

# 2025 VETDSS STUDY GUIDE

GOLDFIELDS REGION



**DISCLAIMER**

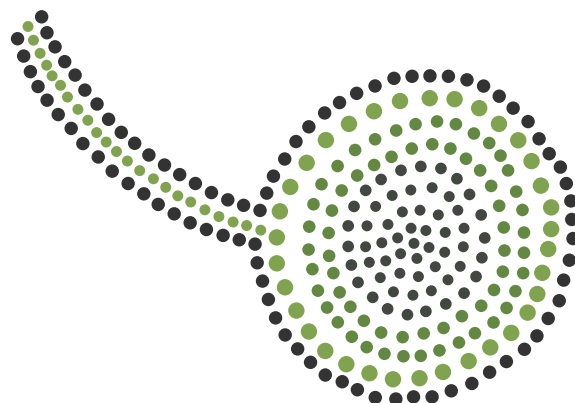
- Course information and content contained in this document are correct at the time of printing.
- Course information is subject to change without notice.
- Commencement of courses is subject to funding, staffing and overall student interest.

# IT ALL STARTS HERE.

*Vocational Education and Training (VET) prepares you with the knowledge and skills you need in a rapidly evolving employment environment. At CR TAFE it is our commitment to help you succeed in every way possible.*

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# WHOEVER YOU WANT TO BE.

## Ask yourself:

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

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

Central Regional TAFE's industry-experienced staff are dedicated to your success, helping you find a VETDSS pathway or Pre-Apprenticeship, and Traineeship in School (PATiS) program that best suits you.

Working closely with industry partners and the community, we provide every opportunity for you to achieve your goals. This ensures our training is cutting edge, and our graduates are highly skilled and ready for tomorrow's workforce.

## Did you know?

89% of 2023 TAFE graduates in Australia are satisfied with their training.\*

The majority of 2023 TAFE graduates were not only satisfied with their training, but gained employment after training as well.†

9/10 jobs predicted to be created between 2022-2026 will require a post-secondary school qualification.‡

\*VET Student Outcomes, NCVER, 2023

†VET Student Outcomes, NCVER 2023

‡Projecting Employment to 2026, NSC 2022

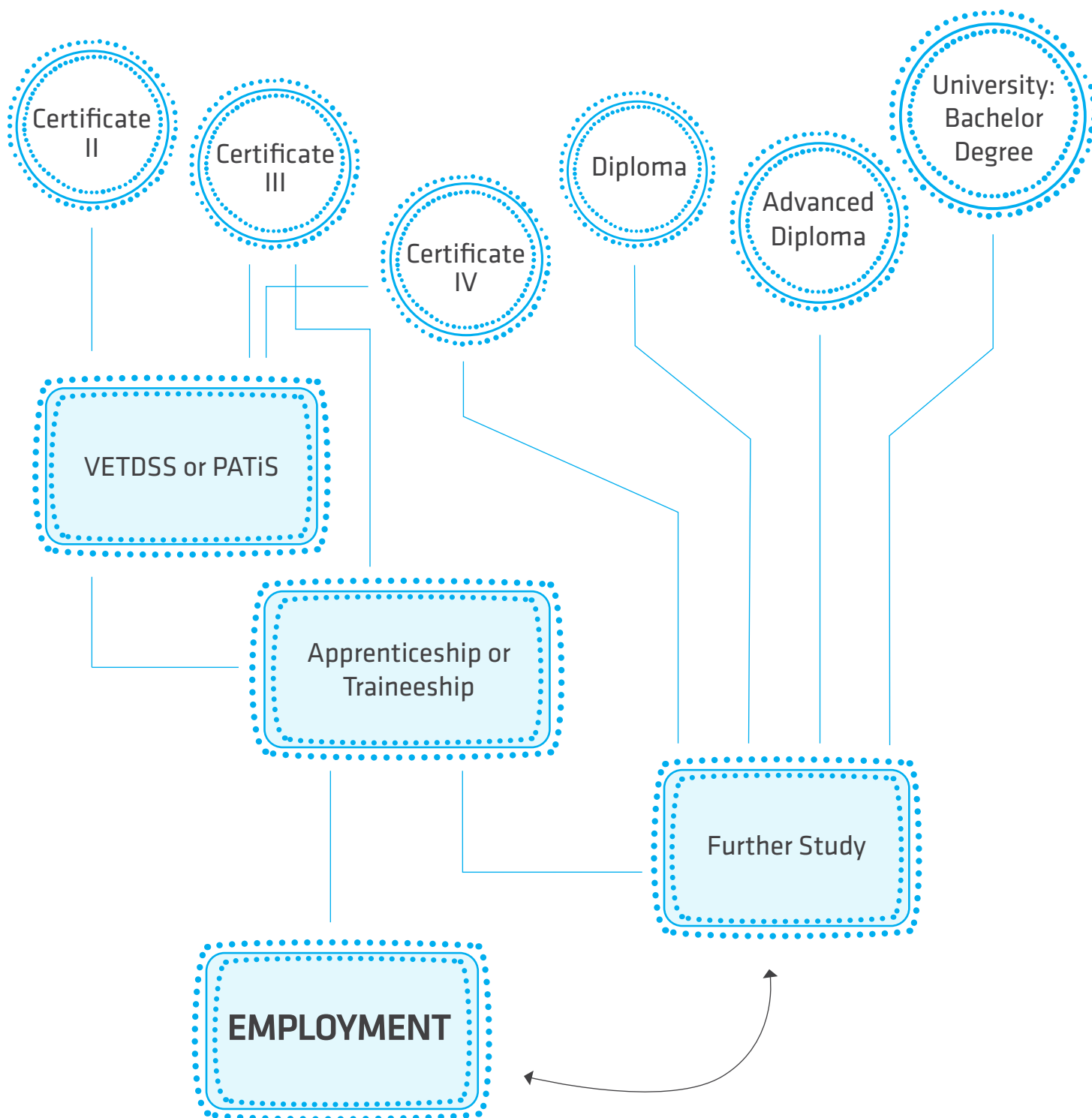


# PATHWAYS

Whatever your career goal is, training at CR TAFE will help you get there, whether you are studying a Certificate, a Diploma qualification, or a Degree and beyond.

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

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





# ABOUT VETDSS

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

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

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

## VOCATIONAL EDUCATION AND TRAINING (VET) DELIVERED TO SECONDARY STUDENTS

VETDSS courses are designed for students who are still at high school but would like to start working or studying in a specific field. You can complete full vocational qualifications in addition to your WACE.

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

For more information on how a VET qualification can be a unique and alternative pathway into university, scan the QR code below.

### Some of our popular courses include:

- (52895WA) *Certificate IV Preparation for Health and Nursing Studies*
- (BSB30120) *Certificate III in Business* - a school-based Traineeship in Business, a popular way to transition into the workforce or learn valuable work-related skills.

We work closely with regional secondary schools to offer a wide range of programs including Pre-Apprenticeships and Traineeship in Schools (PATiS) and higher qualifications.

## PRE-APPRENTICESHIPS AND TRAINEESHIP IN SCHOOLS (PATiS)

PATiS programs see students attend practical and theory based training at CR TAFE for two (2) days per week where they are taught by qualified lecturers. Students are also required to participate in work placement which is an excellent opportunity for them to showcase their skills and work readiness to potential employers.



If you are in Year 11 or 12, the PATiS program involves attending school, completing Certificate II Pre-Apprenticeship training at CR TAFE, and completing work placements.

There is no doubt employers look favourably at the candidate who has a proven track record of study, demonstrated the capacity to apply themselves to a formal TAFE course and understands the practices and terminology associated with the trade in question.





# ENTRANCE REQUIREMENTS

## FEES AND CHARGES

Secondary school students participating in a VETDSS program as part of their secondary education are exempt from course and resource fees, however, depending on the chosen course, students may be required to purchase protective clothing, uniforms, text books, USBs, student cards and equipment at their own cost.

Specific information regarding fees and charges (if required) will be outlined for each qualification.

## HOW TO ENROL

Visit our website to apply for your course online: [www.centralregionaltafe.wa.edu.au/applications](http://www.centralregionaltafe.wa.edu.au/applications) or speak with your parent/guardian and see your School VET Coordinator, who will issue the required application form on your behalf.

### Applicants are required to attach:

- Copies of most recent school reports;

- Letter of application; and
- Any supporting documentation (for example, work placement reports, references, awards).

After completing the application form, ensure you and your parent/guardian sign and return the form to your School VET Coordinator.

## DATES

All applications for 2025 programs must be submitted via the CR TAFE website enrolment portal by 4:00pm on Monday September 2, 2024.

An interview will be conducted shortly after to determine successful applicants for each program.

Successful students will be notified by their School VET Coordinator in Term Four and invited to attend an orientation session on campus in January 2025.

# INFORMATION FOR STUDENTS, PARENTS AND GUARDIANS

## INDUCTION AND ATTENDANCE

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

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

Attendance is recorded and all absences are sent to parents via SMS message and communicated to the student's school on the same day. Repeated absences may result in a school being contacted regarding a student's continuation in the program.

## CLASSROOM AND TAFE ENVIRONMENT

CR TAFE is an adult learning environment with a focus on developing skills and knowledge to the standard required in the workplace. This means:

- Students are responsible for their own learning and are expected to manage their workload, and seek assistance from lecturers when needed.
- Learning activities at CR TAFE are not limited to lessons in a classroom environment and may include: lectures, tutorials, online learning, work placements, assessments, research, project work, group work or workshops.
- Course hours include a wide range of delivery and assessment activities and may not always be used for classroom teaching.
- Students under 18 years of age share CR TAFE facilities such as the library, canteen, and computer labs with adult students.

- Some courses are delivered across more than one campus or involve a workplace. Parents/guardians are responsible for their child's travel arrangements to and from the campus or workplace.
- Students may be required to complete assessment tasks/assignments outside of their scheduled timetable. Some of these assessment tasks/assignments are undertaken in the community.

## SUPERVISION

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

## EXCURSIONS

CR TAFE provides parents/guardians with information on excursions prior to the event. Written parental consent will be sought for students under 18 to participate in excursions away from CR TAFE premises. If parental consent is not given, your child will not be able to attend the excursion and CR TAFE will not provide an alternative supervised activity. Students may be required to make their own way to excursions. In these situations parents/guardians will be responsible for organising transport to and from excursions.

## HEALTH AND SAFETY

CR TAFE strives to provide an environment that supports the health and well-being of all students by:

- Following the relevant OSH policy, guidelines and practices.
- Providing designated first-aid officers, available to students at all campuses.
- Providing assistance and if necessary, arranging for qualified medical personnel in case of an emergency.
- Promoting a friendly and inclusive environment where bullying or any form of harassment is not accepted. Any student experiencing bullying or harassment of any kind should inform a CR TAFE staff member immediately.
- Ensuring all relevant staff have a Working with Children Check subject to the Working with Children (Criminal Record Checking) Act 2004.
- Implementing the Emergency Response Plan in case of an emergency.
- Providing parents/guardians with a copy of an Accident/Incident report if their child is seriously injured.

## INSURANCE

Students are not covered for Personal Accident or any loss or damage to property whilst on a CR TAFE campus.

However, CR TAFE does hold cover with the Insurance Commission of WA (RiskCover) that provides Personal Accident cover for students who are undertaking unpaid work experience that is allocated or arranged by CR TAFE. Personal Accident cover is also extended to those students attending any official College camp, excursion, trip or other off campus activity (excluding sports days other than interstate sporting events, carnivals or national championships) which is approved and organised by CR TAFE.

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







Patient: MRD type	MRD type	MRD type	MRD type
MRD negative	MRD negative	MRD negative	MRD negative
MRD positive	MRD positive	MRD positive	MRD positive

### 5 Moments for HAND HYGIENE



### Protective Equipment (PPE)

- 1. Donning PPE
- 2. Removing PPE
- 3. Storing PPE
- 4. Disposal of PPE
- 5. Hand hygiene

Student Nurse Central Regional

# VETDSS HIGHER LEVEL QUALIFICATIONS



BSB20120 | Certificate II in  
**Workplace Skills**

In this qualification you will gain the skills to get started in an entry-level clerical or administrative role for a variety of workplaces.

This qualification is suitable for individuals who have not yet entered the workforce and are wanting to develop the necessary skills in preparation for work.

**Gain skills in:**

- Carrying out a range of procedural, clerical and administrative tasks
- Workplace health and safety
- Communication skills and more.

<b>ADDITIONAL COSTS</b>	N/A	<b>DURATION</b>	Two (2) half days per week.
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	NIL.
<b>CAREER OPPORTUNITIES</b>	Clerical Worker, Administration Assistant, Office Junior, Receptionist, or Data Entry Operator.	<b>COURSE PATHWAYS</b>	BSB30120   Certificate III in Business BSB40120   Certificate IV in Business. BSB50120   Diploma in Business.

# BUSINESS

## BSB30120 | Certificate III in Business

Be in high demand with skills that could take you anywhere. With industry and government forecasting a strong demand for office workers, a Certificate III in Business will have you ready for recruitment.

Learn skills and knowledge in basic MYOB, workplace organisation, customer service, workplace health and safety, desktop publishing, spreadsheets, creating electronic presentations and much more.

On completion you will be ideal for roles in data entry, customer service, accounts or as an

office clerk.

### Gain skills in:

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

<b>ADDITIONAL COSTS</b>	N/A	<b>DURATION</b>	Two (2) half days per week.
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	NIL.
<b>CAREER OPPORTUNITIES</b>	Administration Assistant, Personal Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior Receptionist	<b>COURSE PATHWAYS</b>	BSB50120   Diploma in Business.





# HEALTH AND NURSING

## HLT33015\* | Certificate III in Allied Health Assistance

Does a future in health services interest you? Join this growing sector and assist allied health professionals. Specialisation areas include dietetics, occupational therapy, physiotherapy, speech therapy, or podiatry services.

This qualification also equips you with the communications skills to work in health and community services.

### Learn skills in:

- How to recognise healthy body systems
- Interpret and apply medical technology
- Assist with an Allied Health Program.

Some vaccinations may be required depending on your placement agency. For example, Influenza vaccination plus other vaccinations or screening as required.

<b>COST</b>	Uniform - \$45.00 (approx.).	<b>DURATION</b>	Two (2) year program, (2) days per week.
<b>UNIFORM REQUIREMENTS</b>	CR TAFE student polo shirt (uniform).	<b>WORK PLACEMENT REQUIREMENTS</b>	80 hours.
<b>CAREER OPPORTUNITIES</b>	Nursing Support Worker, Personal Care Assistant.	<b>COURSE PATHWAYS</b>	HLT54121   Diploma of Nursing. HLT43021   Certificate IV in Allied Health Assistance, Physiotherapy/ Occupational Therapy.

*\*Please note this qualification is in transition and the course code and title is subject to change for 2025 delivery.*



52895WA | Certificate IV in  
**Preparation for Health and Nursing Studies**

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

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

Upon successful completion of this qualification you will be eligible for entry into the Diploma of Nursing and other health programs. Please note that there are additional requirements for entrance into the Diploma of Nursing qualification.

Refer to the course information for the Diploma of Nursing on our website for more details.

<b>ADDITIONAL RESOURCES</b>	N/A
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.
<b>CAREER OPPORTUNITIES</b>	Prepare for a career in health or nursing related occupations (after further study).
<b>DURATION</b>	One (1) year program, one (1) day per week.
<b>WORK PLACEMENT REQUIREMENTS</b>	NIL.
<b>COURSE PATHWAYS</b>	HLT54121   Diploma of Nursing Registered Nursing following study at University.



# EDUCATION

## CHC30121 | Certificate III in Early Childhood Education and Care

If you are looking to work in the exciting and rewarding children’s services industry then, this nationally accredited qualification is for you. It will not only give you industry exposure and a strong theoretical and practical foundation, it will ensure you achieve the high levels of professionalism needed to excel in the childcare industry.

This program can also be used as a pathway into university. On successful completion of the Certificate III in Early Childhood Education and Care, you will be eligible to enrol into the Diploma of Early Childhood Education and Care.

### Gain skills in:

- Caring for children
- Applying health and hygiene principles
- Understanding legal and ethical requirements
- Providing nutritional needs for babies and children
- Developing and implementing play experiences
- Understanding child development stages,
- Working with families and working effectively in a team environment.

<b>COST</b>	N/A	<b>DURATION</b>	12-18 months
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	Min 160 hours Requirement is 1 (one) full day a week for the duration of the course.
<b>CAREER OPPORTUNITIES</b>	Successful completion of this qualification provides you with the opportunity to become a Childhood Educator, Nanny or Family Day Carer.	<b>COURSE PATHWAYS</b>	CHC50121   Diploma of Early Childhood Education and Care.





CHC30221 | Certificate III in  
**School Based Education Support**

Work in a school environment to support students with additional needs.

Support students and assist teachers to deliver education programs. As part of this qualification you will undertake a wide variety of tasks in the classroom and in school settings to contextualize this knowledge and improve your practical skills.

Learn how to effectively communicate with students and colleagues, provide support

to students in developing their literacy and numeracy skills and learn how to work collaboratively as part of an educational team.

As part of this qualification you will undertake supervised work placement where you will be able to apply the skills and knowledge you have learned.

<b>ADDITIONAL RESOURCES</b>	Supporting Education Third Edition - Karen Kearns (will be provided).	<b>DURATION</b>	One (1) year program, one (1) day per week.
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	1 (one) full day per week for the duration of the course (minimum 100 hours).
<b>CAREER OPPORTUNITIES</b>	Successful completion of this qualification provides you with the opportunity to become an Education Support Worker.	<b>COURSE PATHWAYS</b>	CHC40221   Certificate IV in School Based Education Support.







**PRE-APPRENTICESHIPS  
AND TRAINEESHIPS  
IN SCHOOLS (PATiS)**





# ENGINEERING

MEM20105 - AA50 | Certificate II in

## Engineering - Pre-Apprenticeship Heavy Fabrication

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

After successful completion of this qualification, you may choose to progress to an apprenticeship in a wide variety of fields.

This qualification provides practical skills and knowledge in a range of metals and engineering industry areas. Also learn about safety in the workplace, computing and maths and practice the skills you have learned in a workshop environment.

The skills packaging for the qualification has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies, such as those delivered through a formal traineeship.

This course is an excellent opportunity to experience an insight into becoming a Fabricator or Fitter and Machinist.

Units completed may assist you in gaining employment as an apprentice.

### Gain skills in:

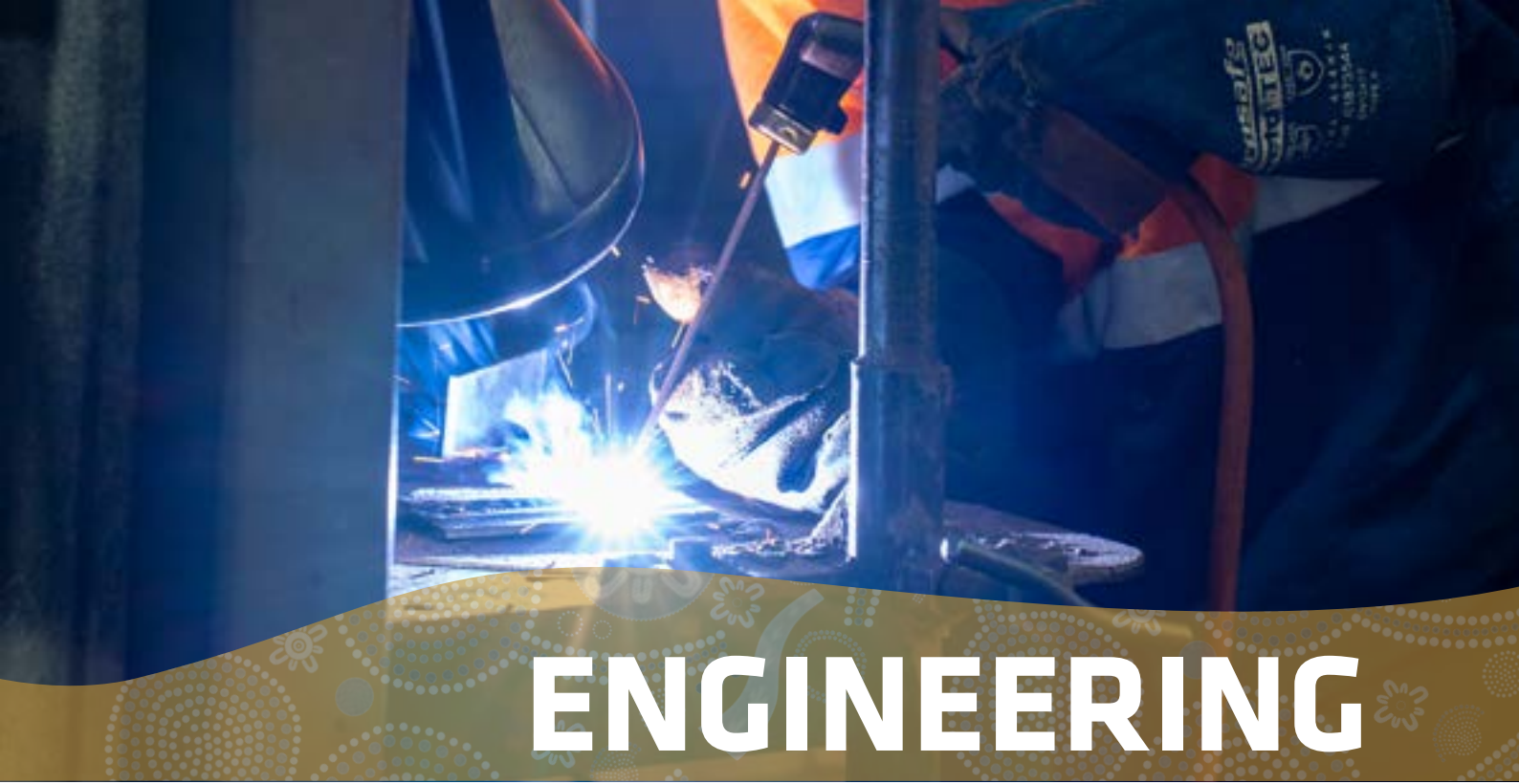
- Using tools
- Measuring and calculating
- Technical drawing and drafting
- Load shifting
- Thermal cutting
- Using forging and casting equipment
- Welding.



<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>  One (1) year program, two (2) days per week.  Monday - Friday Blocks.
<b>UNIFORM REQUIREMENTS</b>	<p>The following protective clothing and equipment is required at all times:</p> <ul style="list-style-type: none"> <li>Long pants</li> <li>Long sleeved drill (hi-vis) shirt</li> <li>Steel capped boots that comply with Australian Safety Standards</li> <li>Clear safety glasses.</li> </ul>	<b>WORK PLACEMENT REQUIREMENTS</b>  120 hours (approx.)
<b>CAREER OPPORTUNITIES</b>	<p>Successful completion of this qualification provides you with the opportunity to become a Trade Assistant. This course is a pathway to Certificate III in Engineering which is an apprenticeship course. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.</p>	<b>COURSE PATHWAYS</b>  Apprenticeship.







# ENGINEERING

MEM20105 - AA48 | Certificate II in

## Engineering - Mechanical-Plant Mechanic Pre-Apprenticeship

This qualification is designed to introduce you to the engineering trade and provide the basic skills needed to operate tools and equipment to produce and modify objects.

Successful completion will give you the knowledge and skills required to enhance your employment prospects in an engineering (or related) working environment.

You will also learn about safety in the workplace, computing and maths. You will practice the skills you have learned in a workshop environment.

<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>	One (1) year program, two (2) days per week.  Monday - Friday Blocks.
<b>UNIFORM REQUIREMENTS</b>	Required at all times:  Long pants, long sleeved drill (hi-vis) shirt, steel capped boots that comply with Australian Safety Standards, clear safety glasses.	<b>WORK PLACEMENT REQUIREMENTS</b>	120 hours (approx.).
<b>CAREER OPPORTUNITIES</b>	Once completed this qualification you will have the skills and knowledge to become a Trade Assistant or gain an apprenticeship in one of the following trades within the metals and engineering sector: Fabrication - Heavy (Boilermaker), Light (Sheetmetal), Welder or Heavy/Welder trade or Fitting and Machining.	<b>COURSE PATHWAYS</b>	Apprenticeship.



PATIS Student  
Electrotech  
2022

TAFE WA  
Central  
Regional





# ELECTROTECHNOLOGY

UEE22020 - AC54 | Certificate II in

## Electrotechnology (Career Start) Pre-Apprenticeship

Completion of an Electrotechnology pre-apprenticeship provides the skills employers are looking for as an apprentice in the electrical, instrumentation or electrical servicing trades.

Gain knowledge and practical skills to work effectively in the construction industry, use hand and power tools, interpret drawings, take electrical and electronic measurements and soldering components.

Gain skills in basic electrical tasks such as:

- Basic electrical maintenance, such as attaching wall mounted electrical outlets
- Using hand and power tools
- Solving problems in DC circuits
- Working safely in an electrical workplace.

<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>	One (1) year program, two (2) days per week. Monday - Friday Blocks.
<b>UNIFORM REQUIREMENTS</b>	Required at all times: Long pants, long sleeved drill (hi-vis) shirt, steel capped boots that comply with Australian Safety Standards, clear safety glasses.	<b>WORK PLACEMENT REQUIREMENTS</b>	120 hours (approx.)
<b>CAREER OPPORTUNITIES</b>	Successful completion of this qualification provides you with the opportunity to gain an apprenticeship in the Electrical trade and other trades within the building and construction industry.	<b>COURSE PATHWAYS</b>	UEE30820   Certificate III Electrotechnology Electrician Apprenticeship





EDDIE





# AUTOMOTIVE

AUR20420- AC29 | Certificate II in

## Automotive Electrical Technology Pre-Apprenticeship

Employers are seeking qualified and skilled workers in the automotive electrical industry. Successful completion of this pre-apprenticeship will assist you when applying for an apprenticeship.

Learn vital skills and knowledge including basic electric and electronic diagnosis, vehicle wiring, electronic drive systems, and charging systems, as well as the importance of workplace safety and health.

### Further skills include:

- Communicating effectively
- Working in a team environment
- Problem solving
- Performing general vehicle maintenance and small repairs.

Most importantly you will have the opportunity to test your skills in the workplace through a supervised work placement during the course.

<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>	One (1) year program, two (2) days per week. Monday - Friday blocks.
<b>UNIFORM REQUIREMENTS</b>	Required at all times: Long pants, long sleeved drill (hi-vis) shirt, steel capped boots that comply with Australian Safety Standards, clear safety glasses.	<b>WORK PLACEMENT REQUIREMENTS</b>	220 hours (approx.)
<b>CAREER OPPORTUNITIES</b>	Successful completion of this qualification may lead to an Automotive Electrician Apprenticeship, or employment as an Apprentice Light Vehicle Mechanic, Apprentice Heavy Vehicle Mechanic, Apprentice Plant Mechanic, Apprentice Agricultural Mechanic, or Apprentice Spray Painter, Apprentice Panel Beater.	<b>COURSE PATHWAYS</b>	Apprenticeship.



# AUTOMOTIVE





## Automotive Vocational Preparation

With this Certificate II you will learn to identify and inspect mechanical and electrical components as well as systems of light vehicles, heavy vehicles and outdoor power equipment.

This qualification also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body.

### You'll learn about:

- Using and maintaining tools and equipment in an automotive workplace
- Dismantling, tagging and servicing engines
- How to resolve routine problems in an automotive workplace and communicate effectively in an automotive workplace and more.

<p><b>COST</b></p>	<p>Uniform - \$TBA</p> <p>Text Book- \$200.00</p> <p>First Aid Certificate - \$20.00</p>	<p><b>DURATION</b></p>	<p>One (1) year program, two (2) days per week.</p> <p>(Currently doing three terms, but are looking at ending part way through Term 4).</p>
<p><b>UNIFORM REQUIREMENTS</b></p>	<p>Long drill trousers (navy blue) and short (or long) sleeved drill shirt (hi-vis yellow and blue).</p> <p>Steel capped boots that comply with Australian Safety Standards</p> <p>Safety glasses (first pair supplied by CR TAFE).</p>	<p><b>WORK PLACEMENT REQUIREMENTS</b></p>	<p>NIL.</p>
<p><b>CAREER OPPORTUNITIES</b></p>	<p>Successful completion of this qualification may lead to employment as an Apprentice Light Vehicle Mechanic, Apprentice Heavy Vehicle Mechanic, Apprentice Plant Mechanic, Apprentice Agricultural Mechanic, Apprentice Spray Painter, Apprentice Panel Beater, Apprentice Automotive Electrician.</p>	<p><b>COURSE PATHWAYS</b></p>	<p>Apprenticeship.</p>





**VETDSS CERTIFICATE II**  
**QUALIFICATIONS**





PATIS Building  
& Construction  
Student  
MITCHELL



# BUILDING & CONSTRUCTION

52893WA | Certificate II in

## Building and Construction (Pathway Trades)

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

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

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

Safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. Students gain full industry experience whilst on work placement.

### Develop skills in:

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

<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>	One (1) year program, two (2) days per week.
<b>UNIFORM REQUIREMENTS</b>	Required at all times: Long pants, long sleeved drill (hi-vis) shirt, steel capped boots that comply with Australian Safety Standards, clear safety glasses.	<b>WORK PLACEMENT REQUIREMENTS</b>	220 hours (approx.).
<b>CAREER OPPORTUNITIES</b>	On completion of this course, you may be able to seek an apprenticeship in the construction industry.	<b>COURSE PATHWAYS</b>	Apprenticeship in the construction industry. Certificate III qualifications in the construction industry.





# BEAUTY

## SHB20121 | Certificate II in Retail Cosmetics

Do you have a flair for makeup? Learn more and work in an exciting industry where you can meet new people and help build their confidence whilst doing something you enjoy.

Develop skills and knowledge to sell, demonstrate and apply cosmetic products to industry standard. You will have hands-on experience in a variety of beauty and makeup techniques.

Gain the skills needed to work in a cosmetic retail environment, including beauty and hairdressing salons, retail outlets and department stores or prepare to work as a freelance make-up artist in the future.

It also offers a pathway for further studies such as the SHB40121 Certificate IV in Beauty Therapy.

<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>	One (1) year program, One (1) day per week
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	NIL
<b>CAREER OPPORTUNITIES</b>	Successful completion provides opportunities to work in a hairdressing or beauty salon, retail outlet or department store.	<b>COURSE PATHWAYS</b>	SHB30321   Certificate III in Nail Technology. SHB30121   Certificate III in Beauty Services.





# HAIRDRESSING

## SHB20216 | Certificate II in Salon Assistant

When you complete the Certificate II in Salon Assistant you will not only gain the skills to impress potential employers as a Salon Assistant, but you will be well on your way to becoming a hairdresser or barber in your own right.

Gain the knowledge and skills to support hairdressers in a salon - shampooing, colouring and braiding hair, maintaining hair tools, scheduling appointments, merchandising and workplace health and safety and skills in designing and applying makeup.

<b>COST</b>	N/A	<b>DURATION</b>	One (1) year program, one (1) day per week
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	NIL
<b>CAREER OPPORTUNITIES</b>	Successful completion of the Salon Assistant provides a stepping stone into a Hairdressing/Barbering Apprenticeship.	<b>COURSE PATHWAYS</b>	SHB30416   Certificate III in Hairdressing - Apprenticeship pathway. SHB30516   Certificate III in Barbering - Apprenticeship pathway.



# HOSPITALITY

## SIT20322 | Certificate II in Hospitality

Do you want to travel? Do you need a part-time job whilst you study? If you answered “yes”, this qualification could help you.

Upon successful completion of this qualification, you will gain invaluable knowledge and experience such as barista skills, hospitality, bar skills, restaurant service skills, customer service and events management.

A Certificate II in Hospitality will assist you to find work in places such as restaurants, hotels, motels, clubs, pubs, cafés and coffee shops.

<b>COST</b>	Uniform – \$45.00 (approx.).	<b>DURATION</b>	One (1) year program, one (1) day per week.
<b>UNIFORM REQUIREMENTS</b>	Black CR TAFE work shirt (supplied). Black trousers or business skirt (worn with stockings). Black enclosed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	NIL.
<b>CAREER OPPORTUNITIES</b>	Café Attendant, Catering Assistant, Bar Attendant, Front Office Assistant.	<b>COURSE PATHWAYS</b>	SIT30622   Certificate III in Hospitality. SIT30522   Certificate III in Events. SIT30821   Certificate III in Commercial Cookery.



SIT20421 | Certificate II in  
**Cookery**

This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops; and institutions such as aged care facilities, hospitals, prisons, and schools.

In this qualification you'll learn basic food preparation and cookery skills, which you'll be able to perform under direct supervision.

<b>COST</b>	N/A	<b>DURATION</b>	One (1) year program, one (1) days per week
<b>UNIFORM REQUIREMENTS</b>	<p>Full chef uniform – orders will be placed during the first class so please bring \$85.</p> <p>Chef knife kit is recommended but not essential. Clean comfortable non-slip closed shoes. Hair is to be clean and styled and is required to be worn up on practical days.</p>	<b>WORK PLACEMENT REQUIREMENTS</b>	<p>150 hours (approx.).</p> <p>Work experience is also made up of community events (i.e Children's Charity Ball, CR TAFE Kaycee's Restaurant, Diggers and Dealers, and Race round).</p>
<b>CAREER OPPORTUNITIES</b>	Breakfast Cook, Catering Assistant, Fast Food Cook, Sandwich Hand or Take-away Cook.	<b>COURSE PATHWAYS</b>	<p>Apprenticeship in the Hospitality Industry.</p> <p>SIT30821   Certificate III Commercial Cookery.</p> <p>SIT31021   Certificate III in Patisserie.</p>





# COMMUNITY SERVICES

## CHC22015 | Certificate II in **Community Services**

Do you have a passion for working with those in need and making a positive impact to their lives? Community service workers provide support to individuals, groups and communities and work with them to identify what social, emotional, psychological, practical and other supports they may need to face life's difficulties and challenges.

They encourage and assist people to access those services and advocate for social justice. Community service workers have a powerful impact on the lives of individuals and on the way our society deals with social changes, challenges and issues.

This qualification may be used as a pathway into the workforce which currently is a growth area. It can also be used as a step into further studies such as aged care, community, disability, youth or home and community care.

**It will prepare you to work in roles where you will:**

- Support individuals by providing a first point of contact in a crisis situation and referral to a broad range of services, or

- Work in residential facilities and/or in community services under direct or regular supervision within clearly defined organisation guidelines and service plans.

**Those who work at this level:**

- May provide assistance and support to clients accessing a service or experiencing issues such as alcohol and/or other drug issues
- Assist people in meeting their immediate needs e.g. by providing shelter and food
- Provide short-term contact with clients in a crisis situation during which time they establish a helping relationship to define the crisis and provide referral information where appropriate
- May provide ancillary services such as catering, cleaning, laundry, gardening and home maintenance
- Report directly to a supervisor and are not responsible for other workers.



<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>	One (1) year, one (1) day per week.
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	NIL.
<b>CAREER OPPORTUNITIES</b>	Successful completion of this qualification provides you with the opportunity to become a Assistant Community Services Worker, Personal Care Assistant, Front Desk Officer / Receptionist, Support Worker, Youth Worker or a Residential Support Worker.	<b>COURSE PATHWAYS</b>	CHC32015   Certificate III in Community Services. CHC33021   Certificate III in Individual Support.







# COMMUNITY SERVICES

## CHC32015 | Certificate III in **Community Services**

When you complete the Certificate III in Community Services Work you'll be on your way to a career as a youth worker, support worker, or family carer.

You will gain the knowledge and skills to communicate and work effectively and appropriately with individuals and groups in a variety of settings, gathering and providing information, advocacy and community development, ethical behaviour and legal responsibilities.

You will also gain an understanding of mental health, alcohol, drug, and domestic violence services.

### **You will learn skills in:**

- Effective communication
- Gathering, maintaining and providing information
- Advocacy and community development processes
- Ethical behaviour, and
- Legal responsibilities of community workers.

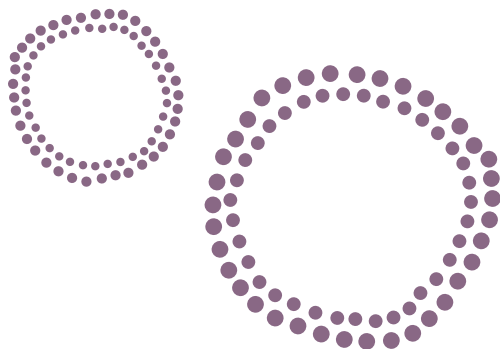
This qualification applies to community work delivered through a broad range of services which provide support to individuals and groups. This level of training is appropriate for support workers, caseworkers and client contact officers.

### **You will also gain skills in:**

- Participating in local government and community organisations
- Assisting in planning and developing programs to meet needs
- Communicating effectively
- Networking
- Assisting in developing and facilitating community education and development and
- Gathering, maintaining and providing information and understanding legal and ethical requirements.



<b>ADDITIONAL RESOURCES</b>	N/A	<b>DURATION</b>	One (1) year, one (1) day per week.
<b>UNIFORM REQUIREMENTS</b>	Neat and casual attire in line with workplace dress standards. Comfortable, non-slip closed shoes.	<b>WORK PLACEMENT REQUIREMENTS</b>	80 hours.
<b>CAREER OPPORTUNITIES</b>	Community Health Worker, Personal Care Assistant, Support Worker, Residential Support Worker or Youth Worker.	<b>COURSE PATHWAYS</b>	CHC42015   Certificate IV in Community Services. CHC52021   Diploma of Community Services.











# RESOURCES

RII20120 | Certificate II in

## Resources and Infrastructure Work Preparation

This broad qualification will give you practical foundation skills you need to carry out a range of basic tasks in the resource and infrastructure sectors, such as mining and mineral exploration, drilling, petroleum exploration and construction.

This course focuses on site safety, communication and teamwork and a variety of skills that will launch you into further study or even an apprenticeship or traineeship.

### You will gain knowledge and skills in:

- Complying with site rules and procedures
- Performing measurements and calculations
- Operating equipment
- Using hand and power tools
- Welding and cutting
- Operational maintenance.

<b>COST</b>	Hi-vis uniform - \$45.00 (approx.).	<b>DURATION</b>	One (1) year program, one (1) day per week.
<b>UNIFORM REQUIREMENTS</b>	CR TAFE student hi-vis shirt (uniform). Long drill trousers. Steel capped boots that comply with Australian standards.	<b>WORK PLACEMENT REQUIREMENTS</b>	NIL.
<b>CAREER OPPORTUNITIES</b>	Construction site assistant. Workshop assistant. Civil Construction assistant.	<b>COURSE PATHWAYS</b>	RII30820   Certificate III in Civil Construction Plant Operations. Trades apprenticeship.



**For more information about Central Regional TAFE  
VETDSS programs, please contact:**

Coordinator Education & Training Programs  
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