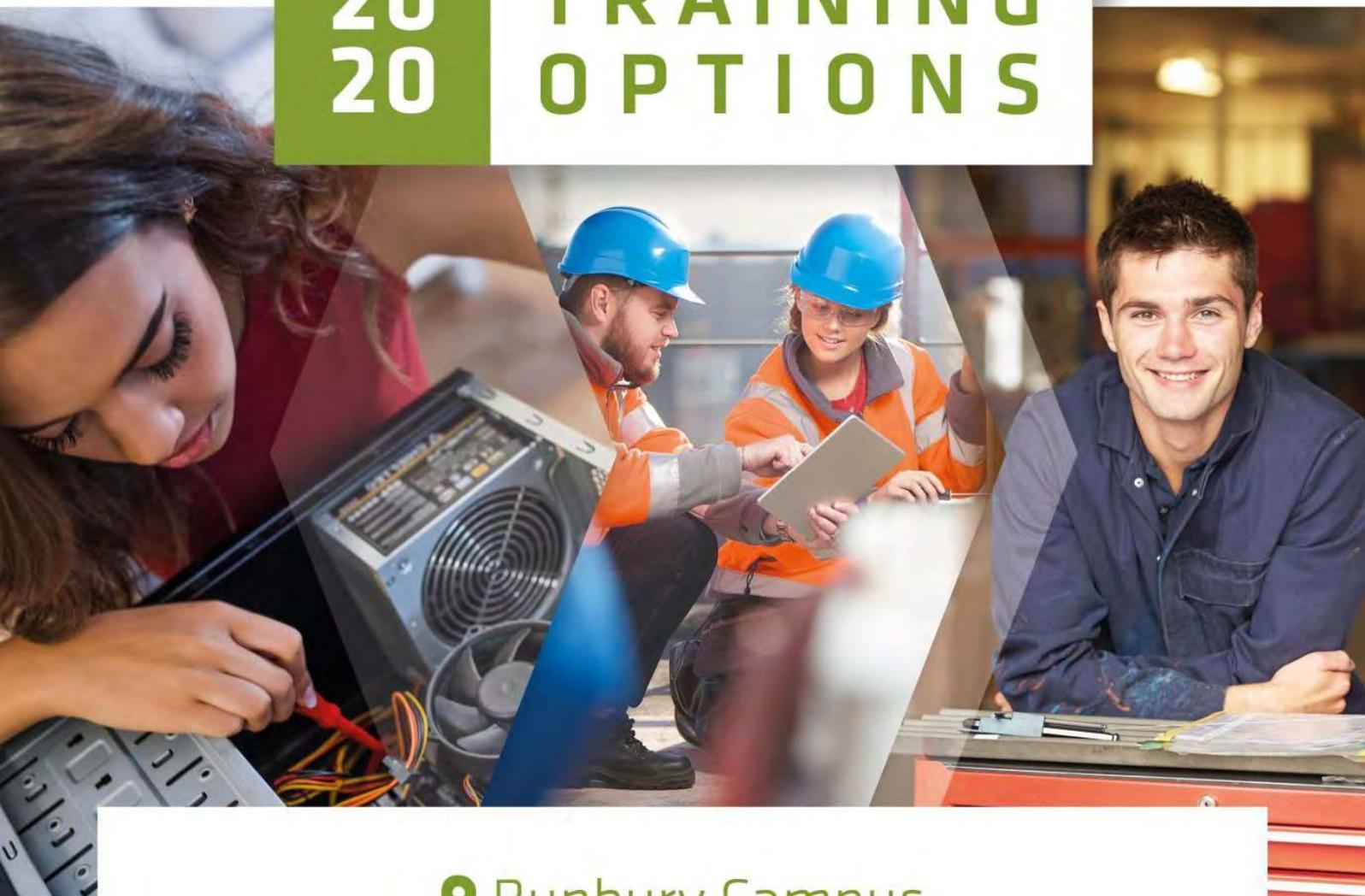




VET delivered to  
Secondary Students

20  
20

TRAINING  
OPTIONS



 Bunbury Campus

RTO Code 52790

[southregionaltafe.wa.edu.au](http://southregionaltafe.wa.edu.au)

# Contents

<b>Contents</b> .....	2
<b>Introduction</b> .....	3
<b>Delivery Overview</b> .....	5
<b>Bunbury Campus - Pre-Apprenticeships</b> .....	6
• Certificate II in Automotive Servicing Technology [Heavy Vehicle Servicing Pre-Apprenticeship] .....	8
• Certificate II in Automotive Servicing Technology [Light Vehicle Servicing Pre-Apprenticeship] .....	9
• Certificate II in Electrotechnology – Career Start .....	10
• Certificate II in Building & Construction (Pathway - Trades) .....	11
• Certificate II in Kitchen Operations .....	12
<b>Bunbury Campus - Course Offerings</b> .....	13
• Certificate II in Engineering Pathways .....	15
• Certificate II in Conservation and Land Management .....	16
• Certificate II in Sport and Recreation .....	17
• Certificate II in Information, Digital Media & Technology .....	18
• Certificate II in Retail Services .....	19
• Certificate II in Hospitality .....	20
• Certificate II in Business .....	21
• Certificate III in Accounts Administration .....	22
• Certificate II in Retail Cosmetics .....	23
• Certificate II in Salon Assistant .....	24
• Certificate II in Tourism .....	25
<b>Contact Information</b> .....	26

# Introduction

## General Overview

The VET 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 enable them to gain employment in their chosen career or undertake further training.

## Why apply for the VET Delivered to Secondary Students Program?

- VETdSS programs develop your work, employability and life skills, and broaden your career options.
- Gives you a realistic view of industry expectations.
- Frequently improves your employment prospects and improves your chances of selection for other training courses, and offers pathways into higher education.
- Makes school more relevant to what you might do when you finish school while allowing you complete your WACE.

This booklet provides information on the range of qualifications being offered at South Regional TAFE South West campus under the Vocational Education and Training in Schools (VETdSS) program for 2020. Information covered includes, minimum entry requirements, delivery details, costs and uniform requirements (if applicable).

## Who Can Apply?

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

- Currently enrolled in high school and commencing Year 11 or 12 in 2020;
- 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);
- Student application has been endorsed by their school.
- Meet Australian citizenship and/or visa requirements;
- Have **not** completed a Nationally Recognised VET qualification under the VET Delivered to Secondary Students program.

## How to Apply?

The application process will be online as of this year. This process is currently being finalised and will be sent to VET Coordinators along with login details and requirements prior to applications opening. Please see below dates for applications.

Applications open **22<sup>nd</sup> July 2019.**

Applications close **23<sup>rd</sup> August 2019.**

## Second Round Offers

There may be second-round offers in the first week of February 2020 for some qualifications that are not filled in the first round process.

## Late Applications

Late applications and applications not submitted online (via email, post, phone call etc.) will not be accepted.

## Fees and Charges

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

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

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

## Work Practice

Some programs include workplace practice. Students will be provided information about any workplace practice prior to the commencement of the program.

Students are responsible for organising their own transport to and from the workplace.

## Disclaimer

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

## How it Works

- Students attend campus 2 days a week for the allocated length of their course.
- For Pre-App courses, one TAFE day will become a work practice day where possible and the student will attend a work placement to gain industry experience. Please note: Some of the Pre-App courses can require additional workplace hours that will need to be completed in the students own time.

## Important Points to Note

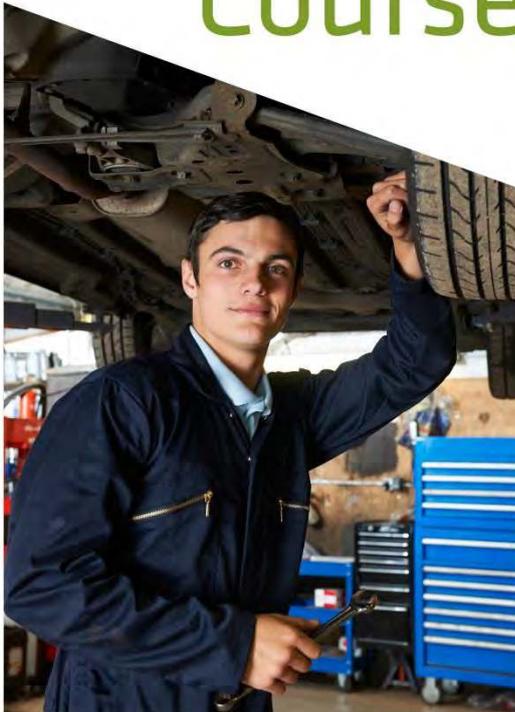
- Highly competitive courses will require an interview. Students must be available for interview between 16th and 27<sup>th</sup> September 2019 with the exception of situations previously discussed with schools.
- Students who may change school in 2020 (eg. Manea) must apply through their CURRENT school in 2019 and state the school they will be attending in 2020 (if different) when completing their application.

## Bunbury Campus Delivery Overview

State Code	National Code	National Code & Qualification	Course Duration
<b>AGRICULTURE, ANIMALS, SCIENCE AND THE ENVIRONMENT</b>			
BDF0	AHC21016	Certificate II in Conservation and Land Management	Terms 1-3
<b>HEALTH, BEAUTY &amp; FITNESS</b>			
AYX0	SIS20115	Certificate II in Sport & Recreation	Terms 1-3
AZZ4	SHB20116	Certificate II in Retail Cosmetics	Semester 1
BAA3	SHB20216	Certificate II in Salon Assistant	Semester 1
<b>BUSINESS &amp; FINANCE</b>			
BDQ0	FNS30317	Certificate III in Accounts Administration	Semester 1
AVU8	BSB20115	Certificate II in Business	Semester 1
<b>INFORMATION TECHNOLOGY, LIBRARY AND DIGITAL</b>			
AWB0	ICT20115	Certificate II in Information, Digital Media & Technology	Terms 1 - 3
<b>HOSPITALITY, TOURISM AND EVENTS</b>			
AZW1	SIT20316	Certificate II in Hospitality	Semester 1
AZW7	SIT20416	Certificate II in Kitchen Operations (PAIS)	Semester 1
BAA0	SIR20216	Certificate II in Retail Services	Semester 1
AZV4	SIT20116	Certificate II in Tourism	Semester 1
<b>BUILDING AND CONSTRUCTION</b>			
AB29	52824WA - BCY47	Certificate II in Building and Construction (Painting & Decorating)	Terms 1 - 3
AB31	52824WA - BCY47	Certificate II in Building and Construction (Carpentry & Joinery)	Terms 1 - 3
AB25	52824WA - BCY47	Certificate II in Building and Construction (Brick & Block)	Terms 1 - 3
A114	UEE22011	Certificate II in Electrotechnology (Career start)	Terms 1 - 3
<b>ENGINEERING AND MINING</b>			
J780	MEM20413	Certificate II in Engineering Pathways	Terms 1-3
<b>AUTOMOTIVE</b>			
BAD1	AUR20516	Certificate II in Automotive Servicing Technology (Light Vehicle Pre-apprenticeship)	Terms 1-4
BAD1	AUR20516	Certificate II in Automotive Servicing Technology (Heavy Vehicle Pre-apprenticeship)	Terms 1-4

# Pre-Apprenticeships in Schools

## Course Offerings



Bunbury  
campus

# Pre-Apprenticeships in Schools –

## Overview

### What is a Pre-apprenticeship in Schools?

The Pre-Apprenticeships in Schools (PAIS) program is a fantastic opportunity for students in Years 11 and 12 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 in year 11 or 12 with a mixture of Institute based training and actual work experience within the industry of choice. During this stage students must attend school, undertake units of competency within the program at a Registered Training Organisation (RTO) participating in the program and be linked to a minimum of two employers for work placement throughout the duration of the program. This gives students exposure to employers in 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.

### Upon successful completion of their chosen PAIS program students can

- Nominate their preferred trade and undertake further specific training as a pre-apprentice or apprentice at the South Regional TAFE;
- Gain apprenticeships or employment during training; and
- Have the option to return to school after completing training if applicable depending on the program chosen.

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

**National ID:** AUR20516

**State ID:** BAD1

This qualification will provide students with practical skills and knowledge used in the heavy vehicle automotive mechanical trades. As part of this qualification students will undertake a supervised work placement where they will be able to apply the skills and knowledge they have learned.

A minimum of 183 hours work practice is required. Work practice is assessed as part of this course and students are required to complete a detailed log book.

Successful completion of this qualification provides students with the opportunity to gain an apprenticeship to become an automotive mechanic, or a tradesperson in another automotive related trade. Students will need to be employed and registered as an apprentice before they can commence apprenticeship training.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.
- Work experience

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places:** 14

**Available To:** Year 11 **ONLY**

## Delivery Period

Day	Location	Duration
Thursday & Friday	Bunbury	Terms 1-4

## Work Practice

Minimum Hours	Commencement	Days Allocated for Work Practice
183	Terms 1 – 4	Work practice hours to be undertaken outside TAFE delivery

## Commitment

- Up to an hour of study per week
- Up to two hours of homework per week
- A minimum of 183 hours of work practice – travel may be required

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Personal Protective Equipment
- Steel Capped Boots, long work wear trousers & collared work wear shirt
- Pens, pencils and A4 file

**Note:** Course commencement is subject to sufficient enrolments.

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

**National ID:** AUR20516

**State ID:** AB05

This qualification will provide students with practical skills and knowledge used in the light vehicle automotive mechanical trades. As part of this qualification students will undertake a supervised work placement where they will be able to apply the skills and knowledge they have learned.

A minimum of 183 hours work practice is required. Work practice is assessed as part of this course and students are required to complete a detailed log book.

Successful completion of this qualification provides students with the opportunity to gain a pre-apprenticeship or an apprenticeship to become an automotive mechanic, or a tradesperson in another automotive related trade. Students will need to be employed and registered as an apprentice before they can commence apprenticeship training.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English
- Work experience

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places:** 14

**Available To:** Year 11 **ONLY**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1-3

## Work Practice

Minimum Hours	Commencement	Days Allocated for Work Practice
183	Terms 1 – 4	Work practice hours to be undertaken outside TAFE delivery

## Commitment

- Up to an hour of study per week
- Up to two hours of homework per week
- A minimum of 183 hours of work practice – travel may be required

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Personal Protective Equipment
- Steel Capped Boots, long work wear trousers & collared work wear shirt
- Pens, pencils and A4 file

**Note:** Course commencement is subject to sufficient enrolments.

# Certificate II in Electrotechnology – (Career Start)

**National ID:** UEE22011

**State ID:** A114

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. You will also learn skills 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 (more components listed below).

Successful completion of this qualification provides you with the opportunity to take up an apprenticeship in your preferred pathway.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English. High levels of maths are desirable for this program

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places:** 14

**Available To:** Year 11 **ONLY**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 – 4

## Work Practice

Minimum Hours	Commencement	Days Allocated for Work Practice
157	Terms 2 - 4	Fridays

## Commitment

- Up to an hour of study per week
- Up to two hours of homework per week
- A minimum of 157 hours of work practice – travel may be required

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Personal Protective Equipment
- Steel Capped Boots, long work wear trousers & collared work wear shirt
- Pens, pencils and A4 file

**Note:** Course commencement is subject to sufficient enrolments.

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

**National ID:** 52824WA

**State ID:**

**AB25 – Brick & Block Laying**

**AB31 – Carpentry & Joinery**

**AB29 – Painting & Decorating**

This is a pre-vocational course for students seeking a career in a construction trade. The course provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential occupational health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials.

Work practice is assessed as part of this course and students are required to complete a detailed log book

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.
- Work experience

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places: 14 per area**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 – 3

## Work Practice – Brick & Block

Minimum Hours	Commencement	Days Allocated for Work Practice
220	Terms 2 – 3	Fridays

## Work Practice – Carpentry & Joinery

Minimum Hours	Commencement	Days Allocated for Work Practice
220	Terms 2 – 3	Fridays

## Work Practice – Painting & Decorating

Minimum Hours	Commencement	Days Allocated for Work Practice
125	Terms 2 – 3	Fridays

## Commitment

- Up to two hours of study per week
- Up to one hour of homework per week
- A minimum of 125 hours of work practice dependant on study area – travel may be required

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Personal Protective Equipment
- Pens, pencils and A4 file

**Note:** *Course commencement is subject to sufficient enrolments.*

# Certificate II in Kitchen Operations Pre-Apprenticeship

**National ID:** SIT20416

**State ID:** AZW7

This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification does not reflect the skills required by commercial cooks. Those skills are reflected in SIT30816 Certificate III in Commercial Cookery.

Successful completion of this qualification provides you with the opportunity to work in kitchen operations such as restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias, coffee shops and institutions such as aged care facilities, hospitals, prisons and schools.

A minimum of 163 hours work practice is required. Work practice is assessed as part of this course and students are required to complete a detailed log book

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places: 14**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 - 3

## Work Practice

Minimum Hours	Commencement	Days Allocated for Work Practice
163	Terms 1 - 3	Work practice hours to be undertaken outside TAFE delivery

## Commitment

- Up to an hour of study per week
- Up to two hours of homework per week
- A minimum of 163 hours of work practice – travel may be required

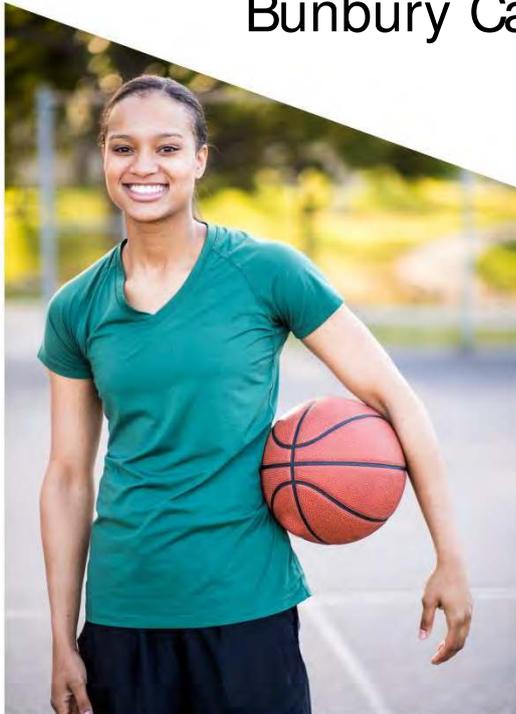
## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Chef Uniform
- Steel Capped Boots
- Chef's Knife set
- Pens, pencils and A4 file

# **VET Delivered to Secondary Students**

## **Course Offerings**

Bunbury Campus



# Certificate II in Engineering Pathways

**National ID:** MEM20413

**State ID:** J780

This qualification delivers broad based underpinning skills and knowledge in a range of engineering, fabrication and automotive tasks which will enhance the students' entry-level employment prospects for apprenticeships, traineeships or general employment in a metal, engineering or automotive related workplace. 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.

This course provides students with the greatest portability across three trades (Fitting & Machining, Metal Fabrication and Heavy Automotive), providing candidates with the opportunity to make an informed decision as to what career path they may take.

Achievement of competence in other units will provide advanced progress towards attaining competence in units contained in other trade qualifications.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English
- Work experience

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places: 14**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 – 3

## Commitment

- Up to an hour of study per week
- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Personal Protective Equipment
- Steel Capped Boots, long work wear trousers & collared work wear shirt
- Pens, pencils and A4 file

**Note:** Course commencement is subject to sufficient enrolments

# Certificate II in Conservation and Land Management

**National ID:** AHC21016      **State ID:** BDF0

This qualification is an entry-level course in the field of Conservation and Land Management. You will develop practical skills and knowledge to prepare for work in this industry, undertaking a wide range of tasks under supervision. The course offers lots of hands-on learning and experience in working outdoors in natural bushland and nature reserves, and in the Institute's nursery.

The skills achieved will assist in gaining entry-level employment, and are a direct pathway to progressing into the Certificate III in Conservation and Land Management.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places: 15**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 – 3

## Commitment

- Full participation in training activities
- up to 4 hours per week additional study/homework

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Personal Protective Equipment – work gloves and safety glasses (clear and tinted)
- Steel capped boots
- Long sleeved cotton work shirt
- Long cotton work pants
- Pens, pencils and A4 file

## Further Study Options

- Certificate III in Conservation and Land Management
- Certificate III in Horticulture

**Note:** Course commencement is subject to sufficient enrolments.

# Certificate II in Sport and Recreation

**National ID:**

**SIS20115**

**State ID:**

**AYX0**

This qualification allows individuals to 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 are involved in mainly routine and repetitive tasks using practical skills and basic sport and recreation industry knowledge. 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.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.
- Good communication skills
- Experience with fitness, sport or recreation

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places: 20**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 – 3

## Commitment

- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Sport specific footwear
- Appropriate clothing for physical activity
- Clipboard
- File & file dividers, A4 lined paper, plastic sleeves
- USB
- Whistle
- Pens, pencils and A4 file

## Further Study Options

- Certificate III in Outdoor Recreation
- Certificate III in Fitness

**Note:** Course commencement is subject to sufficient enrolments.

# Certificate II in Information, Digital Media & Technology

**National ID:** ICT20115

**State ID:** AVZ2

This qualification will provide students with the practical skills and knowledge to operate the essential functions of a computer. Students will learn skills that enable them to operate a computer, perform basic troubleshooting, and use software applications which include packages for word processing, spreadsheets, databases, presentation packages, internet, email and digital media.

Students will also learn about the different fields of information technology.

Successful completion of this qualification provides students with basic computing skills to support a wide range of varying industry occupations with role titles such as office assistant, records assistant or junior office assistant.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

**Available Places: 20**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 - 3

## Commitment

- Up to an hour of study per week
- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- USB
- Pens, pencils and A4 file

## Further Study Options

- Certificate III in Information, Digital Media and Technology, or a range of other Certificate III qualifications.

**Note:** Course commencement is subject to sufficient enrolments.

# Certificate II in Retail Services

**National ID:** SIR20216      **State ID:** BAA0

This qualification will provide you with the practical skills and knowledge to sell goods to customers in retail and wholesale establishments. You will learn about controlling and maintaining stock, product knowledge and theft prevention. You will also learn skills in selling products and services, customer service, point of sale systems, balancing the register, effective communication and team work. 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. Successful completion of this qualification provides you with the opportunity to become a retail sales assistant.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

**Available Places: 20**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Semester 1

## Work Practice

Minimum Hours	Commencement	Days Allocated for Work Practice
63	Term 2	Thursday & Friday – 6 weeks

## Commitment

- Up to an hour of study per week
- Up to two hours of homework per week
- 6 weeks of work placement.

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Pens, pencils and A4 file

**Work Placement will be arranged by the Lecturer located in Bunbury. Students are to arrange their own transport to their work placement.**

**Note:** Course commencement is subject to sufficient enrolments.

# Certificate II in Hospitality

**National ID:**

**SIT20316**

**State ID:**

**AZW1**

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Job roles involve mainly routine and repetitive tasks using practical skills and basic industry knowledge, working under direct supervision.

Successful completion of this qualification provides you with the opportunity to work in the Hospitality industry as a Bar attendant, bottle shop attendant, café attendant, catering assistant, food and beverage attendant, front of house assistant, gaming attendant, porter, room attendant

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.
- Good Communication skills

**Available Places: 18**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Semester 1

## Commitment

- Regular attendance to class
- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Uniform
- Closed in shoes
- Pens, pencils and A4 file

## Further Study Options

- Certificate III in Hospitality

**Note** Course commencement is subject to sufficient enrolments.

# Certificate II in Business

**National ID:**

**BSB20115**

**State ID:**

**AVU8**

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

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.
- Basic computer skills

**Available Places: 20**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Semester 1

## Commitment

- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Pens, pencils and A4 file

## Further Study Options

- Certificate III in Business,
- Certificate III in Business Administration
- Certificate III Accounts Administration

**Note:** *Course commencement is subject to sufficient enrolments*

# Certificate III in Accounts Administration

**National ID:** FNS30317      **State ID:** BDQ0

This qualification reflects the job roles of employees with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions and producing financial reports.

Individuals in these roles apply knowledge and skills to demonstrate autonomy and judgement to take limited responsibility in known situations under general supervision.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

**Available Places: 18**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Semester 1

## Commitment

- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Pens, pencils and A4 file
- Text books (approx....: \$300 – students will need to purchase their own text books online)

## Further Study Options

- Certificate IV in Accounting and Bookkeeping

**Note:** *Course commencement is subject to sufficient enrolments*

# Certificate II in Retail Cosmetics

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

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures and work under direct supervision.

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places: 16**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 – 3

## Commitment

- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Uniform
- Pens, pencils and A4 file

## Further Study Options

- Certificate III in Beauty Services

**Note:** *Course commencement is subject to sufficient enrolments*

# Certificate II in Salon Assistant

**National ID:**

**SHB20216**

**State ID:**

**BAA3**

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from 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.

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

## Competitive entry

Interviews will be conducted for students meeting minimum requirements for entry to this course.

**Available Places: 16**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Semester 1

## Commitment

- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Uniform
- Hairdressing Kit
- Pens, pencils and A4 file

## Further Study Options

- Certificate III in Hairdressing (apprenticeship)

**Note:** Course commencement is subject to sufficient enrolments

# Certificate II in Tourism

**National ID:**

**SIT20116**

**State ID:**

**AZV4**

Students will gain the skills and knowledge to work effectively with a diverse range of employers including retail travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites and small tourism businesses.

This course covers:

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

## Recommended Background

- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

**Available Places: 16**

**Available To: Year 11 & 12**

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	Terms 1 - 4

## Commitment

- Up to two hours of homework per week

## Student to Supply (*Guide only. Specific course requirements provided at enrolment*)

- Pens, pencil and A4 file

## Further Study Options

- Certificate III in Tourism

**Note:** *Course commencement is subject to sufficient enrolments*

# Require additional information?

## South Regional TAFE

Bunbury Campus

Phone: (08) 9780 7000

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

### Course Information Services

Phone 1800 621 445

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

### VETdSS Administration Officer - Bunbury

Phone (08) 9780 7190

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

## Website

<http://www.srtafe.wa.edu.au>

