

◀ 2020

VETDSS GUIDE

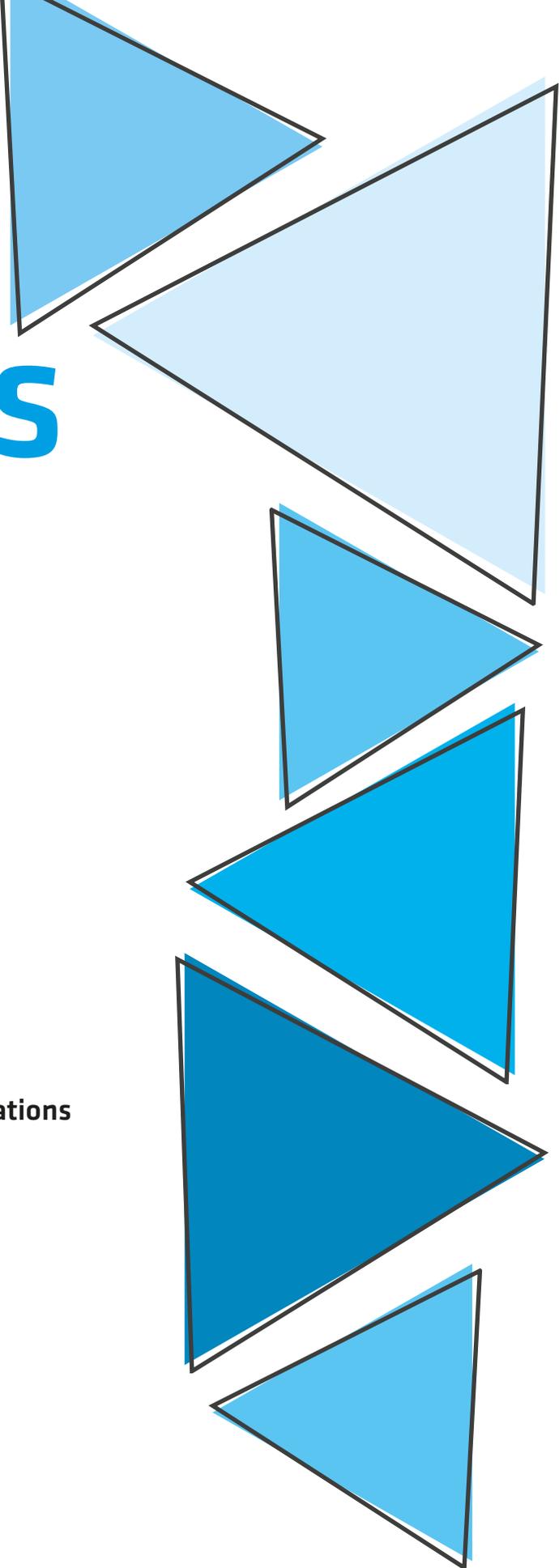
NOW IS YOUR TIME
What's next for you?

STUDYING AT TAFE
It's more than you think

VOCATIONAL EDUCATION & TRAINING
Delivered to Secondary Students
Goldfields Region



**Central
Regional**



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DISCLAIMER

- Course information and content contained in this document are correct at the time of printing.
- Course information is subject to change without notice.
- Commencement of courses is subject to funding, staffing and overall student interest.



WHY STUDY WITH US?

At Central Regional TAFE our aim is to take you to where you want to be in the future and support you every step of the way.

Our industry experienced staff are dedicated to your success and will help you find a VETDSS pathway or PAiS program that best suits you. We will provide every opportunity for you to achieve your goals by working closely with our industry partners and the community. This also ensures our training is current so our graduates are highly skilled and ready for the workforce.

TAFE

IT'S MORE THAN YOU THINK.

85.4% of graduates were employed or enrolled in further study after training.*

More than half of all new jobs projected to be created by 2022 will be achievable with a VET qualification. #

In Australia, students that obtain a qualification through VET earn approximately \$2,000 every year more than University graduates. ^

QUESTIONS TO ASK YOURSELF:

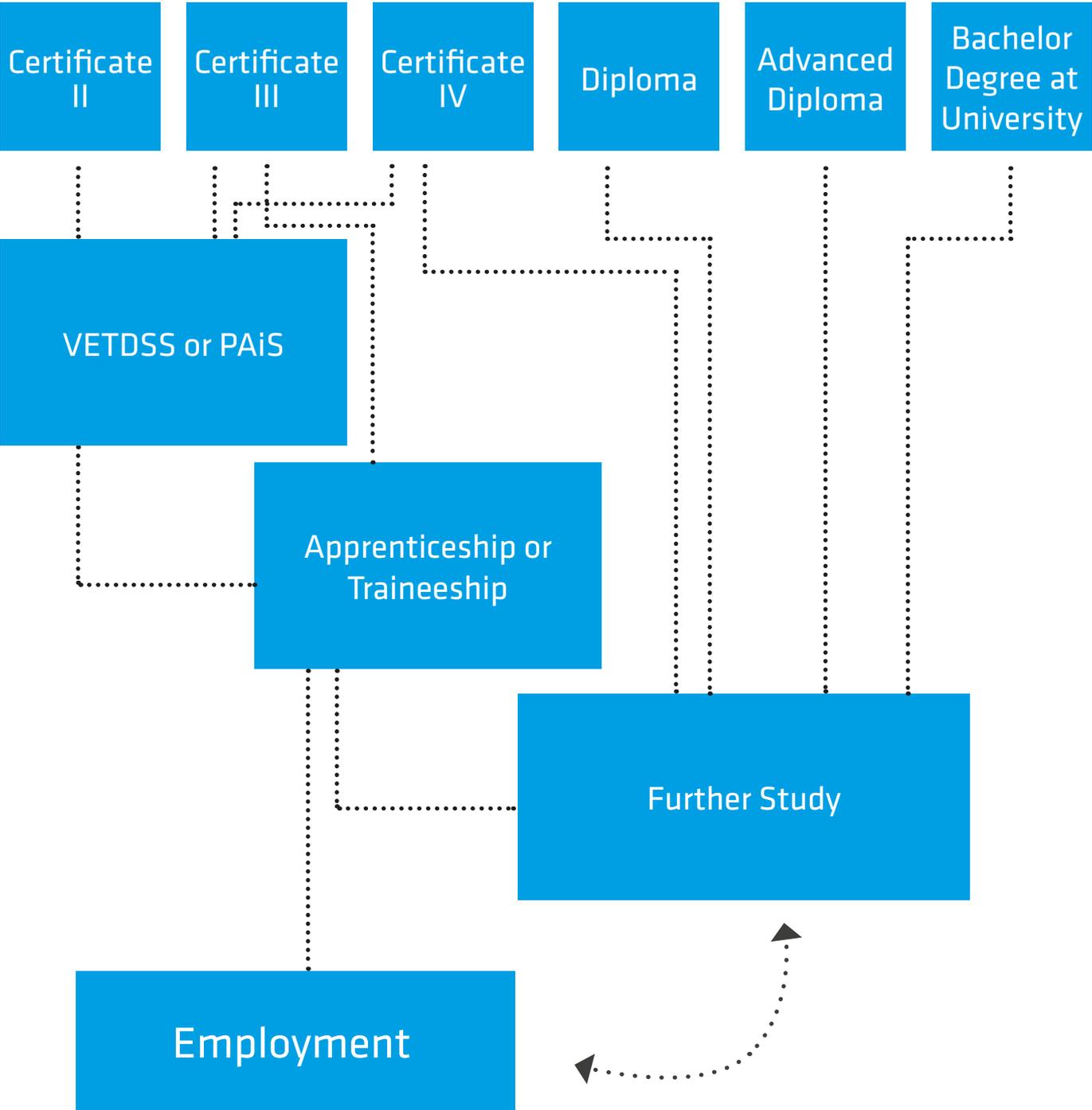
1. What am I passionate about?
2. What are my strengths?
3. What careers will allow me to follow my passion and develop my strengths?
4. How can I get a better understanding of different career opportunities?
5. What job opportunities will there be in the future?
6. What qualification will help me get the job I want?
7. What are my long-term goals?

* VET Student Outcomes, NCVET, 2018

Labour Market Information Portal 2017

^ TafeCourses.com.au, 2018

PATHWAYS



YOUR FUTURE. YOUR CHOICE.

VETDSS

VETDSS PATHWAYS ARE THE PERFECT INTRODUCTION INTO THE WORLD OF WORK. YOU WILL LEARN PRACTICAL SKILLS IN YEAR 11 AND 12 WHILE GAINING AN INSIGHT INTO THE NEEDS OF THE WORKPLACE. SUCCESS IN YOUR PROGRAM CAN LEAD TO EMPLOYMENT OR GIVE YOU A HEAD START IN OTHER NATIONALLY RECOGNISED QUALIFICATIONS. SOME HIGHER LEVEL QUALIFICATIONS WILL EVEN OFFER YOU PATHWAYS INTO HIGHER EDUCATION AND UNIVERSITY STUDIES.

VOCATIONAL EDUCATION AND TRAINING DELIVERED TO SECONDARY STUDENTS

VETDSS courses are designed for students who are still at high school but would like to start working or studying in a specific field. Students can complete full vocational qualifications in addition to their WACE. Did you know that vocational courses not only provide training options for students to progress into the world of work after high school, they also offer a different pathway to university. For more information on how a VET qualification can be a unique and an alternative pathway into university check out our Uni Pathways page on our website <http://www.centralregionaltafe.wa.edu.au/futurestudents/unipathways>.

Some of our popular courses include:

- (52831WA) Certificate IV Preparation to Health and Nursing studies
- (BSB30115) Certificate III in Business - a School Based Traineeship in Business is a popular way to transition into the workforce or to learn valuable work related skills.

We work closely with regional secondary schools to offer a wide range of programs including Pre-Apprenticeships in Schools (PAiS) and higher qualifications.

PRE-APPRENTICESHIPS IN SCHOOLS (PAiS)

PAiS programs see students attend 'hands on' training at CRTAFE for two days per week where they are taught by lecturers with relevant and current trade qualifications. Students are also required to participate in work placement which is an excellent opportunity for them to showcase their skills and work readiness to potential employers.



If you are in year 11 or 12, the PAiS program involves attending school, completing Certificate II Pre-Apprenticeship training at Central Regional TAFE, and completing work placements. Graduate Year 12 with your WACE, a Pre Apprenticeship in your chosen field and be a step ahead of others looking for apprenticeships. There is no doubt employers look favourably at the candidate who already has a proven track record of study, demonstrated the capacity to apply themselves to a formal TAFE course and can understand the practices and terminology associated with the trade in question.

ENTRANCE REQUIREMENTS



FEES & CHARGES

Secondary school students participating in a VETDSS program as part of their secondary education are exempt from course and resource fees, however depending on the chosen course, students may be required to purchase protective clothing, uniforms, text books, USBs and equipment at their own cost.

Specific information regarding fees and charges (if required) will be outlined for each qualification.

HOW TO APPLY

A student may select the course they want to study in conjunction with their parent/guardian and School VET Coordinator, who will issue the required application form.

Applicants are required to attach:

- Copies of most recent school reports;

- Letter of application; and
- Any supporting documentation (for example, work placement reports, references, awards)

After completing the application form, ensure you and your parent/guardian sign and return the form to your Schools' VET Coordinator.

Please note: All applications for 2020 programs must be received by CRTAFE by Friday 23 August 2019. A second round of applications are accepted in Term 4.

An interview will be conducted shortly after to determine successful applicants for each program.

Successful students will be notified by their School's VET Coordinator in Term Four (and invited to attend an orientation session at the CRTAFE campus in January 2020).

INFO FOR PARENTS GUARDIANS & STUDENTS

INDUCTION & ATTENDANCE

There will be a student orientation day during which students will receive further information about scheduled classes, activities; meet the lecturer and have a tour around campus.

Students are responsible for ensuring their attendance in class and also for notifying their CRTAFE lecturers if they are unable to attend or are running late.

Every class records attendance and all absences are reported to participating schools on the same day. Repeated absences may result in specific schools being contacted in regards to a students' continuation in the program.

CLASSROOM & TAFE ENVIRONMENT

CRTAFE is an adult learning environment with a focus on developing skills and knowledge to the standard required in the workplace, so this means that:

- Students are responsible for their own learning and are expected to manage their workload, seeking assistance from lecturers when needed.
- Learning activities at CRTAFE are not limited to lessons in a classroom environment and may include:
Lectures, Tutorials, Online learning, Work placements, Assessments, Research, Project work, Group work, Workshops
- Course hours include a wide range of delivery and assessment activities and may not always be used for classroom teaching.

- Students aged under 18 years of age share CRTAFE facilities such as the library, canteen, and computer labs with adult students.
- Some courses are delivered across more than one campus or involve a workplace. In such instances, parents/guardians are responsible for their child's travel arrangements to and from the TAFE campus.
- Students may be required to complete assessment tasks/assignments outside of their scheduled timetable. Some of these assessment tasks/assignments are undertaken in the community.

SUPERVISION

CRTAFE does not provide direct supervision of students outside of their learning activities.

EXCURSIONS

CRTAFE will provide parents/guardians with information on excursions prior to the event and written parental consent will be sought for students under 18 to participate in any excursions away from CRTAFE premises. If parental consent is not given, your child will not be able to attend the excursion and CRTAFE will not provide an alternative supervised activity. Students may be required to make their own way to excursions. In these situations parents/guardians will be responsible for organising transport to and from excursions.

HEALTH & SAFETY

CRTAFE strives to provide an environment that

supports the health and well-being of all of our students by:

- Following the relevant OSH policy, guidelines and practices.
- Providing designated first-aid officers who are available to students at all campuses.
- Providing assistance and if necessary arranging for qualified medical personnel in case of an emergency.
- Promoting a friendly and inclusive environment where bullying and any form of harassment are not accepted. Any student experiencing bullying or harassment of any kind should inform a CRTAFE staff member immediately.
- Ensuring all relevant staff have a Working with Children Check subject to the Working with Children (Criminal Record Checking) Act 2004.
- Implementing the Emergency Response Plan in case of an emergency.
- Providing parents/guardians with a copy of an Accident / Incident report if your child is seriously injured.

INSURANCE

Students are not covered for Personal Accident or any loss or damage to property whilst on a CRTAFE campus.

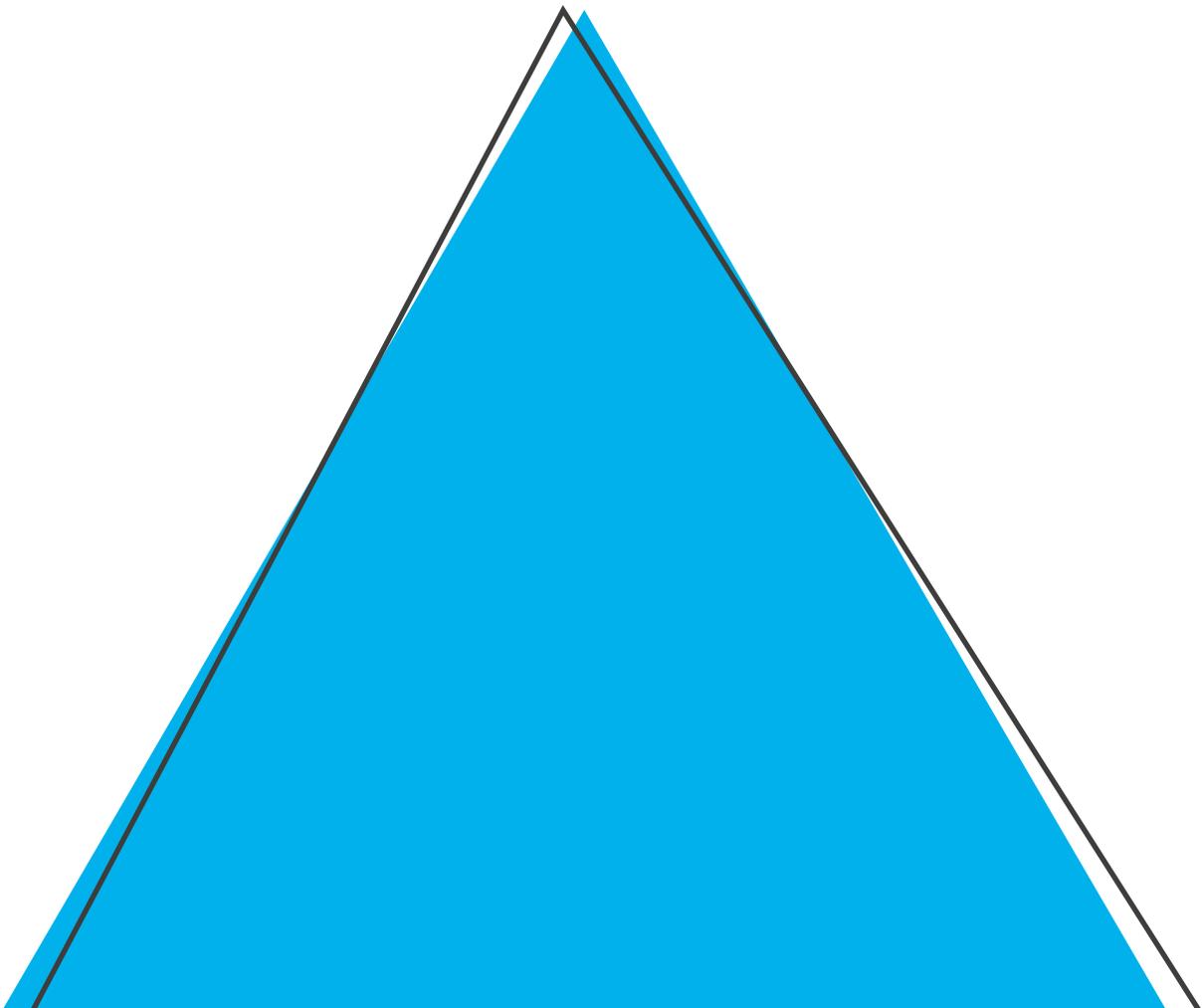
However, CRTAFE does hold cover with the Insurance Commission of WA (RiskCover) that provides Personal Accident cover for students who are undertaking unpaid work experience that is allocated or arranged by CRTAFE. Personal Accident cover is also extended to those students attending any official College camp, excursion, trip or other off campus activity (excluding sports days other than interstate sporting events, carnivals or national championships) which is approved and organised by CRTAFE.

The responsibility is placed on parents/guardians in relation to whether they arrange their own Personal Accident insurance or private health cover for their child if they believe CRTAFE coverage is not adequate.



**CONTACT CENTRAL REGIONAL
TAFE TO CONFIRM COURSE
DETAILS PRIOR TO ENROLLING.**

VETDSS HIGHER LEVEL QUALIFICATIONS



NURSING

52831WA

CERTIFICATE IV IN PREPARATION FOR HEALTH AND NURSING STUDIES

This course has been designed to give students wishing to enter into a nursing and health programs a competitive edge.

You will gain the knowledge and skills to transition into studying at a Diploma level. This course will develop your knowledge in anatomy and physiology, microbiology, medical terminology, applied mathematics, and physics and chemistry.

Upon the successful completion of this qualification you will be eligible for entry into HLT54115 Diploma of Nursing and other health programs. Please note that there are additional requirements for entrance into the HLT54115 Diploma of Nursing qualification. Refer to the course information for the Diploma of Nursing for more information.

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| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program/ One (1) day per week |
| UNIFORM REQUIREMENTS | Students are expected to attend class in neat, casual attire in a similar way as if they were dressing for work. Students should ensure they wear comfortable, non-slip closed shoes. | WORK PLACEMENT REQUIREMENTS | NIL |
| CAREER OPPORTUNITIES | Prepare for a career in health or nursing related occupations (after further study) | COURSE PATHWAYS | HLT54115 Diploma of Nursing Registered Nursing following study at University |



EXPRESSIONS OF INTEREST



EDUCATION

CHC30113

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

If you're looking to work in the exciting and rewarding children's services industry then, this nationally accredited qualification is for you. It will not only give you industry exposure and a strong theoretical and practical foundation, it will ensure you achieve the high levels of professionalism needed to excel in the childcare industry.

You will gain skills in; caring for children, applying health and hygiene principles, understanding legal and ethical requirements, providing nutritional needs for babies and children, developing and implementing play experiences, understanding child development stages, working with families and working effectively in a team environment. This program can also be used as a starting point as a pathway into University. On successful completion of the Certificate III in Early Childhood Education and Care, you will be eligible to enrol into the Diploma of Early Childhood Education and Care.



REGISTER
YOUR
INTEREST!

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| <p>ADDITIONAL RESOURCES</p> | <p>Students are required to purchase their own text books for this course. Texts: Birth to Big School 4th Ed.- Working in Children's Services, Karen Kearns. The Big Picture 4th Ed. - Working in Children's Services, Karen Kearns. \$131.55 (approx. for the set of 2)</p> | <p>DURATION</p> | <p>TBA</p> |
| <p>UNIFORM REQUIREMENTS</p> | <p>Students are expected to attend class in neat, casual attire in a similar way as if they were dressing for work. Students should ensure they wear comfortable, non-slip closed shoes.</p> | <p>WORK PLACEMENT REQUIREMENTS</p> | <p>TBA.</p> |
| <p>CAREER OPPORTUNITIES</p> | <p>Successful completion of this qualification provides you with the opportunity to become a Childhood Educator, Childcare Assistant, Nanny or Family Day Carer</p> | <p>COURSE PATHWAYS</p> | <p>CHC50113 Diploma of Early Childhood Education and Care</p> |



BUSINESS & FINANCE

BSB30115

CERTIFICATE III IN BUSINESS

Be in high demand with skills that could take you anywhere. With industry and government forecasting a strong demand for office workers in coming years, you'll be ready for recruiting with a Certificate III in Business. This course will teach you skills and knowledge in basic MYOB, workplace organisation, customer service, workplace health and safety, desktop publishing, spreadsheets, creating electronic presentations

and much more. On completion you will be ideal for roles in data entry, customer service, accounts or as an office clerk. You will gain skills in:

- Organising tasks
- Managing workplace information
- Producing business documents
- Delivering customer service
- Communicating effectively, and
- Fostering innovation and change



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| <p>ADDITIONAL RESOURCES</p> | <p>N/A</p> | <p>DURATION</p> | <p>One (1) year program, one (1) day per week</p> |
| <p>UNIFORM REQUIREMENTS</p> | <p>Students are expected to attend class in neat, casual attire in a similar way as if they were dressing for work. Students should ensure they wear comfortable, non-slip closed shoes.</p> | <p>WORK PLACEMENT REQUIREMENTS</p> | <p>NIL</p> |
| <p>CAREER OPPORTUNITIES</p> | <p>Administration Assistant, Personal Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior Receptionist</p> | <p>COURSE PATHWAYS</p> | <p>BSB40215 Certificate IV in Business BSB40515 Certificate IV in Business Administration</p> |

PRE-APPRENTICESHIP IN SCHOOLS (PAIS) QUALIFICATIONS



HORTICULTURE

AHC20416 CERTIFICATE II IN HORTICULTURE

If you enjoy the outdoor life and working with plants, this course will provide you with the practical skills and knowledge to work effectively in the horticultural industry.

This qualification underpins a range of work functions and job roles that can lead to a horticulture trade qualification. You will learn about landscaping, irrigation, pruning, planting, treating weeds and pests and operating machinery.

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| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, offered in blocks |
| UNIFORM REQUIREMENTS | The following protective clothing and equipment is required at all times: Long Sleeved work shirt Long Work Pants Steel Cap/Safety Boots Safety Sun Glasses Broad Brim Hat | WORK PLACEMENT REQUIREMENTS | NIL |
| CAREER OPPORTUNITIES | Successful completion of this qualification provides you with the opportunity to become a Horticulture Worker/Assistant in parks and gardens, nurseries and landscaping businesses | COURSE PATHWAYS | AHC30716 Certificate III in Horticulture AHC40416 Certificate IV in Horticulture |

AUTOMOTIVE

AUR20716

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

If working with cars and trucks is what you would like to do, this course is the one for you. You will learn how to service engines, use and maintain workplace tools and equipment. After successful completion of this course you may look towards an Apprenticeship in a range of areas including, Motor Mechanic (Light), Heavy Duty Road Transport, Mobile Plant, Auto Electrician or Panel Beater.

You will gain skills in:

- Communicating effectively
- Working in a team environment
- Planning organising and problem solving skills
- Servicing a vehicle, and
- Performing general vehicle maintenance and small repairs

As part of this course you will also have the opportunity to test your skills in the workplace through a Supervised Work Placement.

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| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, two (2) days per week. Mon-Fri blocks. |
| UNIFORM REQUIREMENTS | The following protective clothing and equipment is required at all times: Long pants Long sleeved drill (hi-vis) shirt Steel capped boots that comply with Australian Safety Standards Clear safety glasses | WORK PLACEMENT REQUIREMENTS | 220 hours (approx.) |
| CAREER OPPORTUNITIES | Successful completion of this qualification may lead to employment as an Apprentice Light Vehicle Mechanic, Apprentice Heavy Vehicle Mechanic, Apprentice Plant Mechanic, Apprentice Agricultural Mechanic, Apprentice Spray Painter, Apprentice Panel Beater, Apprentice Automotive Electrician. | COURSE PATHWAYS | Apprenticeship |





ENGINEERING

MEM20105

CERTIFICATE II IN ENGINEERING - PRE-APPRENTICESHIP HEAVY FABRICATION

If you are looking for a trade that has many and different employment opportunities, this qualification is a fantastic starting point. Mechanical cutting, thermal cutting, gouging and welding are all skills you will learn. After successful completion of this qualification you may choose to become a trades assistant or progress to an Apprenticeship in a wide variety of fields, including; Fabrication - Heavy (Boilermaker); Light (Sheetmetal); Welder or Heavy/Welder and Fitting and Machining.

This qualification will provide you with practical skills and knowledge in a range of metals and engineering industry areas. You will also learn about safety in the workplace, computing and maths. You will practice the skills you have learned in a workshop environment.

The qualification packaging has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies such as those delivered through a formal traineeship. This course is an excellent opportunity to experience an insight into becoming a Fabricator or Fitter and Machinist. Units completed may assist you in gaining employment as an apprentice.

You will gain skills in:

- Using tools
- Measuring and calculating
- Technical drawing and drafting
- Load shifting
- Thermal cutting
- Using forging and casting equipment
- Welding

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| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, two (2) days per week, Mon-Fri blocks |
| UNIFORM REQUIREMENTS | The following protective clothing and equipment is required at all times: Long pants (cotton drill) Long sleeved drill (hi-vis) shirt (cotton drill) Steel capped boots that comply with Australian Safety Standards Clear safety glasses | WORK PLACEMENT REQUIREMENTS | 120 hours (approx.) |
| CAREER OPPORTUNITIES | Successful completion of this qualification provides you with the opportunity to become a Trade Assistant. This course is a pathway to Certificate III in Engineering which is an apprenticeship course. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training. | COURSE PATHWAYS | Certificate III Engineering qualifications and streams such as Mechanical Trade MEM30205 or Fabrication Trade MEM30305 Apprenticeship/Traineeship |

ELECTROTECHNOLOGY

UEE22011

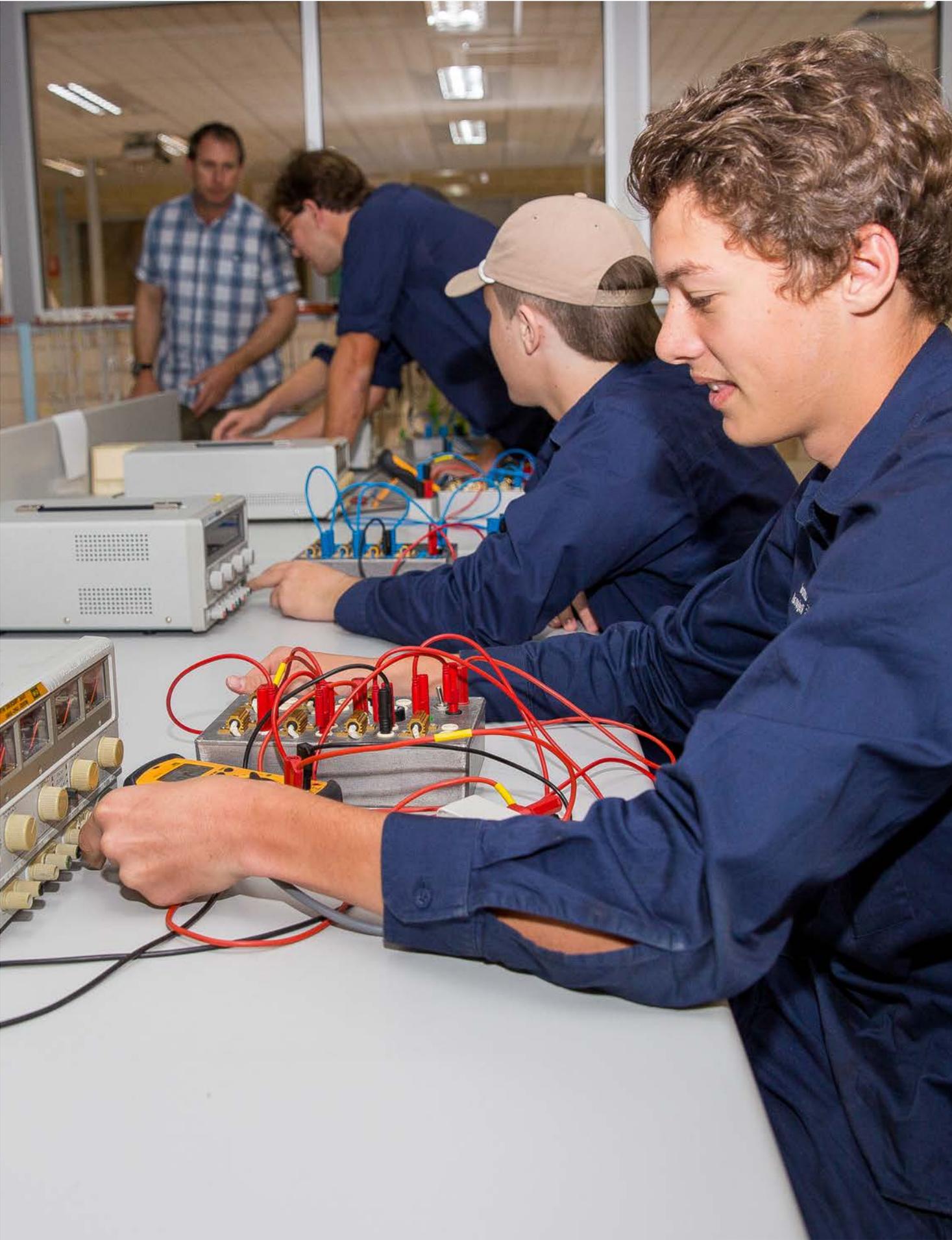
CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START) PRE-APPRENTICESHIP

When you complete the Electrotechnology Pre-Apprenticeship you'll have the skills employers are looking for as an apprentice in the electrical, instrumentation or electrical servicing trades. This course will give you the knowledge and practical skills to work effectively in the construction industry, use hand and power tools, interpret drawings, take electrical and electronic measurements, soldering components, and workplace health and safety.

By completing this program you will have skills in basic electrical tasks such as:

- Basic electrical maintenance, for example attaching wall mounted electrical outlets
- Using hand and power tools
- Solve problems in DC circuits
- Work safely in an electrical workplace

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| ADDITIONAL RESOURCES | Basic tool kit - \$100 (approx.) | DURATION | One (1) year program, two (2) days per week, Mon-Fri blocks |
| UNIFORM REQUIREMENTS | The following protective clothing and equipment is required at all times: Long pants Long sleeved drill (hi-vis) shirt Steel capped boots that comply with Australian Safety Standards Clear safety glasses | WORK PLACEMENT REQUIREMENTS | 160 hours (approx.) |
| CAREER OPPORTUNITIES | Successful completion of this qualification provides you with the opportunity to gain an apprenticeship in the Electrical trade and other trades within the building and construction industry. | COURSE PATHWAYS | UEE30811 Certificate III Electrotechnology Electrician Traineeship/Apprenticeship |





COMMERCIAL COOKERY & HOSPITALITY

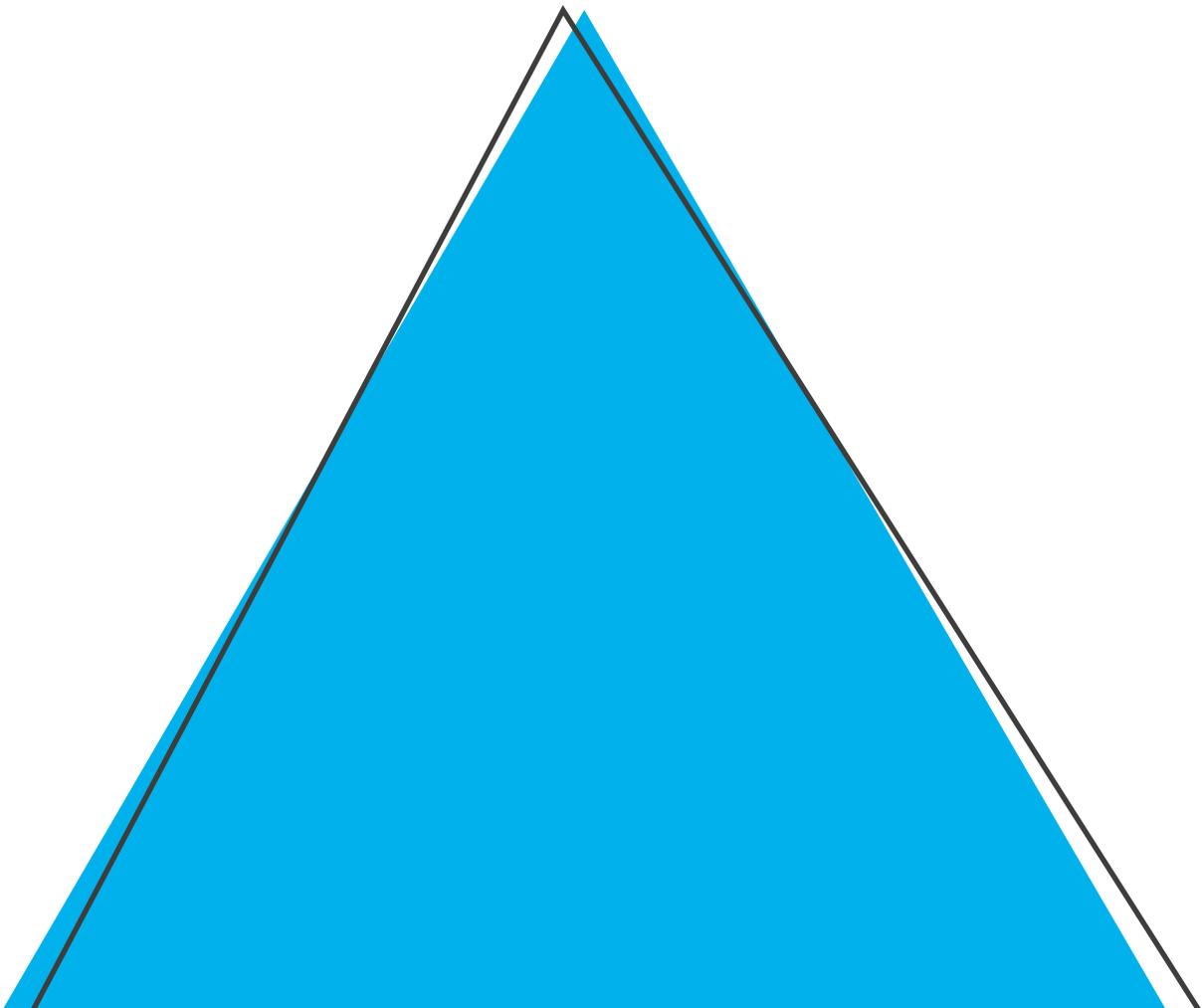
SIT20416

CERTIFICATE II IN KITCHEN OPERATIONS PRE-APPRENTICESHIP

This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops; and institutions such as aged care facilities, hospitals, prisons, and schools.

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| <p>ADDITIONAL RESOURCES</p> | <p>N/A</p> | <p>DURATION</p> | <p>One (1) year program, one (1) day per week</p> |
| <p>UNIFORM REQUIREMENTS</p> | <p>Students are expected to dress for class in the same way they would dress for work. Students will not be permitted into the kitchen without appropriate clothing: Full chef uniform – orders will be placed during the first class so please bring \$85 Chef knife kit is recommended but not essential. Clean comfortable non-slip closed shoes. Hair is to be clean and styled and is required to be worn up on practical days</p> | <p>WORK PLACEMENT REQUIREMENTS</p> | <p>150 hours (approx.) Work experience are also made up of community events (i.e Children’s Charity Ball, CRTAFE Kaycee’s Restaurant, Diggers & Dealers and Race round)</p> |
| <p>CAREER OPPORTUNITIES</p> | <p>Breakfast Cook, Catering Assistant, Fast Food Cook, Sandwich Hand or Take-away Cook.</p> | <p>COURSE PATHWAYS</p> | <p>Apprenticeship in the Hospitality Industry SIT30816 Certificate III in Commercial Cookery SIT31016 Certificate III in Baking</p> |

VETDSS CERTIFICATE II QUALIFICATIONS



BUILDING & CONSTRUCTION

52824WA

CERTIFICATE II IN BUILDING AND CONSTRUCTION - PATHWAY TRADES

This course is a great start for students looking to begin their career in the building and construction trade. On successful completion of this course you will be able to seek an apprenticeship in the building and construction industry in the trade stream you have chosen and gain credit towards your apprenticeship for the subjects you have already completed.

The first stage of the course has units that are common to 11 construction trades and provides a great introduction to the industry, its culture, occupations, job roles and workplace expectations. The elective units of competency covered in this program will be carpentry based and cover occupational health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. Students will also have the full industry experience whilst on work placement. This course gives you the opportunity to develop skills in:

- General construction
- Construction techniques to assist in personal projects
- Working as part of a team
- Work safely in the construction industry
- Using a variety of construction tools and equipment

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| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, two (2) days per week, Mon-Fri blocks |
| UNIFORM REQUIREMENTS | The following protective clothing and equipment is required at all times: Long pants Long sleeved drill (hi-vis) shirt Steel capped boots that comply with Australian Safety Standards Clear safety glasses | WORK PLACEMENT REQUIREMENTS | 220 hours (approx.) |
| CAREER OPPORTUNITIES | On completion of this course, you may be able to seek an apprenticeship in the construction industry | COURSE /STUDY PATHWAYS | Apprenticeship in the construction industry Certificate III qualifications in the construction industry |





ENGINEERING

MEM20105

CERTIFICATE II IN ENGINEERING - MECHANICAL PLANT MECHANIC PRE-APPRENTICESHIP

Successful completion of this course will give students knowledge and skills that will enhance their prospects of employment in an engineering or related working environment. This course is designed to introduce students to the engineering trade and provide the basic skills needed to operate tools and equipment to produce and modify objects.

You will also learn about safety in the workplace, computing and maths. You will practice the skills you have learned in a workshop environment.



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| <p>ADDITIONAL RESOURCES</p> | <p>N/A</p> | <p>DURATION</p> | <p>One (1) year program, two (2) days per week, Mon-Fri blocks</p> |
| <p>UNIFORM REQUIREMENTS</p> | <p>The following protective clothing and equipment is required at all times: Long pants Long sleeved drill (hi-vis) shirt Steel capped boots that comply with Australian Safety Standards Clear safety glasses</p> | <p>WORK PLACEMENT REQUIREMENTS</p> | <p>120 hours (approx.)</p> |
| <p>CAREER OPPORTUNITIES</p> | <p>Once completed this qualification you will have the skills and knowledge to become a Trade Assistant or gain an apprenticeship in one of the following trades within the metals and engineering sector: Fabrication - Heavy (Boilermaker), Light (Sheetmetal), Welder or Heavy/Welder trade or Fitting and Machining.</p> | <p>COURSE PATHWAYS</p> | <p>Apprenticeship in the Engineering industry</p> |



CONSERVATION & LAND MANAGEMENT

AHC21016

CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT

Plant the seed for your career in conservation. If you have a green thumb and a passion for conservation Certificate II in Conservation and Land Management is the qualification you are looking for! This course will provide you with an excellent working knowledge of the Conservation industry and is an ideal starting place for gaining employment or further training within this industry.

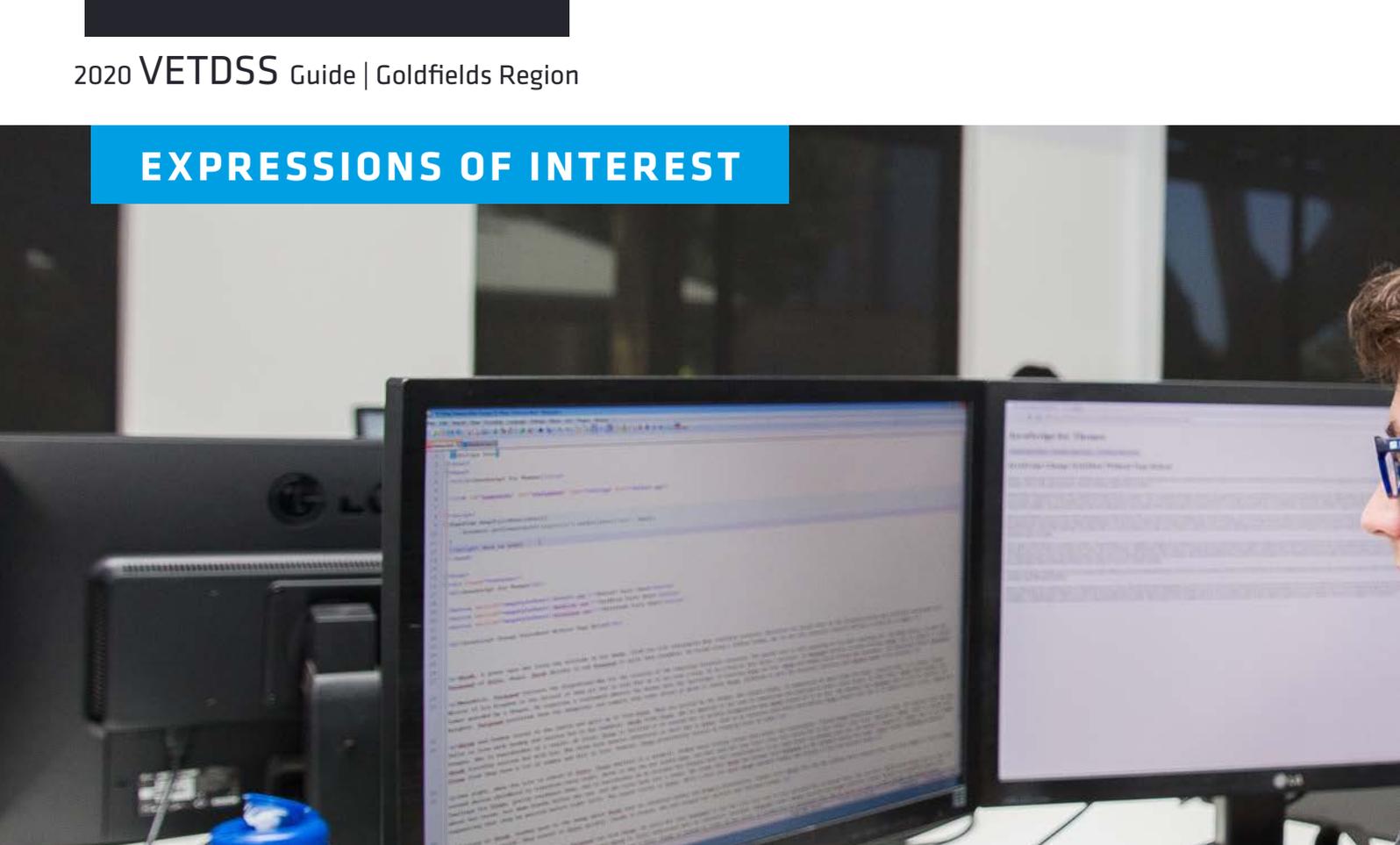
You will gain the practical skills and knowledge to undertake a broad range of tasks in gardening, nursery work and landscaping, plus parks and

gardens management. Conservation and land management is about the future as much as it is about the present. Develop skills in the fields of natural resource management, land management, minesite rehabilitation, developing and leading teams to implement conservation and land management strategies and more.

Working in the Conservation and Land Management industry is for people who love to work in the outdoor environment and recognise the value in restoration of natural bushland and coastal areas.

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| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, one (1) day per week |
| UNIFORM REQUIREMENTS | The following protective clothing and equipment is required at all times: Long Sleeved work shirt Long Work Pants Steel Cap/Safety Boots Safety Sun Glasses Broad Brim Hat | WORK PLACEMENT REQUIREMENTS | NIL |
| CAREER OPPORTUNITIES | School Gardeners, Nursery Worker, Council Gardeners, Landscaper, and Private Contract Gardeners | COURSE PATHWAYS | AHC31416 Cert III in Conservation and Land Management AHC40916 Cert IV in Conservation and Land Management |

EXPRESSIONS OF INTEREST



INFORMATION TECHNOLOGY

ICT20115

CERTIFICATE II IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY

Do you want to develop your computing skills to give you the abilities to work confidently across a wide range of industries?

Successful completion of this course will see you fully equipped to start your career in IT or get you ready for further study in your chosen field. In this course you will learn basic computer operation as well as establish and develop your skills across a range of common programs such as Microsoft Word, Excel and PowerPoint. You'll learn various electronic communication skills, as well as get an

introduction to digital photography and video. You will gain skills in:

- Communication methods including social media
- Software applications focussing on the Microsoft Office suite
- Basic use of multimedia including video editing
- Operating systems
- Installing additional hardware such as printers, and
- Diagnosing and solving common problems



**REGISTER
YOUR
INTEREST!**

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|-----------------------------|---|------------------------------------|---|
| ADDITIONAL RESOURCES | N/A | DURATION | TBA |
| UNIFORM REQUIREMENTS | Students are expected to attend class in neat, casual attire in a similar way as if they were dressing for work. Students should ensure they wear comfortable, non-slip closed shoes. | WORK PLACEMENT REQUIREMENTS | NIL |
| CAREER OPPORTUNITIES | Network Administration, Network Technician, Network Support | COURSE PATHWAYS | ICT40815 ICT50915 Certificate IV and Diploma of Digital Media Technologies ICT50418 Diploma of Information Technology Networking Pathway to University studies |



HAIRDRESSING

SHB20216

CERTIFICATE II IN SALON ASSISTANT

When you complete the Certificate II in Salon Assistant you will have skills to impress potential employers as a Salon Assistant and be on your way to becoming a hairdresser or barber.

You will gain the knowledge and skills to support hairdressers in a salon, shampooing, colouring and braiding hair, maintaining hairdressing tools, scheduling appointments, merchandising and workplace health and safety.

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|-----------------------------|---|------------------------------------|--|
| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, One (1) day per week |
| UNIFORM REQUIREMENTS | Students are expected to attend class in neat, casual attire in a similar way as if they were dressing for work. Students should ensure they wear comfortable, non-slip closed shoes. | WORK PLACEMENT REQUIREMENTS | NIL |
| CAREER OPPORTUNITIES | Successful completion of the Salon Assistant provides a stepping stone into a Hairdressing/Barbering apprenticeship | COURSE PATHWAYS | SHB30416 Certificate III in Hairdressing – Apprenticeship pathway SHB30516 Certificate III in Barbering |



BEAUTY

SHB20116

CERTIFICATE II IN RETAIL COSMETICS

Do you want an incredibly rewarding career? Are you interested in making people look and feel their very best?

This course provides a start to your career in the make-up and cosmetic retail industry. This qualification provides students with the skills and knowledge to work in the make-up and cosmetic retail industry.

You will acquire basic skills in workplace

communication, client interaction, demonstrating and selling make-up and retail skin care products, and performing routine salon or store functions. It gives you the skills to work as a freelance make-up artist or in conjunction with a photographer or cosmetic surgeon in the area of Remedial Camouflage Make-up, at a cosmetic counter, within a salon or a day spa. This qualification also prepares you for the basics within the film industry.

| | | | |
|-----------------------------|--|------------------------------------|--|
| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, one (1) day per week |
| UNIFORM REQUIREMENTS | Students are expected to attend class in neat, casual attire in a similar way as if they were dressing for work. Students should ensure they wear comfortable, non-slip closed shoes. | WORK PLACEMENT REQUIREMENTS | Yes - in a community services work setting |
| CAREER OPPORTUNITIES | This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores. | COURSE PATHWAYS | SHB30315 Certificate III in Nail Technology SHB30115 Certificate III in Beauty Services |

EXPRESSIONS OF INTEREST



SPORT & RECREATION

SIS20115

CERTIFICATE II IN SPORT AND RECREATION

Are you the looking for an after school career in fitness and/or sport industry? Turn your passion for sport into a profession by starting your education journey with a Certificate II in Sport and Recreation qualification. The course covers responding to emergency situations, first aid, customer service, workplace health and safety and providing equipment for activities.

This course will place you on track to work at community recreation centres, outdoor sporting

grounds and aquatic centres, or progress into further studies that will help break ground in your career. The sport and recreation industry is forecast to continue its already impressive growth. You will also gain employability skills which include, effective communication, how to plan and organise work, problem solve, self-management, teamwork and use of technology.

REGISTER
YOUR
INTEREST!

| | | | |
|----------------------|--|-----------------------------|---|
| ADDITIONAL RESOURCES | N/A | DURATION | TBA |
| UNIFORM REQUIREMENTS | Suitable Gym/Active wear including sport shoes/runners | WORK PLACEMENT REQUIREMENTS | NIL |
| CAREER OPPORTUNITIES | Community Activities Assistant Recreation Assistant Administrative Assistant | COURSE PATHWAYS | SIS30315 Certificate III in Fitness SIS40215 Certificate IV in Fitness |



COMMUNITY

CHC22015

CERTIFICATE II IN COMMUNITY SERVICES

A career in community services is exceptionally rewarding.

This qualification provides an introduction to the general field of community services. It gives

students the skills and knowledge to provide assistance and support to clients accessing a service; assisting clients to meet their immediate needs (eg shelter); and to develop helping relationships to assist clients in a crisis situation.

| | | | |
|-----------------------------|---|------------------------------------|--|
| ADDITIONAL RESOURCES | N/A | DURATION | One (1) year program, One (1) day per week |
| UNIFORM REQUIREMENTS | Students are expected to attend class in neat, casual attire in a similar way as if they were dressing for work. Students should ensure they wear comfortable, non-slip closed shoes. | WORK PLACEMENT REQUIREMENTS | One (1) day per week |
| CAREER OPPORTUNITIES | Successful completion of a Certificate II in Community Services can lead you to work as an Assistant Community Services Worker. | COURSE PATHWAYS | This qualification may provide a pathway into higher level qualifications in areas such as: Aged care, Disability and Home and community care. Also the CHC32015 CHC42015 CHC52015 Certificate III, IV or Diploma in Community Services. |



GET THE SKILLS. GET THE JOB.

**FOR MORE INFORMATION
ABOUT OUR VETDSS PROGRAMS
PLEASE CONTACT**

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info@crtafe.wa.edu.au

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