Select the right course

A 5-10 minute checklist to set you on the right path to succeed at TAFE

You can print off this document and fill it in and take it to a TAFE counsellor to discuss your study options in more detail. Alternatively you can use the online version of this checklist here: https://studysmart.tafeillawarra.edu.au/choose-a-career-and-course/select-the-right-course/

Your name: ____________________________________________________________

Which course have you chosen? __________________________________________

Where do you intend to study?

☐ Bega
☐ Cooma
☐ Dapto
☐ Goulburn
☐ Moruya
☐ Moss Vale
☐ Nowra
☐ Queanbeyan
☐ Shellharbour
☐ Ulladulla
☐ Wollongong West
☐ Wollongong
☐ Yallah
☐ Yass
☐ Online
☐ Not sure

1. What do I want to achieve by doing this course?
☐ I have worked out my career goals or preferred job
☐ Not sure about this, I need to talk to someone

These are my career goals or preferred job:

Will this course help me achieve this?
☐ This course will get me to that job
☐ Not sure about this, I need to talk to someone

To be successful in your course it is important to really want the things study will eventually bring you. Having clear reasons for studying involves setting a goal you are working towards. Most people study to help them towards a career goal — what is your preferred job and how will this course help to get you there?
2. Do I have the right personal requirements for this type of course and career?

☐ I have researched the personal requirements for my preferred job and feel that I already have them OR can develop them

☐ Not sure about this, I need to talk to someone

Some jobs have specific requirements:
- Electricians need normal colour vision
- Community workers need to be tolerant
- Trades need good physical fitness
- Graphic designers need to be creative
- Transport workers need a safe driving record
- Hospitality workers need to be polite
- Some jobs require clean criminal record

3. What course level have I chosen?

☐ Certificate I  ☐ Certificate IV

☐ Certificate II  ☐ Diploma

☐ Certificate III  ☐ Higher Qualification

The Certificate/diploma/degree level of your course is an indication of the difficulty of the course. To complete many course you may need a certain level of literacy, numeracy and computer skills.

4. Is this course the right level of study for me?

☐ This is the right level of study for me

☐ No – the level is too high or low

☐ Not sure about this, I need to talk to someone

The certificate/diploma/degree level of the course is an indication of the difficulty of the course. To complete many courses you need a certain level of literacy, numeracy and computer skills.

5. Do I have time to attend classes and do the extra homework, study and workplace activities?

☐ I have checked the class timetable and can attend required classes

☐ I can plan a home study and assessment schedule

☐ Not sure about this, I need to talk to someone

You will need to know the days and timetable for your classes. For most courses you will need time to do the homework, assessment tasks and study. This requires some planning before you start.

6. What else do I need to organise in my life so I can attend TAFE and do course work?

The things I need to organise and have others help me with are:

☐ Not sure about this, I need to talk to someone

There are often many other parts of life that need to be rearranged to allow time for TAFE. E.g. child care, after school care, time out, reduced work hours, home duties, transport
7. **Do I have money for TAFE fees, books and uniforms, other equipment, and transport?**
   - [ ] I have this organised
   - [ ] I need help with financial information and budgeting
   - [ ] Not sure about this, I need to talk to someone

For information about TAFE fees see [http://www.illawarra.tafensw.edu.au/course-and-careers/fees-and-financial-assistance](http://www.illawarra.tafensw.edu.au/course-and-careers/fees-and-financial-assistance) There may be additional study costs to find out about, such as books and equipment. Being at TAFE may involve other personal costs for you including transport, child care, etc.

8. **Do I have family or others who will support, encourage and assist me?**
   - [ ] I have told family and friends about the course I will be doing
   - [ ] Not sure about this, I need to talk to someone

   The best person to support me and help with commitments is: _______________________________

   Do the other people in my life know why I am doing this and what the course is? Will they encourage me to do this and help me with other things when the course is demanding?

9. **Do I have a place to study and do TAFE homework?**
   - [ ] I have found a place to study that is away from distractions, well lit and comfortable for study
   - [ ] Not sure about this, I need to talk to someone

   I have identified two other places I can go and study (e.g. TAFE library, study centre)

   ![Image](image1)

   It helps to study if we have a place that is free from distractions, has good light and is comfortable for study.

10. **Do I have a computer and internet access at home to use for my study?**
    - [ ] Yes I have a computer and reliable Internet access
    - [ ] Not sure about this, I need to talk to someone

    I have identified two places I can go to access the Internet (e.g. TAFE library)

    ![Image](image2)

    You will find internet access at your TAFE campus library. Learn more about the facilities that will be available to you as a TAFE Illawarra student here [http://www.illawarra.tafensw.edu.au/support-for-students/library-and-information-services](http://www.illawarra.tafensw.edu.au/support-for-students/library-and-information-services)
11. Am I a self-directed learner?
☐ I am motivated to complete the study and assessments
☐ I can manage my time and set study goals
☐ Not sure about this, I need to talk to someone

You need to be motivated and organised in order to complete the course and achieve your goal.

12. Do I have any learning difficulties?
☐ I have no learning difficulties and usually cope well with study
☐ I have struggled with study in the past, so I need to talk to someone

Some learning difficulties are identified and others we just keep to ourselves. But this is a time to address any learning difficulty which may get in the way of your success at TAFE. For example, “I learn more slowly than others”, “I have trouble reading” or “concentrating is hard” etc.

13. Do I have a disability that will affect me while doing this course?
☐ I have no disabilities that will affect my study
☐ I have a disability that may affect my study, so I need to talk to someone about support services
☐ Not sure about this, I need to talk to someone

TAFE has teacher consultants who provide support for students with disabilities. They can provide information about adaptive equipment and technology, exam modifications, group study sessions etc.

14. What stressful things am I dealing with in my life?
☐ I am aware that adding study to my life will bring some stress
☐ I have a range of positive ways to manage my stress, eg self-help resources, exercise, meditation
☐ Not sure I will manage stress myself, so I need to talk to someone

If you are not sure about managing the stress that may arise from taking on this course talk with your TAFE counsellor about stress management techniques, and balancing life and study.

If this tool has helped you to decide that you need to talk to someone, you can contact a TAFE Counsellor by email ILLACareersandCounselling@tafensw.edu.au or visit them on campus.