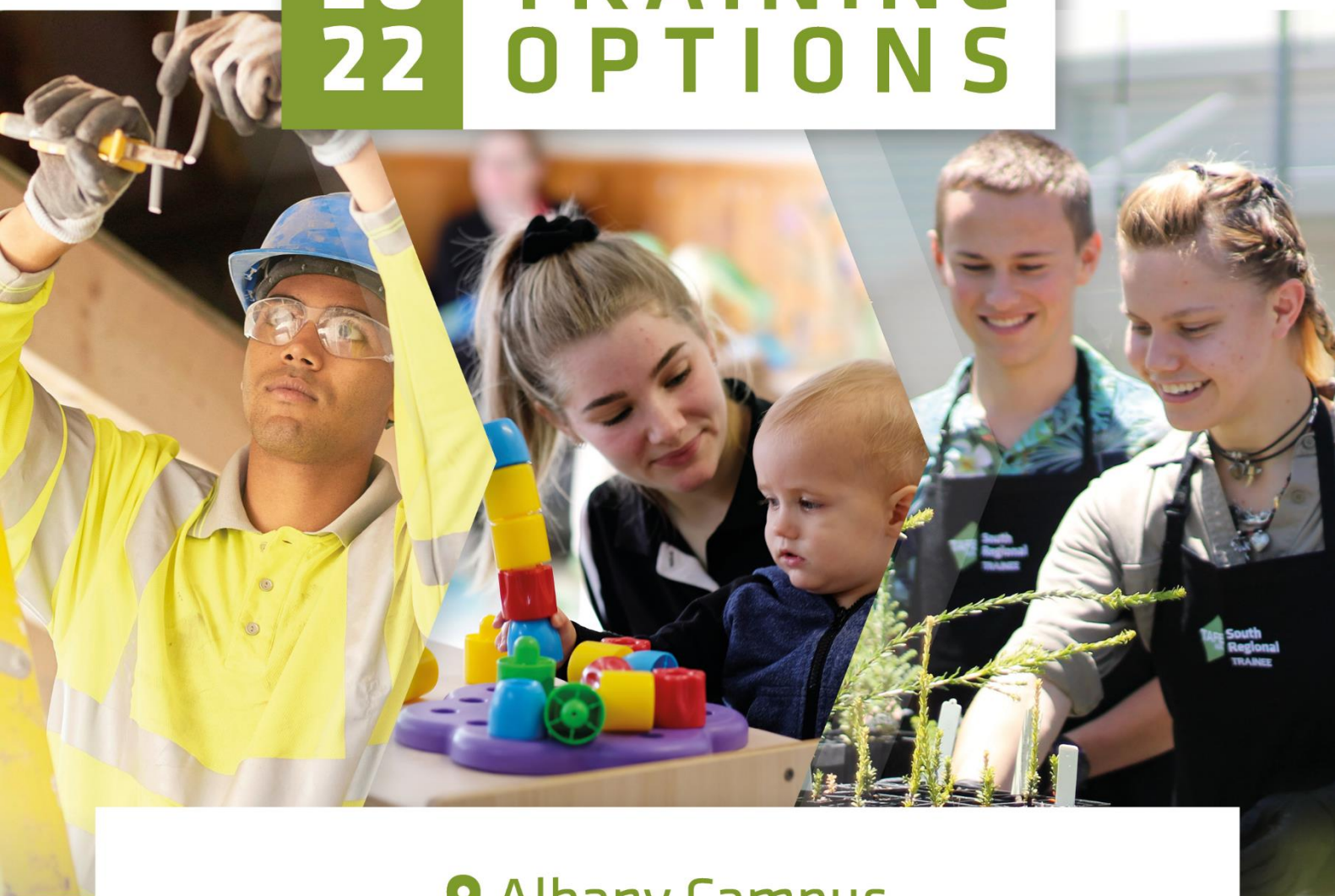


## VET delivered to Secondary Students

**20  
22**

**TRAINING  
OPTIONS**



📍 **Albany Campus**

RTO Code 52790

**[southregionaltafe.wa.edu.au](https://southregionaltafe.wa.edu.au)**



## Contents

<b>Contents.....</b>	<b>2</b>
<b>Introduction .....</b>	<b>4</b>
<b>Albany campus offerings overview .....</b>	<b>7</b>
<b>Pre-Apprenticeships in Schools – Course Offerings .....</b>	<b>8</b>
<b>Pre-Apprenticeships in Schools .....</b>	<b>9</b>
Overview.....	9
Certificate II in Plumbing [Plumbing Pre-Apprenticeship].....	10
Certificate II in Electrotechnology (Career Start) [Electrotechnology Pre-App].....	11
Certificate II in Automotive Servicing Technology [Light Vehicle Pre-App] .....	12
Certificate II in Engineering Pathways [Heavy Fabrication Pre-Apprenticeship] ...	13
<b>VET in Schools – Course Offerings .....</b>	<b>14</b>
Certificate II in Rural Operations.....	15
Certificate II in Community Services (Childcare Focus).....	16
Certificate III in Early Childhood Education & Care .....	17
Certificate III in Education Support .....	18
Certificate II in Sport & Recreation.....	19
Certificate II in Health Support Services .....	20
Certificate II in Retail Cosmetics .....	21
Certificate II in Salon Assistant .....	22
Certificate IV in Preparation for Health & Nursing Studies.....	23
Certificate II in Business .....	24
Certificate II in Hospitality .....	25
Certificate II in Kitchen Operations .....	26
Certificate II in Tourism.....	27
Certificate II in Building & Construction (Pathway Trades) .....	28
Certificate II in Autonomous Workplace Operations .....	29
<b>Require additional information? .....</b>	<b>30</b>

## We cover the South West and Great Southern



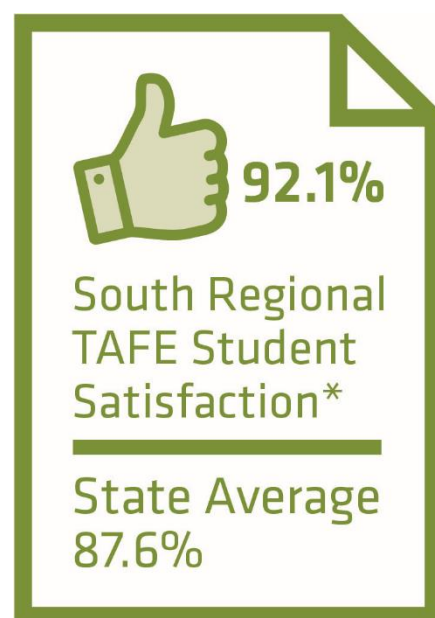
## We provide the training to equip you with the skills you need to get the job you want

By engaging with industry, we can ensure we are meeting the high standards required for training and assessing. This means on completion of your course, you can be sure you'll have the right skills and knowledge to do the job you've trained for.

Our highly skilled lecturers have worked, or still work, in their industry and have specialised training and assessing skills.

To help you secure your dream job, you'll receive a nationally recognised qualification that will be welcomed by business and industry.

\*2019 Student Satisfaction Survey by Department of Training and Workforce Development.







# Introduction

## General Information

The Vocational Education and Training delivered to Secondary Students (VETdSS) program provides senior secondary students with the opportunity to integrate their traditional academic studies with a vocational education study pathway.

Successful completion of a vocational qualification provides students with credits towards a nationally recognised VET qualification that will give a competitive advantage to gain employment in their chosen career or undertake further training. Students who are enrolled in a VETdSS course attend a South Regional TAFE campus one or two days per week.

This booklet provides information on the range of qualifications being offered at South Regional TAFE Albany campus under the VETdSS program for 2022.

South Regional TAFE offers a range of courses and pre-apprenticeships as part of our VETdSS programs.

Information covered in this booklet includes, minimum entry requirements, delivery details, costs and uniform requirements (if applicable).

## The VETdSS program pathway offers opportunities to:

- ▶ Develop your work, employability and life skills, whilst broadening your career options.
- ▶ Gain a realistic view of industry expectations and to develop industry specific skills.
- ▶ Improve your future employment prospects, your chances of selection for other training courses and can offer pathways into higher education in the future.
- ▶ Study in an adult learning environment.
- ▶ Gain nationally recognised VET qualifications and units of competency while completing your Western Australian Certificate of Education.
- ▶ Gain an understanding of the world of work, providing you with practical skills and valuable experience to assist with planning and pursuing your career pathways.



## Who can apply?

Applications will be accepted from students who can meet the following criteria:

- ▶ Currently enrolled at a secondary school and commencing Year 11 or 12 in 2022;
- ▶ Will pass or have passed Year 10 with a 'C' grade average or with Curriculum Framework Level 3.5 or better (the Year 10 mid-year report MUST be included for application purposes);
- ▶ Have completed and passed the online literacy and numeracy assessment (NAPLAN or OLNA);
- ▶ Student application has been endorsed by their school;
- ▶ Meet Australian citizenship and/or visa requirements;
- ▶ Have not previously completed a Nationally Recognised VET qualification under the VET delivered to Secondary Students program.

## How to apply?

- ▶ Submit an application online via a link on the South Regional TAFE website – [Southregionaltafe.wa.edu.au](http://Southregionaltafe.wa.edu.au)
- ▶ An applications booklet is located on the website for further information.
- ▶ Applications for 2022 programs, open on **Monday 26th July 2021**.
- ▶ Applications close on **Monday 16th August 2021**.
- ▶ Late applications and applications not submitted online (via email, post, phone call etc.) will not be accepted.

## Competitive courses

Highly competitive courses will require an interview. Applicants are required to be available for an interview between **Monday the 13<sup>th</sup> to Friday the 24<sup>th</sup> of September 2021**.

## Preparing for your interview

Prepare like you would for a job interview, bring a copy of your resume, any certificate or awards, portfolio if you have one. Extra experience in the chosen field will always help towards your application, e.g. Volunteering, any work experience and hobbies.

## Fees and Charges

Secondary school students undertaking VETdSS programs as part of their secondary education including pre-apprenticeships in schools are exempt from tuition, resource and enrolment fees.

However, depending on the chosen course students may be required to purchase a uniform, protective equipment, text books or trade equipment/tools/licences.

**Note:** *Some sub-class visa holders will be required to pay full-fees.*



## Key program details and responsibilities

- ▶ Students attend their chosen campus 1 or 2 days a week for the allocated length of their course.
- ▶ For some Pre-apprenticeship courses, after the designated delivery requirements one of the TAFE attendance days will become a work placement day. The student will attend a work placement to put learnings into practice and gain industry experience, enhance knowledge and refine skills.
- ▶ You will experience learning in an adult environment with students of all ages and backgrounds.
- ▶ There is an expectation that when attending classes, you will assume greater responsibility for your own care and safety, as a responsible young adult.
- ▶ All students enrolled at South Regional TAFE are expected to adhere to the student code of conduct. (a copy is located on our website)
- ▶ Whilst attending South Regional TAFE, you are under the supervision of the 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 your parent/guardian or school.
- ▶ You are responsible for your own travel arrangements to your chosen campus and work placement (if applicable).
- ▶ You are required to attend all your classes including those that may occur on a designated school pupil free day.
- ▶ Attendance is recorded and all absences are reported to your school. You are required to notify your lecturer if you will not be attending.
- ▶ You are expected to dress appropriately whilst on campus. Some courses have uniform requirements which must be adhered to or you may not be able to attend on that day. When special or protective clothing and/or footwear is required, it must be worn without exception.

# Albany campus offerings overview

State ID	National ID	Qualification	Duration
<b>Agriculture, Animals, Science and the Environment</b>			
BDE2	AHC21216	Certificate II in Rural Operations	4 Terms
<b>Education &amp; Community Services</b>			
AWJ7	CHC22015	Certificate II in Community Services (Childcare Focus)	4 Terms
J587	CHC30113	Certificate III in Early Childhood Education & Care	7 Terms
J588	CHC30213	Certificate III in Education Support	7 Terms
<b>Health, Beauty and Fitness</b>			
AYX0	SIS20115	Certificate II in Sport and Recreation	4 Terms
AYY2	HLT23215	Certificate II in Health Support Services	4 Terms
AZZ4	SHB20116	Certificate II in Retail Cosmetics	4 Terms
BAA3	SHB20216	Certificate II in Salon Assistant	4 Terms
BCY91	52831WA	Certificate IV in Preparation for Health & Nursing Studies	4 Terms
<b>Business</b>			
** AVU8	BSB20115	Certificate II in Business	2 Terms
<b>Hospitality, Tourism and Events</b>			
AZW7	SIT20416	Certificate II in Kitchen Operations	4 Terms
AZW1	SIT20316	Certificate II in Hospitality	4 Terms
AZV4	SIT20116	Certificate II in Tourism	4 Terms
<b>Building and Construction</b>			
AA40	52700WA	Certificate II in Plumbing [Plumbing Pre-Apprenticeship]	4 Terms
BCY47	52824WA	Certificate II in Building and Construction (Pathway Trades)	4 Terms
<b>Engineering and Electrical</b>			
** AA41	UEE22011	Certificate II in Electrotechnology (Career Start) [Electrotechnology Pre-Apprenticeship]	4 Terms
J780	MEM20413	Certificate II in Engineering Pathways (Heavy Fabrication Pre-Apprenticeship)	4 Terms
BGO44	52845WA	Certificate II in Autonomous Workplace Operations	4 Terms
<b>Automotive</b>			
** AB05	AUR20516	Certificate II in Servicing Technology [Light Vehicle Servicing Pre-Apprenticeship]	4 Terms

\*\* These courses are in transition and the scope may change.

## Disclaimer

Programs are subject to minimum student enrolments and will only run if viable numbers are achieved. South Regional TAFE also reserves the right to alter delivery times and course content.

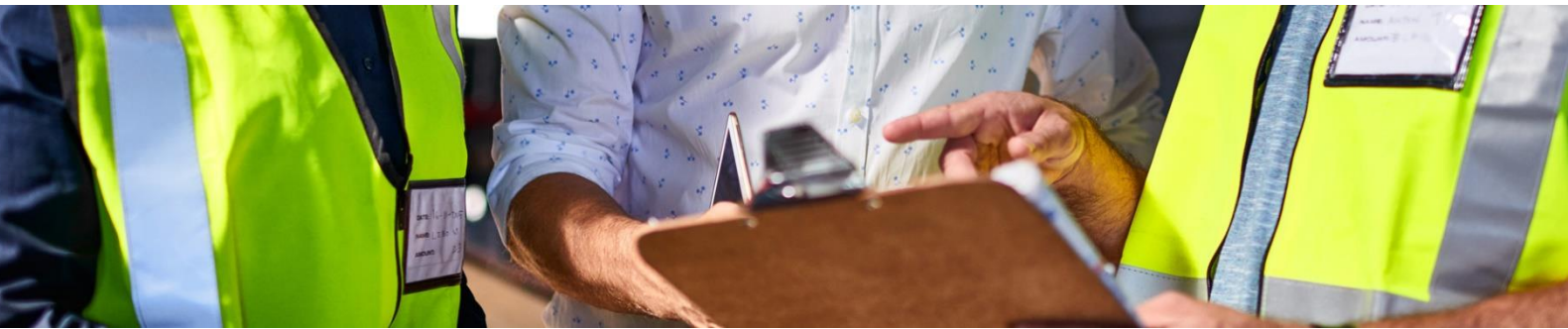


A young woman with light brown hair, wearing a black chef's hat, a white chef's jacket, and a black apron, is smiling slightly and looking towards the camera. She is holding a large, shiny metal bowl with both hands. The background is a professional kitchen with stainless steel shelves and walls. Various kitchen items are visible, including hanging pots and pans, a strainer, and some containers on the shelves.

# Pre-Apprenticeships in Schools

## Course Offerings





# Pre-Apprenticeships in Schools

## Overview

### What is the Pre-apprenticeship in schools program?

The Pre-Apprenticeships in schools (PAIS) program is a fantastic opportunity for students who are enrolled in the Western Australian Certificate of Education (WACE), to be one step ahead of other young people who want to undertake an apprenticeship. It is a school-based training program and is intended as a transition from school to an apprenticeship. It provides an introduction into the apprenticeship opportunities within various trades. Training commences with a mixture of College based training and actual work experience within the industry of choice. During this stage students must continue attending school, undertake units of competency within the program whilst attending South Regional TAFE and be linked to an employer for work placement throughout the duration of the program, giving students exposure to the industry.

### Why apply for the pre-apprenticeship in schools program?

- ▶ Students can undertake training within a desired industry while still completing their Western Australian Certificate of Education (WACE). The program provides subject equivalence towards a student's WACE;
- ▶ Enables students to make career decisions and provides pathways to an apprenticeship;
- ▶ Students receive credits for successful completion of units of competency undertaken; and
- ▶ A reduction in term may be considered if the student is successful in obtaining an apprenticeship.

## Work Placement

Some qualifications include work placements, to support the learning program. Each course in the booklet includes the work placement requirements. The program involves the completion of a logbook recording each day's attendance and summary of work tasks. The logbook is to be submitted at regular intervals throughout your course for validation and assessment. Students will be provided with more information about any work placement at the commencement of the course. Students are responsible for organising their own transport to and from the workplace.

**Please note:** Some of the pre-apprenticeship courses can require additional workplace hours that will need to be completed in the student's own time.



## Certificate II in Plumbing [Plumbing Pre-Apprenticeship]

**National ID: 52700WA     State ID: AA40**

Does your career pipe dream involve real pipes? Complete the Certificate II in Plumbing (Plumbing Pre-Apprenticeship) you'll be what employers are looking for as an apprentice plumber, roof plumber or gasfitter.

This course will provide you with the practical skills and knowledge required for a career in the plumbing and servicing industry. You will learn skills in basic plumbing, how to weld using oxy-acetylene and how to cut and join sheet metal.

This qualification includes a supervised work placement where students will be able to apply the skills and knowledge they have learned. A minimum of 125 hours work placement is required. Work placement is assessed as part of this course and students are required to complete a detailed log book.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 only

### Delivery period

Day	Location	Duration
Friday	Albany	4 Terms

### Work placement

Minimum Hours	Commencement	Days allocated for work placement
125	Terms 1-4	Thursdays starting Term 2

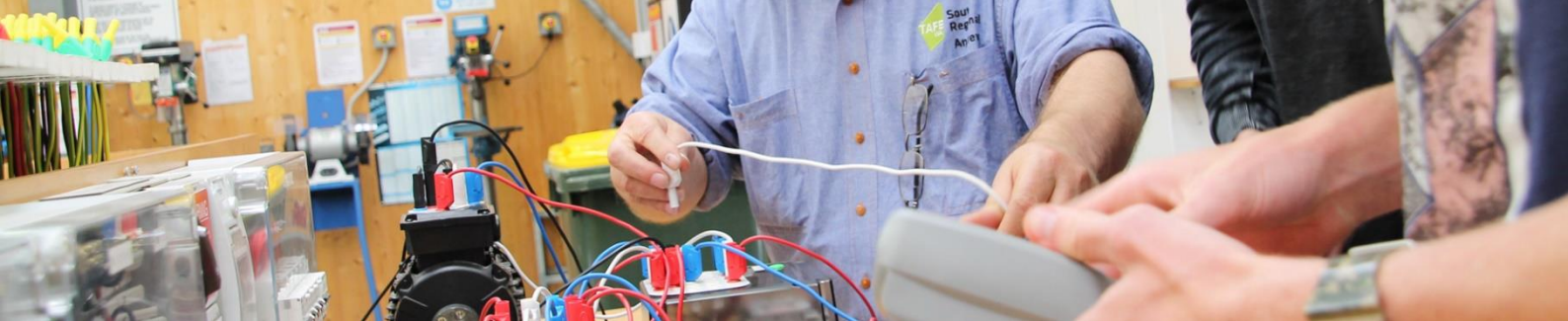
### Commitment

- ▶ Up to three hours of homework per week
- ▶ A minimum of 125 hours of work placement (travel may be required)

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Personal Protective Equipment (steel capped boots, safety glasses, long work wear trousers & collared work wear shirt)
- ▶ Pens, pencils and A4 file
- ▶ Students will be required to purchase a text book for this course.



## Certificate II in Electrotechnology (Career Start) [Electrotechnology Pre-Apprenticeship]

**National ID: UEE22011    State ID: AA41**

When you complete the Certificate II in Electrotechnology (Career Start) (Electrotechnology Pre-Apprenticeship) you'll be what employers are looking for as an apprentice in the electrical, instrumentation or electrical servicing trades. This qualification will prepare you with the skills and knowledge to work in the electrical trade. You will learn skills in using electrical tools and equipment, how to work effectively in the electrical industry, carry out routine work activities in an energy sector environment, identify and select components, accessories and materials for energy sector work activities, solve problems in D/C circuits and follow occupational health and safety policies and procedures.

This qualification includes a supervised work placement where students will be able to apply the skills and knowledge they have learned. A minimum of 157 hours work placement is required. Work placement is assessed as part of this course and students are required to complete a detailed log book.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 only

### Delivery period

Day	Location	Duration
Thursdays - Term 1 only Friday – Term 1- 4	Albany	4 Terms

### Work placement

Minimum Hours	Commencement	Days allocated for work placement
157	Terms 1-4	Thursdays starting Term 2

### Commitment

- ▶ Up to three hours of homework per week
- ▶ A minimum of 157 hours of work placement (travel may be required)

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Personal protective equipment (Steel capped boots, safety glasses long work wear trousers and collared work wear shirt)
- ▶ Pens, pencils and A4 file
- ▶ Students will be required to purchase a text book for this course.
- ▶ As part of this course students are required to obtain an electrical licence through Energy Australia. Approx. cost is \$71.00.





## Certificate II in Automotive Servicing Technology [Light Vehicle Servicing Pre-Apprenticeship]

**National ID: AUR20516 State ID: AB05**

By the time you have finished this qualification, you will know your radiator from your regulator and be in a good position to get yourself an apprenticeship in mechanics. This qualification will provide students with practical skills and knowledge used in the light vehicle automotive mechanical trades, including carrying out servicing operations, inspecting and servicing engines, steering and suspension systems, repairing single electrical circuits, using and maintaining workplace tools and equipment. You will also learn how to apply safe work practices and apply basic automotive troubleshooting processes and much more.

This qualification includes a supervised work placement where students will be able to apply the skills and knowledge they have learned. A minimum of 202 hours work placement is required. Work placement is assessed as part of this course and students are required to complete a detailed log book.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 only

### Delivery period

Day	Location	Duration
Thursdays - Term 1 only Friday – Term 1- 4	Albany	4 Terms

### Work placement

Minimum Hours	Commencement	Days allocated for work placement
202	Terms 1-4	Thursdays starting Term 2

### Commitment

- ▶ Up to three hours of homework per week
- ▶ A minimum of 202 hours of work placement (travel may be required)

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Personal protective equipment (steel capped boots, safety glasses, long work wear trousers & collared work wear shirt)
- ▶ Pens, pencils and A4 file
- ▶ Students will be required to purchase a text book for this course.



## Certificate II in Engineering Pathways [Heavy Fabrication Pre-Apprenticeship]

**National ID: MEM20413    State ID: J780**

Preparing for a career in an engineering environment, this course provides students with skills in heavy metal fabrication, providing candidates with the opportunity to make an informed decision as to what career path they may take. Employers are looking for applicants with the foundation skills and knowledge, this course will ensure students have a clear understanding of the fundamentals, including measure, calculate and use tools, draw and interpret sketches and work health and safety requirements. Successful completion of this qualification provides you with the opportunity to become a trade's assistant or gain an apprenticeship in the metal fabrication, fitting & machining or automotive trade area.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 14
- ▶ Available to: Year 11 only

### Delivery period

Day	Location	Duration
Thursday & Friday	Albany	4 Terms

### Work placement

Minimum Hours	Commencement	Days allocated for work placement
151	Terms 1-4	Thursdays starting Term 2

### Commitment

- ▶ Full participation in training activities
- ▶ A minimum of 151 hours of work placement (travel may be required)

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Personal protective equipment – work gloves and safety glasses (clear and tinted), steel capped boots, collared work wear shirt & long work wear pants
- ▶ Pens, pencils and A4 file



A woman with blonde hair tied back, wearing a white shirt with colorful polka dots and green pants, sits on a light-colored tiled floor. She is smiling and looking towards two young children. The children, a girl in a yellow shirt holding a pink stuffed animal and a boy in a red shirt, are also sitting on the floor and looking at the woman. The background shows a bright, modern classroom with wooden furniture, colorful toys, and large windows. A green banner is at the top of the page.

# VET in Schools

## Course Offerings





## Certificate II in Rural Operations

**National ID: AHC21216 State ID: BDE2**

Get Valuable skills you can use in a range of Horticultural industries.

This qualification provides basic skills in food production from preparing new garden beds through to harvesting the final product. You will learn traditional and permaculture techniques as you plant and maintain a variety of crops as a part of the Build It, Grow It, Eat It program.

This hands-on course will teach you how to:

- ▶ Create a space suitable for growing edible crops
- ▶ Propagate, plant, maintain and harvest the crop
- ▶ Build a straw bale seating area
- ▶ Make passata, chutney and sauerkraut.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 10
- ▶ Available to: Year 11 and 12

### Delivery Period

Day	Location	Duration
Friday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ PPE – sun hat, sunglasses, steel capped boots and long cotton work pants
- ▶ Pens, pencils & A4 file
- ▶ Calculator

### Further study options

- ▶ Certificate II or III in Conservation and Land Management
- ▶ Certificate II or III in Agriculture
- ▶ Certificate II or III in Horticulture
- ▶ Certificate II or III in Permaculture



# Certificate II in Community Services (Childcare Focus)

**National ID: CHC22015    State ID: AWJ7**

Imagine being able to make a difference to people's lives every day you work. Begin your journey towards a rewarding career in Community Services with this introductory program.

This qualification will provide students with the practical skills and knowledge to participate in community organisations that seek to encourage and assist community groups to identify their needs, and plan and develop appropriate services and facilities to meet those needs.

Students will also develop skills in communication, information provision and processing, administration support, networking and group support. Successful completion of this qualification provides students with the opportunity to gain entry level positions in the community services sector and continue into Certificate III in Early Childhood Education & Care.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 10
- ▶ Available to: Year 11 and 12

## Delivery Period

Day	Location	Duration
Tuesday	Albany	4 Terms

## Work placement

Minimum Hours	Commencement	Days allocated for work placement
120	Term 1	Mondays

## Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

## Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Text Book

## Further study options

- ▶ Certificate III in Community Services Work
- ▶ Certificate III in Early Childhood Education and Care
- ▶ Certificate III in Education Support



# Certificate III in Early Childhood Education & Care

**National ID: CHC30113    State ID: J587**

If you have a genuine interest and passion for the care and education of children up to the age of five then this expanding industry is for you. During this course, students will gain the knowledge and skills to work effectively as an educator, understanding children's learning, providing learning support and identifying and responding to children at risk. You'll also learn how to interact and foster the development of children while working within legal requirements and ensuring the children's health and safety are not at risk. Our qualification will ensure you meet the high standards of education and care of children the industry demands.

As part of this course you'll undertake a supervised work placement where you get to use the skills and knowledge you've learned. You will work closely with children from different backgrounds and cultures and provide care and support for them in various child care situations.

This qualification is designed to provide a range of practical skills, technical training and communication skills for a career in early child education and care, including roles such as:

- ▶ Early Childhood Educator
- ▶ Playgroup Supervisor
- ▶ Recreation Assistant
- ▶ Nanny
- ▶ Family Day Care Educator

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11 ONLY

## Delivery period

Day	Location	Duration
Tuesday	Albany	7 Terms

## Work placement

Minimum Hours	Commencement	Days allocated for work placement
240	Term 1	Monday

## Commitment

- ▶ Up to three hours per week additional study/homework
- ▶ Work placement is required (travel may be required)

## Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Text books, pens, pencils and A4 file
- ▶ Uniform for work placement





## Certificate III in Education Support

**National ID: CHC30213    State ID: J588**

If you are interested in helping grow the next generation, this qualification will provide you with the practical skills and knowledge to assist the teaching staff in schools and provide care and supervision for children from kindergarten to Year 10. You will learn how to implement planned education programs, assist students in their learning and development, contribute to the safety and health of students and support students with additional needs.

You will also learn how to work with children and young people at risk of harm, work effectively with culturally diverse students, families and co-workers and gain an introductory knowledge into working with children with special needs. As part of this qualification you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 10
- ▶ Available to: Year 11 ONLY

### Delivery period

Day	Location	Duration
Tuesday	Albany	7 Terms

### Work placement

Minimum Hours	Days allocated for work placement
100	To be negotiated with school

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils, calculator and A4 file

### Further study options

- ▶ Certificate IV in Education Support



## Certificate II in Sport & Recreation

**National ID: SIS20115      State ID: AYX0**

Set yourself on the path to a career in the sport and recreation industry with this entry-level qualification. Gain the skills and knowledge to effectively provide support in sport and recreation programs. During this course students develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision. They work in locations such as sport and recreation centres or facilities, and leisure and aquatic centres assisting with the conduct of recreation activities, and facility maintenance and operations.

### Competitive entry

This is a competitive course and will require an interview. Experience with fitness, sport or recreation is highly desirable.

- ▶ Available places: 10
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Friday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils, A4 file & USB
- ▶ Sport specific footwear and appropriate clothing for physical activity
- ▶ South Regional TAFE sport shirt
- ▶ Clipboard
- ▶ Whistle

### Further study options

- ▶ Certificate III in Outdoor Recreation
- ▶ Certificate III in Fitness



## Certificate II in Health Support Services

**National ID: HLT23215    State ID: AYY2**

The course will enable you to work in the health or aged care sector in a variety of different environments such as a hospital assistant, patient services assistant, catering staff, cleaner, gardener, stores person and ward assistant.

Throughout the course you will gain the knowledge and hands-on practical skills to work effectively with others in a team environment, communicate in the workplace and apply workplace health and safety and infection control practices. In addition, you will gain a range of skills that will enable you to work as a member of a team that provides support for the effective functioning of health services.

The Certificate II in Health Support Services can also provide you with a range of different study pathways to other courses in health including:

- ▶ Pathology collection
- ▶ Sterilisation services
- ▶ Health Services Assistance
- ▶ Individual Support
- ▶ Dental laboratory assisting
- ▶ Population Health

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 16
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Tuesday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils, A4 file & USB

### Further study options

- ▶ Certificate III in Health Service Assistance





## Certificate II in Retail Cosmetics

**National ID: SHB20116    State ID: AZZ4**

Do you have a passion for working with people and making them feel good about themselves? There are many opportunities that can lead to a rewarding career in the beauty or complementary therapies field.

This entry level qualification provides you with a range of skills to work in settings that provide direct services for clients.

Under the supervision of industry professionals, you will acquire the skills and knowledge required to consult with clients, analyse face and skin, and demonstrate how to apply make-up products to suit each individual client's needs or make-up brief.

On successful completion of this qualification you will have the skills needed to work as a retail sales assistant selling and demonstrating beauty and cosmetic products. This can include beauty and hairdressing salons, retail outlets and department stores.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 and 12

### Delivery Period

Day	Location	Duration
Friday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils, A4 file & USB
- ▶ Make up brush kit - price to be confirmed prior to commencement

### Further study options

- ▶ Certificate III in Beauty Therapy



## Certificate II in Salon Assistant

**National ID: SHB20216    State ID: BAA3**

Are you ready to have the skills to impress potential employers as a salon assistant, on your way to becoming a hairdresser. This preparatory qualification ensures students gain basic skills and knowledge used in hairdressing salons including shampooing, maintaining hairdressing tools, scheduling appointments, merchandising and work place health and safety. Students will be under direct supervision and guidance of hairdressers who manage the client service. The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 10
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Friday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours per week additional study/homework

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils and A4 file

### Further study options

- ▶ Certificate III in Hairdressing (Apprenticeship)



## Certificate IV in Preparation for Health & Nursing Studies

**National ID: 52831WA     State ID: BCY91**

Interested in a career of caring and lifesaving opportunities. On successful completion of this course students will have the opportunity to either further their studies in Enrolled or Registered Nursing. This course will give you a sound knowledge about the human body and health, as well as the study skills to support your further learning. You will learn about anatomy, physiology, medical terminology, applied mathematics, physics, chemistry and study skills. Students will also develop an understanding on how microbiology is related to health care and the use of effective academic skills, including word-processed presentation of work.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 15
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Thursday and Friday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours per week additional study/homework

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils and A4 file
- ▶ Calculator
- ▶ Textbooks and workbooks

### Further study options

- ▶ Diploma of Nursing





## Certificate II in Business

**National ID: BSB20115    State ID: AVU8**

Business encompasses a huge range of career options. From developing a business idea, to ensuring you've got the right people, processes and structures in place to achieve a strategy.

This course is designed to teach you the fundamentals while also giving you the necessary problem solving and organisation skills to thrive in an active marketplace.

Employees with good office administration skills are essential to many workplaces. This qualification will provide you with the practical skills and knowledge to prepare for work and perform a range of administrative tasks in a defined context, including word processing, spreadsheets, mail procedures, preparing and processing accounts and the operation of a range of general office equipment.

Successful completion of this qualification provides an opportunity to gain employment as:

- ▶ Clerical worker
- ▶ Administration officer
- ▶ Data entry operator
- ▶ Receptionist

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Thursday and Friday	Albany	2 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to two hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Text books

### Further study options

- ▶ Certificate III in Business
- ▶ Certificate III in Business Administration
- ▶ Certificate III in Accounts Administration



## Certificate II in Hospitality

**National ID: SIT20316      State ID: AZW1**

If you like working with people from all walks of life and like to travel, a hospitality qualification will give you skills that can take you around the globe. Gain invaluable knowledge and experience such as barista skills, hospitality, bar skills, restaurant service skills and customer service. This qualification will assist you to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Job roles involve customer interaction and using practical skills and basic industry knowledge, working under direct supervision.

Successful completion of this qualification provides you with an entry point into the Hospitality industry.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 10
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Friday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Chef cap and apron
- ▶ Black closed in shoes

### Further study options

- ▶ Certificate III in Hospitality



## Certificate II in Kitchen Operations

**National ID: SIT20416    State ID: AZW7**

This program will give you the practical skills to work in kitchens in a defined range of food preparation and cookery skills, under direct supervision from industry professionals, such skills include team work, safe work practices, hygienic practices, correct food preparation and maintaining the quality of perishable items.

This course will give you the opportunity to work in kitchen operations in organisations including restaurants, hotels, cafés, care facilities and schools, with the opportunity to become a kitchen/cooks assistant, short order, fast food or canteen cook, or gain an apprenticeship/traineeship to become a qualified chef.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 14
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Friday	Albany	4 Terms

### Commitment

- ▶ Up to three hours of homework per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Chef uniform
- ▶ Steel capped boots
- ▶ Chef's knife set
- ▶ Pens, pencils and A4 file





## Certificate II in Tourism

**National ID: SIT20116      State ID: AZV4**

When you complete this course you will be ready to enter a career working in the tourism and travel industry sectors. You will have the skills and knowledge to work effectively with a diverse range of employers including tourist attractions, tour operators, tour guiding, companies, event operators, retail travel agencies, wineries, tour wholesalers, visitor information centres, natural, cultural and heritage sites, caravan park operations and a wide range of small tourism businesses.

This course covers:

- ▶ Interacting with customers
- ▶ Work processing, internet and email skills
- ▶ Providing visitor information
- ▶ Understanding tourism products and services
- ▶ Understanding and working with different cultures

Possible job titles include:

- ▶ Documentation clerk for a tour wholesaler or travel agency
- ▶ Museum attendant
- ▶ Office assistant for a tour operator
- ▶ Receptionist and office assistant in a travel agency
- ▶ Receptionist and office assistant for a professional conference organiser or event management business.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11 and 12

### Delivery Period

Day	Location	Duration
Friday	Albany	4 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB

### Further study options

- ▶ Certificate IV in Travel & Tourism



## Certificate II in Building & Construction (Pathway Trades)

**National ID: 52824WA     State ID: BCY47**

This is a pre-vocational course for learners seeking to gain an apprenticeship in the construction industry, following senior secondary school studies.

You will learn to use manual and power tools interpret plans; measure and calculate the right amount of materials for the job; work with scaffolding safely at heights: and workplace health and safety.

Learners will develop relevant technical, vocational and interpersonal competencies suitable for further training in construction as well as skills, knowledge and experiences that may be transferable to other industry areas.

This qualification includes a supervised work placement where students will be able to apply the skills and knowledge they have learned. A minimum of 220 hours work placement is required. Work placement is assessed as part of this course and students are required to complete a detailed log book.

### Competitive entry

This is a competitive course and will require an interview. A moderate level of physical stamina, strength, agility and coordination is desirable.

- ▶ Available places: 12
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Thursday – Terms 1-4 Friday – Term 1 only	Albany	4 Terms

### Work placement

Minimum Hours	Commencement	Days allocated for work placement
220	Terms 1-4	Fridays starting Term 2

### Commitment

- ▶ Up to three hours per week additional study/homework
- ▶ minimum of 220 hours of work placement (travel may be required)

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ PPE – minimum PPE is steel capped boots and suitable work clothing (Long or short sleeve shirts and pants or shorts.) Hi Visibility shirt is recommended.
- ▶ Pens, pencils and calculator



# Certificate II in Autonomous Workplace Operations

**National ID: 52845WA      State ID: BGO44**

Automation is the creation and application of technologies to produce and deliver goods and services with minimal human intervention. The implementation of automation technologies, techniques and processes improve the efficiency, reliability, and/or speed of many tasks that were previously performed by humans.

The course intends to equip current and prospective workers with the underpinning knowledge and skills to demonstrate necessary awareness of what an autonomous workplace is, how it operates, what unique safety systems are present, how the human-machine interface operates and what, why and how data is used within such workplaces. It embraces an overview of the historical development of automation, an in-depth coverage of current automation and insight into some future extensions.

Successful completion of the course will provide students with an understanding of how to safely work within an autonomous workplace through interaction with simulated plant operations and robotics. A familiarisation to the control systems used within industry, the various programming techniques employed and the relevant industry standards governing such systems is also covered.

The course prepares students to be work-ready as a trainee or apprentice in an industry sector which is rapidly becoming more automated. Such industry sectors include, but not limited to; mining, refining and oil & gas.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 16
- ▶ Available to: Year 11 and 12

## Delivery period

Day	Location	Duration
Friday	Albany	4 Terms

## Commitment

- ▶ Full participation in training activities
- ▶ Up to three hours of homework/study per week

## Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Long sleeved shirt
- ▶ Enclosed shoes
- ▶ Long sleeved trousers
- ▶ Pens, pencils and calculator





## Require additional information?

### **Come in to the South Regional TAFE Albany campus**

Address: 5 Anson Road, Albany WA 6330

Phone: 6371 3888 or Freecall 1800 675 781

Email: [albany@srtafe.wa.edu.au](mailto:albany@srtafe.wa.edu.au)

### **Contacts**

#### **Course information team**

Phone: 6371 3870

Email: [CourseAdvice@srtafe.wa.edu.au](mailto:CourseAdvice@srtafe.wa.edu.au)

#### **VETdSS applications**

Email: [VETdSS.Applications@srtafe.wa.edu.au](mailto:VETdSS.Applications@srtafe.wa.edu.au)

#### **Careers advice**

Great Southern Jobs and Skills Centre

Phone: 13 64 64

Email: [Albanyjsc@srtafe.wa.edu.au](mailto:Albanyjsc@srtafe.wa.edu.au)

Website: [jobsandskills.wa.gov.au](http://jobsandskills.wa.gov.au)

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