INFORMATION FOR STUDENTS

What do I do when I get to TAFE?
You need to contact the Disability Liaison Officer (DLO) as soon as possible. The DLO’s job is to try and arrange any support that you will need to access TAFE, e.g. interpreters, notetakers, assistive technologies. Please make sure you give your DLO as much time as possible to arrange what you need—they are very busy and support many students at the same time.

What will my interpreter/s do for me?
Interpreters that work with you to make sure that you can understand what everyone is saying, and also to make sure that everyone is able to understand you, too. Your interpreters can also help you to understand written English if you need it. Please remember that your interpreters will NOT help you to do your coursework and they will NOT act as your teacher.

What if I don’t understand the interpreter?
Talk to your interpreter about it. Most of the time, interpreters can change the way that they sign to suit your needs. An experienced interpreter should be able to slow down, or speed up, or use less fingerspelling, or whatever it is that you need. Different interpreters have different skills. Try to work together to make sure that you can understand them.

What will happen in the classroom?
Your interpreters will make sure that you are able to access spoken communication from the teacher and from your other classmates. They will also interpret if the teacher shows a video or DVD. You are responsible for your own learning and for your own behaviour, so please don’t ask the interpreters to do anything that is not part of their job.

What if I need some help with the class?
It is the teacher’s job to teach you, so if you don’t understand something, just ask them. Don’t be afraid to ask for help. If you want to speak to the teacher after class, ask your interpreter if s/he can stay—they may have another booking to get to. If they cannot stay a bit late, you might need to arrange a separate appointment to meet your teacher.
Contact your DLO about this, too.

What are my rights and responsibilities as a student?
It is your right to access education and it is the responsibility of the education provider to make their service as accessible as possible. Speak to your DLO about the kind of support that you need in classes, such as interpreters and/or notetakers. You can also ask for some parts of your course assessment to be made more “deaf-friendly”. For example, you may be able to ask for more time to complete written work (including tests or exams). It may be possible for you to sit an “oral” exam instead of a written one. The Disability Discrimination Act and the Disability Standards in Education protect your rights. It is also important, however, to remember that TAFE Institutes receive limited funding to support students with additional needs, such as interpreters and notetakers.
It is your responsibility to follow TAFE rules. This will include coming to class on time and doing all of the work required from your course. If you cannot come to any class, please contact your DLO as soon as possible, because they will need to contact your interpreters and/or notetakers to cancel the job for that day.

**What if I have a problem with the interpreter?**

If you have a problem with your interpreter, please try to solve it together. You can also speak to the DLO who will try to help you to solve the issue as quickly as possible.

**Some other helpful tips:**

- If you are going to give a presentation in class, it is a good idea to practice with the interpreter who will be voicing for you. You should provide the interpreter with any notes that you can about your presentation so that s/he can be prepared to interpret for you. Remember, you’re working together as a team.

- Make sure your DLO knows your timetable at all times. If you want to start a new class, or drop one, speak to your DLO first. That means that the DLO can continue to arrange the support that you need, including interpreters.

- If you are going to be late for class, please tell your DLO so they can ask the interpreter to wait for you. Interpreters will leave after 30 minutes if they do not know you are running late.