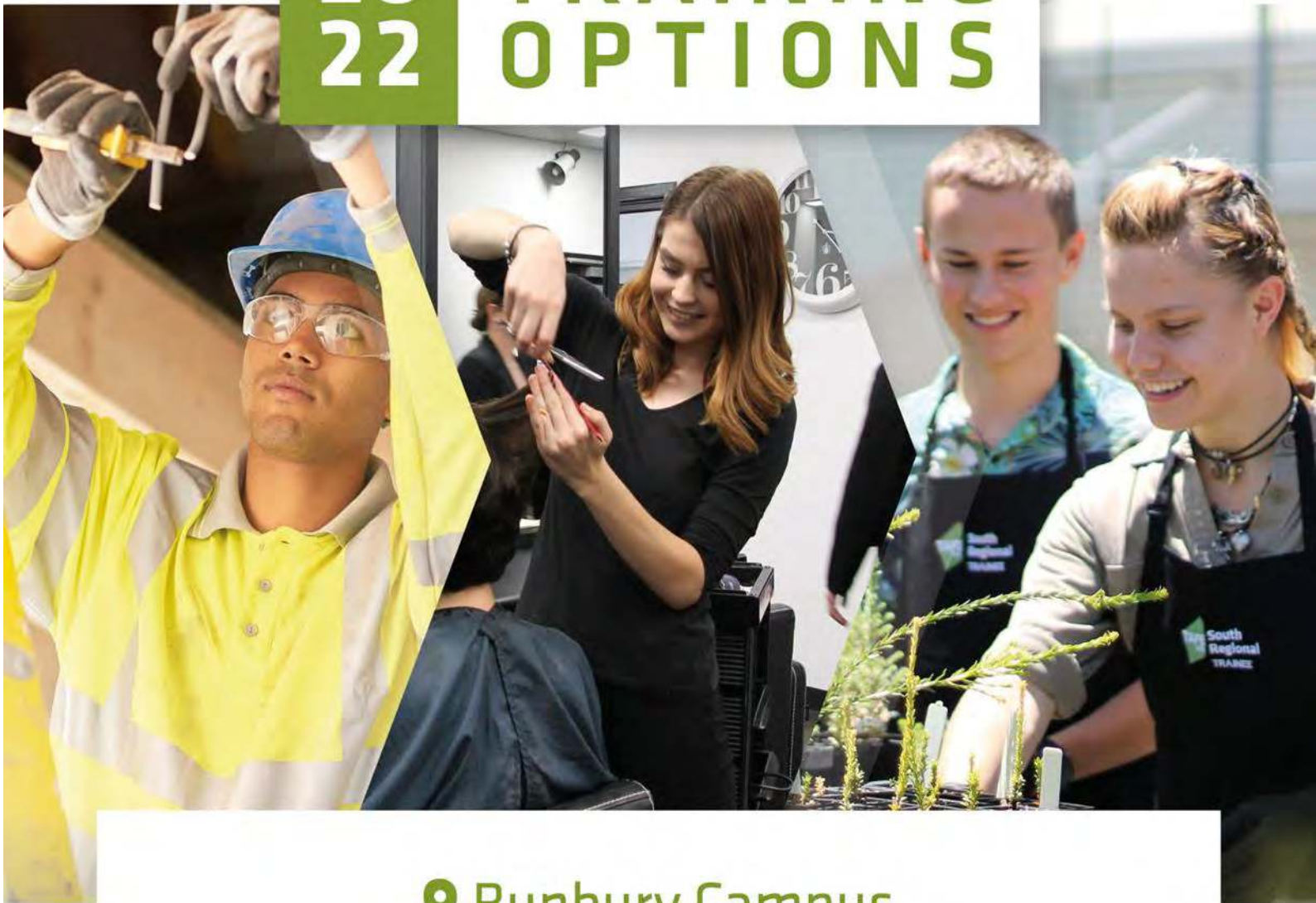




## VET delivered to Secondary Students

20  
22

TRAINING  
OPTIONS



 Bunbury Campus

RTO Code 52790

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



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## We cover the South West and Great Southern



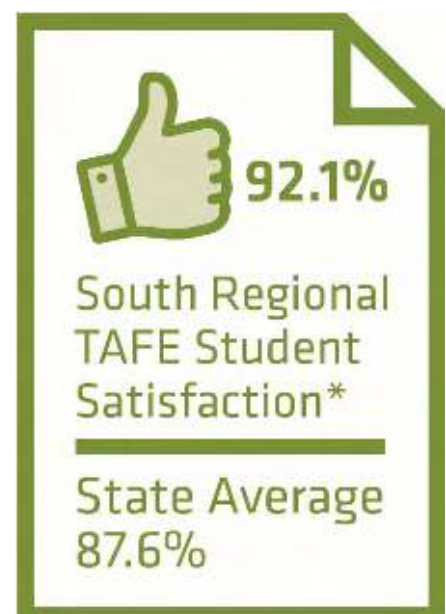
## We provide the training to equip you with the skills you need to get the job you want

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, for various lengths of time.

This booklet provides information on the range of qualifications being offered at South Regional TAFE Bunbury 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

Be prepared for your interview, bring your resume, any certificate or achievements you may have to highlight why you wish to be selected for the course you have applied for. 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.

## 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.

# Bunbury Campus Offerings Overview

State ID	National ID	Qualification	Duration
<b>Agriculture, Animals, Science and the Environment</b>			
** BDF0	AHC21016	Certificate II in Conservation and Land Management	3 Terms
BDE6	AHC20416	Certificate II in Horticulture	3 Terms
<b>Education &amp; Community Services</b>			
AWJ7	CHC22015	Certificate II in Community Services (General)	2 Terms
AWJ7	CHC22015	Certificate II in Community Services (Childcare focus)	2 Terms
AWJ7	CHC22015	Certificate II in Community Services (Education Support focus)	2 Terms
<b>Health, Beauty &amp; Fitness</b>			
AYX0	SIS20115	Certificate II in Sport and Recreation	3 Terms
AZZ4	SHB20116	Certificate II in Retail Cosmetics	3 Terms
BAA3	SHB20216	Certificate II in Salon Assistant	2 Terms
<b>Business and Finance</b>			
AWA4	FNS30317	Certificate III in Accounts Administration	2 Terms
** AVU8	BSB20115	Certificate II in Business	2 Terms
<b>Information Technology, Library and Digital</b>			
** AVZ2	ICT20115	Certificate II in Information, Digital Media & Technology	3 Terms
<b>Hospitality, Tourism and Events</b>			
AZW1	SIT20316	Certificate II in Hospitality	2 Terms
AB10	SIT20416	Pre-App Commercial Cookery [Kitchen Operations Pre-Apprenticeship]	3 Terms
** BAA0	SIR20216	Certificate II in Retail Services	2 Terms
AZV4	SIT20116	Certificate II in Tourism	2 Terms
<b>Building and Construction</b>			
BCY47	52824WA	Pre-App Building & Construction (Pathway – Trades) [Bricklaying & Blocklaying]	3 Terms
BCY47	52824WA	Pre-App Building & Construction (Pathway – Trades) [Painting & Decorating]	3 Terms
BCY47	52824WA	Pre-App Building & Construction (Pathway – Trades) [Carpentry & Joinery]	3 Terms
** AA41	UUE22011	Pre-App Electrotechnology (Career Start) [Electrotechnology Pre-Apprenticeship]	4 Terms
<b>Engineering and Mining</b>			
J780	MEM20413	Certificate II in Engineering Pathways	3 Terms
<b>Automotive</b>			
** AB05	AUR20516	Pre-App Servicing Technology [Light Vehicle Servicing Pre-Apprenticeship]	4 Terms
** AB06	AUR20516	Pre-App Servicing Technology [Heavy Vehicle Servicing Pre-Apprenticeship]	4 Terms

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



# 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.



# Pre- App Commercial Cookery [Kitchen Operations Pre-Apprenticeship]

**National ID: SIT20416    State ID: AB10**

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

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 163 hours work placement is required. Work placement is assessed as part of this course and students are required to complete a detailed log book as evidence of work undertaken.

Successful completion of this qualification provides you with the opportunity to work in kitchen operations in organisations including restaurants, hotels, cafés, care facilities and schools. Employment options can include 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 only

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	3 Terms

## Work placement

Minimum hours	Commencement	Days allocated for work placement
163	Terms 1-3	Term 3 – Thursdays and Fridays

## Commitment

- ▶ Up to two hours of homework/study per week
- ▶ A minimum of 163 hours of work placement (travel may be required)

## Student to supply

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

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



# Pre- App Building & Construction (Pathway – Trades) [Bricklaying & Blocklaying]

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

If being outdoors and making great things sounds good to you, a pre-apprenticeship in bricklaying and blocklaying will help you gain the foundation skills and set you on the path to becoming a bricklayer.

Many employers prefer apprenticeship applicants to have completed a pre-apprenticeship. This course will give you the skills, knowledge and behaviours to prepare you for a future apprenticeship position, and a flying start in learning the trade.

You will learn to mix, place and finish concrete; set up concrete mixture to produce mortar mixes; basic levelling procedures; interpret plans; work with scaffolding; and workplace health and safety.

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.

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

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	3 Terms

## Work placement

Minimum hours	Commencement	Days allocated for work placement
220	Terms 2-3	Fridays

## Commitment

- ▶ Up to two hours of homework per week
- ▶ A minimum of 220 hours of work placement (travel may be required)

## Student to supply

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

- ▶ Personal protective equipment - Safety glasses, steel capped boots, long work wear trousers and collared work wear shirt
- ▶ Pens, pencils and A4 file



## Pre- App Building & Construction (Pathway – Trades) [Painting & Decorating]

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

Painting and decorating is known as a finishing trade, encompassing both residential and commercial areas. It can include new constructions as well as restoring historically significant buildings.

Many employers prefer apprenticeship applicants to have completed a pre-apprenticeship. This course will give you the skills, knowledge and behaviours to prepare you for a future apprenticeship position, and a flying start in learning the trade.

You will learn painting techniques; how to interpret plans; prepare surfaces correctly; measure and calculate the right amount of materials for the job; work with scaffolding safely at heights; and workplace health and safety.

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: 14
- ▶ Available To: Year 11 only

### Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	3 Terms

### Work placement

Minimum hours	Commencement	Days allocated for work placement
125	Terms 2-3	Fridays

### Commitment

- ▶ Up to two hours of homework/study 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 - Safety glasses, steel capped boots, long work wear trousers and collared work wear shirt
- ▶ Pens, pencils and A4 file



# Pre- App Building & Construction (Pathway – Trades) [Carpentry & Joinery]

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

Do you have a burning desire to work with timber? When you complete Certificate II in Building and Construction you'll be what employers are looking for as an apprentice carpenter and joiner.

Many employers prefer apprenticeship applicants to have completed a pre-apprenticeship. This course will give you the skills, knowledge and behaviours to prepare you for a future apprenticeship position, and a flying start in learning the trade.

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

This qualification includes a supervised work placement where they 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.

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

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	3 Terms

## Work placement

Minimum hours	Commencement	Days allocated for work placement
220	Terms 2-3	Fridays

## Commitment

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

## Student to supply

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

- ▶ Personal protective equipment - Safety glasses, steel capped boots, long work wear trousers and collared work wear shirt
- ▶ Pens, pencils and A4 file



## Pre- App 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 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: 14
- ▶ Available to: Year 11 only

### Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	4 Terms

### Work placement

Minimum hours	Commencement	Days allocated for work placement
157	Terms 2-4	Thursdays or Fridays from Term 2

### Commitment

- ▶ Up to two 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 - Safety glasses, steel capped boots, long work wear trousers and collared work wear shirt
- ▶ Pens, pencils and A4 file
- ▶ Students require to obtain an electrical licence through Energy Australia which will be at their own cost in the first few weeks of the course.



# Pre- App 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 they will be able to apply the skills and knowledge they have learned. A minimum of 183 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: 14
- ▶ Available to: Year 11 only

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	4 Terms

## Work placement

Minimum hours	Commencement	Days allocated for work placement
183	Terms 1-4	To be completed outside of TAFE and school attendance requirements including school holidays.

## Commitment

- ▶ Up to two hours of homework/ study per week
- ▶ A minimum of 183 hours of work placement (travel may be required)

## Student to supply

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

- ▶ Personal protective equipment - Safety glasses, steel capped boots, long work wear trousers and collared work wear shirt
- ▶ Pens, pencils and A4 file



# Pre- App Automotive Servicing Technology [Heavy Vehicle Servicing Pre-Apprenticeship]

**National ID: AUR20516 State ID: AB06**

Get geared up to work with big gears, by the time you have finished this qualification you will 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 heavy 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 they will be able to apply the skills and knowledge they have learned. A minimum of 183 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: 14
- ▶ Available to: Year 11 only

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	4 Terms

## Work placement

Minimum hours	Commencement	Days allocated for work placement
183	Terms 1-4	To be completed outside of TAFE and school attendance requirements including school holidays.

## Commitment

- ▶ Up to two hours of homework/study per week
- ▶ A minimum of 183 hours of work placement (travel may be required)

## Student to supply

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

- ▶ Personal protective equipment - Safety glasses, steel capped boots, long work wear trousers and collared work wear shirt
- ▶ Pens, pencils and A4 file

A woman with blonde hair in a bun, wearing a white short-sleeved shirt with colorful polka dots and green pants, sits on a light-colored tiled floor. She is smiling and looking towards two children. To her right, a young girl with dark hair, wearing a yellow long-sleeved shirt and dark pants, sits cross-legged holding a pink piggy bank. Next to her, a young boy with brown hair, wearing a red long-sleeved shirt and dark pants, sits cross-legged with his hands clasped. The background shows a bright, modern classroom with wooden chairs, tables, and colorful toys. A green banner at the top contains the text 'VET in Schools'.

# VET in Schools

# Course Offerings



# Certificate II in Conservation & Land Management

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

Have you got a passion for conservation and the environment? Get started on your career in conservation and land management with this entry level course. During this qualification you will learn the practical skills and knowledge to assist with a range of tasks to maintain and restore natural, cultural places and farmland.

You will study a range of subjects which include working with plants and animals, construction and maintenance, using machinery and equipment, and managing resources. You will be able to focus your studies in different areas which include conservation earthworks, Indigenous land management, lands, parks and wildlife, natural area restoration and management, weed management and vertebrate pest management.

## 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
Thursday and Friday	Bunbury	3 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.

- ▶ Personal protective equipment - Sun hat, sunglasses, steel capped boots, long sleeved cotton work shirt and long cotton work pants
- ▶ Pens, pencils and A4 file
- ▶ Calculator

## Further study options

- ▶ Certificate III in Conservation and Land Management



## Certificate II in Horticulture

**National ID: AHC20416 State ID: BDE6**

If you have an interest in learning about gardening and general horticultural practices, this entry level course will help guide you through the basics of the industry.

Horticulture is one of the fastest growing industries in Australia with the sector playing an important role in delivering economic, social and environmental value.

Throughout this course you will obtain the skills to assist in gaining entry-level employment and is a direct pathway to progressing into the Certificate III in Agriculture, Certificate II in Horticulture or Certificate III in Conservation and Land Management.

### 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
Thursday and Friday	Bunbury	3 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.

- ▶ Personal protective equipment - Sun hat, sunglasses, steel capped boots, long sleeved cotton work shirt and long cotton work pants
- ▶ Pens, pencils and A4 file
- ▶ Calculator



# Certificate II in Community Services (General 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 the community, encourage and assist individuals and community groups to identify their 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.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 8
- ▶ Available to: Year 11 and 12

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	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 Book
- ▶ Polo shirt for work placement

## Further study options

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



# 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 the community, encourage and assist individuals and community groups to identify their 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: 8
- ▶ Available to: Year 11 and 12

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	2 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
- ▶ Text Book
- ▶ Polo shirt for work placement

## Further study options

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



# Certificate II in Community Services (Education Support 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 the community, encourage and assist individuals and community groups to identify their 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 Education Support.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 8
- ▶ Available to: Year 11 and 12

## Delivery Period

Day	Location	Duration
Thursday and Friday	Bunbury	2 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
- ▶ Text Book
- ▶ Polo shirt for work placement

## Further study options

- ▶ Certificate III in Community Services Work
- ▶ Certificate III in Early Childhood Education and Care
- ▶ Certificate III 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: 15
- ▶ Available to: Year 11 and 12

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	3 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, 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 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: 15
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	3 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, pencils, A4 file & USB
- ▶ Make up brush kit/ linen (prices to be confirmed prior to commencement)

### Further study options

- ▶ Certificate III in Nail Technology



## 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, however this qualification is intended to prepare individuals for further training.

### 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	Bunbury	2 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to 2 hours per week additional study/homework

### Student to supply

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

- ▶ Pens, pencils and A4 file
- ▶ Uniform
- ▶ Hairdressing kit (price to be confirmed prior to commencement)

### Further study options

- ▶ Certificate III in Hairdressing (Apprenticeship)



## Certificate III in Accounts Administration

**National ID: FNS30317 State ID: AWA4**

If you have an eye for figures, can think on your feet, and enjoy working with others, then this is an excellent qualification to launch you towards a highly successful and rewarding career.

This course is ideal if you are comfortable working with numbers and financial concepts or have good problem solving and analytical skills. It will introduce you to basic accounting skills and terminology and prepares you for a role as an accounts clerk.

You will learn how to complete clerical tasks such as recording and creating summaries of an organisations' financial transactions, processing journal entries, completing payroll and bank receipts and preparing, processing and maintaining financial records.

### 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
Thursday and Friday	Bunbury	2 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to 2 hours per week additional study/homework

### Student to supply

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

- ▶ Textbooks (approx. \$300.00 – students will need to purchase their own text books online)
- ▶ Pens, pencils and A4 file

### Further study options

- ▶ Certificate IV in Accounting and Bookkeeping



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

## Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	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 Information, Digital Media & Technology

**National ID: ICT20115      State ID: AVZ2**

When you complete this course you will have made a start towards a career in information technology, or be ready for employment using a range of technologies. Students will gain the practical skills and knowledge to operate the essential functions of a computer, including learning skills that enable them to operate a computer, perform basic troubleshooting, and use software applications which include packages for work processing, spreadsheets, databases, presentation packages, internet, email and digital media.

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.

## 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	Bunbury	3 Terms

## Commitment

- ▶ Full participation in training activities
- ▶ Up to 2 hours per week additional study/homework

## Student to supply

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

- ▶ USB
- ▶ Pens, pencils and A4 file

## Further study options

- ▶ Certificate III in Information, Digital Media and Technology



## 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 the opportunity to work in the Hospitality industry as a Bar attendant, bottle shop attendant, café attendant, catering assistant, food and beverage attendant, front office assistant, gaming attendant, porter, room attendant.

### 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
Thursday and Friday	Bunbury	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
- ▶ Uniform
- ▶ Black closed in shoes

### Further study options

- ▶ Certificate III in Hospitality



## Certificate II in Retail Services

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

Gain a competitive advantage, establish valuable skills and basic knowledge in the retail sector. On completion of this qualification you will know how to merchandise, market, sell and control stock, customer service, point of sale systems, balancing the register, effective communication, team work and theft prevention in retail and wholesale establishments along with knowledge of the global world of sales with online shopping.

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.

### 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	Bunbury	2 Terms

### Work placement

Minimum hours	Commencement	Days allocated for work placement
63	Term 2	Thursday and Friday for 6 weeks

### Commitment

- ▶ Up to 2 hours per week additional study/homework
- ▶ Full participation in training activities
- ▶ 6 weeks of work placement

### Student to supply

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

- ▶ 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. 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: 6
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Thursday and Friday	Bunbury	2 Terms

### Commitment

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

### Student to supply

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

- ▶ Pens, paper, files, USB
- ▶ Uniform – Polo T-shirt to be purchased (details will be provided prior to commencement)

### Further study options

- ▶ Certificate III in Tourism



## Certificate II in Engineering Pathways

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

Preparing for a career in an engineering environment, 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. 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 and 12

### Delivery period

Day	Location	Duration
Thursday & Friday	Bunbury	3 Terms

### Commitment

- ▶ Up to 2 hours per week additional study/homework
- ▶ Full participation in training activities

### 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



## Require additional information?

### **Come in to the South Regional TAFE Bunbury Campus**

Address: Robertson Drive, Bunbury WA 6230

Phone: 6371 3000 or Freecall 1800 621 445

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

### **Contacts**

#### **Course information team**

Phone: 6371 3070

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

#### **VETdSS applications**

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

#### **Careers advice**

South West Jobs and Skills Centre

Phone: 13 64 64

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

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

#### **Visit the Website**

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