



# Forster Tuncurry COMMUNITY COLLEGE

Your Community ● Your College ● Your Future

## IMPORTANT STUDENT INFORMATION

### Recognition of Prior Learning

RPL can be obtained for all units of competence within Forster Tuncurry Community College's scope of recognition. Please contact the Manager for information on the College's recognition process. A fee applies for assessing prior learning.

### Equity

Forster Tuncurry Community College is committed to ensuring equity in access to VET courses, providing a supportive learning environment, ensuring reasonable adjustments are made to assessments and working towards the development of inclusive training materials.

### Complaints

Written notification of any complaint must be made in writing within 7 days working days to the Manager. The matter will be attended to within 7 working days of receiving the written notification.

### Assessment Appeals

If a student enrolled in an accredited course is not happy with the assessment outcome they may appeal and be re-assessed. The appeal should be directed to the Manager no later than 7 working days after the assessment decision has been made. A re-assessment fee comprising the assessor's fee and \$25 administration fee will be charged.

### Disability Services

Forster Tuncurry Community College has disability access and conveniences. We are committed to meeting the needs of people with a disability. Please inform us in advance if you have special needs.

### Refunds

Refunds are only available if requested at least **4 clear working days** prior to course commencement and an administration fee will be charged.



**Students with disabilities are welcome to participate in our courses.**

**Call us on 6554 9215 about your individual needs**

## ENROLMENT IS EASY

**BY PHONE**  
**6554 9215**

**ON-LINE**  
- download Enrolment Form  
[www.forstertuncurrycc.nsw.edu.au](http://www.forstertuncurrycc.nsw.edu.au)

**BY FAX**  
**6554 9668**

**BY EMAIL**  
[admin.ftace@tsn.cc](mailto:admin.ftace@tsn.cc)

**MAIL**  
**PO Box 331, Tuncurry 2428**  
Enclose completed enrolment form, payment & self-addressed stamped envelope.

**IN PERSON**  
Forster Tuncurry Community College  
Cnr. Lake & Manning Sts.  
Tuncurry (near Bi-Lo)

**Opening Hours:**  
9am - 4pm Mon to Thurs  
9am - 12.30pm Friday

**Note:** FTCC reserves the right to refuse enrolment to any applicant.

## Mission Statement

Forster Tuncurry Community College is committed to achieving high quality outcomes for all stake holders by:

- Providing a diverse range of high quality adult education and training courses
- Being responsive to the education and training needs of the community
- Providing opportunities for life-long learning
- Providing excellent standards of service

## Accredited VETAB Courses

This Logo represents a VETAB accredited course



NSW Vocational  
Education & Training  
Accreditation Board

**What are Nationally Accredited Courses?**

Accredited courses are:

- A part of the comprehensive, nationally consistent, nationally recognised system of post-compulsory education & training in Australia.
- Vocational education & training (VET).
- Certificates are recognised by employers & educational institutions across Australia.
- Competency based and include Assessment Tasks.
- Time outside specified course hours is required for further study or to complete assignments.
- Focus on training individuals for actual jobs in the work place.
- Recognition of Prior Learning is available.
- Forster Tuncurry Community College is accredited by the NSW Vocational Education & Training Accreditation Board (VETAB) as a Registered Training Organisation (RTO).



**Beaver**

**Novello**

**Moss**



Certified Practising Accountants  
114 Manning Street  
TUNCURRY  
6554 8311

Supporting Adult Education

Register early- classes fill quickly

Forster Tuncurry Community College  
acknowledge the support of the  
NSW Department of Education  
& Training (DET)



Large Print Brochure available Phone: 6554 9215