



**Diploma of Information Technology  
(Software Development) (ICA50705)**

**Student Handbook**



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## Welcome

I am writing to thank you for choosing to study in this course through TAFE in South Australia (TAFE SA).

You have taken the first step in the development of your career in your chosen field. Our qualifications are supported by a strong quality framework that is regularly monitored and focuses upon continuous improvement in all that we do. Our courses are all based upon industry requirements across Australia. Your course work will be challenging and will open up exciting new opportunities for you.

I wish you well with all of your studies and hope that you go on to a productive and satisfying career.

Stephen Conway

Managing Director  
TAFE SA Adelaide South Institute

## **General**

This program is being delivered under an International Educational Alliance between Educational institutions in Vietnam and Australia. The arrangements are being coordinated by Humanagers, an Educational Management company in Australia. Each of the parties in this arrangement has a set of responsibilities as follows:

### **Vietnamese University**

- Coordinate administrative procedures for enrolment
- Set and manage student fee collection
- Ensure adequate facilities and teaching staff
- Manage student activity
- Conduct delivery and assessment
- Ensure compliance with Australian quality requirements

### **TAFE South Australia**

- Provide teaching curriculum
- Provide teaching resources
- Provide assessments
- Quality assurance
- Produce student Certification
- Maintain Articulation arrangements with Australian Universities
- Keep student records of enrolment/achievement

### **Humanagers**

- Coordinate professional development of Vietnamese teaching staff
- Coordinate all administrative procedures
- Manage contractual arrangements
- Support Vietnamese Universities in marketing
- Coordinate assessment administration and reporting
- Undertake moderation of Assessments
- Administration of quality compliance

## **Enrolment Process**

To be eligible for entry into the Diploma of Information Technology (Software Development), students must have completed the 12-month bridging program established by the university.

In order to enrol in a Vietnamese/Australian Educational Alliance Program, students must complete an enrolment form and forward with their fee payment to the Course Coordinator.

Once you are enrolled, you will be considered a student of TAFE South Australia.

## **Course Fees**

Students will be charged fees each semester to cover delivery and assessment costs. There are also specific costs for additional products and services, such as your student ID card and photocopying. A breakdown of expected costs is available from the Course Coordinator.

All fees must be paid in full, prior to commencement of each semester.

These fees are non-refundable once the semester commences. Students will be charged full fees for the semester regardless if they withdraw part way through or fail a subject(s) .

If a student withdraws before assessment or fails a subject, they will be required to re-enrol and pay an additional fee to repeat that subject(s). A list of repeat fees and charges can be obtained from the course coordinator.

Please be aware while every effort is made to keep the semester fee consistent from the start to the end of the course, international exchange rates and inflation may require the semester fee to be adjusted at some time during the course.

## **General Course Information**

The Diploma of Information Technology (Software Development) qualification is currently delivered at your University using the English and Vietnamese combined pathway (see details in course requirement).

This qualification is a nationally recognised qualification from an Australian National Training Package, and has therefore been developed in consultation with Australian employers.

## **Duration**

The course is run over a two- year period of 4 semesters of full-time study.

## Course Content/Description

### Diploma of Information Technology (Software Development) ICA50705

This course teaches a broad range of skills in software development including:

- \* Web page development - using XHTML, AJAX, J2EE (JSP, Servlets), .NET(ASP, C#), Open Source (PHP, MySQL) and including security aspects such as SSL and digital certificates
- \* Mobile application development - using languages such as Objective C on the iPhone.
- \* Database skills – advanced database design using open source products DBDesigner and MySQL , use of XML, ensuring business continuity through database recovery under Linux.
- \* Systems Design - using Object Oriented approaches with UML and design patterns
- \* Industry preparation – Quality management of software, strategic planning and a group software development project

<b>Semester 1</b>		
<b>3AHW</b>		<b>IT Advanced Hardware</b>
	ICAI3021B	Connect internal hardware components
<b>4AMT</b>		<b>Apply Mathematical Techniques</b>
	ICAB4224B	Apply mathematical techniques for software development
<b>4AP</b>		<b>Automate Processes(Javascript)</b>
	ICAB4225B	Automate processes
	ICAB4135B	Create a simple mark up language document to specification
<b>4BC#</b>		<b>Beginning C#NET</b>
	ICAB4222B	Apply introductory programming skills in a another language
	ICAB4178B	Build a graphical user interface
<b>4SSA1</b>		<b>Software - Systems Analysis 1</b>
	ICAA4041B	Determine and confirm client business expectations and needs
	ICAD4043B	Develop and present a feasibility report
<b>4CPS</b>		<b>Contribute to personal skill development and learning</b>
	BSBCM304A	Contribute to personal skill development and learning
<b>4ME</b>		<b>Maintain Ethics</b>
	ICAW4214B	Maintain ethical conduct
<b>TUTE</b>		Support Tutorial (non-compulsory)
<b>Semester 2</b>		
<b>4BJA</b>		<b>Beginning Java</b>
	ICAB4219B	Apply introductory object oriented language skills
	ICAB4075B	Use a library or pre existing components
<b>4SQL</b>		<b>Using SQL</b>
	ICAB4136B	Use structured query language to create database structures and manipulate data
<b>4SSA2</b>		<b>Software - Systems Analysis 2</b>
	ICAA4058B	Apply skills in object oriented design
	ICAA4233B	Determine and apply appropriate development methodologies
	ICAD4217B	Create technical documentation

<b>4IC#</b>		<b>Software - Intermediate C#NET</b>
	ICAB4229B	Apply intermediate programming skills in another language
<b>4MSP</b>		<b>Manage Simple Projects</b>
	PSPPM402B	Manage simple projects
<b>4TSD</b>		<b>Team Software Development</b>
	ICAB4232B	Maintain open source code programs
	ICAT4221B	Locate equipment, system and software faults
	ICAT4242B	Perform unit test for a class
<b>TUTE</b>		Support Tutorial (non-compulsory)
<b>Semester 3</b>		
<b>5DBD</b>		<b>Database Design</b>
	ICAA5139B	Design a database
<b>5IJA</b>		<b>Intermediate Java</b>
	ICAB5223B	Apply intermediate object oriented language skills
<b>5MLC (C#.NET)</b>		<b>Maintain Legacy Code (Intro to C#.NET)</b>
	ICAB5228B	Maintain functionality of legacy code programs
	ICAT5079B	Perform integration test
<b>5PHP</b>		<b>PHP Programming</b>
	ICAB5180B	Integrate database with a website
	ICAB5165B	Create dynamic web pages
<b>5QMC</b>		<b>Quality Management Concepts</b>
	BSBPM505A	Manage project quality
<b>5EPU</b>		<b>Ensure Privacy for Users</b>
	ICAS5202B	Ensure privacy for users
<b>TUTE</b>		Support Tutorial (non-compulsory)
<b>Semester 4</b>		
<b>5AC#</b>		<b>Advanced C#.NET</b>
	ICAB5227B	Apply advanced programming skills in another language
	ICAB5068B	Build using rapid application development
<b>5AJA</b>		<b>Advanced Java</b>
	ICAB5226B	Apply advanced object oriented language skills
<b>5BUC</b>		<b>Business Continuity</b>
	ICAA5056B	Prepare disaster recovery and contingency plans
<b>5DTR</b>		<b>Develop Technical Requirements</b>
	ICAA5151B	Gather data to identify business requirements
	ICAA5158B	Translate business needs into technical requirements
<b>5SMCP</b>		<b>Software - Manage Complex Projects</b>
	PSPPM502B	Manage complex projects
	ICAB5230B	Maintain custom software
<b>5SP</b>		<b>Strategic Planning</b>
	ICAP5039B	Match IT needs with the strategic direction of the enterprise
<b>TUTE</b>		Support Tutorial (non-compulsory)

The competencies are bundled into subjects as listed above but your results will be listed using the competency names.

## Course Requirements

To receive the Diploma of Information Technology (Software Development) qualification, students must successfully complete all units of competency listed within the qualification.

It is a requirement that students attend a minimum of 80% of all classes for each subject.

In addition the following English proficiency requirements for students undertaking the Diploma of Information Technology (Software Development) must be met;

### Students undertaking the **English only** pathway

- First semester students **MUST** have an English language proficiency of at least IELTS 3.5 or equivalent.
- Second semester students should have an English language proficiency of at least IELTS 4.0 or equivalent.
- Third semester students **MUST** have an English language proficiency of at least IELTS 4.5 or equivalent. Students that do not achieve IELTS 4.5 cannot enrol in semester three
- Fourth semester students should have an English language proficiency of at least IELTS 5.5 or equivalent and have obtained an English language proficiency of IELTS 6.0 or equivalent by the completion of the DIT-SD in order to continue studies in Australia

### Students undertaking the **Vietnamese and English Pathway combined**

- 1<sup>st</sup> and 2<sup>nd</sup> semester will be taught in both Vietnamese and English.
- Third semester students **MUST** have an English language proficiency in reading and writing of at least IELTS 4.5 or equivalent. Students that do not achieve IELTS 4.5 in reading and writing cannot enrol in semester 3.
- Fourth semester students should have an English language proficiency of at least IELTS 5.5

If you require additional English-language support or tutoring, please contact student services.

## Subject Requirements

In addition to the overall course requirement, there may be individual subject requirements that must be met. This may take the following form:

**Co-requisite subject:** Subjects may have a requirement for prior knowledge and/or skill. A co-requisite subject must be completed either **before, or at the same time** as starting the subject it is listed as a co-requisite for.

**Pre-requisite subject:** Subjects may have a requirement for prior knowledge and/or skill. A pre-requisite subject must be completed **before** starting the subject it is listed as a pre-requisite for.

Pre-requisites or Co-requisites for the Diploma of Information Technology (Software Development)

			Pre or Co-Requisite*
<b>4BC#</b>		<b>Beginning C#NET</b>	<b>4AP*</b>
	ICAB4222B	Apply introductory programming skills in a another language	
	ICAB4178B	Build a graphical user interface	
<b>4IC#</b>		<b>Software - Intermediate C#NET</b>	
	ICAB4229B	Apply intermediate programming skills in another language	<b>4BC#</b>
<b>4SQL</b>		<b>Using SQL</b>	<b>4AP</b>
	ICAB4136B	Use structured query language to create database structures and manipulate data	
<b>4SSA2</b>		<b>Software - Systems Analysis 2</b>	<b>4SSA1</b>
	ICAA4058B	Apply skills in object oriented design	
	ICAA4233B	Determine and apply appropriate development methodologies	
	ICAD4217B	Create technical documentation	
<b>4TSD</b>		<b>Team Software development</b>	<b>4BC#</b>
	ICAB4232B	Maintain open source code programs	
	ICAT4221B	Locate equipment system and software faults	
	ICAT4242B	Perform unit test for a class	
<b>5DBD</b>		<b>Database Design</b>	<b>4SQL</b>
	ICAA5139B	Design a database	
<b>5IJA</b>		<b>Intermediate Java</b>	<b>4BJA</b>
	ICAB5223B	Apply intermediate object oriented language skills	
<b>5MLC(C#.NET)</b>		<b>Maintain Legacy Code (Intro to C#.NET)</b>	<b>4IC#</b>
	ICAB5228B	Maintain functionality of legacy code programs	
	ICAT5079B	Perform integration test	
<b>5PHP</b>		<b>PHP Programming</b>	<b>4AP</b>
	ICAB5180B	Integrate database with a website	
	ICAB5165B	Create dynamic web pages	
<b>5AC#</b>		<b>Advanced C#.NET</b>	<b>5IC#</b>
	ICAB5227B	Apply advanced programming skills in another language	
	ICAB5068B	Build using rapid application development	
<b>5AJA</b>		<b>Advanced Java</b>	<b>5IJA</b>
	ICAB5226B	Apply advanced object oriented language skills	
<b>5DTR</b>		<b>Develop Technical Requirements</b>	<b>4SSA2</b>
	ICAA5151B	Gather data to identify business requirements	

	ICAA5158B	Translate business needs into technical requirements	
<b>5SMCP</b>		<b>Software - Manage Complex Projects</b>	<b>4MSP 5AJA*</b>
	PSPPM502B	Manage complex projects	
	ICAB5230B	Maintain custom software	
<b>5BUC</b>		<b>Business Continuity</b>	<b>5DBD</b>
	ICAA5056A	Prepare disaster recovery and contingency plans	

**Note: Students cannot be enrolled in subjects/units until the prerequisite subjects have been passed**

### Assessment Methods and Grading

Graded assessment shall be applied to units of competency in the Diploma of Information Technology (Software Development). The grade, Distinction, Credit or Pass, will be determined according to a merit points system.

Students will be given the opportunity to gain merit points in each assessment. There will be a possible maximum of six merit points.

- Students must successfully complete the tests and assignment to gain a Pass.
- Students must successfully complete the tests and assignment and have at least 3 merit points to gain a Credit
- Students must successfully complete the tests and assignment and have at least 5 merit points to gain a Distinction

The merit component will be clearly identified in each assessment and will cover the competencies for the subject but will also allow you to demonstrate:

- A high degree of precision while still meeting deadlines
- Originality and independence of thought
- Ability to apply knowledge and skills in a variety of contexts

A Fail result may be given if assessment requirements are not met.

- Students that fail an assessment will be able to undertake **one** 'assessment re-sit' for that subject/unit
- If a student fails the 'assessment re-sit', they will be required to re-enrol and undertake that subject/unit again.

Details of the re-enrolment procedure, fees and timetables for students re-enrolling in repeat subjects/units, can be obtained from the Program Coordinator.

If you believe an assessment process may disadvantage you because of a disability, cultural or linguistic need, please contact the Program Coordinator or student services. Your details will remain confidential.

## **Extension, Resubmission and Supplementary Assessments**

Where possible, students may request an extension to assessment deadlines. Such requests must generally be in writing and directed to the Program Coordinator

Lecturers will **NOT** contact you if you fail to submit work by the due date. Non-submission of work in the absence of your request for an extension may result as a fail for that assessment

Ensure that you check the program requirement with the lecturer.

## **Pathways to Further Study**

TAFE South Australia maintains articulation arrangements with South Australian universities for a number of qualifications. Specific details of articulation arrangements may be located via the TAFE South Australia website:

<http://www.tafesa.edu.au/apply-enrol/credit-transfer.aspx>

## **Studying in Australia**

Completion of the Diploma of Information Technology (Software Development) does not guarantee you entry into further study in Australia. Each course in Australia will have specific minimum entry requirements which you must meet as part of your application to study in Australia. Student study visa conditions can be obtained from [www.immi.gov.au](http://www.immi.gov.au). Information regarding the courses available to international students across Australia can be obtained from <http://cricos.deewr.gov.au/>

## **Recognition of Prior Learning**

TAFE South Australia recognises that you already have knowledge and skills from life and work experience, previous courses and training, or self-taught knowledge and skills. If you can provide evidence that you already have the relevant skills and knowledge, you may be able to use this to gain recognition for all or part of a course at TAFE South Australia. This is known as recognition of prior learning (RPL).

RPL may also be referred to as:

- recognition of current competence (RCC)
- recognition of current skills
- skills recognition.

When you apply for RPL, your knowledge and skills are measured against the equivalent module(s) or unit(s) in the relevant course. If you are successful, you will be assessed as having

already completed those modules or units in your course. This will enable you to complete your studies in less time and at less cost.

You are responsible for providing all the necessary evidence to gain RPL.

If you believe you have the experience or qualifications relevant to your course of training, you should seek further information from your lecturer or our Program Coordinator, who will provide you with help in obtaining recognition for your prior learning.

### **National Recognition**

Your University recognises the Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment issued by any other Australian Registered Training Organisation.

### **Copyright**

**Copyright has been defined as the exclusive right to;**

- reproduce work in a material form
- publish the work
- perform the work

You are not permitted to re-transmit, distribute or commercialise any information or material without seeking prior written approval from the author.

Please be aware of the copyright laws related to material you want to reproduce. Copyright applies to material in all formats including digital.

## **Cheating or Plagiarism**

In a study environment, cheating means to act dishonestly in any way so that the assessor of the work accepts what you present as genuinely representing your understanding of, and ability in, the subject concerned.

Plagiarism is to copy work without acknowledging the source and is a form of cheating.

TAFE SA will not tolerate plagiarism or cheating, and a penalty may be imposed if you are accused of either.

It is cheating to:

- use notes or other resources without permission during formal testing
- hand in someone else's work as your own (with or without that person's permission)
- hand in a completely duplicated assignment
- take work without the author's knowledge
- allow someone else to hand up your work as their own
- have several people write one computer program or exercise and hand up multiple copies, all represented (implicitly or explicitly) as individual work
- use any part of someone else's work without the proper acknowledgement
- steal an examination or solution from a lecturer.

It is not cheating to:

- discuss assignments with lecturers or other students to understand what is being asked for
- hand in work done alone or with the help of staff
- get help to correct minor errors in spelling, grammar or syntax (sentence construction)
- discuss assignment requirements and course materials so that you can better understand the subject (this is, in fact, encouraged)
- submit one assignment from a group of students where this is explicitly permitted or required
- use other people's ideas where they are acknowledged in the appropriate way, such as referencing using footnotes, end notes or the Harvard system of referencing.

Remember that the integrity of a group project is the joint responsibility of all members of the group. Therefore, if cheating of any kind is found in a group project, all members of the group will be held responsible and will be subject to the disciplinary processes.

To ensure that cheating or plagiarism by students is recognised and dealt with in a fair and equitable manner the following procedure will be implemented;

Suspected cheating or plagiarism should, wherever possible, be dealt with quickly at the lowest level in accordance with the related penalties.

The penalties for cheating are to be applied as follows:

1. Failure of the subject.
2. At the discretion and permission of the Program Coordinator a less severe penalty may be imposed when considered appropriate, e.g. re-submission. However, under these circumstances, the only grade possible for the subject will be a pass.
3. More than one instance of cheating (as defined above) will be failure in all subjects currently enrolled in.
4. More than two instances of cheating will result in failure in all subjects.

The penalties for **plagiarism** are to be applied as follows:

1. The lecturer will present details to the Program Coordinator who will determine whether to proceed with the matter.
2. If the Program Coordinator determines to proceed, the student(s) will be invited to a meeting before a relevant group which will be assembled of no less than 3 duly qualified lecturers with a suitable knowledge of the subject in question.
3. If after the meeting, the group is of the opinion the student(s) has been guilty of plagiarism it may:
  - Require the student to undertake additional assessment in that subject
  - Return a mark of zero for the piece of assessment
  - Return a fail grade for the subject
  - Do more than one of the above
4. More than two instances of giving away or allowing plagiarism of own work (this is classed as cheating) will result in failure in all subjects

In the event a student is accused of cheating/plagiarism and an appropriate penalty is imposed, any student who believes that the accusation is unjust has the right to appeal against the process, the decision and/or the penalty.

All instances of Cheating or Plagiarism will be documented using a Cheating Instance Report form and submitted to the Program Coordinator and Humanagers within two weeks of the incident.

## **Student Behaviour**

- **Student code of behaviour**

At our learning institution we value:

- Difference and diversity
- Respect and co-operation
- Tolerance
- Academic debate
- Freedom of expression balanced with social responsibility

All students, staff, contract staff and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

We aim to provide a high quality education and training service in which all students are encouraged to strive for excellence and fulfil their potential. Unacceptable behaviour can hinder the academic progress or work performance of others.

The code of behaviour clearly defines student and staff rights and responsibilities, which relate to appropriate behaviour. The intent is to foster a learning environment in which all students and staff can participate safely and effectively.

- **Unacceptable behaviour**

Unacceptable behaviour includes:

- disobeying any reasonable direction by a staff member
- acting dishonestly when undertaking tests, examinations or reports required for course assessment purposes
- viewing or distributing offensive material via the internet, email or other means
- discrimination, harassment and victimisation
- bullying and intimidation
- racist or sexist comments
- behaving in a disruptive manner, such as swearing, yelling or using offensive language
- using mobile phones during classes
- illegal use of drugs or alcohol
- stealing, vandalising or causing wilful damage to University property
- endangering the safety of yourself or others
- assaulting or attempting to assault anyone while on University premises

- inappropriate possession of guns, knives or other weapons while engaging in University activities.

- **Rights and responsibilities**

Students and staff have a right to work and study in an environment free from harassment, discrimination or threatening behaviour.

This encompasses everyone's responsibility to:

- Respect the rights of others
- Respect difference and diversity
- Respect people's rights to privacy and confidentiality

The right to have your say is balanced with the responsibility to listen to others.

- **Consequences of Unacceptable Behaviour**

Where behaviour is disruptive or unacceptable, disciplinary action can be taken. A lecturer can ask a student to leave the training environment or refuse entry to a training environment if behaviour is disruptive or dangerous.

A student may be suspended by the learning institution, or expelled for behaviour that threatens the safety of others, interferes with the duties of staff or other students' study, or damages or threatens the property of any training environment which is being used.

Violence, intimidation and harassment are not consistent with a safe and supportive learning environment and will not be tolerated. The police may be contacted in cases of possible criminal behaviour.

## Complaints Procedures

TAFE South Australia is committed to implementing effective and transparent student complaint resolution procedures that, where possible, are managed quickly, at the local level and with a minimum number of people involved. The resolution process will be available to students, staff and others in the community. It focuses on a rapid re-establishment of good working relationships and positive outcomes. The procedures aim to avoid blame and undue investigation. This learning institution follows strict investigative processes regarding complaints or grievances. All appeals and grievances will be handled in an equitable, ethical and helpful manner, and will be treated with the utmost confidentiality. We will do all we can to uphold the dignity of all persons involved.

For students who wish to make a complaint about the provision of services, procedures or facilities at this learning institution, or if you believe you have been discriminated against on the basis of race, sex, disability, marital status, pregnancy, sexual preference, age or if you believe you have been adversely affected by unsatisfactory teaching, unsatisfactory supervision, unsatisfactory assessment results, unfair treatment, any form of harassment or victimisation or other matters of concern, you may take the following steps to ensure your grievance or problems are recognised and dealt with appropriately.

**Step 1.** In the first instance, you should raise your concerns with the staff member or student involved.

**Step 2** If they are unable to advise you or resolve the issue, you should lodge a formal complaint in writing with the Program Coordinator (contact details contained in the Student Handbook) no later than 14 days from the date of the incident. Upon receipt of the complaint, the Course Co-ordinator and an independent lecturer will review the matter. A meeting will be arranged to ensure all parties have an opportunity to present their case and the Program Coordinator's written report of the outcome and reasons, will be distributed to all parties and Humanagers within 14 days.

**Step 3** If the matter is still not resolved to your satisfaction, and you have completed steps one and two, you may lodge a formal complaint in writing (attaching your original correspondence with the Program Coordinator) to:

Mr Stephen Conway  
Managing Director  
TAFE South Australia  
120 Currie Street  
Adelaide  
South Australia 5000  
Email: Stephen.Conway@sa.gov.au

Any grievance, received will be reviewed and discussed by TAFE South Australia senior managers and Humanagers to identify any recurring or significant issues which may require corrective action.

## Privacy

Humanagers/TAFESouth Australia only collect information about you that is necessary for them to perform the services requested by your Learning Institution which may include:

- Information you provide when enrolling for a course which will include your name, address and contact details
- Communications between Humanagers/TAFESouth Australia and you
- Information required under the standards for Registered Training Organisations or by law

## Access to your Personal Information

Access to your personal information if required can be obtained from the Program Coordinator.

## Record Keeping

Your learning Institution will keep complete and accurate records of student's attendance and progress, as well as financial records that clearly state the fees charged, payments made and balance owing. These records are strictly confidential. Trainees can make a written request to view their file at any time.

## Result Portal

Students may access their current results via Humanagers website at [www.humanagers.com.au](http://www.humanagers.com.au) and log in on the International Page.

All students' user names and passwords are preset and cannot be changed.

Your user name is the TAFE Student ID number provided to you at the time of enrolling and your password is the first two letters of your surname (lower case) followed by the day and month of your birthday

(e.g. Phuong Muoi Pham birthday 26/10/1998 password would be ph2610)

## Feedback

### Opportunities to tell us “What you think”

Our learning Institution is committed to listening and responding to what students have to say, so we can continuously improve our services to you.

There are several ways you are able to provide feedback:

- Speak directly to your lecturer
- Complete student satisfaction surveys
- Contact your Program Coordinator.
- Complete a feedback form on Humanagers website at [www.humanagers.com.au](http://www.humanagers.com.au)
- Contact TAFE SA by emailing your feedback to [Madeline.Wulfius@tafesa.edu.au](mailto:Madeline.Wulfius@tafesa.edu.au)

We will listen with respect to your feedback, treat all feedback with confidentiality, and take appropriate action on feedback received. Your feedback is welcome and assists us to improve our services to you.