

2021

VETDSS GUIDE

WHEATBELT



VOCATIONAL EDUCATION & TRAINING
DELIVERED TO SECONDARY STUDENTS



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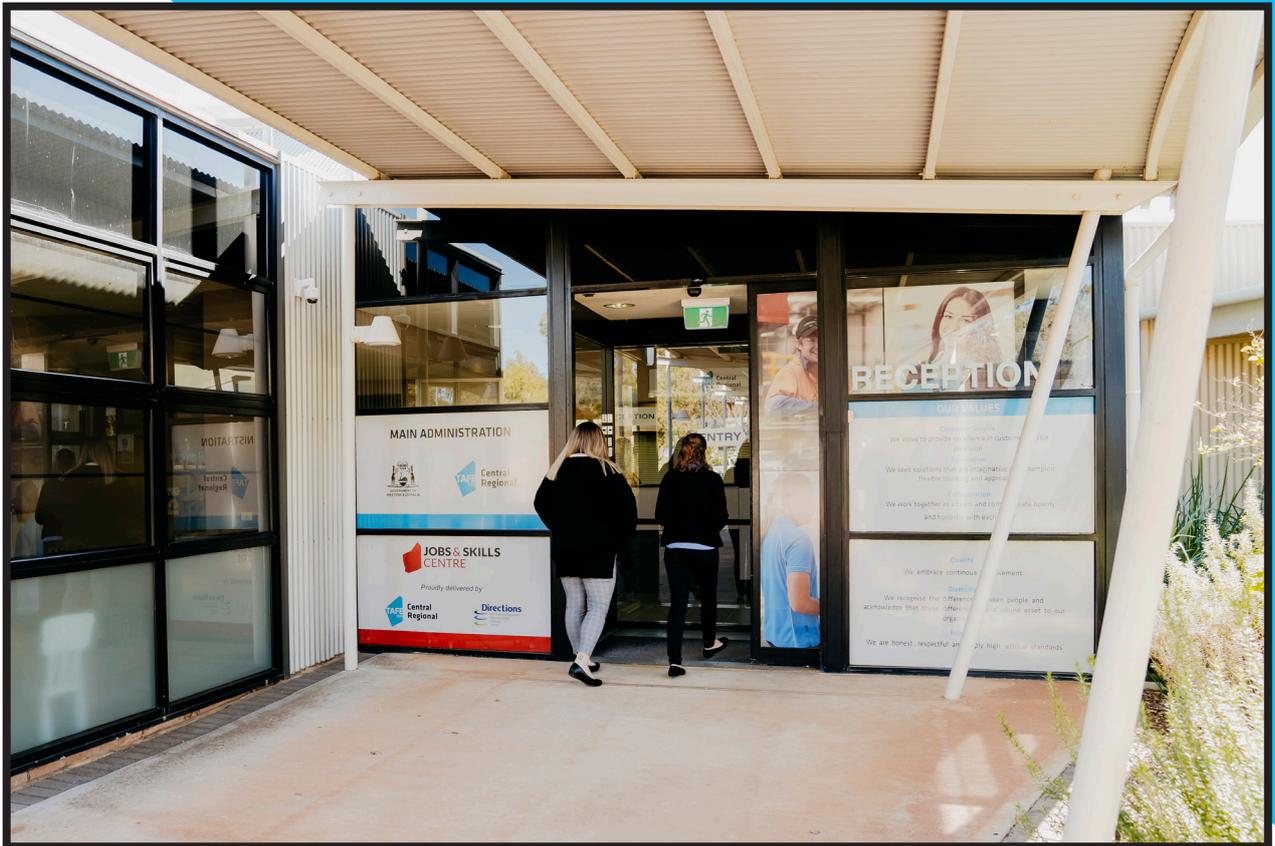
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DISCLAIMER

- 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 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.

IT ALL STARTS HERE.



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

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

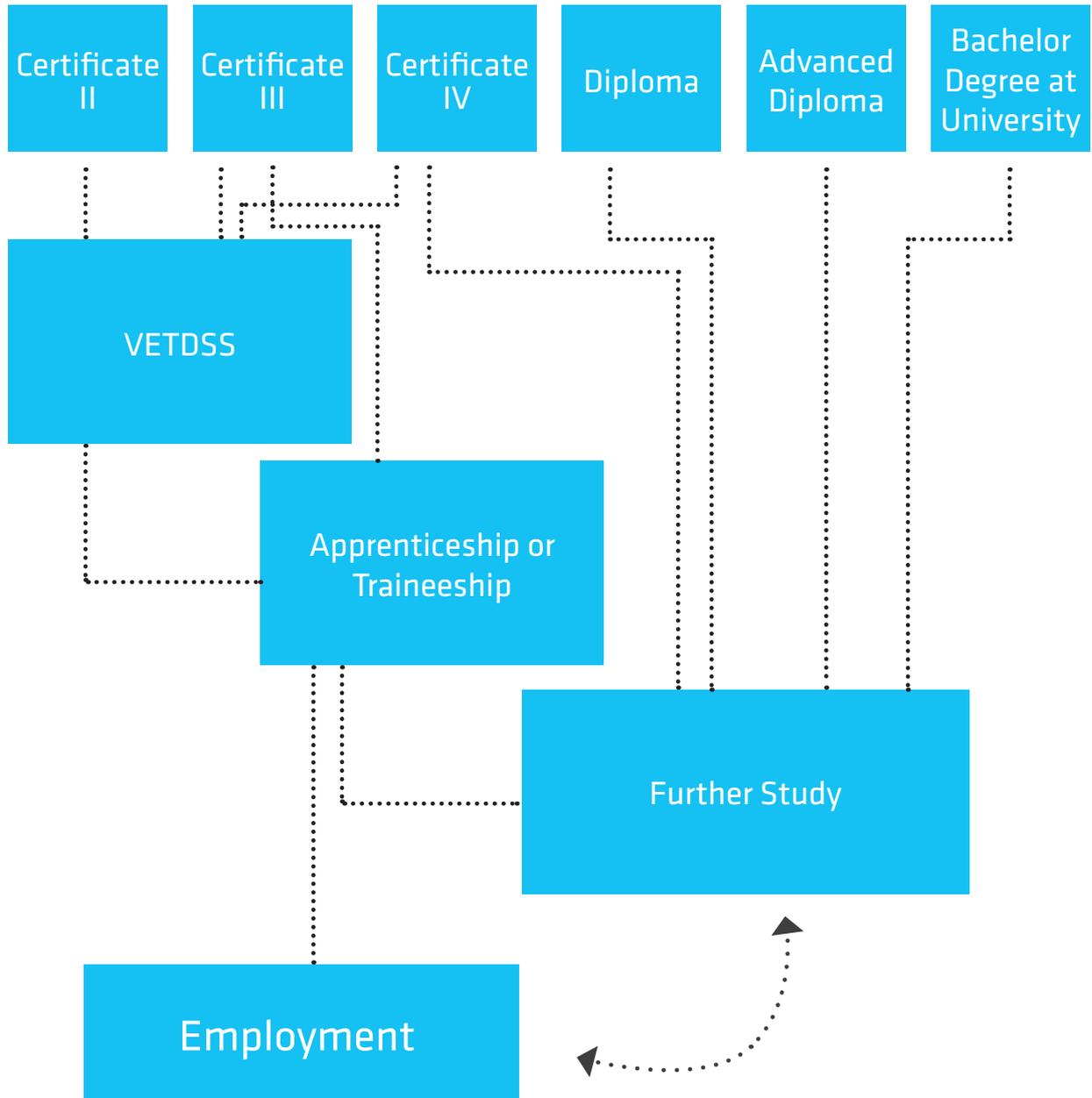
In Australia, students that obtain a qualification through VET earn approximately \$2,000 every year more than University graduates.[^]

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, NCVER, 2018
Labour Market Information Portal 2017
^ TafeCourses.com.au, 2018

PATHWAYS



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 for 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.
- (52824WA) Certificate II in Building and Construction
- (AUR20716) Certificate II in Automotive Vocational Preparation

We work closely with regional secondary schools to offer a wide range of programs and higher level qualifications.



**CONTACT CRTAFE
TO CONFIRM
COURSE DETAILS
PRIOR TO
ENROLLING.**



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.

DATES

All applications for 2021 programs must be received by CRTAFE by Friday 4 September 2020. Our next orientation session is January 2021.

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 2021).



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 student's 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

While attending CRTAFE, you are under the supervision of your lecturer taking the class. You will not be supervised during break times. You are expected to remain within the College grounds unless you provide your lecturer with written notification from a parent or the school that you intend to leave the College earlier than the advertised class finish time



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.

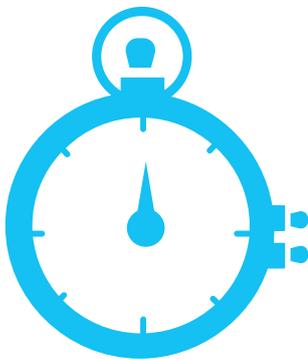
INSURANCE

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.

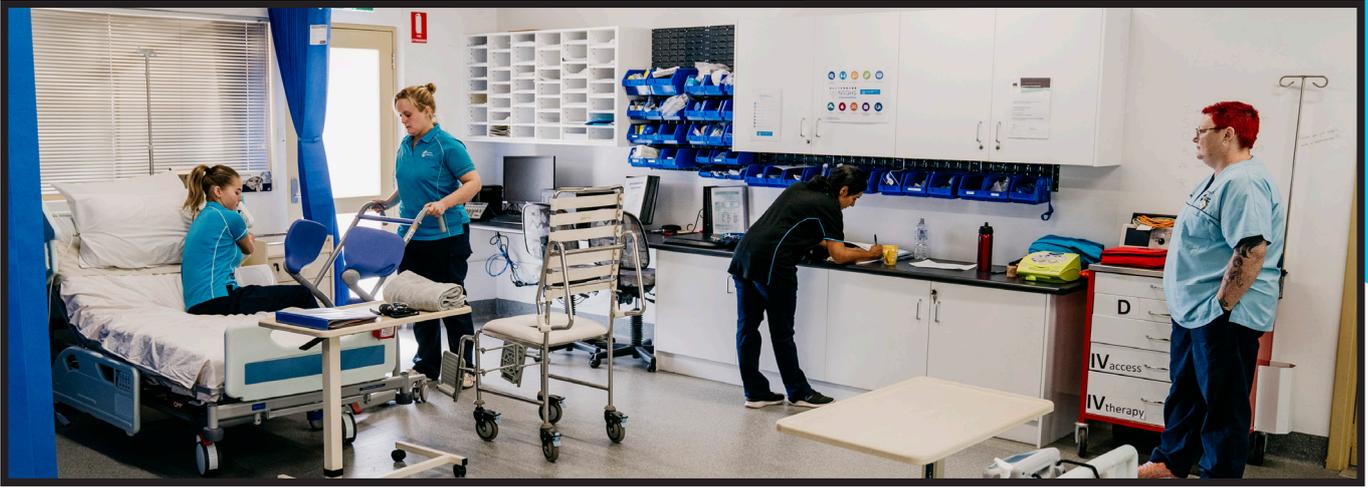
The responsibility is placed on parents/guardians in relation to whether they arrange their own Personal Accident insurance or private health cover for their child if they believe CRTAFE coverage is not adequate.

VETDSS HIGHER LEVEL QUALIFICATIONS



FAST TRACK YOUR WAY TO EMPLOYMENT

Graduating secondary school with one or more qualifications will improve your employment opportunities



HEALTH & NURSING

52831WA | CERTIFICATE IV IN PREPARATION FOR HEALTH AND NURSING STUDIES

This program is 100% online and provides for an excellent pathway for those students looking forward to a career in Nursing and Health. The program is designed to give students a competitive edge and head-start in their learning of the industry.

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, physics and chemistry.

Upon the successful completion of this qualification you will be eligible to apply 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. Please refer to our website for more information about the Diploma qualification.

ADDITIONAL RESOURCES	Schools allocated VETDSS hours - NIL Schools not allocated VETDSS hours - \$4,134 (subject to change)	DURATION	Year 11 and 12 - 4 semesters Year 11 - 2 units / Per semester (4 units total) Y12- 2 Units / First semester 1 Unit / Second semester or Y12 - 2 semesters 4 units / semester one 3 units / semester two
UNIFORM REQUIREMENTS	N/A	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

VETDSS CERTIFICATE II QUALIFICATIONS



TRY A CAREER

VETDSS provides an opportunity to explore your areas of interest before committing to further study.





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

ADDITIONAL RESOURCES	N/A	DURATION	One (1) year program
UNIFORM REQUIREMENTS	<p>The following protective clothing and equipment is required at all times:</p> <ul style="list-style-type: none"> Long pants Long sleeved drill (hi-vis) shirt Steel capped boots that comply with Australian Safety Standards Clear safety glasses 	WORK PLACEMENT REQUIREMENTS	NIL
CAREER OPPORTUNITIES	<p>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.</p>	COURSE PATHWAYS	Apprenticeship

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,

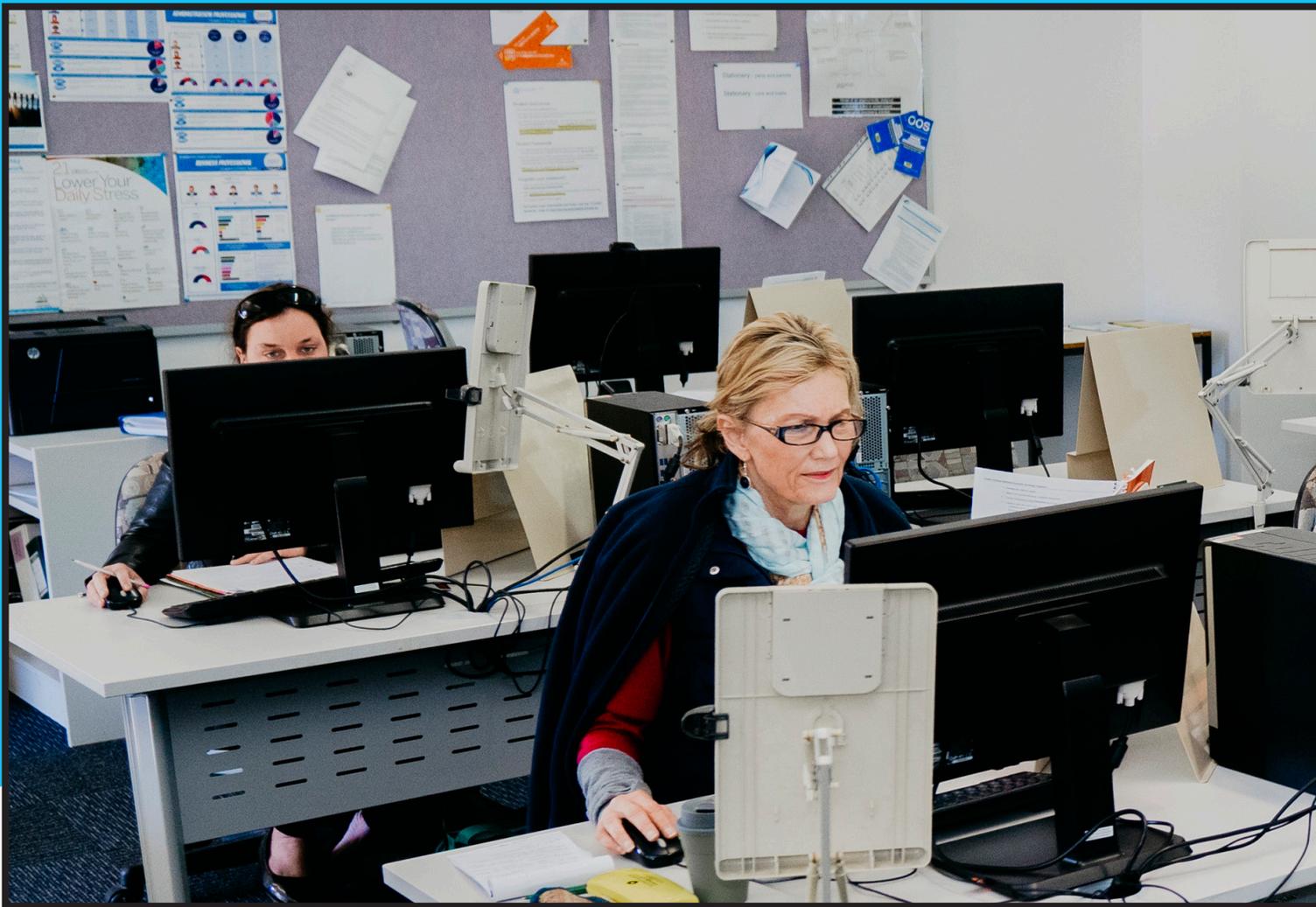
the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. Students will also have the full industry experience whilst on work placement.

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

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





BUSINESS

BSB20115 | CERTIFICATE II 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 II 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



ADDITIONAL RESOURCES	N/A	DURATION	Two (2) year program
UNIFORM REQUIREMENTS	<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. This qualification can also be undertaken on-line (at school).</p>	WORK PLACEMENT REQUIREMENTS	NIL
CAREER OPPORTUNITIES	<p>Administration Assistant, Personal Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior Receptionist</p>	COURSE PATHWAYS	<p>BSB30115 Certificate III in Business BSB30415 Certificate III in Business Administration</p>

ANIMAL STUDIES

ACM20117 | CERTIFICATE II IN ANIMAL STUDIES

Do you have a passion for animals? Would you like to work with our furry and feathered friends? Students will learn about caring for all types of animals by catering for animal nutritional needs, basic animal care and handling including first aid.

You will gain skills and knowledge in:

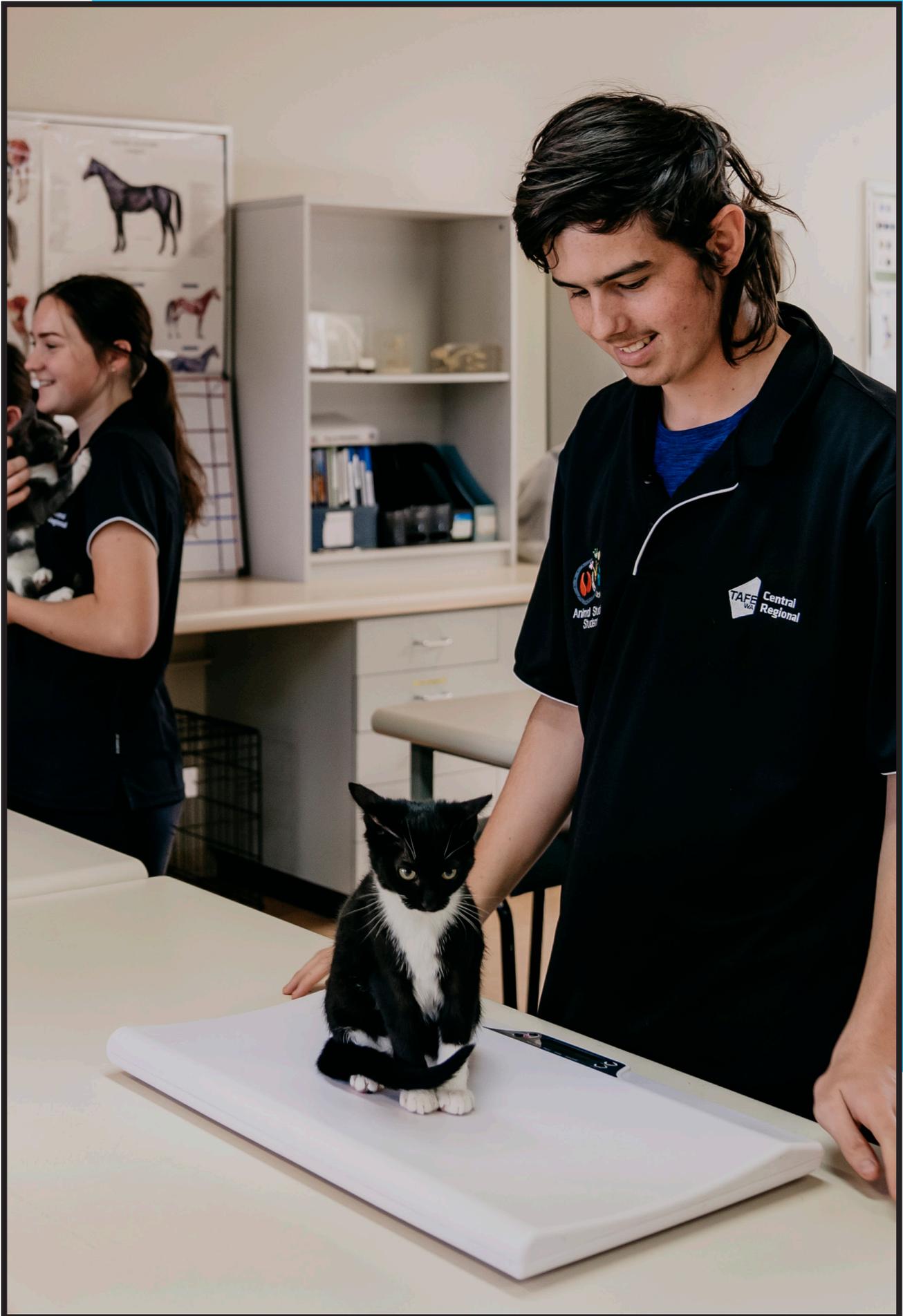
- Learning fundamental animal care and handling methods
- Developing team-work, communication and problem-solving skills
- Catering for animal nutritional needs
- Providing basic first aid to animals
- Assisting with animal health care
- Developing self-management and organisational techniques
- Working with teams of people who are willing to help make a difference to the lives of our animal companions
- Handling animals safely and confidently in a range of situations
- Dealing with emergencies
- Observing, monitoring and recognising health issues in animals
- Being able to assist in treating diseases and illness

Important Information

This course involves some physical work and students must be prepared to work outdoors and deal with dirty, smelly situations. Personal requirements are:

- Being passionate about animals and their welfare
- Good communication skills and enjoy working with people
- Confidence and patience when working with animals
- An ability to undertake manual and sometimes heavy work
- Being observant and methodical

COST	NIL	DURATION	One (1) year program, one (1) day per week
UNIFORM REQUIREMENTS	Enclosed (non-slip) shoes Suitable clothing and hat for regular field activities	WORK PLACEMENT REQUIREMENTS	To be advised
CAREER OPPORTUNITIES	Animal Care Attendant, Pet Shop Employee, Cattery Attendant, Kennel Hand, Animal Handler, Animal Shelter Worker	COURSE PATHWAYS	ACM30117 Certificate III Animal Studies ACM40418 Certificate IV in Veterinary Nursing





COMMUNITY SERVICES

CHC22015 | CERTIFICATE II IN COMMUNITY SERVICES

A career in community services is exceptionally rewarding. It can lead you to further your studies in a range of community services sectors such as early childhood education and care, education support disability, aged care, youth work and other community support services.

This qualification provides an introduction to the general field of community services. It may be used as a pathway for entry into the workforce as a Community Services Worker who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

Other requirements:

Students will need to undertake a relevant supervised work placement of approx. 30-40hrs. This is organised by a specialist lecturer and with assistance from school. Placement will be closely linked to the student's chosen relevant stream and employment interest area.

Chosen electives:

This course provides a 'taste' of various sectors that make up community work. Students will enrol in core units for 1 and 2 semesters, to allow them to sample various aspects in community services. In semester 3, they will complete their chosen elective units.

ADDITIONAL RESOURCES	N/A	DURATION	18 months or 3 semesters
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	30-40 hrs (approx.)
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 Certificate III, CHC42015 Certificate IV CHC52015 Diploma in Community Services.

ENGINEERING

MEM20413 | CERTIFICATE II IN ENGINEERING - PATHWAYS

If you are looking for a trade that has many and different employment opportunities, this qualification is a fantastic starting point. 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 qualification 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 learn about safety in the workplace, computing and maths. You will practice the skills you have learned in a workshop environment.

ADDITIONAL RESOURCES	N/A	DURATION	One (1) year program, two (1) day 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	NIL
CAREER OPPORTUNITIES	Once completed 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,	COURSE PATHWAYS	Certificate III Engineering qualifications and streams such as Mechanical Trade MEM30205 or Fabrication Trade MEM30305 Apprenticeship/Traineeship



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

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	ICT30115 Certificate III in Information Digital Media & Technology (Networking or Web Stream) ICT40815 ICT50915 Certificate IV and Diploma of Digital Media Technologies ICT50418 Diploma of Information Technology Networking Pathway to University studies





TOURISM

SIT20116 | CERTIFICATE II IN TOURISM

The tourism and hospitality industries are the world's largest employers. If you like the idea of working with people from all walks of life and want to travel, these qualifications will give you the skills to get your Tourism education journey started and potentially take you around the world.

This course will provide you with an overview of the tourism industry and some introductory practical administrative skills relevant to the tourism industry. You will gain skills in developing knowledge of administration tasks for tourism, interacting with customers, and performing simple computing.



COST	Student ID Card – \$15.00 Uniform – \$40.00 (approx.)	DURATION	Two (2) year program, one (1) day per week
UNIFORM REQUIREMENTS	Suitable clothing and hat Enclosed (non-slip) shoes	WORK PLACEMENT REQUIREMENTS	NIL
CAREER OPPORTUNITIES	Sales Assistant Trainee, Reservation Officer Trainee, you will need to be employed and registered as a trainee before you can commence traineeship training. Employment opportunities are enhanced with further study. This course provides opportunities for students to work in Eco and Marine Tourism	COURSE PATHWAYS	SIT30116 Certificate III in Tourism SIT30316 Certificate III Guiding SIT40116 Certificate IV in Tourism and Travel



Central Regional TAFE Qualified starts here.

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

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GIVE US A CALL OR VISIT OUR WEBSITE

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