

## Custodial Operations Policy and Procedures

### 8.11 Issue of TAFEcards

#### Policy summary

All students enrolled in a TAFE NSW (TAFE) external course are issued a student card (TAFEcard). Students studying on a TAFE campus must have this card to enrol.

A TAFEcard is a means of photo identification. The TAFEcard permits access to TAFE facilities, discounted public transport and identification when undergoing exams.

The TAFEcard also contains a stored value component for use on campus for course related items.

#### Management of Public Correctional Centres Service Specifications

Service specifications	Rehabilitation and reintegration
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## Scope

This policy affects all CSNSW staff working in correctional centres that provide inmates the opportunity of attending TAFE external courses.

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# 1 Issue of TAFEcard

## 1.1 Policy

All inmates who are students attending courses at TAFE colleges are issued with a TAFEcard. Inmates issued with a TAFEcard must carry it with them when attending courses at TAFE colleges.

Inmates enrolled in TAFE courses conducted at a correctional centre or TAFE distance education courses are not be issued a TAFEcard.

The TAFEcard displays a student's photograph, name, their TAFE student number and TAFE library barcode.

The TAFEcard is used for:

- student identification on campus
- identification at TAFE final examinations
- registration to the TAFE library network
- membership of TAFE Student Associations, if a student chooses to join
- identification of student travel concession, if a student is eligible
- access to parking and secure access areas on campus if applicable.

TAFEcard can be loaded with a stored value. Inmates are only permitted to use the stored value component of the TAFEcard for course related purposes including:

- paying for course-related services such as photocopying
- paying for other library facilities
- paying for course text books.

The administration of financial transactions and the maintenance of the security of the TAFEcard are subject to local procedures and are oversighted by the Education Services Coordinator (ESC).

## 1.2 Guidelines for the issue of a TAFEcard

	<b>Procedure</b>	<b>Responsibility</b>
1.	Ensure TAFEcards are only issued to minimum security inmates attending TAFE external courses.	ESC
2.	Assist inmate students to attend a TAFE campus and present themselves to a TAFEcard Photo Station for a TAFEcard to be processed.	ESC
3.	Ensure inmates presenting for a TAFEcard photograph have proof of enrolment.	ESC
4.	Ensure the inmate understands that enrolment is not complete unless they have had their TAFEcard photograph captured.	ESC

	<b>Procedure</b>	<b>Responsibility</b>
5.	Ensure students who have their enrolment completed by another person on their behalf are given the Proxy Enrolment Information Sheet.	ESC
6.	Ensure the inmate is made aware of the procedures, terms and conditions associated with the use of the TAFEcard.	ESC

### 1.3 Responsibilities relating to the TAFEcard

	<b>Procedure</b>	<b>Responsibility</b>
1.	Ensure inmates provide notification when the TAFEcard is issued.	ESC
2.	Ensure inmates meet the terms and conditions of the TAFEcard.	ESC
3.	Ensure inmates carry their TAFEcard with them at all times when on campus.	ESC
4.	Place a copy of the details of the student's TAFEcard on their education file.	ESC
5.	Report any misuse of the TAFEcard to centre management.	ESC
6.	Ensure the inmate reports a lost or stolen TAFEcard to the TAFE customer service centre.	ESC
7.	Coordinate the payment for a replacement TAFEcard if the inmates card is lost or stolen.	ESC
8.	Ensure the TAFEcard is stored in the inmate's personal property for safekeeping at the completion or termination of the inmate's TAFE course.	ESC

## 2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

## 3 Definitions

COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
ESC	Education Services Coordinator
TAFE	Technical and Further Education
TAFEcard	TAFE NSW student card

## 4 Document information

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<b>Business centre:</b>	Custodial Operations	
<b>Approver:</b>	Kevin Corcoran	
<b>Date of effect:</b>	16 December 2017	
<b>EDRMS container:</b>	18/7214	
<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
1.0		Initial publication ( <i>Replaces section 5.3 of the superseded Operations Procedures Manual</i> )
1.1	12/03/20	General formatting update and improvements

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