



Information

Kit

WELCOME to the TAFE Disability Network (TDN)

This document has been prepared to provide the new Disability Liaison Officer (DLO) with some background information about the TAFE Disability Network in Victoria and to introduce them to the Network.

Note that this information was correct at the time of preparation and might have changed since.

Please feel free to contact any TDN member at any time if you have any queries, as we are all here to support each other. Member contact details are available from website. All effort is made to keep this list up to date.

To be added to our mailing list, please complete the form at end of this document and return to one of the Co-convenor's

We welcome you to the sector and wish you all the best in your DLO role.

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1. Who is TDN?

The TAFE Disability Network (TDN) is the network of Disability Liaison Officers (DLOs) from across the TAFE sector in Victoria.

Some members may have different titles and a diverse range of duties but we all see ourselves as peers.

The role of TDN is in the capacity of peer support for new and existing DLO's. To this end it is a network for and by DLO's

DLO's perform a variety of duties in their role as the primary reference point for disability matters within their organisation.

DLO's role is general. It is not to provide support specific to one disability. The role of the DLO is to provide access and inclusive practises to all students with a disability / impairment registered with the respective TAFE.

The main duties are:

- To support students with disabilities studying at TAFE
- To provide advice and support for staff in meeting the needs of students with disabilities
- To provide strategic advice within their organisation to assist their TAFE institute in meeting its legislative responsibilities
- To mentor, support and share information with DLO's

The TDN meets to discuss common concerns, current issues, provides professional development and develop/consolidate links to other networks of professionals in education provision, local and federal government areas and community based organisations.

2. Who attends TDN?

The TDN is open to all Victorian Disability Liaison Officers or Disability Co-ordinators at TAFE or dual TAFE / Higher Ed.

DLO's from TAFE's pay an annual membership fee and has voting rights which are utilised at the AGM and throughout the year.

The TDN invites National Disability Coordinator Officers (NDCOs), to attend the TDN meetings. The TDN believes NDCO's provide similar generalist services to all TAFE students who have a disability; in the form of transitional support and information into TAFE. The NDCO program also works in collaborative programs with TDN to tender for relevant project funding. This relationship strengthens both the NDCO program and the services provided by DLO's.

NDCO's are allocated time during TDN meetings, to provide feedback to DLO's about projects the NDCO's are undertaking that are of interest to the general disability student group at TAFE. NDCO's are not members of TDN

Guest speakers ---

TDN fosters network building, and supports affiliations with organisations that support TAFE students with disabilities.

An organisation can contact the Co-Convenors of TDN, in order to present to the TDN during the 'Guest Speaker' component of a TDN meeting.

The Co-convenors will discuss this request with the Committee and/or the wider TDN members, and will invite the organisation to present.

As TDN meetings occur approximately every two months, TDN may not be able to accommodate all requests. Ideally, TDN will try to accommodate an organisations request once a year.

As TDN fosters network building, if an organisation invites TDN to attend their meetings, the members of TDN will elect a representative to attend.

Mailing list / agenda / minutes

Convener's co-ordinate the maintenance of the mailing lists / agenda's / minutes

All DLO's, NDCO's and Higher Education Skills Group (HESG) representative receive the agenda and minutes.

Guest Speakers receive information on when and where the meeting is and the time they will be presenting

All other organisations are invited by invitation only

3. What does TDN do?

Over the years, TDN has proven to not only be beneficial to its own members but has become a valued resource for both government and community agencies in regard to disability issues within tertiary education.

The following is some of the functions TDN undertakes:

- Provides a forum for discussing commonly related issues facing DLOs and students with disabilities within the TAFE sector.
- Shares information and resources amongst members to enhance the support services provided to students with disabilities within the TAFE sector.
- Supports Professional development programs for DLOs
- Liaises and lobbies Higher Education Skills Group (HESG) in regard to disability related issues within the Victorian TAFE system.
- Liaises with relevant community agencies in regard to disability related issues within education.

- Liaises with and supports **VicHEDN** and **ATEND** on relevant disability related issues within the education field at a State and/or National level. Has representation on **ATEND**.
- Liaises with National Disability Coordinator Officers (NDCOs),
- Submits written comments on disability-related issues in response to government policies and programs as deemed relevant by a majority of members.
- Provides representatives on relevant working parties as required

4. Why TDN?

The number of DLOs within the tertiary education sector both at a state and national level will never be high because of the limited number of TAFE Institutes and Universities across Australia. In Victoria, many DLOs work in solo positions and/or in rural settings and can be isolated from colleagues who understand the complex issues related to disability and education.

TDN has developed as a network for the following reasons:

- To provide peer support and share information pertaining to the support of students with diverse needs within the tertiary setting.
- To be a vehicle through which DLOs can receive current and up to date information about issues that impact on their roles and also where they can contribute to discussions and input into issues that impact on the whole sector.
- Professional Development for DLOs.
- To lobby State and Federal Governments directly, or alternately through the TAFE CEO network or existing bodies where access and equity issues in tertiary education are addressed.

5. Background Information including History of DSF Submissions and Acquittals

The TAFE Disability Network in Victoria has been active since the 1980's and since this time has established itself to be the key network for TAFE practitioners in this state.

The TDN has always served the functions of:

- peer support network
- information and resource sharing amongst TAFE disability practitioners
- peak body for liaison with Higher Education Skills Group (HESG) and their advisory bodies

- professional development for members

The TDN has seen many changes over the years. Precipitating some of these changes was the arrival of the Disability Discrimination Act in 1992 but the persistence and growing professionalism of this collaborative network has also contributed to changes in the provision of support for students with disabilities within the TAFE sector.

As late as the mid 1990s a number of DLOs were still on yearly based contracts as their positions were dependent on numbers of students with disabilities enrolled in each year.

Some DLOs also were required to fulfil the roles of note takers and support workers.

The **DSF** (Disability Support Fund) did not exist and DLOs spent many hours trying to source funding from organisations such as the Commonwealth Rehabilitation Service.

The arrival of the **DSF** (Disability Support Fund) in 1994 raised the profile of DLOs with senior executives as we now brought money into our organisations, but as few as four years after its inception, DLOs were lobbying Higher Education Skills Group (HESG) (formerly Skills Victoria / formerly OTTE) to increase this fund as student numbers and needs were fast outgrowing the available funds.

The TDN also had members as part of the executive of PsDIN (Post Secondary Disability Information Network). PsDIN was a body made up of representatives from TDN, VicHEDN and from community agencies to identify issues pertinent to the transition of students with disabilities from secondary school into post secondary options.

PsDIN successfully applied for funding under the Regional Disability Liaison Officer (RDLO) initiatives but with the cessation of available monies in 2001 it reviewed its function. In 2002, it was disbanded. It was decided instead to establish small working parties (within VicHEDN and TDN) to tackle common issues across the sectors. The work commenced by the RDLO's continues today in differing positions. In 2008 it became known as National Disability Coordinator Officers (NDCOs),

The Disability Support Fund (DSF) was established by **OTTE** (Office of Training and Further Education) in 1994 in response to the DDA and the DEET Andrews Report. Its purpose was to encourage and assist TAFE Institutes to provide direct individual learning supports to enable students with disabilities to access and participate in accredited mainstream VET programs. The initial \$1 million provided by OTTE was more than enough to cover claims by TAFEs for the next two years. In 1996 it was increased to \$1.2 million and by 1999, following TDN lobbying, it was increased again to \$1.7million, where it has remained ever since. However student numbers and costs have continued to grow which has increased pressure on TAFEs to finance direct support from their own funds and to seek alternative funding sources. In recent years the average funding split between the OTTE and TAFEs has been approximately 50%. This process required that institutions submit submissions and acquittals each year.

In 2004 OTTE employed the services of KPMG to review the existing DSF funding process and to provide recommendations for the future direction of the Disability Support Form. KPMG provided OTTE with 9 key recommendations encompassing the broader areas of Leadership, Knowledge, Resources, Planning & Accountability. Acting on these

recommendations OTTE revised the way that DSF funds were being allocated and increased the funding available to TAFE's across the state from \$1.7 million to \$2.7 million.

As of 2005, TAFE institutions were funded for disability support as part of the broader Performance Agreement that each institution has with Skills Victoria (Now Higher Education Skills Group HESG). There was no longer a separate DSF allocation as such. The amount of money allocated to each institute for disability support was based on the overall Scheduled Contact Hours of that particular Institution. No submissions for funds were required. Funds spent on disability support needed to be acquitted as part of the overall institution acquittal process to Skills Victoria (Now Higher Education Skills Group HESG).

Funds were no longer tagged to individual students and institutions were now able to use funds for supporting students with a disability at their own discretion. This may include purchasing of adaptive technology, professional development for teaching staff etc.

In 2012 Government removed the Service Provider Funding from the funds allocated to TAFE's. TAFE's are now required to solely fund all support needs for students with disabilities.

6. TDN Framework

TDN represents DLOs from regional centres, city campuses and the dual sector (TAFE and University) across Victoria.

The TDN meets approx 6-8 times over the year. Guest speakers are often arranged for these meetings. A list of meeting dates for the current year can be found on the website. Joint meetings with VicHEDIN (Higher Education Disability Network) are held occasionally throughout the year to discuss issues common to both sectors and to participate in combined professional development activities.

TDNs Annual General Meeting (AGM) is held in Term 1 of each year. Office Bearers for the year are elected at the AGM. A list of the current Office Bearers is found further in this document. The Office Bearer position descriptions are located further in this document.

Current year records are kept by the office bearers for that year and passed on to the Archivist at the AGM. TDN members can contact the Archivist if they want to review or research any past files.

A list of common acronyms used in the sector is found further in this document.

An email list has been established to circulate relevant information to members including the Agendas and Minutes of meetings and to obtain feedback as required.

New members should complete the proforma at the end of this document and forward contact details to the Convenor to be added to the mailing list. This form can also be used to provide change of details to the list.

An annual subscription fee per institute is collected to cover any expenses related to holding meetings, guest speakers, attendances at professional development conferences etc. The Treasurer will contact you or your institute for fee collection.

Other Agencies and Organisations

The following alphabetical list is provided to give you an understanding of the roles of some of the agencies/organisations you may encounter as part of your role as DLO and a member of the TDN.

ADCET

Australian Disability Clearinghouse on Education and Training will provide you with a wealth of information and resources for inclusive education and training for people with disabilities. We encourage you to have a look at this site <http://www.adcet.edu.au> and subscribe.

austed-list is an open email list designed to provide a forum for (Australasian) practitioners to discuss strategies and issues related to the inclusion of people with disabilities in tertiary education and employment. Some of the issues are more focused on Higher Ed but it is a good way of keeping informed on the 'big picture'. You can subscribe to this list by contacting a fellow DLO for instructions.

CABS is the Central Auslan Booking Service. This is a booking service for TAFE Institutions and Interpreters. It is through the Centre of Excellence for Students who are Deaf and Hard of Hearing.

Centre of Excellence for Students who are Deaf and Hard of Hearing

The Centre of Excellence is a statewide service assisting all TAFE institutes with information, advice and resources relating to access for students with a hearing loss. View the Centres website at <http://online.nmit.vic.edu.au/deaf>

Aust HRC -- Australian Human Rights Commission - Working towards an Australian society where the human rights of all are respected, protected and promoted. The Australian Human Rights Commission is the new name of the Human Rights and Equal Opportunity Commission. The Commission was established in 1986 by an Act of Federal Parliament

Our goal is to foster greater understanding and protection of human rights in Australia to address the human rights concerns of a broad range of individuals and groups. It is an independent statutory organisation and report to the Federal Parliament through the Attorney-General. The Commission still uses the name 'Human Rights and Equal Opportunity commission' for legal purposes

www.hreoc.gov.au

Vision Australia

Vision Australia was formed through the merger of Royal Blind Society, the Royal Victorian Institute for the Blind, Vision Australia Foundation and the National Information and Library Service.

Offers service for people who are blind, vision impaired or have difficulty reading standard printed material. We work to ensure that through innovation, advocacy and empowerment those with a print disability can enjoy the same access to information and recreational reading as others in the community. www.visionaustralia.org.au

Higher Education and Skills Group (HESG) (formerly Skills Victoria, formerly OTTE)

The Higher Education and Skills Group facilitates participation and achievement in senior secondary and tertiary education and training by supporting partnerships between providers, employers and the community and advising on public funding and regulation. It manages the Government-funded training market, public provider governance and accountability, and the apprenticeship system.

Visit the Higher Education and Skills Group website to find out all about the range of skills and education options available.

National Disability Coordination Officer Program

The Australian Government's National Disability Coordination Officer (NDCO) program targets the barriers that people with a disability face in gaining access to, and successfully completing, post-school education and training, through a comprehensive national network of 31 National Disability Coordination Officers.

The NDCO program works toward the Australia-wide coordination and delivery of transition services for people with a disability who are at, or who will be attending, university, vocational education and training or another training organisation.

The NDCO program's goals are to:

- **Improve transitions** to help people with a disability from school or community into post-school education and training and subsequent employment.
- **Increase participation** by people with a disability in higher education, vocational education and training and employment.
- **Establish better links** between schools, universities, TAFEs, training providers and disability service providers so that they can work together to provide the best possible assistance for people with a disability.

VICTORIA		
Service Region	Name of Organisation	NDCO Contact
Region 11 Inner Melbourne Northern Middle Melbourne Hume City Northern Outer Melbourne	Inner Melbourne VET Cluster	NDCO Officer - Effie Kapsalos ekapsalos@imvc.com.au (03) 9686 2354 71 Palmerston Street South Melbourne - VIC 3205
Region 12 Melton-Wyndham Western Melbourne Moreland City	RMIT University	NDCO Officer – Catherine Stevens catherine.stevens@rmit.edu.au (03) 9925 3531 RMIT University, PO Box 2476 Melbourne - VIC 3001
Region 13 Boroondara City Eastern Middle Melbourne Eastern Outer Melbourne Yarra Ranges Shire Part A	RMIT University	NDCO Officer – Tania Perez tania.perez@rmit.edu.au (03) 9925 5269 RMIT University, PO Box 2476 Melbourne - VIC 3001
Region 14 Southern Melbourne Greater Dandenong City Frankston City Mornington Peninsula Shire	Skills Plus	NDCO Officer - Sally Bailey sally@skillsplus.com.au (03) 9784 0400 0439 897 027 1 Playne Street Frankston - VIC 3199 PO Box 1162 Frankston VIC 3199
Region 15 Mildura Rural City Part A West Mallee, East Mallee, North Wimmera Greater Bendigo City Part A North Loddon Greater Shepparton City Part A North Goulburn, South Goulburn, South Loddon South West Goulburn	University of Melbourne	NDCO Officer - Cressida Metcalf cressida@unimelb.edu.au (03) 5823 6624 University of Melbourne 21 Nixon Street SHEPPARTON 3630
Region 16 Greater Geelong City Part A East Barwon, Warrnambool City, Hopkins Glenelg West Barwon Ballarat City East Central Highlands, West Central Highlands South Wimmera	University of Ballarat	NDCO Officer – Lisa Wickson Lisa.wickson@unisa.edu.au
Region 17 Wellington Shire, Latrobe Valley, West Gippsland, South Gippsland, West Ovens-Murray, East Ovens-Murray, East Gippsland Shire, Wodonga, South Eastern Outer Melbourne	Wodonga TAFE	NDCO Officer – Vicki Drage vdrage@wodongatafe.edu.au (02) 6055 6919 87 McKoy Street West WODONGA 3690

ATEND Australian Tertiary Education Network on Disability

Is the peak body for regional network groups of service providers and consumers concerned with the education and employment needs of people with disabilities in post-secondary education

1. Peak organisation for affiliated bodies
2. Develop & Promote informed debate
3. Standards & Inclusivity
4. Information Sharing
5. Disseminate info & Awareness raising
6. Policy Development

7. Promote consumer representation
8. Make submissions

VicHEDN

Victorian Higher Education Disability Network is the University equivalent of TDN. VicHEDN also meets regularly and both organisations meet to discuss common issues. Those DLOs who work in the dual sector (TAFE and Uni combined) are members of both TDN and VicHEDN.

MEETING DATES

Are listed on the Website and held at Victorian TAFE Association unless otherwise stated.

CONTACT CONVENORS FOR MORE DETAILS

CURRENT INCUMBENTS

POSITION	NAME	TAFE
CONVENOR(S)	Tracey Stuart Shaun Corcoran	Holmsglen Bendigo
MINUTE TAKER(S)	Susan Lawrence, Alana Lucas, , Angie Chong,	Whoever is at the meeting are prepared to take the minutes
TREASURER	Bette Hume	Wodonga
ATEND REP	Mick Loscavo	GOTAFE
CONTACT LIST	Shaun Corcoran	Bendigo
WEBSITE ADMINISTRATOR	VTA and Co-Convenors	VTA. Will change information on the web submitted by the TDN Co-convenors.
ARCHIVIST	Tracey Stewart	Holmsglen
EMAIL DISTRIBUTOR	Sophie Evans	Swinburne

POSITION STATEMENTS

CO / CONVENOR'S

The Co / Convenor's are responsible for the following:

- Acting as the TDN contact for external agencies. Being available to talk to representatives from other agencies who want to liaise with the TDN and the contact for any correspondence in.
- Filtering through all information that is received from the external agencies via the email list as appropriate and/or as correspondence in at the meetings.
- Developing the list of meeting dates and venues for the year
- Developing the agendas for TDN meetings and distributing through the email list.
- Checking the minutes of each meeting prior to distribution through the email list.
- Maintaining copies of correspondences in and out for the year and handing these copies over to the Archivist for archiving at the AGM
- Co-ordinating joint meetings with the convener of VicHEDN
- Signatory to the TDN bank account
- Contributing and participating in working parties as required
- Updating the TDN induction manual following the AGM or nominate a person to do
- Co-ordinates up to date information on the website.
- *Co / convenors are made up of 1 rep from a regional TAFE and 1 rep from a city TAFE. Positions are changed yearly according to the area needed to be covered.*

The Convenor/s also perform the role of Chairperson at meetings and:-

- Ensures the smooth and timely running of the individual TDN meetings
- Calls meeting to order and welcomes attendees
- Initiates introductions, and ensures a list of names is gathered.
- Keeps the meeting on track and on time to the agenda
- Ensures correct voting procedures are followed
- Maintains order and ensure all parties are heard.

- Summarise or paraphrase discussions on behalf of the group and direct minute taker where necessary & welcomes and introduces guest speakers.

Executive Group

The executive group is made up of the conveners (2), minute takers (2), Treasurer (1) and the ATEND rep (1).

The role of the executive group is to:-

- Acting as the primary point of contact between TDN and HESG and to feedback details from all correspondence with HESG either face to face, E-mail or phone back to the TDN group.
- Drafting letters and submissions on behalf of the TDN. Signing letters and submissions on behalf of TDN once approved by the membership.
- Establishing productive working relationships with HESG so that relevant material and information is filtered through the network ie. funding submissions.
- Make decision on behalf of the group when there is not the opportunity for the group to vote.

MINUTE TAKER

There are two Minute Takers elected annually at the Annual General Meeting. The minute takers are assigned to take the minutes of the meetings on a roster basis (worked out by the incumbents).

The Minute Takers take their turn in attending meetings for the year and recording the minutes of these meetings.

If unable to take the minutes when rostered, it is the Minute Taker's responsibility to find a replacement.

As soon as possible after the meeting, type the minutes up and forward a copy via email to the Convener(s) for checking. Once checked, they will forward the final draft to TDN Email list Administrator for distribution to TDN members.

If unsure of any information or how it should be presented mark it in coloured text for the Convener(s) to amend.

Any other information or paperwork given to the Minute Taker should be forwarded on to the Convener(s). The Convener(s) are responsible for maintaining all TDN correspondence and minutes etc. for the year. At the end of the year, they pass it on to the Archivist for archiving.

TREASURER

Annual Fees

An annual fee is collected from each TAFE by the end of April each year.

These Membership Fees are used to cover the following - expenses for monthly meetings, professional development programs held by TDN (i.e. Guest speaker expenses etc.) and any other expenses as agreed by the members.

The Treasurer is responsible for:

- Sending out pro-forma letters to members to request the annual fee
- Processing the fees as they are received and sending out receipts
- Following -up with individual DLOs if fees aren't paid by the due date.
- Maintaining a record of who has paid, receipt numbers etc in regard to fees.

Treasurer Reports

A monthly financial report is presented at each TDN meeting. A copy of this report is given to the Co-convenor or Minute Taker for record keeping purposes. The Treasurer is responsible for the preparation and presentation of the monthly report and for passing on a copy to the Co-convenor. A pro-forma report form is available for completing the monthly report.

Banking

The Treasurer is responsible for maintaining a file of the bank records (monthly statements etc) and recording all transactions processed through the TDN Cheque account or online banking.

Any payments out must have the approval of the TDN membership and/or be approved by convenor(s).

The Treasurer must always have the convenor(s) co-sign cheques before any payments can be made. When personnel change, the Treasurer must ensure that arrangements are made to change the signature details with the Bank.

ABN

The TDN has an ABN (Australian Business Number) which must be quoted on any invoices or other financial correspondence. The Treasurer and Convenor(s) must be recorded as the official contacts on the government forms lodged with the Tax Office. When personnel change, the Treasurer is responsible for notifying the Tax Office of the new information. They are also responsible for maintaining a secure file in relation to the ABN and keeping all related details confidential.

TDN REPRESENTATIVE FOR EXTERNAL NETWORKS

Representatives are chosen to represent TDN at various external networks and meetings.

These include:-

- ATEND
- VicHEDN

The aim of these representatives is to represent TDN, feedback any information from the network and feed into project development or discussions within the relevant networks.

WEBSITE ADMINISTRATOR

VTA (Victorian TAFE Association) host the TDN Website as a link. They will change information as needed that has been passed on by the Co-convenors

www.vta.vic.edu.au/TDN/index.html

CONTACT LIST ADMINISTRATOR

The Contact List Administrator maintains an up to date list of current Disability Liaison Officers in the TAFE sector, including the following details:

- Institute name:
- List of (TAFE) campuses :
- Disability Officer's name:
- Disability Officer's Title:
- Base campus(es) of DLO:
- Post address of DLO:
- Phone, mobile, fax and TTY contacts:
- Email address:

A complete list is forwarded to DLOs and other relevant contacts (e.g DCOs, VAILS, Centre of Excellence, Skills Victoria , VicHEDN, etc.) at least once every year.

TDN EMAIL Administrator

Distributes communications (minutes, notices etc) via the email list on behalf of Co / Convenors, Office Bearers or any members wishing to use this facility to contact the network.

ARCHIVIST

In 2001, a centralised record keeping system of past documentation was established. The Archivist member maintains the TDN records and responsible for the following:

- Housing all archived information for TDN
- Acting as the contact point for accessing previous information and minutes
- Collecting the previous year's minutes, agendas and correspondence from the relevant Office Bearers for indexing and archiving

COMMON ACRONYMS

ACE	Adult Community Education
ACE	Australian Communication Exchange
ADCET	Australian Disability Clearinghouse on Education and Training
ALDA	Australian Learning Disability Association
ASLIA	Australian Sign Language Interpreters Association
ATEND	Australian Tertiary Education Network on Disability
CRS	Commonwealth Rehabilitation Services
DAAWS	Disabled Australian Apprenticeship Wages Scheme
DIIRD	Department of Innovation, Industry and Regional Development
DDA	Disability Discrimination Act
DHS	Department of Human Services
DLO	Disability Liaison Officer
DSS	Department of Social Services
FFYA	Futures for Young Adults
HESG	Higher Education Skills Group Victorian Government Department
NMIT	Northern Metropolitan Institute of TAFE
NDCO	National Disability Coordination Officer
OTTE	Office of Training and Tertiary Education (formally Skills Victoria now HESG)
TDN	TAFE Disability Network
VCOD	Victorian Council of Deaf People
VDS	Victorian Deaf Society
VET	Vocational Education and Training
VTAC	Victorian Tertiary Admissions Centre

Disability Terms

ABI	Acquired Brain Injury
ADD/ADHD	Attention Deficit Disorder / Attention Deficit Hyperactivity Disorder
CP	Cerebral Palsy
CFS	Chronic Fatigue Syndrome
LD	Learning Disorders
MS	Multiple Sclerosis



ABN: 62 615 335 142

TDN MEMBERSHIP FORM

Please complete and return to:

Email: TAFE Disability Network [tdnvc@yahoo.com.au]

Institution: _____

Post Address: _____

Name: _____

Job Title: _____

Base Campus: _____

Telephone: _____

E-mail: _____

Fax: _____

TTY: _____

Any other relevant information: