sponsorship for Studies form. The appropriate form needs to be completed and returned to your relevant industry team.

The sponsor will be responsible for all fees incurred for the nominated course up to the end of the sponsorship authorisation or point of cancellation if the sponsorship authorisation is cancelled early. Invoices will be sent directly to your sponsor at the end of each teaching period in which you have units enrolled.

You will still receive an Enrolment and Fees Advice-Invoice.



What happens if I do not pay my fees?

The consequences of non-payment of fees are covered by Charles Darwin University Fees and Charges By-Laws 5(1).

Refunds

Refunds are processed within 30 days of an application being submitted. Refunds are issued by the same method in which they are received. CDU will refund to the original credit card if the initial payment was within the previous 12 months after this date or if applicable by request by the student the refund will be processed by bank transfer.

If the original fee payment was made on your behalf by a third party, the third party will be refunded any amount due.

For further information, refer to the Domestic Student Fee Policy, which can be found in the Governance Document Library.

W: policies.cdu.edu.au W: cdu.edu.au/student-central/forms-guides

Graduating at CDU

Academic transcript, Qualification Completion Certificate, testamur, My eQuals

At the time of graduation from a specified course, graduates receive digital graduation documents known as My eQuals as well as hard copy documents at no charge.

My eQuals is being adopted by universities across Australia and New Zealand. It allows students to view and securely share digital versions of our documents with anyone, including employers and other universities. For further information on My eQuals visit the graduation documents webpage.

W: cdu.edu.au/student-central/graduation/graduation-documents

Academic transcripts, Qualification Completion Certificates, testamurs and My eQuals will not be issued where fees remain outstanding or you have not provided CDU with your Unique Student Identifier (USI). You can apply for your USI online.

W: usi.gov.au

Replacement testamur and certification documentation

Additional copies of academic transcripts, Qualification Completion Certificates and testamurs (hard copy and electronic) are available upon request, and may be subject to payment.

Requests for academic transcripts, Qualification Completion Certificates, testamurs and eQuals can be made through the academic document request via eForms. You can also access your academic records on MyStudentInfo. Apprentices should contact the Apprentice Administration Group.

W: cdu.edu.au/student-central/fees-payments W: mystudentinfo.cdu.edu.au

For further information, contact Student Central at Casuarina campus:

T: 1800 061 963 E: student.central@cdu.edu.au W. cdu.edu.au/current-students/student-admin

Apprentice Administration Group T: 08 8946 7540 E: apprentices@cdu.edu.au

Graduating at CDU

Memorandum of Grades

The Memorandum of Grades is a printed record of units and results within a course, and is provided at the end of each teaching period for the duration of the course.

A Memorandum of Grades is not provided where fees remain outstanding. For a replacement copy of your Memorandum of Grades, contact your industry team Enrolment Officer.

Students are encouraged to view their results on MyStudentInfo.

W: mystudentinfo.cdu.edu.au

Statements of Attainment

A Statement of Attainment (SOA) is issued to a student under the following conditions:

- > upon successfully completing one or more accredited units or an accredited short course that does not meet the requirements for a full qualification (as specified in the training package) within 30 days of completing their training program*
- > eligible students who withdraw from a course before the completion of the training program are to receive an SOA for any completed units in the training program within 30 days of withdrawing from the course.

*A Statement of Attainment is initially provided free of charge at the time of completing your training program.



Graduating at CDU

To be eligible for an SOA, students must be debt-free with Charles Darwin University and hold a valid Unique Student Identifier (USI) that is verified by the University.

Where a training product is no longer current, and the course or unit version is likely to be removed from CDU's scope of registration, eligible students will receive an SOA for units successfully completed prior to the expiry date or removal from CDU's scope of registration. Students with any outstanding fees will have to request an SOA. This will be issued when the outstanding fees have been paid. Students who have not provided CDU with their USI number before the expiry date will not be issued with an SOA. Alternative arrangements will need to be made with the student's course team to gain recognition of competency.

Note: The request for a replacement copy of a Statement of Attainment can be made through your relevant industry team. Please note fees may apply for the replacement copy.

For further information, contact Student Central. T: 1800 061 963 E: student.central@cdu.edu.au Apprentice Administration Group T: 08 8946 7540 E: apprentices@cdu.edu.au

Completing a training program means the delivery and assessment of all units intended to be studied has been completed by the RTO. Students who withdraw from their course are also considered to have completed their training program.

Graduation

The University holds two graduation rounds each year. In Darwin the first round is in May and the second in October. A graduation ceremony in June is held in Alice Springs.

Students who believe they have completed all requirements of their course can complete the EGT104 - Nomination to Graduate form which is also available from Student Central.

Students who owe fees to the University or have not provided their Unique Student Identifier (USI) are not able to graduate until their debt has been cleared or their USI has been verified by the University. Students owing fees or with no USI are automatically deferred to the next graduation ceremony round.

For further information, contact Student Central. T: 1800 061 963 E: graduation@cdu.edu.au W: cdu.edu.au/student-central/graduation

Campus Life

There's a lot more to being a student than just classrooms and assignments.

Some of your most memorable experiences may be just outside the classroom—making friends, joining sports clubs and societies, and networking with other students in a fun, relaxed and supportive environment.

Student campus life includes:

- > cafes
- > student lounges
- > libraries
- > gym
- > IT services
- > sports facilities
- > bookshop
- > childcare facilities
- > post office
- > transport.

Student Central

Student Central is a one-stop shop for student services. Our highly trained and professional team provides exceptional customer service to facilitate, guide and contribute to the success of our students' journeys. Student Central is the hub where you can find help with:

- > course information
- > online enrolment
- > fees and payments
- > graduation
- > student cards
- > scholarships.

Library Services

There is a CDU Library at most CDU campus locations.

We provide the following services and facilities for students at all our locations:

- > printing, photocopying and scanning
- > computers to use
- > great study spaces to work on your assignments
- > help to find materials for assignments, including books and videos

If you live remotely, we can send materials to you as well.

Student Support

Counselling services: Short-term individual counselling sessions and regular group wellbeing sessions are provided by the counselling team. These services are free and confidential to all students experiencing personal, family, mental health, or general wellbeing concerns that are affecting their study. Your attendance at counselling or group wellbeing sessions is voluntary.

24/7 Wellbeing Support Line: 1300 933 393 and SMS: 0488 884 144

To find out more information and book an appointment: W: cdu.edu.au/current-students/life-wellbeing/counselling

Access and inclusion services provide support and a range of measures to assist students with a disability, medical condition, mental health condition, or students who are the primary carer of someone with a health condition. The services can provide adjustments to assist with accessing and participating in your studies.

To find out more information:

W: cdu.edu.au/current-students/life-wellbeing/access-inclusion

Careers and employment service supports students to develop career management skills. Career Hub maintains a register of employment opportunities for students including graduate recruitment, full-time, part-time and casual employment opportunities, vacation, internship and volunteering opportunities.

W: cdu.edu.au/current-students/life-wellbeing/careers-centre

Accommodation services provides advice on accommodation options for students living away from home: on campus (International House Darwin), rental (off campus), shared (off campus) and homestay (off campus).

W: cdu.edu.au/accommodation-services



Learner Support Services (LSS)

At CDU our goal is to help you achieve successful results. We understand that every student is different, and at times students may need additional support with a particular unit or skill.

CDU has a free Learner Support Service (LSS) to help students build their skills and strategies as a learner and to provide assistance with assignments and assessments.

The aim of the LSS is to provide a positive and supportive environment which assists students to become capable, independent and confident learners. The support provided is based on the course material so that it is useful and relevant to the individual needs of each student. Learner support is not available for use by school students undertaking courses, VET Delivery for Secondary Schools or School-based apprenticeship or traineeship programs.

This service is subject to meeting eligibility criteria.

T: 08 8946 7051

E: languageandlearningsupport@cdu.edu.au W: cdu.edu.au/current-students/life-health-wellbeing/tafelanguage-learning-support-services

First Nations Student Services (FNSS)

CDU's First Nations Student Services (FNSS) offers access to staff who provide discrete academic, pastoral and advocacy services and support to all Aboriginal and Torres Strait Islander students. Whether you are looking to upskill, reskill, return to the workforce or start the next phase of your life, FNSS is available to assist you in your CDU TAFE or Higher Education studies. With access to FNSS centres and staff on CDU's Casuarina (Gurinbey), and Alice Springs (Akaltye) campuses, FNSS is committed to supporting all Aboriginal and Torres Strait Islander students to reach their full potential and succeed in their individual learning journey.

FNSS Reception

T: 08 8946 6479

E: fnssreception@cdu.edu.au

W: cdu.edu.au/first-nations-leadership/first-nations-student-services

How can FNSS help me?

FNSS provides high-level support and assistance to Aboriginal and Torres Strait Islander students studying at CDU through:

- > assistance with course information and advice on pathways into further education and training
- > assistance with student admissions, enrolments and applications including the development of Individual Learning Plans
- > arranging orientation programs for new and continuing students, including intensive advice and support on academic study skills, effective time management, essay writing and referencing skills
- > provision of academic support and referrals for tutoring through Tutorial Support (formally ITAS) where individual or group tutorial assistance can be arranged
- provision of information about scholarships and other opportunities that become available for Indigenous students
- excellent student facilities and the provision of a culturally safe study space in all centres with computer labs
- > provision of advocacy support including assistance with study issues and liaison with lecturers
- referral to CDU support services such as counselling, careers, employment and accommodation.

For further information or general enquiries, visit First Nations Student Services.

Gurinbey at Casuarina campus

FNSS is located in Building Blue 2 on the Casuarina campus and includes a range of facilities for students as well as a dedicated computer lab and quiet study space for First Nations students. The Centre is open 7 days a week from 7.30am - 1.00am. Student card swipe access is required.

FNSS Reception

T: 08 8946 6479

E: fnssreception@cdu.edu.au

W: cdu.edu.au/first-nations-leadership/first-nations-student-services

Akaltye at Alice Springs campus

First Nations Student Services at the Alice Springs campus located in Building 6, at the rear of Student Central. The Akaltye Centre was completely refurbished in late 2018, it now houses a state-of-theart computer lab with standing desks, a quiet tutorial and meeting space, fully equipped kitchenette and lounge facilities. The Centre is open after-hours Monday to Friday until 9.45pm and on Saturdays from 10am to 1pm. Student card swipe access is required.

Regional and external students

Support is available to all prospective, enrolled and continuing students. Students who are not residing within reach of a support centre or who are studying externally are encouraged to contact FNSS Reception on 08 8946 6479 or at fnssreception@cdu.edu.au



First Nations Student Programs

Student programs include the Tutorial Support Program (formally ITAS) and Away From Base (AFB).

Tutorial Support provides additional funding for tuition to help eligible Indigenous students studying both CDU TAFE and Higher Education courses. Students studying a Cert III or above are entitled up to six hours of free tutoring per week.

The Away From Base (AFB) funding program assists with the costs of travel, meals and accommodation for eligible Aboriginal and Torres Strait Islander students studying 'mixed-mode'/external TAFE and Higher Education courses for blocks, placements or field trips.

For more information on either program please contact:

Tutorial Support T: 08 8946 7606 E: ts@cdu.edu.au

Away From Base T: 08 8946 6404 E: afb@cdu.edu.au

Information Technology Management & Support (ITMS)

ITMS manage and provide a wide range of services for students. Here are some of the more important things to know before getting started.

Account Activation

Activating your account will be the first step in accessing services available to you at CDU. This can be done through our online account activation tool. Make sure you have your student number available.

W: activation.cdu.edu.au

Wi-Fi

Access to the Charles Darwin University Wi-Fi network and the internet is available from most locations across CDU campuses for the purpose of allowing students access to online resources in support of their study. You can connect to the Wi-Fi using your computer account credentials once your account has been activated.

CDU Portal

The CDU Portal is your one-stop shop for access to the services available to students at CDU. This includes access to your CDU email, Learnline and our job logging tool for reporting any ITrelated issues you may have.

To see a more detailed list, please visit our page outlining the services and facilities available to CDU students:

W: cdu.edu.au/itms/students

age and provide a wide range of services for students.

to know before getting started.

International House Darwin (IHD)

Accommodation

IHD provides on campus living at CDU's Casuarina campus. Accommodation is for CDU students in higher education, work placement and trades. The IHD community is a vibrant mix of territory, interstate and international students. Its communal activities span academic and pastoral programs as well as cultural and social activities. Our office can work with you to find long or short-term accommodations and can assist with multiple trade block stays.

If you're looking for long-term or short-term accommodation during

Visit IHD's website or call for information about the application process and costs.

P: 08 8946 6591 E: accommodation@cdu.edu.au W: ihd.cdu.edu.au

Alice Springs Student Accommodation (ASSA)

ASSA offers 34 modern rooms on campus, each with an ensuite. Communal kitchens and laundry facilities are available for guests. Visit the ASSA website or phone for information about the application process and costs.

P: 08 8946 6591

- E: Alicesprings.accommodation@cdu.edu.au
- W: cdu.edu.au/locations/alice-springs-campus/alice-springs-accommodation

Katherine Student Accommodation (KSA)

KSA is nestled in the bushland of CDU's Katherine Rural campus. Guests can use the computer lab, recreation room, swimming pool and multipurpose courts and oval. Visit the KSA website or call for information about the application process and costs.

P: 08 8946 6591

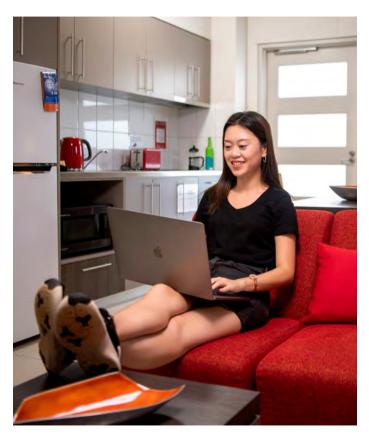
E: katherine.accommodation@cdu.edu.au W: cdu.edu.au/locations/katherine-campus

UniLodge Darwin

Situated on Casuarina Square, UniLodge offers students a large choice of rooms and pricing options in a modern and convenient living environment. It features a recreation room with pool tables and table tennis, a large media room, an outdoor terrace with BBQs and study rooms on every level. For more information, please visit the UniLodge website or call the UniLodge concierge.

P: 08 8942 0706

W: unilodge.com.au/unilodge-darwin



Support and facilities contacts

Access and inclusion T: 08 8946 6264 W: cdu.edu.au/current-students/life-wellbeing/access-inclusion

Accommodation T: 08 8946 6591 W: cdu.edu.au/accommodation-services

Careers and employment T: 08 8946 7108 W: cdu.edu.au/current-students/life-wellbeing/careers-centre

CDU Bookshop

T: 08 8946 6497 W: bookshop.cdu.edu.au

CDU Library services E: askthelibrary@cdu.edu.au W: cdu.edu.au/library T: 08 8946 7016

Complaints T: 08 8946 7738 W: cdu.edu.au/about-cdu/values-culture/complaints-management-unit

Counselling T: 08 8946 6288 W: cdu.edu.au/current-students/life-wellbeing/counselling

Facilities

T: 08 8946 6500 W: cdu.edu.au/about-cdu/property-and-facilities

First Nations Student Services

T: 08 8946 6479 W: cdu.edu.au/first-nations-leadership/first-nations-student-services

Graduation T: 1800 061 963 W: cdu.edu.au/graduation

Information Technology Management and Support (ITMS) T: 08 8946 6600 W: cdu.edu.au/itms

Learner Support Services

T: 08 8946 7051 W: cdu.edu.au/current-students/life-wellbeing/vet-learner-supportservices

Learnline support

T: 1800 984 057 W: cdu.edu.au/learnline

Post office

T: 08 8945 0075 W: cdu.edu.au/locations/casuarina-campus/post-office

Support and facilities contacts

Scholarships

T: 08 8946 6442 W: cdu.edu.au/scholarships

Student Central T: 1800 061 963 W: cdu.edu.au/current-students/student-admin

UniPrint

T: 08 8946 6304 W: cdu.edu.au/uniprint

Security

T: 1800 646 501 W: cdu.edu.au/about-cdu/property-and-facilities

Alice Springs campus T: 0428 816 741 Monday to Friday 8am to 10pm

Casuarina campus T: 08 8946 7777 24-hour security services available

Darwin Waterfront T: 08 8946 8888 CDU security staff during business hours. Wilson Security after hours.

Katherine Town Centre T: 08 8973 9900 Monday to Friday 8am to 4pm

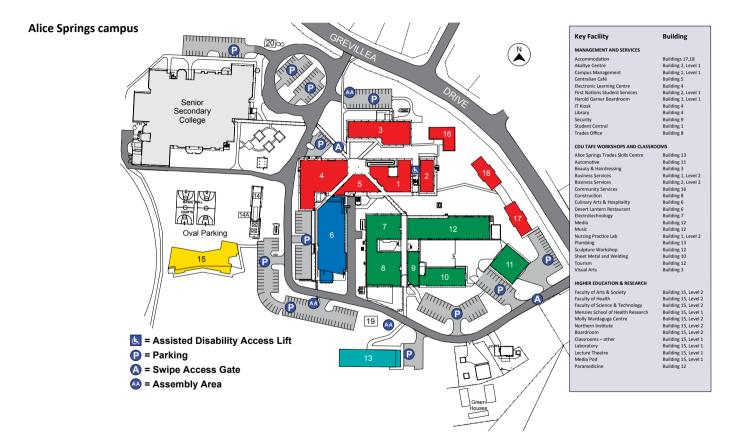
Katherine Rural campus T: 08 8946 8314 Monday to Friday 8am to 4pm

Palmerston campus T: 08 8946 7888 24-hour security services available.



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Darwin Waterfront, 21 Kitchener Drive

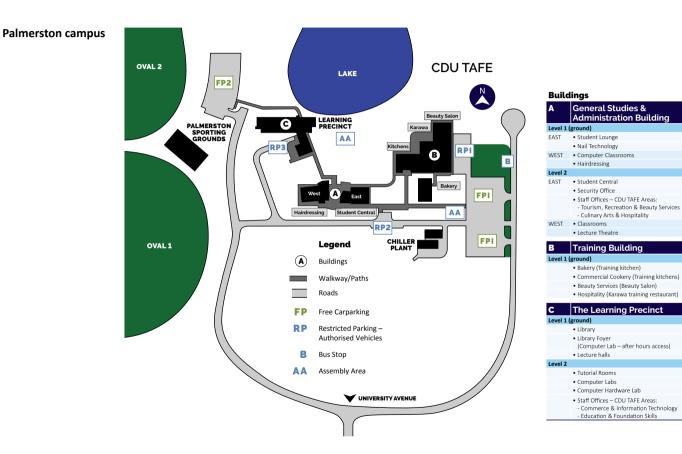


Katherine Town Centre, 19 Second Street, Katherine

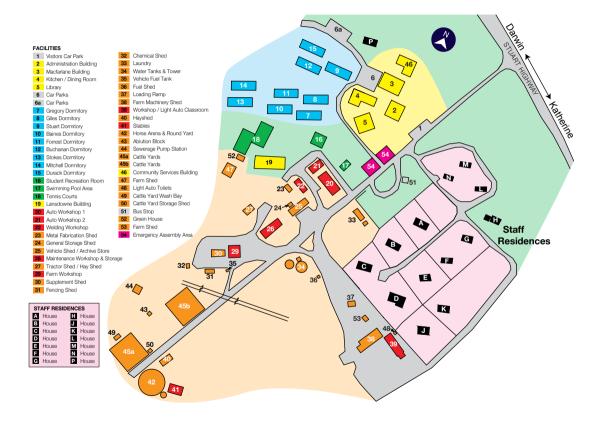


Nhulunbuy





Katherine Rural campus



Casuarina campus

Faculties & Information Centres	Building	Car Park
Student Central	1 ORANGE	A ORANGE
Library	8 RED	F BLUE
Security	8 ORANGE	A ORANGE
CDU Global	2 ORANGE	A ORANGE
First Nations Leadership & Engagement	2 BLUE	A BLUE
Faculty of Science and Technology	1 RED	F BLUE
Faculty of Health	5 BLUE	F BLUE
Faculty of Arts & Society	1 YELLOW	A YELLOW
TAFE	2 ORANGE	A ORANGE

Key Facilities	Building	Car Park
Art Gallery	12 ORANGE	C ORANGE
Bookshop	1 RED	F BLUE
Centre for Youth & Community Music	6 ORANGE	B ORANGE
Chancellery	12 ORANGE	C ORANGE
Chinese Garden - adjacent	1 YELLOW	A YELLOW
Energy and Resources Institute	7 PINK	B PURPLE
Essington International Senior College	4 ORANGE	B ORANGE
Gulwa The Austin Asche Hall	2 RED	A PURPLE
Information Technology Management & Support	3 PURPLE	A PURPLE
IT Services	8 RED	F BLUE
International House Darwin Reception	1 BROWN	F BLUE
Mal Nairn Auditorium	7 RED	F BLUE
Menzies School of Health Research	9 RED	A YELLOW
Nan Giese Gallery	10 ORANGE	A PURPLE
Northern Territory Medical Program	4 YELLOW	B YELLOW
Post Office	1 RED	F BLUE
Student Square	2 RED	A PURPLE
Taman Indonesia - adjacent	6 ORANGE	C ORANGE
Territory FM 104.1	6 ORANGE	C ORANGE
UniPrint	4 PURPLE	A PURPLE
University Theatre	3 ORANGE	B ORANGE
The Arthouse	2 BLUE	E BLUE
Ugly Duckling and The Lunch Room	1 RED	A PURPLE



Contact us

E: student.central@cdu.edu.au Freecall: 1800 061 963 Mon – Thurs: 8.00am – 4.00pm | Friday: 8.00am – 3.00pm (ACST) W: cdu.edu.au

Drop in

Casuarina

Larrakia Country Building Orange 1.1 Ellengowan Drive, Brinkin NT

Palmerston

Larrakia Country Building A University Avenue, Palmerston NT

Darwin Waterfront *Larrakia Country* 21 Kitchener Drive, Darwin NT



Alice Springs Arrente Country Building 1, Info Shop Grevillea Drive, Alice Springs NT

Tennant Creek *Waramungu Country* 65 Staunton Street, Tennant Creek NT

Katherine Town Centre Jawoyn, Dagoman and Wardaman Country 19 Second Street, Katherine NT

Katherine Rural Campus

Jawoyn, Dagoman and Wardaman Country Building 2 Lot 5626 (16km North of Katherine) Stuart Hwy, Katherine NT

Nhulunbuy Yolŋu Country PO Box 1621, Nhulunbuy NT 0881

Sydney Campus Gadigal Country Level 10, 815 George Street Haymarket, Sydney NSW

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