



VETDSS STUDY GUIDE

2023 | Wheatbelt Region

Pathways, starting in school

**VOCATIONAL EDUCATION & TRAINING
DELIVERED TO SECONDARY STUDENTS**



GOVERNMENT OF
WESTERN AUSTRALIA



Central
Regional



IT ALL STARTS HERE.

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It all starts here

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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



We help you get to where you want to be in the future, supporting you every step of the way.

Central Regional TAFE industry-experienced staff are dedicated to your success, helping you find a VETDSS pathway that best suits you.

Working closely with industry partners and the community, we provide every opportunity for you to achieve your goals. This ensures Central Regional TAFE training is current, our graduates are highly skilled and ready for the workforce.

Did you know...?

VET qualified workers will make the second largest contribution to total employment growth by 2026 [#]

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 ^

* VET Student Outcomes, NCVER, 2018

Labour Market Information Portal 2022

^ TafeCourses.com.au, 2018



**WHOEVER YOU
WANT TO BE.**

Questions to ask yourself

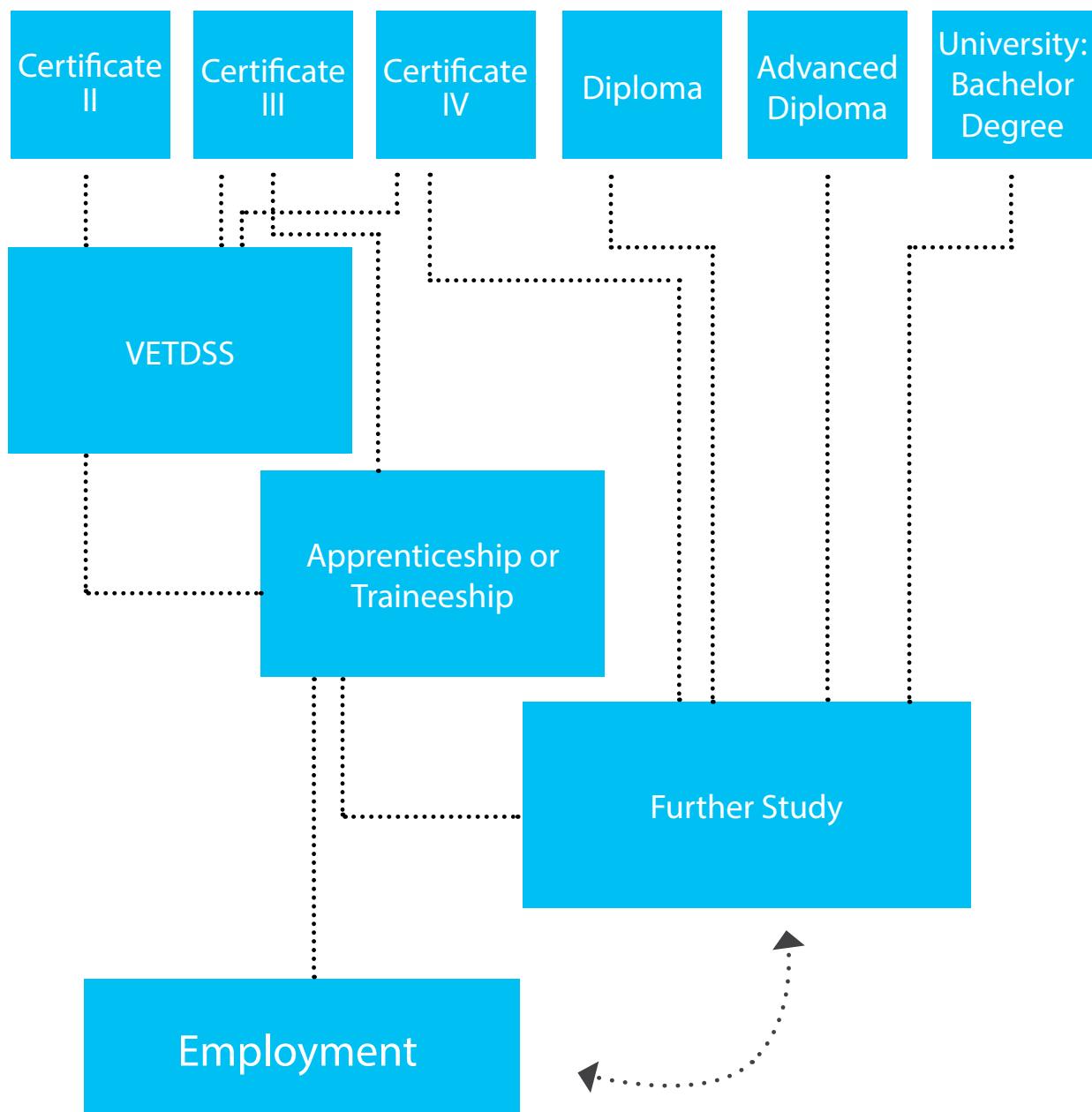
- 1. What am I passionate about?**
- 2. What are my strengths?**
- 3. What careers will allow me to follow my passion and develop my strengths?**
- 4. How can I get a better understanding of different career opportunities?**
- 5. What job opportunities will there be in the future?**
- 6. What qualification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

PATHWAYS

Whatever your career goal is, training at Central Regional TAFE will help you get there, whether it's a Certificate or Diploma qualification, or a Degree and beyond.

Perhaps getting an apprenticeship or traineeship is your goal? By studying a VETDSS qualification, you will have an advantage.

Even if you change your mind along the way, rest-assured the time spent completing your vocational education and training was worth it.





VETDSS Pathways are the perfect introduction into the world of work.

Learn practical skills in Years 11 and 12 while gaining an insight into what to expect in the workplace.

Success in your program can lead to employment or give a head start in other nationally recognised qualifications. Some higher-level qualifications even offer pathways into higher education and university studies.

- (AUR20720) - Certificate II in Automotive Vocational Preparation

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

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. You can complete full vocational qualifications in addition to your WACE.

Vocational courses provide training options to progress into the world of work after high school, and offer a different pathway to university, apprenticeships and other higher qualifications.

For more information on how a VET qualification can be a unique and alternative pathway into university, check out the Uni Pathways page: www.centralregionaltafe.wa.edu.au/futurestudents/unipathways.

Some of our popular courses include:

- (52895WA) *Certificate IV Preparation for Health and Nursing studies*
- (BSB20120) *Certificate II in Workplace Skills - a popular pathway to higher Business qualifications*
- (CPC20220) - Certificate II in Construction Pathways

There is no doubt employers look favourably at the candidate who has a proven track record of study, demonstrated the capacity to apply themselves to a formal TAFE course and understands 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, student cards 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 2023 programs must be submitted via the CRTAFE website enrolment portal. Please contact your School's VET Coordinator for deadline information. The next orientation session is January 2023.

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 2023).

INFO FOR PARENTS GUARDIANS & STUDENTS

INDUCTION & ATTENDANCE

The student orientation day provides students with further information about scheduled classes, activities and a chance to meet the lecturer and have a tour around campus.

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

Every class records attendance. All absences are sent to parents via SMS message and communicated to the student's school on the same day. Repeated absences may result in a school being contacted regarding 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. This means:

- 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 or workshops.
- Course hours include a wide range of delivery and assessment activities and may not always be used for classroom teaching.
- Students 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. Parents/guardians are responsible for their child's travel arrangements to and from the TAFE campus or workplace.
- 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 provides parents/guardians with information on excursions prior to the event. Written parental consent will be sought for students under 18 to participate in 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 students by:

- Following the relevant OSH policy, guidelines and practices.
- Providing designated first-aid officers, 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 or 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 their 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.

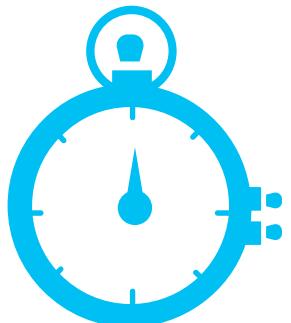




VETDSS HIGHER LEVEL QUALIFICATIONS

Finish school with the freedom of TAFE.

Freedom starts here.



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



**52895WA | CERTIFICATE IV IN
PREPARATION FOR HEALTH AND
NURSING STUDIES**

This course is designed to give students wanting to enter into a nursing and health programs a competitive edge.

Gain the knowledge and skills to transition into studying at a Diploma level in the future. This course will develop your knowledge in anatomy and physiology, microbiology, medical terminology, applied mathematics, physics and chemistry, academic skills and designing and producing business documents

This qualification is an excellent pathway into (HLT54121) *Diploma of Nursing* and other health studies. Please note that there are additional requirements for entrance into the HLT54121 *Diploma of Nursing* qualification.

Refer to the course information for the *Diploma of Nursing* for more information.

ADDITIONAL RESOURCES	Schools allocated VETDSS hours - NIL Schools not allocated VETDSS hours - \$4,528.80 (subject to change)
UNIFORM REQUIREMENTS	N/A
CAREER OPPORTUNITIES	Prepare for a career in health or nursing related occupations (after further study)
DURATION	Start in Year 11 and complete Y12 - 4 semesters <ul style="list-style-type: none">• Year 11 - 2 units / per semester (4 units total)• Year 12 - first semester / 2 units, second semester / 1 unit (3 units total) or Start in Year 12 - 2 semesters <ul style="list-style-type: none">• 4 units / semester one• 3 units / semester two
WORK PLACEMENT REQUIREMENTS	NIL
COURSE PATHWAYS	HLT54121 <i>Diploma of Nursing</i> Registered Nursing following study at University



VETDSS TRADE PATHWAY QUALIFICATIONS

Tool up for a trade after leaving school.

Trades start here.



VETDSS will give you the best of both worlds. You'll gain practical skills as well as theory based learning.



AUTOMOTIVE

AUR20720 | 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. Learn how to service engines, use and maintain workplace tools and equipment.

After successful completion, 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.

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

You will have the opportunity to test your skills in simulated automotive workshop during the course.

ADDITIONAL RESOURCES	NIL	DURATION	Two (2) year program, one (1) day per week
UNIFORM REQUIREMENTS	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	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



ADDITIONAL RESOURCES

NIL

UNIFORM REQUIREMENTS

Long pants (cotton drill)
Long sleeved drill (hi-vis) shirt (cotton drill)
Steel capped boots that comply with Australian Safety Standards
Clear safety glasses

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,

DURATION

Two (2) year program
One (1) day per week

WORK PLACEMENT REQUIREMENTS

NIL

COURSE PATHWAYS

Certificate III Engineering qualifications and streams such as:

MEM30219 | Mechanical Trade

MEM30319 | Fabrication Trade

Or an apprenticeship/traineeship



ENGINEERING

MEM20413 | CERTIFICATE II IN ENGINEERING - PATHWAYS

If you are looking for a trade with many different employment opportunities, this qualification is a fantastic starting point. Learn mechanical cutting, thermal cutting, gouging and welding.

After successful completion of this qualification, you may choose to become a trade 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 provides practical skills and knowledge in a range of metals and engineering industry areas. Also learn about safety in the workplace, computing and maths and practice the skills you have learned in a workshop environment.

The skills packaging for the qualification 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.

Gain skills in:

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



BUILDING & CONSTRUCTION

CPC2020 | CERTIFICATE II IN CONSTRUCTION - PATHWAYS

On successful completion of this course you can seek an apprenticeship in the building and construction industry in your chosen trade stream and gain credit towards an apprenticeship for completed subjects.

The first stage of the course has units common to eleven construction trades, providing a great introduction to the industry, its culture, occupations, job roles and workplace expectations.

The elective units of competency are carpentry based, covering Occupational Health and

Safety requirements, the industrial and work organisation structure, communication skills, work planning, carpentry and basic use of tools and materials.

Develop skills in:

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

ADDITIONAL RESOURCES	NIL	DURATION	One (1) or two (2) year program, one (1) day a week
UNIFORM REQUIREMENTS	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	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







VETDSS CERTIFICATE II QUALIFICATIONS

*Every career at your doorstep.
'Possible' starts here.*



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



BUSINESS

BSB20120 | CERTIFICATE II IN WORKPLACE SKILLS

Be in high demand with skills that could take you anywhere. With industry and government forecasting a strong demand for office workers, with this qualification you will be ready to be recruited.

Learn 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. Gain skills in:

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

ADDITIONAL RESOURCES	NIL	DURATION	Two (2) year program
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	Administration Assistant, Personal Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior Receptionist	COURSE PATHWAYS	BSBS30120 Certificate III in Business BSB40120 Certificate IV in Business



INFORMATION TECHNOLOGY

ICT20120 | CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

Information technology is one of the fastest growing sectors in the world with high demand for skills.

This qualification gives you basic knowledge and skills in applied digital technologies and will prepare you to work in the industry.

You will work on a range of tasks under supervision of your lecturer.

Learn how to:

- Connect hardware peripherals
- Develop solutions for basic ICT malfunctions and problems
- Interact and solve queries with ICT clients
- Install software applications
- Design and produce business documents
- Work effectively in business environments

ADDITIONAL RESOURCES	NIL	DURATION	Two (2) year program
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	ICT30120 Certificate III in Information Technology ICT40120 Certificate IV in Information Technology



ANIMAL STUDIES

ACM20121 | CERTIFICATE II IN **ANIMAL CARE**

**Do you have a passion for animals?
Would you like to work with our furry and feathered friends?**

Learn about caring for all types of animals by catering for animal nutritional needs, basic animal care and handling as well as first aid.

This qualification offers an opportunity to practice skills in the TAFE Animal Surgery and industry placement.

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. 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 enjoying working with people
- Confidence and patience when working with animals
- An ability to undertake manual and sometimes heavy work
- Being observant and methodical

ADDITIONAL RESOURCES	NIL	DURATION	One (1) or two (2) year program, one (1) day per week
UNIFORM REQUIREMENTS	Tafe Animal Studies T-shirt required for purchase. Approx. cost \$40 (prices subject to change)	WORK PLACEMENT REQUIREMENTS	Workplace requirement: 30-40 hours (Approx)
CAREER OPPORTUNITIES	Animal Care Attendant, Pet Shop Employee, Cattery Attendant, Kennel Hand, Animal Handler, Animal Shelter Worker	COURSE PATHWAYS	ACM30121 Certificate III in Animal Studies ACM40418 Certificate IV in Veterinary Nursing



COMMUNITY SERVICES

CHC22015 | CERTIFICATE II IN COMMUNITY SERVICES

Do you have a passion for working with children, the elderly, or others in need? Do you have the desire to support others socially and emotionally to face life's difficulties and challenges in a practical way? Community Services workers provide support to individuals and groups making positive impact on their lives.

This qualification introduces the general field for community services. Students will learn the skills and knowledge to provide a first point of contact to assist individuals in meeting their immediate needs. Skills and knowledge will prepare students for a variety of job roles across different sectors.

This qualification may be used as a pathway into a workforce which is currently a growth area. It can also be used as a step into further studies. These study areas include School Based Education Assistant, Aged Care Worker, Childcare Worker, Individual Support in aged care and Community Services Support Worker, including supporting people living with disabilities and those requiring daily

living support. It will prepare you to work in roles where you will:

- Support individuals and groups in residential and community setting, and plan and develop appropriate services to meet those needs.
- Work in a range of early childhood education settings to support children's wellbeing, learning and development.
- Support students and assist teacher's education programs and undertake a variety of tasks in the classroom and school setting.
- Support people who may require assistance with daily living due to ageing, or disability, and providing them with personal, physical, and emotional support.

Those who work at this level may:

- Provide assistance and support to clients accessing a service or requiring daily living support and meeting their immediate needs e.g., by providing shelter and food.



- Assisting early childhood educators in a childcare setting to facilitate learning under an approved learning framework and support children's wellbeing, learning and development.
- Assist teachers in a school to implement planned programs, supervise students, and assist with classroom resources and materials.
- Provide support to those living with a disability to advocate for their rights and provide individualised support under funding such as the National Disability Insurance Scheme (NDIS).
- Provide support to the elderly requiring in home care or care in a residential setting who have a person-centred individualised plan.

ADDITIONAL RESOURCES	NIL	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 this qualification provides you with the opportunity to become an Education Assistant, Childcare Worker, Community Services worker, Aged Care Assistant and Disability Support Worker.	COURSE PATHWAYS	CHC32015 Certificate III in Community Services CHC33015 Certificate III in Individual Support CHC30221 Certificate III in School Based Education Support CHC30121 Certificate III in Early Childhood Education

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For more information about Central Regional
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