



North  
Regional

# 2021 Course Guide

NORTH REGIONAL TAFE



WATCH ME COME TO LIFE!

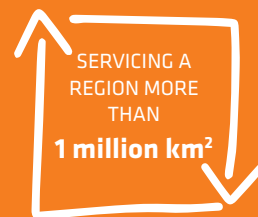
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North Regional TAFE acknowledges the Traditional Custodians of both the Kimberley and Pilbara regions of Australia and their continuing connection to the land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present.

# Welcome to North Regional TAFE

North Regional TAFE (NR TAFE) is the largest provider of training and vocational services in the north of Western Australia, servicing communities and industries across a region exceeding one million square kilometres. NR TAFE has 11 campuses, from Wyndham in the north to Newman in the south, with the College's three largest delivery centres at Broome, Karratha and Pundulmurra (South Hedland).



## 2021 KEY DATES

### SEMESTER 1

**Term 1**  
1 February >  
1 April

**Term 2**  
19 April >  
25 June

### SEMESTER 2

**Term 3**  
19 July >  
24 September

**Term 4**  
11 October >  
10 December

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Hey,  
I'm Ellie!

## On the Cover

I hope you had a chance to check out the virtual tour on the cover, which showcases the salon where I learnt to be the hairdresser I am today.

Becoming a hairdresser has changed my life! I've had the opportunity to learn from the best and three years on, I have now finished my apprenticeship.

For me, doing hair and making people feel amazing is the best part of my job. I have the creative freedom to transform not only how someone looks on the outside but also how they feel on the inside.

**If you're passionate about something, just go for it.  
It's the best decision I have ever made.**

**What are you waiting for? Read on and check out all of the courses on offer!**

SHB30416 Certificate III in Hairdressing, Salon 700, Karratha campus



**Disclaimer:** Information provided in this publication is a summary, intended for prospective students. All information in this Guide is correct as of September 2020. NR TAFE reserves the right to withdraw a subject or course if necessary. NR TAFE also reserves the right to alter, cancel or otherwise modify in any way, material contained in this publication.

We're working for  
Western Australia.





25+

INDUSTRY  
AREAS

200+

COURSES

11

CAMPUS  
LOCATIONS

## Why study at North Regional TAFE ?

WHETHER YOU ARE NEW TO THE WORKFORCE, RETURNING TO WORK, CHANGING CAREERS OR SIMPLY LOOKING TO UPSKILL, **WE HAVE YOU COVERED.**



### DEVELOP SKILLS FOR THE WORKPLACE

We deliver more than 200 nationally recognised qualifications, skill sets and short courses in over 25 different industry areas, focusing on the vital practical and theoretical skills employers seek.



### TAKE ADVANTAGE OF FLEXIBLE TRAINING OPTIONS

We provide training options to suit all lifestyles with full time, part time and online study options available. Courses can also be customised to suit individual, community and workplace needs. For most of our courses, students can enrol anytime!



### COMPLETE YOUR TRAINING WITH **EXPERIENCED LECTURERS**

We have a team of highly skilled lecturers who not only have practical experience in their field, but also work closely with industry to ensure students receive the most up-to-date and industry relevant training.



### EXPLORE THE POSSIBILITIES ACROSS **11 CAMPUS LOCATIONS**

We have campuses situated right across the north of Western Australia, in Broome, Derby, Fitzroy Crossing, Halls Creek, Karratha, Kununurra, Minurmarshali Mia (Roebourne), Newman, Pundulmurra (South Hedland), Tom Price, and Wyndham.

## Pre-Enrolment Information

READY TO TAKE THE FIRST STEPS?

**HERE IS WHAT YOU NEED TO KNOW PRIOR TO ENROLLING.**



### EXPLORE YOUR TRAINING OPTIONS

**More than 200 qualifications, skill sets and short courses to choose from!**

Visit page 11 and beyond to view the courses on offer. You can find out more details on available courses by visiting our website or speaking to the team at your local campus.



### ENQUIRE ABOUT OUR STUDY MODES

**A range of options to suit your lifestyle**

- Full time
- Part time
- Face-to-face classroom/campus
- Face-to-face block delivery
- Face-to-face off campus
- Distance and online learning – flexible/self-paced
- On the job/on location
- Mixed mode

*Please note: The availability of study options can vary by campus location and/or course requirements.*



### CREATING A USI

**Keep your training records secure**

All students enrolling in a Vocational Education and Training (VET) course require a Unique Student Identifier (USI). Your USI account contains your nationally recognised training records and results, which you can access anywhere in Australia. Create your USI online at [www.usi.gov.au](http://www.usi.gov.au) and provide the number to NR TAFE upon enrolment.



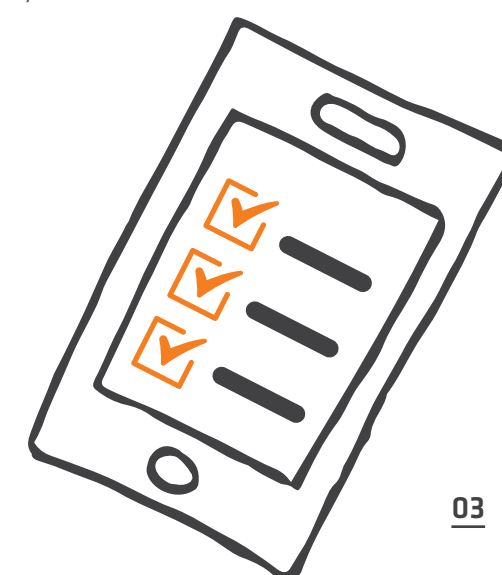
### RECOGNITION OF PRIOR LEARNING

**Gain credit for your pre-existing skills**

We recognise that people gain skills and knowledge in a variety of ways. Many highly skilled people have developed their abilities through pathways other than formal education, such as paid employment, community work, volunteering and informal training.

Recognition of Prior Learning (RPL) provides you with an opportunity to have your pre-existing skills recognised in a nationally accredited system. You could then be eligible to gain partial or full credit for your pre-existing skills, helping to fast track your qualification. As part of the RPL process, an assessor will work with you to identify whether your skills meet industry standards, and if any further training is required.

Please contact NR TAFE on 1300 996 573 or email [info@nrtafe.wa.edu.au](mailto:info@nrtafe.wa.edu.au) to receive a self-assessment checklist and arrange an appointment time to speak with a lecturer about your relevant skills and knowledge. You can prepare for your talk by gathering any documentary evidence you may have to support your claim, including job descriptions, records of employment, references from employers and any other relevant details.







## Study Levels

### DIPLOMA

Prepares students for work that requires a broad range of complex technical skills and in-depth knowledge. Diploma courses often include training in management, planning and evaluation, budgeting and finance, and equip participants with the higher level knowledge and skills of their chosen vocational area.

### CERTIFICATE IV

Teaches supervisory and advanced technical skills, which may build on skills already acquired in the workplace, through a Certificate III or its equivalent.

### CERTIFICATE III

Helps students develop strong skills in a range of occupational areas. Certificate III courses can often be completed as part of an apprenticeship or traineeship.

### CERTIFICATE II

Provides participants with the basic knowledge and skills to undertake employment in a defined context. Studying a Certificate II may include undertaking a traineeship with an on-the-job component.

### CERTIFICATE I

Helps participants develop foundation skills required for initial employment, community involvement and/or further study.

### SKILL SETS

Are made up of one or more units of competency, link directly to an industry need or regulatory requirements, and result in a nationally recognised Statement of Attainment. Some skill sets also count towards a high qualification, should participants wish to undertake further study at a later date.

### SHORT COURSES

Provide hands-on training in a new skill that can be used in a personal or professional context, and are a great way to refresh knowledge or experience a taste of another industry. Short courses are non-accredited and result in a Certificate of Participation.



## Enrolling at North Regional TAFE

**READY TO TAKE CHARGE OF YOUR FUTURE? THEN IT IS TIME TO ENROL.** THE GOOD NEWS IS FOR MOST OF OUR COURSES, YOU CAN ENROL ANYTIME! IN MOST INSTANCES, YOU WILL BE ABLE TO ENROL DIRECTLY, PROVIDED MINIMUM ENTRANCE REQUIREMENTS ARE MET.

### CONTACT US TO ENQUIRE AND ENROL

Contact our friendly Client Services Team for all enquiries and to enrol.

**PHONE** 1300 996 573

**EMAIL** [info@nrtafe.wa.edu.au](mailto:info@nrtafe.wa.edu.au)

**IN PERSON** at one of our campuses

**ONLINE** enquiry forms are available on our website

### STUDYING ON A VISA

North Regional TAFE accepts students studying on various non-resident subclass visas. Visa holders should first review their conditions to ensure they are able to study on their current visa. Visa holders can discuss their study options with our Client Services Team or TAFE International Western Australia (TIWA) about enrolment options.



# Fees and Payment Options

## FEES

The type of study you elect to undertake in 2021 will determine the full cost of your training.

If you are a Western Australian resident, the State Government will subsidise your training. The State Government sets the fees charged at each qualification level and, in general, you pay lower fees for introductory qualifications and higher fees for higher-level qualifications.

Students studying on a visa may be required to pay different amounts for courses. Contact us for more details on payments while studying on a visa.

Visit our website [northregionaltafe.wa.edu.au](http://northregionaltafe.wa.edu.au) for a current list of indicative course fees.

## PAYMENT OPTIONS

Your fees can be paid via the following methods:

- *Credit card* – call 1300 996 573 to make your payment.
- *Bank transfer or direct debit* – speak to our friendly Client Services Team for details.
- *Money order, personal or bank cheque* – to be sent through to PO Box 1380 Broome WA 6725.

Please ensure you clearly identify who you are and what you are paying for.

Payments can be made in full at your nearest campus. For more information, please call 1300 996 573.

## PAYMENT PLANS

We may be able to offer you the option of a payment plan, which allows you to pay your fees over an agreed period. In cases of severe hardship, we may be able to release you from payment of fees, if you can provide appropriate evidence. Please contact our Client Services Team to find out more.

## VET STUDENT LOANS

VET Student Loans offer income contingent loan support to eligible students studying higher-level VET qualifications. Students enrolling in an eligible course are entitled to apply for a VET Student Loan (VSL). Information on VSLs can be found on the Australian Government website. A full list of VSL eligible courses available at NR TAFE can be found on our website.

## WITHDRAWALS

If you decide to withdraw from your course, you may be eligible to claim a refund of the fees you have paid. You will need to complete the application form available at your nearest campus. You must formally withdraw prior to the census date outlined on your confirmation of enrolment. Documentary evidence of your withdrawal reason may be required. For more information, please view our Terms and Conditions of Enrolment available on our website.



## REDUCED PRICE FEES AS PART OF THE SKILLS READY INITIATIVE

**There has never been a better time to get into training!**

Course fees on a number of qualifications and skill sets have been reduced as part of the State Government's WA Recovery Plan, in response to the COVID-19 pandemic.

Course fees in high demand industry areas have been halved for eligible students and some are even free! To see which courses this initiative applies to, look out for the stamps on pages 20-53. For more information on whether you are eligible and for an up-to-date course list, please visit our website.



# Scholarship Opportunities

NR TAFE is committed to providing access to education and training across the North West.

A range of scholarships are available to assist current and prospective students with the cost of fees and study-related expenses.

For more information on available scholarships, application open dates and how to obtain application forms, please visit our website.

For further information, please contact [scholarships@nrtafe.wa.edu.au](mailto:scholarships@nrtafe.wa.edu.au).







## Student Services and Support

North Regional TAFE is committed to **helping you reach your career and study goals** by providing a range of support services.



Please speak to our Client Services Team or call **1300 996 573** for more information on our student services and support.

### DISABILITY SUPPORT

NR TAFE is committed to providing access and equity of participation for students with a disability. Our Disability Support Coordinator can provide information and advice, discuss requirements for reasonable adjustment support, assistive equipment and technologies, interpreters and in-class tutorial support.

Students are encouraged to make contact with the Disability Support Coordinator and lecturer about the impact of their disability, impairment or medical condition to assist in determining what support will be needed while undertaking their course. All information given will be treated confidentially.

NR TAFE's Disability Access and Inclusion Plan 2017 – 2021 can be viewed on our website. For more information, please contact [Disabilitysupport@nrtafe.wa.edu.au](mailto:Disabilitysupport@nrtafe.wa.edu.au).

### JOBS AND SKILLS CENTRES

As a student of NR TAFE, you are welcome to visit or arrange a consultation at one of our Jobs and Skills Centres (JSCs). The JSCs offer free professional and practical advice on training and employment for both individuals and businesses.

The service also includes a jobs board to connect jobseekers with employment opportunities and to help employers attract and recruit employees. JSCs located at NR TAFE are staffed full time at our Broome, Karratha, Kununurra, Pundulmurra (South Hedland) campuses and outreach services are available in Newman, Roebourne, Derby, Fitzroy Crossing, Halls Creek, Bidiyadanga and Dampier Peninsular.

For more information, please visit [jobsandskills.wa.gov.au](http://jobsandskills.wa.gov.au) or phone 13 64 64.

### CENTRAL QUEENSLAND UNIVERSITY NURSING PATHWAY

Students who successfully complete NR TAFE's HLT54115 Diploma of Nursing are offered a direct pathway into CQUniversity Australia's Bachelor of Nursing, receiving full credit for their enrolled nursing training. Speak to us about progressing into university studies via the articulation program.

### LITERACY AND NUMERACY SUPPORT

Literacy and numeracy support is available to all students once they have enrolled in a vocational qualification. This assists students to complete the qualification they are

enrolled in by providing support with the reading, writing and numerical components of the course. Turn to page 19 for more information, or ask us about our literacy and numeracy support.

### ENGLISH AND SPECIAL NEEDS SUPPORT

Assistance is available to students who have special needs, require additional support to undertake a literacy and numeracy course or require language support to undertake an English course. NR TAFE also offers International English Language Testing System (IELTS) preparation training and a subsequent test centre for students to sit the IELTS exam with the University of Western Australia. Ask us about our English and special needs support.

# We are here for you.



### ABORIGINAL TRAINING SERVICES SUPPORT

NR TAFE's Aboriginal Training Support (ATS) team are dedicated to **Aboriginal advancement toward equity with the broader Kimberley and Pilbara communities.**

The three guiding principles the ATS team work towards achieving for current and prospective Aboriginal and Torres Strait Islander (ATSI) students are Attraction, Retention and Completion. The team has identified vast strategies and actions to maintain ongoing continuity of quality ATSI student support services, while also ensuring the provision of culturally-appropriate training service delivery needs are being consistently met and delivered for Indigenous clientele throughout the North West.

The team's mission is to ensure best practice student training and employment support services to Aboriginal people of all ages who aspire to improve life circumstances for themselves, their families and their community through education, training and participation in the workforce.

ATS staff are located at each of our campuses. We can also provide services in communities across all regions where training is being delivered.

Our dedicated ATS team provides the following support services:



Assistance with study and talking to lecturers



Liaison with Centrelink, Abstudy, Job Services Australia, Remote Jobs and Communities Program and other service providers



In-class support, both academic and practical



Mentoring, tutor support and career counselling



Assistance arranging accommodation, transport if eligible and study support resources such as work wear, protective equipment and learning aids



The Indigenous Tutorial Assistance Scheme (ITAS)



Informal counselling and mentoring



Referrals or information about other services such as financial counselling, childcare and health needs

In addition, the ATS team provides:



Advice on culturally appropriate learning methods and environments within NR TAFE



Tailored services to external agencies and employers



Consultation with Aboriginal communities and organisations to identify community development projects and negotiated training plans to address unique local needs

All ATS staff employ collaborative work practices within NR TAFE and with external stakeholders to achieve the best possible training and employment outcomes for ATSI students.



# Customised Training and Workforce Solutions

## WE'RE INVESTED IN WESTERN AUSTRALIA.

We want to see our communities and your business thrive.

Please contact us on **1300 996 573** to discuss your workplace and customised training needs.



### WORKFORCE SOLUTIONS

Having the right people with the right skills at the right time is vital to the success of a business.

We are dedicated to working with employers to develop training solutions that meet staff and workforce needs. Investing in skills development can result in increased productivity and efficiency, greater staff retention, employee satisfaction and recognition by the wider community as an employer of choice.

We work with you to:

- Understand your workforce's strengths, capabilities and skills development needs
- Conduct skills assessment and gap training analysis
- Develop customised workforce training solutions
- Recognise your employees' existing skills
- Identify and secure funding to support training



### CUSTOMISED TRAINING

Everyone's needs are different and that's why we offer the option of customised training courses to suit individual, community and workplace needs.

Whether you're looking to add a new skill set onto a standardised training set, or create a new one to upskill a specific group or organisation, we can assist you.

On the following page are examples of customised training sets we have recently delivered and are currently delivering.

#### THE LEADER IN ME

This course can be used as pre-enrolment for students wanting to enter mainstream training, or any Gaining Access to Training and Employment (GATE) courses through NR TAFE. The course, which runs between two to four days, focuses on self-development and leadership. It gives participants an understanding and awareness of self, how we learn and behave and how our beliefs and attitudes stop us achieving our goals. It is affordable, flexible, can be tailored to employment requirements and includes leadership qualities for participants to identify, develop and practise in a safe environment, giving them confidence and comfort in starting a course, or a new job.

The Leader in Me can be adapted for a range of audiences from young disengaged youth, to mature aged workers who need to identify and compartmentalise their existing skills, building on that knowledge to feel confident in their role.

#### PRE-EMPLOYMENT TRADES TRAINING

We deliver customised pre-employment courses to organisations seeking new intakes of employees, working closely with them to simulate their working environment and develop participants' skills in line with needs. These courses run between two to six weeks and allow potential new employees to demonstrate that they are ready and committed to join the organisation. Many of the courses also encompass valuable life skills including fitness, money and time management.

#### PROJECT MANAGEMENT TRAINING

We offer customised project management training to companies throughout Western Australia. This training is structured around the individual needs of each organisation and provides a summary of project management and effective application

of the process, based on regulatory requirements.

#### WORK READINESS PROGRAMS

We deliver work readiness programs tailored to a wide range of industries aimed at developing participants' personal, social and employability skills. These programs assist learners in transitioning into vocational pathways or work, and developing skills to direct their own personal development. Focus areas include being fit for work, entry requirements and recruitment processes for different industries and employers, broadening awareness of career options, enhancing self-confidence, developing foundation and employability skills, and drivers licence theory preparation.

#### RURAL AND REMOTE TRAINING PROJECT WESTERN AUSTRALIA

We offer scheduled on-site, culturally appropriate, aged care and pathway training to eligible remote community health care services, working closely with managers and key stakeholders to determine training needs and facilitate an inclusive model training package. This mode of training allows for staff skill development, accreditation training, and provides community members with the opportunity for employment in the health care industry.

#### SUPERVISORY TRAINING

We offer a tailored course for employees new to supervising Community Development Program (CDP) participants. Over one week, this course provides participants with underpinning skills in workplace safety, first aid, worksite assessments and incident reporting.

We are committed to responsiveness and collaborations to promote and ensure effective partnerships, resulting in skill development relevant to and in alignment with the needs of supervisors. We offer and maintain

suitable and planned communications through the development, implementation, scheduled training delivery and sharing of lessons learned for Indigenous supervisors, mentors, industry bodies and all that require additional training and knowledge.

#### YOUTH RE-ENGAGEMENT PROGRAMS

We work closely with local schools and organisations to support disadvantaged youth to re-engage with education through programs aimed at improving outcomes for young people, assisting them with pathway into further training.

#### TRAINING TO SUPPORT ENTERPRISE DEVELOPMENT

Our qualified and experienced staff provide additional services and advice over and above training.

For organisations pursuing innovative new ventures or start-ups, our staff can provide critical advice and direction in their areas of expertise. For example NR TAFE led the development of the Native Bush Food industry in the Kimberley, with high level expertise in species such as the Kakadu plum/Gubinge. Marra Worra Worra, an Aboriginal organisation in the Fitzroy Valley, used the skills and knowledge of our industry specialists to design their Gubinge plantation correctly on their country, acquiring the right resources and establishing Gubinge integration with other food crops.

#### COMPLEX MARITIME SERVICES AND TRAINING

NR TAFE is at the cutting edge of some of the most complex maritime programs in the world. Our Broome Maritime Simulation Centre (BMSC) uses sophisticated simulation equipment and software to undertake specifically developed complex training and port feasibility studies. Vessels, ports, vessel movements, propulsion systems, environmental

conditions and other factors can all be customised to provide clients with insight and training experiences. For example, dredging company, Jan De Nal, used the BMSC to train its staff in complex maritime manoeuvres, in the exact simulated operating environment, while their highly technical equipment was being mobilised from Europe, thereby increasing productivity, efficiency and delivering on a highly specialised tender.

#### MANUAL HANDLING TRAINING

NR TAFE has worked closely with the Kimberley Ports Authority to deliver a fully customised six-hour Manual Handling course. The training was contextualised to the company's own policies and procedures, with each component of the training replicating relevant workplace scenarios, allowing employees to build knowledge within the correct context.

The course received highly positive feedback, with participants reporting they had received skills and knowledge directly relevant to their field of work.

#### CUSTOMISED TRAINING FOR COMMUNITY CARE WORKERS

NR TAFE provides customised training for community care workers needing skills or refreshers in areas such as Manual Handling and Infection Control. We work with agencies including Yaandina Community Services to provide tailored training programs to ensure their staff maintain and develop their competencies, accumulating Continuing Professional Development (CPD) points for maintaining registration and/or accreditation.





# Facilities

## BALU BURU

Balu Buru is a 20 hectare site at 12 Mile in Broome where horticulture, and conservation and land management training is carried out. Opportunities at this location include research trials cultivating local super food Gubinge and fire management training for remote Aboriginal communities.

## BROOME AQUACULTURE CENTRE

The Broome Aquaculture Centre (BAC) supports the training, research, production and development of industry needs. The tropical aquaculture facility supports the production of marine finfish and has also been crucial in the care and production of many other species.

In addition to these commercially important and interesting species, the BAC has also provided a critical support role for a number of aquaculture ventures. Some of these include community based indigenous projects wishing to increase the capabilities of their workforce, through to commercial aquaculture ventures with specific projects requiring specialist assistance and advice.

## BROOME MARITIME SIMULATION CENTRE

The Broome Maritime Simulation Centre (BMSC) is one of the most advanced maritime training, research and development facilities in the country. The Centre provides specialised state-of-the-art maritime simulation services for new and existing port development research and design projects.

## ELECTRICAL AND INSTRUMENTATION TRAINING CENTRE

The Electrical and Instrumentation Training Centre at Karratha supports the delivery of a range of electrical and instrumentation training, through the use of the latest interactive computer-based training aides, training rigs and instrumentation.

## HAIR AND BEAUTY SALONS

NR TAFE operates training hair and beauty salons in Karratha and Broome. Both facilities encompass modern hairdressing, beauty therapy and manicure stations, along with a classroom replicating a working environment, to equip students with all the skills needed to gain entry into the hair or beauty industry.

## HEALTH AND COMMUNITY SERVICES TRAINING CENTRE

The Health and Community Services Training Centre at our Pundulmurra campus allows nursing, aged care, childcare and other community services students to gain hands-on, practical experience in a simulated environment.

The industry standard facility encompasses a simulation wing incorporating an eight-bed hospital ward, a nurses station, patient examination and treatment rooms, a simulated home environment, utility rooms for cleaning, laundry, medication and storage purposes, and a viewing area for lecturer observation of practical assessments. The Centre also contains two classroom wings, with one training room suitable for use as a practicing crèche, and a staff accommodation wing.

## INDUSTRY SKILLS CENTRES

Industry Skills Centres at our Karratha and Pundulmurra campuses support the delivery of essential training to tradespeople employed in the mining, construction and logistics industries. The Centres were built to support the Pilbara workforce's specific training goals, through the delivery of courses in firefighting, forklift operation, rigging and dogging, scaffolding, working at heights, and working in confined spaces.

## JOBS AND SKILLS CENTRES

Jobs and Skills Centres are located at NR TAFE's Broome, Karratha, Kununurra and Pundulmurra campuses, and offer a one-stop shop for career, training and employment advice and assistance. Outreach services are also available to assist residents in Newman, Roebourne, Derby, Fitzroy Crossing, Halls Creek, Bidyadanga and Dampier Peninsular. These Centres offer free professional and practical advice on training and employment for both individuals and businesses.

## NDIS TRAINING FACILITIES

Purpose-built National Disability Insurance Scheme (NDIS) facilities at our Broome and Karratha campuses enable simulated training in ageing, disability, and home and community care. Each facility features a simulated home environment with a lounge room, kitchen, bedroom and bathroom, as well as a teaching space for theory work.



## SOUTH HEDLAND ANNEX

NR TAFE's former South Hedland campus has been transformed into a vehicle training centre, specialising in light and heavy vehicle, and metal trades training. The South Hedland Annex encompasses four refurbished trades workshops, with the latest automotive technology available to enrolled students.

## THE PEARLER'S SHED

The Pearler's Shed is NR TAFE's industry-standard training restaurant based off-campus in the heart of Broome. The facility opens to the public and also provides off-site event catering, allowing students to gain real industry experience in the areas of front of house, kitchen operations and commercial cookery.

## TRADES TRAINING AREAS

State-of-the-art trades facilities are available to students across each campus including recently built workshops in Broome, Derby, Halls Creek, Karratha and Pundulmurra (South Hedland). These facilities have been built to industry standard with large work spaces and cutting edge technology in each of the classrooms.







# Apprenticeships and Traineeships

**NORTH REGIONAL TAFE IS A LEADER IN TRAINING APPRENTICES AND TRAINEES IN THE NORTH WEST. HOSTING THE LARGEST NUMBER OF APPRENTICES AND TRAINEES IN THE REGION, NR TAFE IS EQUIPPED AND EXPERIENCED IN PROVIDING HIGH QUALITY AND INDUSTRY RELEVANT TRAINING.**

## WHAT ARE APPRENTICESHIPS AND TRAINEESHIPS?

Apprenticeships and traineeships combine paid employment with structured training, and result in a nationally recognised qualification.

Apprenticeships and traineeships are available to anyone of working age, including school students, school-leavers, those re-entering the workforce, or those simply wanting a career change. Offered in a range of industry areas, participants can complete their qualification by learning skills both at work and under the guidance of a training provider.

NR TAFE works with the student and employer to develop a training plan, deliver training, provide support, assess skills and then issue the qualification upon successful completion.

### An apprentice or traineeship arrangement includes:

- A training plan, negotiated between the student, their employer and NR TAFE
- Structured on-the-job training
- Paid employment under an appropriate industrial arrangement
- Full-time, part-time or school based options
- The option of Recognition of Prior Learning (RPL) as part of the assessment for completion

## APPRENTICES ARE TRAINED IN A SKILLED TRADE

Once successfully completed, apprentices become a qualified tradesperson in areas such as automotive mechanics, carpentry and joinery, or commercial cookery as a chef. Apprenticeships generally take three – four years to complete, depending on the qualification.

## TRAINEES ARE TRAINED IN VOCATIONAL AREAS

Once successfully completed, trainees receive a qualification in their chosen area such as business administration, agriculture or childcare. Traineeships generally take between nine months – two years depending on the qualification.

## BECOMING AN APPRENTICE OR TRAINEE

Finding an employer to hire you as an apprentice or trainee can be challenging. To give you the best opportunity, NR TAFE recommends the following:

- Research the industry you are interested in
- Participate in a 'Try a Trade' program where available
- Volunteer with a business to get work experience
- Introduce yourself to businesses you would like to work for and circulate your resume
- Contact a Jobs and Skills Centre or outreach service located at NR TAFE's campuses

### Industry areas in which an apprenticeship or traineeship can be undertaken:

- ✓ Agriculture
- ✓ Aquaculture
- ✓ Art Administration
- ✓ Automotive
- ✓ Beauty and Hairdressing
- ✓ Business Services, Financial Services, Human Resources and Management
- ✓ Carpentry and Joinery
- ✓ Community Services, Aged Care, Disability Work, Children's Services and Youth Work
- ✓ Commercial Cookery
- ✓ Conservation and Land Management
- ✓ Construction
- ✓ Education
- ✓ Electrical
- ✓ Engineering
- ✓ Fabrication
- ✓ Health and Safety
- ✓ Horticulture
- ✓ Hospitality
- ✓ Information Technology
- ✓ Logistics and Warehousing
- ✓ Mechanical
- ✓ Music
- ✓ Retail
- ✓ Sport, Fitness and Recreation
- ✓ Tourism

## HOW CAN I EMPLOY AN APPRENTICE OR TRAINEE?

### WHAT'S IN IT FOR YOUR BUSINESS?

NR TAFE offers flexible apprenticeship and traineeship courses to fit in with your business needs. As an established training provider, we understand the trends, demands, challenges and opportunities of our region.

We specialise in training that provides your apprentice or trainee with a solid knowledge base and work readiness skills. This may be done on-campus, online, on-the-job, or a combination of all delivery methods. Your employee's apprenticeship or traineeship will be developed in consultation with you, the employer. This approach features more flexible options, backed by extra support services.

### FINANCIAL INCENTIVES

The Australian Government provides employers with financial incentives to employ apprentices/trainees including school-based apprentices, adult apprentices and out of contract apprentices. The State Government also provides payroll tax exemptions for employers of apprentices and trainees.

### EMPLOYING AN APPRENTICE OR TRAINEE

You can employ an apprentice/trainee directly or become a host employer through a Group Training Organisation (GTO). The GTO employs the apprentice or trainee and hosts them to suitable businesses. GTOs offer a range of support to your business such as ongoing mentoring, pre-employment programs, hiring and placement of candidates. GTOs are also helpful if you cannot guarantee work for the full term of the apprenticeship or traineeship, or do not want the additional administrative workload. An employer can recruit an apprentice or trainee in the same way you would recruit other employees.

To sign up an apprentice or trainee, please contact one of the AASN providers listed below.

### AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK (AASN) CONTACTS

#### APPRENTICESHIP SUPPORT AUSTRALIA CCI

1300 363 831  
info@apprenticeshipsupport.com.au  
www.apprenticeshipsupport.com.au

#### THE APPRENTICESHIP COMMUNITY

(08) 6165 3362  
info@apprenticeshipcommunity.com.au  
www.apprenticeshipcommunity.com.au





## Youth Options

TRAINING AT NORTH REGIONAL TAFE CAN OPEN UP A WORLD OF OPPORTUNITIES IF YOU ARE **STILL AT SCHOOL** AND LOOKING TO GET A HEAD START IN YOUR CAREER.

### VET DELIVERED TO SECONDARY STUDENTS

The VET delivered to secondary students program enables students to undertake VET training as part of their senior secondary education.

The VET delivered to secondary students program at NR TAFE is available to all high school students in the Kimberley and Pilbara who would like to gain a qualification while they are at school. Students in years 11 and 12 can complete courses while working towards their Western Australian Certificate of Education (WACE).

### WHY SHOULD I TAKE PART IN THE VET DELIVERED TO SECONDARY STUDENTS PROGRAM?

- You have the opportunity to obtain a nationally recognised qualification, skill set or part qualification while still at school
- You will gain real life experience with industry experts, developing your work, employability and life skills
- The VET delivered to secondary students program gives you a head start in other nationally recognised qualifications and broadens your career options
- You will increase your self-esteem, confidence and communication skills
- VET courses delivered as part of this program can pathway into immediate employment or further education including diplomas or university studies
- Free or low cost training

### SCHOOL BASED TRAINEESHIPS/ APPRENTICESHIPS

NR TAFE offers programs whereby students can start as a trainee or apprentice while still at school. School Based Apprenticeships and Traineeships are paid employment-based training arrangements formalised in a National Training Contract made between the employer and the student (and guardian). School Based Apprenticeships or Traineeships are available as part of the VET delivered to secondary students program.

Students will undertake a variety of study at school, training with NR TAFE and will be contracted to work and train with an employer. This gives students the chance to complete the requirements of a nationally recognised qualification, while still graduating from school with their WACE.

Students undertaking a School Based Traineeship or Apprenticeship under the VET delivered to secondary students program with NR TAFE are exempt from tuition, resource and enrolment fees. Depending on the qualification, students may be required to purchase personal protective equipment and/or textbooks.

### HOW TO ENROL IN A VET DELIVERED TO SECONDARY STUDENTS QUALIFICATION

- Students must first be enrolled and attending high school in year 11 or 12
- Make an appointment to speak to your school's VET coordinator about the VET qualifications available to senior students at your school
- Discuss career goals with parents/caregivers and teachers, then advise your school VET coordinator of your preferences
- Apply to your school to secure a place

Please remember that places are limited in the VET delivered to secondary students program. Unfortunately, not every qualification may be available where you live and available courses may change. Delivery of qualifications is also dependent on viable class sizes and the facilities available at each campus.

### ABORIGINAL SCHOOL BASED TRAINING

Aboriginal School Based Training (ASBT) provides opportunities for Aboriginal students in years 10 – 12 to gain a VET qualification. Students learn about the world of work, workplace expectations, explore careers and training areas, as well as undertake real or simulated work projects. The training is specifically designed to be engaging and encourages students to go into further training, a traineeship or employment. Schools need to apply for placements under ASBT through their school sector representative.

### PRE-APPRENTICESHIPS IN SCHOOL

Pre-Apprenticeships in School (PAIS) is made up of Certificate II programs that have been nominated by Western Australian training councils as valid pathways from school to related apprenticeships. Students attend school, train at TAFE and are linked to an employer for work placement. Students must complete a work placement as nominated in the pre-apprenticeship program. NR TAFE will coordinate work placements in partnership with the schools. Students undertaking a PAIS program are exempt from tuition, resource and enrolment fees. However, depending on the qualification, students may be required to purchase personal protective equipment and/or text books.

### LEAVING SCHOOL – NOTICE OF ARRANGEMENT

For young people in years 11 and 12, there are a range of approved education options available which meet the *School Education Act 1999*. Students can leave school as long as they participate in an approved study/training option considered full time. This means students can study at TAFE full time, do a combination of TAFE and employment, or even take on an apprenticeship or traineeship. NR TAFE offers engagement programs, certificates in general education to improve numeracy and literacy, full and part qualifications, and skill sets. School aged students (15-18 years) not enrolled at school are eligible for a concession rate and fee cap.

### MORE INFORMATION

For more information on youth options and courses available to school students, including VET delivered to secondary students funded qualifications, please visit our website or speak to NR TAFE's dedicated School Delivery Coordinators.

**KIMBERLEY REGION** [VETIS@nrtafe.wa.edu.au](mailto:VETIS@nrtafe.wa.edu.au)

**PILBARA REGION** [VETISPilbara@nrtafe.wa.edu.au](mailto:VETISPilbara@nrtafe.wa.edu.au)





# Aquaculture, Maritime and Logistics

North Regional TAFE's Aquaculture, Maritime and Logistics area encompasses qualifications in aquaculture, fishing operations, logistics and warehousing, and maritime studies.

Our tropical aquaculture facility in Broome offers state of the art training to aspiring aquaculturists and those with a keen interest in the marine ecosystem, with qualifications focusing on the cultivation and production of marine finfish, crustaceans, molluscs, aquatic plants, and other commercially important and fascinating species.

Our Broome campus is also home to one of the most advanced maritime training, research and development facilities in the country, which provides simulated maritime training, and services for new and existing port development research and design projects. We offer a suite of maritime qualifications to progress through, in addition to a range of skill sets.

Logistics and Warehousing are essential to the developing resources sector in North Western Australia and our qualifications will provide you with the skills to excel in this industry.

Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 09 for details or visit our website for eligibility criteria.

^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
AQUACULTURE			
SFI10119	Certificate I in Seafood Industry	Broome ^	Field hand, nursery assistant, fish farm assistant
SFI20119 	Certificate II in Aquaculture	Broome ^	Field hand, nursery assistant, fish farm assistant
SFI30119	Certificate III in Aquaculture	Broome ^	Junior technician, shift or team leader, leading hand, seafood processor
SFI40119	Certificate IV in Aquaculture	Broome ^	Aquaculture technician, technical supervisor
SFI50119	Diploma of Aquaculture	Broome ^	Aquaculture/fish farm technician, field officer, fisheries officer, operations manager, small business operator
LOGISTICS AND WAREHOUSING			
TLI20419	Certificate II in Warehousing Operations	Karratha ^	Warehouse operator, machinery operator, freight handler, store person, postal assistant, picker/packer, forklift driver (with licence)
TLI20119	Certificate II in Logistics	Karratha ^	Logistics clerk, customer service personnel, warehouse operator, forklift driver (with licence), warehouse labourer, store person, picker/packer, Supply base operator, Yard hand
TLI30319	Certificate III in Supply Chain Operations	Available at campus locations by request	Fleet coordinator, administration officer, team leader, inventory controller, office clerk, customer service personnel, warehouse operator
MARITIME STUDIES			
MAR10418	Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)	Broome ^	Fishing boat driver
MAR20318 	Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	Broome ^	Fishing boat driver, water taxi driver, tourist craft driver
MAR30818 	Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)	Broome	Marine engine driver, fishing vessels, ferries, tugs, off-shore workboats
MAR30918 	Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)	Broome	Master a vessel up to 24 metres in length (EZZ)
MAR40618 	Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal)	Broome	Master a vessel up to 35 metres in length (EZZ)





# Agriculture, Animals, Science and the Environment

Do you have a connection with the great outdoors? Pursue a career that gives you the freedom to work amongst nature and some of its remarkable creatures.

The wildly diverse agriculture industry covers studies in animal husbandry, land and pasture management, horse care, nutrition and health, property maintenance, and machine operation.

Our qualifications in conservation and land management provide an opportunity to experience some of nature's greatest gifts while learning

about natural and cultural resources, land rehabilitation and native plant propagation. Participants also have the opportunity to undertake environmental monitoring, field research, fire management, ecology, and bushcraft.





Our suite of horticulture qualifications will guide you through the propagation

and maintenance of nursery plants, through to the installation of food gardens, pest and disease treatment, and the use of a range of horticultural equipment.




Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.



^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
<b>AGRICULTURE</b>			
AHC20116 	Certificate II in Agriculture	On stations	Assistant animal attendant/stockperson, assistant farm or station labourer
AHC30116 	Certificate III in Agriculture	On stations	Farm/station hand worker
AHC40116 	Certificate IV in Agriculture	On stations	Farm team leader, farm supervisor, shed supervisor
AHC21216 	Certificate II in Rural Operations	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, available on stations by request	Entry level positions in the conservation and land management, agriculture or horticulture industries

## CONSERVATION AND LAND MANAGEMENT

AHC10116	Certificate I in Conservation and Land Management	All campuses	Volunteer, further study
AHC21016 	Certificate II in Conservation and Land Management	On country to ranger groups in the Kimberley and Pilbara	Land care worker
AHC31416	Certificate III in Conservation and Land Management	On country to ranger groups in the Kimberley and Pilbara	Environmental worker, land management/rehabilitation/vegetation field assist
AHC40916	Certificate IV in Conservation and Land Management	On country to ranger groups in the Kimberley and Pilbara	Technical officer, supervisory/management positions
AHC51116	Diploma of Conservation and Land Management	Broome ^	Supervisor, manager

## HORTICULTURE

AHC20416 	Certificate II in Horticulture	All campuses	Parks assistant/worker, gardener, nursery worker, assistant landscaper
AHC30716 	Certificate III in Horticulture	Broome, Pundulmurra, Karratha, Tom Price, Newman ^	Parks assistant/worker, gardener, nursery worker, assistant landscaper





# Automotive

With a strong demand for skilled professionals in Australia's automotive industry, it is important that hands on training is available to those with a keen interest in the field. Jumpstart your career by training in industry-standard workshops with highly experienced lecturers.

Our automotive qualifications can be undertaken by a variety of people in a variety of ways – as part of an apprenticeship through block training, as a school-based traineeship, through the VET delivered to secondary students program, or even in your spare time as a way to build on your pre-existing skills.

We offer basic automotive training, through to specifics in light and heavy vehicle, air-conditioning, and tyre-servicing technology.



Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

\* This qualification can only be delivered as part of an apprenticeship

^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
HEAVY AUTOMOTIVE			
AUR31216 	Certificate III in Mobile Plant Technology	Pundulmurra (South Hedland campus)	Mobile plant technician
AUR30616 	Certificate III in Heavy Commercial Vehicle Mechanical Technology *	Pundulmurra ^	Mechanical technician, heavy commercial vehicle mechanic
VEHICLE SERVICING			
AUR10116	Certificate I in Automotive Vocational Preparation	Broome, Minurmarghali Mia (Roebourne) ^	Apprentice automotive mechanic
AUR20716 	Certificate II in Automotive Vocational Preparation	Broome, Derby, Minurmarghali Mia (Roebourne), Pundulmurra ^	Apprentice automotive mechanic, vehicle service assistant
AUR20218 	Certificate II in Automotive Air Conditioning Technology	Broome, Derby, Pundulmurra ^	Automotive air conditioning fitter
AUR20516 	Certificate II in Automotive Servicing Technology	Broome, Minurmarghali Mia (Roebourne), Pundulmurra ^	Apprentice automotive mechanic
AUR21916	Certificate II in Automotive Tyre Servicing Technology	Broome, Derby, Fitzroy Crossing ^	Automotive tyre fitter
AUR30616 	Certificate III in Light Vehicle Mechanical Technology *	Broome, Pundulmurra ^	Mechanical technician, light vehicle mechanic





# Building and Construction

Building and construction remains a growing field of employment, providing a range of attractive employment opportunities to those looking to build their career in the industry.

North Regional TAFE covers a wide variety of areas within the industry, including carpentry and joinery, civil construction, electrotechnology and general construction, giving participants the opportunity to embark on a trade path as a carpenter, electrician, or civil construction plant operator, among many other career options.

We offer beginner qualifications that act as a stepping stone into the industry, through to apprenticeship training and other specialised courses to help you land your perfect job. We also offer a range of skill sets and short courses in machine operation through to hobby courses.



Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

\* This qualification can only be delivered as part of an apprenticeship



^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
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## CARPENTRY AND JOINERY

CPC30211	Certificate III in Carpentry *	Available at campus locations by request	Carpenter
CPC32011 	Certificate III in Carpentry and Joinery *	Broome, Pundulmurra ^	Carpenter, joiner

## CIVIL CONSTRUCTION

RII20715 	Certificate II in Civil Construction	Broome, Derby, Fitzroy Crossing, Halls Creek, Karratha, Kununurra ^	Plant and machine operations for essential infrastructure
RII30815 	Certificate III in Civil Construction Plant Operations	Broome, Derby, Fitzroy Crossing, Halls Creek, Karratha, Kununurra, Minurmarghali Mia (Roebourne), Wyndham ^	Plant and machine operations for essential infrastructure

## ELECTRICAL AND ELECTROTECHNOLOGY

UEE20911	Certificate II in Electronic Assembly	Karratha	Electrotechnology equipment installer/servicer or gain an apprenticeship/traineeship
UEE220011 	Certificate II in Electrotechnology (Career Start)	Karratha	Electrotechnology equipment installer/servicer or gain an apprenticeship/traineeship
UEE30811 	Certificate III in Electrotechnology Electrician *	Karratha, Pundulmurra	Electrician

## GENERAL CONSTRUCTION

CPC10111 	Certificate I in Construction	Broome, Derby, Fitzroy Crossing, Halls Creek, Kununurra, Minurmarghali Mia (Roebourne), Wyndham ^	Apprentice in building and construction, apprentice painter/bricklayer/carpenter, construction trainee
CPC20112 	Certificate II in Construction	Broome, Derby, Fitzroy Crossing, Minurmarghali Mia (Roebourne), Karratha ^	Construction apprentice
CPC20211 	Certificate II in Construction Pathways	Broome, Derby, Fitzroy Crossing, Kununurra, Minurmarghali Mia (Roebourne), Karratha, Pundulmurra ^	Apprentice carpenter, apprentice in building and construction, mine worker, engineer (further study needed), trainee/apprentice
52824WA 	Certificate II in Building and Construction (Pathway - Trades)	Broome ^	Introduction into the building and construction industry
52807WA	Certificate I in Industrial Skills (Entry Level Training)	Broome	Like skills, work readiness, further study





# Business and Finance



Take the corporate world by storm with a nationally recognised qualification in business and finance.

From developing a business idea, to ensuring you have the right people, processes and structures in place, the business and finance industry is a vital element of the world we live in.

Our business courses begin with the basics and delve deeper into the world of corporate management, giving participants the necessary problem-solving, managerial and organisational skills to thrive in an active

marketplace. Our finance courses provide participants with all the skills needed to undertake bookkeeping or accounts administration for an organisation or your own business, while our Human Resources qualifications prepare participants for an operational or support role in HR.

If you are passionate about the safety of others and work well in a leadership position, consider a career

in workplace Occupational Health and Safety with our Certificate III to Diploma level courses. We also offer courses in quality auditing for those with a keen eye for detail.



Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
ACCOUNTING AND BOOKKEEPING			
FNS30317	Certificate III in Accounts Administration	All campuses	Accounts clerk, clerical assistant
FNS50217	Diploma of Accounting	All campuses	Accountant
FNS40217	Certificate IV in Accounting and Bookkeeping	All campuses	Bookkeeper, small bookkeeping business owner
BUSINESS			
BSB10115	Certificate I in Business	All campuses	Business administration, business trainee
BSB20115	Certificate II in Business	All campuses	Customer service advisor, data entry operator, general clerk, payroll officer, typist
BSB30115	Certificate III in Business	All campuses	Customer service advisor, data entry operator, general clerk, payroll officer, typist
BSB40215	Certificate IV in Business	All campuses	Administrator, project officer
BSB50215	Diploma of Business	All campuses	Executive officer, program coordinator
BSB30415	Certificate III in Business Administration	All campuses	Accounts receivable clerk, data entry operator, general clerk, payroll officer, typist, administration, receptionist, accounts administration, trainee bookkeeper
BSB40515	Certificate IV in Business Administration	All campuses	Accounts supervisor, personal assistant, officer administrator, project assistant
BSB50415	Diploma of Business Administration	All campuses	Administration coordinator, administration officer
BSB42618	Certificate IV in New Small Business	All campuses	Business manager, business administrator
HUMAN RESOURCES			
BSB41015	Certificate IV in Human Resources	All campuses	Human resources assistant, human resources officer, payroll officer
BSB50618	Diploma of Human Resources Management	All campuses	Human resources officer, human resources advisor
MANAGEMENT			
BSB51918	Diploma of Leadership and Management	All campuses	Managers or supervisors with responsibility for managing teams
BSB41515	Certificate IV in Project Management Practice	All campuses	Project officer, project administrator, contracts officer, community liaison
BSB51415	Diploma of Project Management	All campuses	Project manager, project leader
BSB42015	Certificate IV in Leadership and Management	All campuses	Coordinator, leading hand, supervisor or team leader
QUALITY AUDITING			
BSB51615	Diploma of Quality Auditing	All campuses	Quality assurance manager, auditor manager, internal auditor, quality auditor
BSB50618	Diploma of Human Resources Management	All campuses	Human resources officer, human resources advisor
WORK HEALTH AND SAFETY			
BSB30719	Certificate III in Work Health and Safety	Broome, Kununurra, Pundulmurra	Health and safety assistant, health and safety committee member, health and safety representative
BSB41419	Certificate IV in Work Health and Safety	Broome, Kununurra, Pundulmurra	Occupational health and safety officer
BSB51319	Diploma of Work Health and Safety	All campuses through distance learning	Occupational health and safety officer, manager





# Creative Industries

Draw on your creative passion and pursue a career in the music or visual arts industries. Our creative industries courses offer up a world of opportunities for those with a love for the arts!

Whether you prefer visual art, painting, textile design or pottery, we have a range of art qualifications and short courses to put you on the path towards your dream career.

Our facilities are equipped with state of the art smartboards, external wet and dry areas and expansive indoor floor space to nurture the creativity of our regions' upcoming artists.

For those destined for the spotlight, we also offer a creative environment for emerging musicians, songwriters and music managers.

^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
MUSIC			
CUA20615	Certificate II in Music Industry	Broome ^	Road crew assistant, recording assistant, music administration assistant, musician/performer at a local community level
CUA30915	Certificate III in Music Industry	Broome ^	Performer, songwriter, production technician, instrumental/vocal tutor, audio operator
CUA40915	Certificate IV in Music Industry	Broome ^	Performer, production technician, songwriter, instrumental/vocal tutor, audio operator
CUA50815	Diploma of Music Industry	Broome ^	Musician, audio engineer, production technician, manager
VISUAL ARTS			
CUA20415	Certificate II in Aboriginal and Torres Strait Islander Cultural Arts	Broome	Community arts assistant, craft studio trainee
CUA30515	Certificate III in Aboriginal and Torres Strait Islander Cultural Arts	Broome	Community arts assistant, craft studio trainee, junior assistant
CUA10315	Certificate I in Visual Arts	Broome, Derby, Kununurra, Minurmarghali Mia (Roebourne) ^	Community arts assistant, craft studio trainee, junior assistant
CUA20715	Certificate II in Visual Arts	Broome, Derby, Kununurra, Halls Creek, Minurmarghali Mia (Roebourne) ^	Community arts assistant, craft studio trainee, junior assistant
CUA31115	Certificate III in Visual Arts	Broome, Derby ^	Portfolio for further study, entry level positions in the visual arts industry
CUA41315	Certificate IV in Visual Arts	Broome, Derby ^	Visual arts industry, craft studio assistant, glass artist
CUA30615	Certificate III in Arts Administration	Broome ^	Event production assistant, gallery assistant, administration officer





# Education and Community Services

Make a difference in the lives of others with a career in the Education and Community Services industries.

We offer qualifications in individual support, community services, early childhood education and care and education services.

Our individual support qualifications include specialisation in ageing, disability or home and community care, while our community services courses equip you for a range of roles such as a community support or outreach officer.

Supporting this training at our Broome and Karratha campuses are purpose-built National Disability Insurance Scheme (NDIS) facilities that enable simulated training in home care.

Help shape the future of our young people in a rewarding role as a youth worker, teacher's assistant or childcare worker with our qualifications in youth work, education support or early childhood education.



Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

^ Available at other campus locations by request

## NATIONAL ID QUALIFICATION

## LOCATION

## CAREER OPPORTUNITIES

### AGED CARE

<b>52841WA</b> 	Certificate II in Introduction to Aged Care	All campuses	Aged care worker, transition into higher-level training
<b>52840WA</b> 	Certificate II in Introduction Disability Care	All campuses	Disability care worker, transition into higher-level training
<b>CHC43015</b> 	Certificate IV in Ageing Support	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham ^	Support worker in aged services; either in residential, home or community based environments.
<b>CHC33015</b> 	Certificate III in Individual Support <i>Includes specialisation in Ageing, Disability and Home and Community Care</i>	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Pundulmurra, Minurmarghali Mia (Roebourne), Karratha, Tom Price, Newman ^	Aged care worker, home care worker, community care worker

### COMMUNITY SERVICES

<b>CHC22015</b> 	Certificate II in Community Services	All campuses	Administration
<b>CHC32015</b> 	Certificate III in Community Services	Broome, Derby, Kununurra, Halls Creek, Wyndham, Pundulmurra, Minurmarghali Mia (Roebourne), Karratha, Tom Price, Newman ^	Community care worker, welfare support worker
<b>CHC42015</b> 	Certificate IV in Community Services	Broome, Pundulmurra, Minurmarghali Mia (Roebourne), Karratha, Tom Price, Newman ^	Outreach officer, family support worker, domestic violence worker, community or welfare support worker
<b>CHC52015</b> 	Diploma of Community Services	Broome, Pundulmurra, Minurmarghali Mia (Roebourne), Karratha, Tom Price, Newman ^	Community service worker, welfare worker, outreach officer, family support worker
<b>CHC40413</b> 	Certificate IV in Youth Work	Broome, Derby, Fitzroy Crossing ^	Care worker for young people

### EARLY CHILDHOOD EDUCATION AND CARE

<b>CHC30113</b> 	Certificate III in Early Childhood Education and Care	All campuses	Early childhood educator, childhood education assistant, Childhood educator, family day care worker, nanny, playgroup assistant, recreation assistant
<b>CHC50113</b> 	Diploma of Early Childhood Education and Care	Broome, Kununurra, Halls Creek, Pundulmurra, Minurmarghali Mia (Roebourne), Karratha, Tom Price, Newman ^	Early childhood educator, Childhood education assistant, Childhood educator, family day care worker, nanny, playgroup assistant, recreation assistant

### EDUCATION SERVICES

<b>CHC30213</b> 	Certificate III in Education Support	All campuses by request	Education support worker
<b>CHC40213</b> 	Certificate IV in Education Support	All campuses by request	Education support worker
<b>TAE40116</b> 	Certificate IV in Training and Assessment	Broome, Derby, Kununurra, Pundulmurra, Minurmarghali Mia (Roebourne), Halls Creek, Karratha, Tom Price, Newman ^	Lecturer, trainer, mentor





# Engineering and Mining

Do you have a knack for the design, building and operation of machines, engines and structures? Consider a career in the engineering and mining industry.

North Regional TAFE offers a suite of engineering courses to progress through, including qualifications that can be completed in conjunction with an apprenticeship.

We also offer an introduction into the mining industry with courses in resources and infrastructure operations.




Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

\* This qualification can only be delivered as part of an apprenticeship

^ Available at other campus locations by request


NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
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## AUTOMATION

52845WA 	Certificate II in Autonomous Workplace Operations	Karratha	Entry level automation skills
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## ENGINEERING

MEM10105	Certificate I in Engineering	Halls Creek, Kununurra, Karratha, Wyndham ^	Engineer (further study needed)
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MEM20105 	Certificate II in Engineering	Broome, Karratha, Kununurra, Minurmarghali Mia (Roebourne)	Apprentice electroplater/surface finisher/plant mechanic/ship builder, trades assistant, trainee engineer, process operator
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MEM20413 	Certificate II in Engineering Pathways	Karratha, Pundulmurra	Engineering tradesperson (fabrication)
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MEM30219 	Certificate III in Engineering - Mechanical Trade *	Karratha, Pundulmurra	Plant mechanic, tradesperson
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MEM30319 	Certificate III in Engineering - Fabrication Trade *	Broome, Karratha, Pundulmurra, Newman	Boilermaker, welder
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MEM31215 	Certificate III in Engineering - Industrial Electrician*	Karratha	Electrician, electrical regulator
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MEM40119 	Certificate IV in Engineering*	Karratha	Technical supervisor
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## PROCESS PLANT OPERATIONS/TECHNOLOGY

RII10115	Certificate I in Resources and Infrastructure Operations	Halls Creek, Kununurra	Further study
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RII20115 	Certificate II in Resources and Infrastructure Work Preparation	Broome, Halls Creek, Kununurra	Civil construction general hand, Construction labourer
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## English, Languages and Foundation Studies

English and foundation studies courses are suitable for both students who come from an English-speaking background and those who speak English as a second language. Our English courses cater for students from non-English speaking backgrounds who want to understand, speak, read and write in English. Our foundation studies courses help students to boost their confidence and employability skills.

Our foundation studies courses assist students to develop their personal, social and employability skills. These qualifications encompass career development, leadership and pre-employment training, enabling learners to go onto further study or find employment.

Our English language courses help learners to develop skills in speaking, listening, reading, writing, grammar and word pronunciation. Students will learn English within the context of living in Australia and gain a greater insight into Australian society, customs and practices.

NR TAFE offers International English Language Testing System (IELTS) preparation training and a subsequent test centre for students to sit the IELTS exam with the University of Western Australia.

**For more English courses, please turn to the skill sets and short courses section on pages 23 – 28.**

<sup>^</sup> Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
<b>GENERAL EDUCATION</b>			
22471VIC	Course in Initial General Education for Adults	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, Pundulmurra, Karratha <sup>^</sup>	Life skills, work readiness, further study
22476VIC	Certificate I in General Education for Adults (Introductory)	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, Pundulmurra, Karratha <sup>^</sup>	Life skills, work readiness, further study
22472VIC	Certificate I in General Education for Adults	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, Pundulmurra, Karratha <sup>^</sup>	Life skills, work readiness, further study
22473VIC	Certificate II in General Education for Adults	All campuses by request	Life skills, work readiness, further study
52823WA	Course in Applied Vocational Study Skills (CAVSS)	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, Pundulmurra, Karratha, Minurmarghali Mia (Roebourne) <sup>^</sup>	Enhanced language, literacy and numeracy. This training is delivered alongside a chosen vocational qualification to provide extra support for students.
52832WA	Course in Underpinning Skills for Industry Qualifications	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, Pundulmurra, Karratha, Minurmarghali Mia (Roebourne) <sup>^</sup>	Underpinning study skills. This training is delivered alongside a chosen vocational qualification to provide extra support for students.
52768WA	Course in Gaining Access to Training and Employment (GATE) (Introductory)	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, Karratha, Minurmarghali Mia (Roebourne) <sup>^</sup>	Life skills, work readiness, further study
52769WA	Certificate I in Gaining Access to Training and Employment (GATE)	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham, Pundulmurra, Karratha, Minurmarghali Mia (Roebourne) <sup>^</sup>	Life skills, work readiness, further study
52773WA	Certificate I in Leadership	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham <sup>^</sup>	Bridging course designed to develop employability skills in a specific vocation
52774WA	Certificate II in Leadership	Broome, Derby, Fitzroy Crossing, Kununurra, Halls Creek, Wyndham <sup>^</sup>	Bridging course designed to develop employability skills in a specific vocation





# Health, Beauty and Fitness

Do you have a desire to make people look and feel their best on the inside and out? Take the leap towards a career in the health, beauty and fitness industries.

This broad and exciting study area encompasses qualifications in beauty therapy, hairdressing, enrolled nursing, fitness and sport development.

NR TAFE's hair and beauty salons in Karratha and Broome are equipped with all the tools students need to build practical skills in the hair or beauty industry. The refurbished training salons encompass modern hairdressing, beauty therapy,

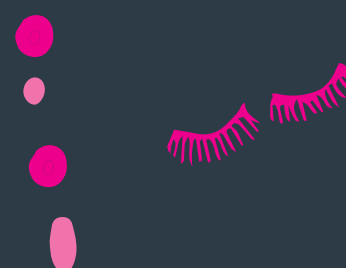
massage, spray tanning and manicure stations.

Our industry standard Health and Community Training Centre at Pundulmurra offers students the opportunity to gain hands-on, practical experience in a simulated hospital wing.

The facility encompasses a hospital ward, a nurses' station, patient

examination and treatment rooms, classrooms and a viewing area for lecturer observation of practical assessments.

Tap into your passion for fitness and the outdoors. Our qualifications in fitness and sport development can set you on a path to becoming a qualified personal trainer, sports coach, facility coordinator or manager.



Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

\* This qualification can only be delivered as part of an apprenticeship

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
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## BEAUTY THERAPY

SHB30115	Certificate III in Beauty Services	Broome, Derby, Karratha	Cosmetic retail sales assistant
SHB40115	Certificate IV in Beauty Therapy	Broome, Karratha	Beauty therapist
SHB20116	Certificate II in Retail Cosmetics	Broome, Kununurra, Karratha	Cosmetic retail sales assistant

## ENROLLED NURSING

HLT54115	Diploma of Nursing	Pundulmurra	Enrolled nurse
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## FITNESS

SIS30315	Certificate III in Fitness	All campuses	Fitness instructor, personal trainer
SIS40215	Certificate IV in Fitness	Broome	Personal trainer

## HAIRDRESSING

SHB20216	Certificate II in Salon Assistant	Broome, Karratha	Salon assistant
SHB30416	Certificate III in Hairdressing *	Broome, Karratha	Qualified hairdresser

## SPORT DEVELOPMENT

SIS20115	Certificate II in Sport and Recreation	All campuses by request	Administration assistant, community activities assistant, recreation/day activity worker, retail assistant
SIS30115	Certificate III in Sport and Recreation	All campuses by request	Recreation assistant, retail assistant, grounds assistant, administration assistant
SIS40115	Certificate IV in Sport and Recreation	All campuses by request	Facility coordinator, administration coordinator





# Hospitality, Tourism and Events

Seeking a job that can take you places? Consider a career in the dynamic hospitality, tourism and events industries and land employment anywhere in the world!

Our industry-standard training restaurant, based off-campus in the heart of Broome, supports students to gain real industry experience in the areas of front-of-house, kitchen operations and commercial cookery. Become a qualified chef with our commercial cookery course, or explore the possibilities within the hospitality industry.

If your passion lies in exploring and sharing knowledge, consider a career in tourism and travel, with our Certificate I – Diploma level courses.

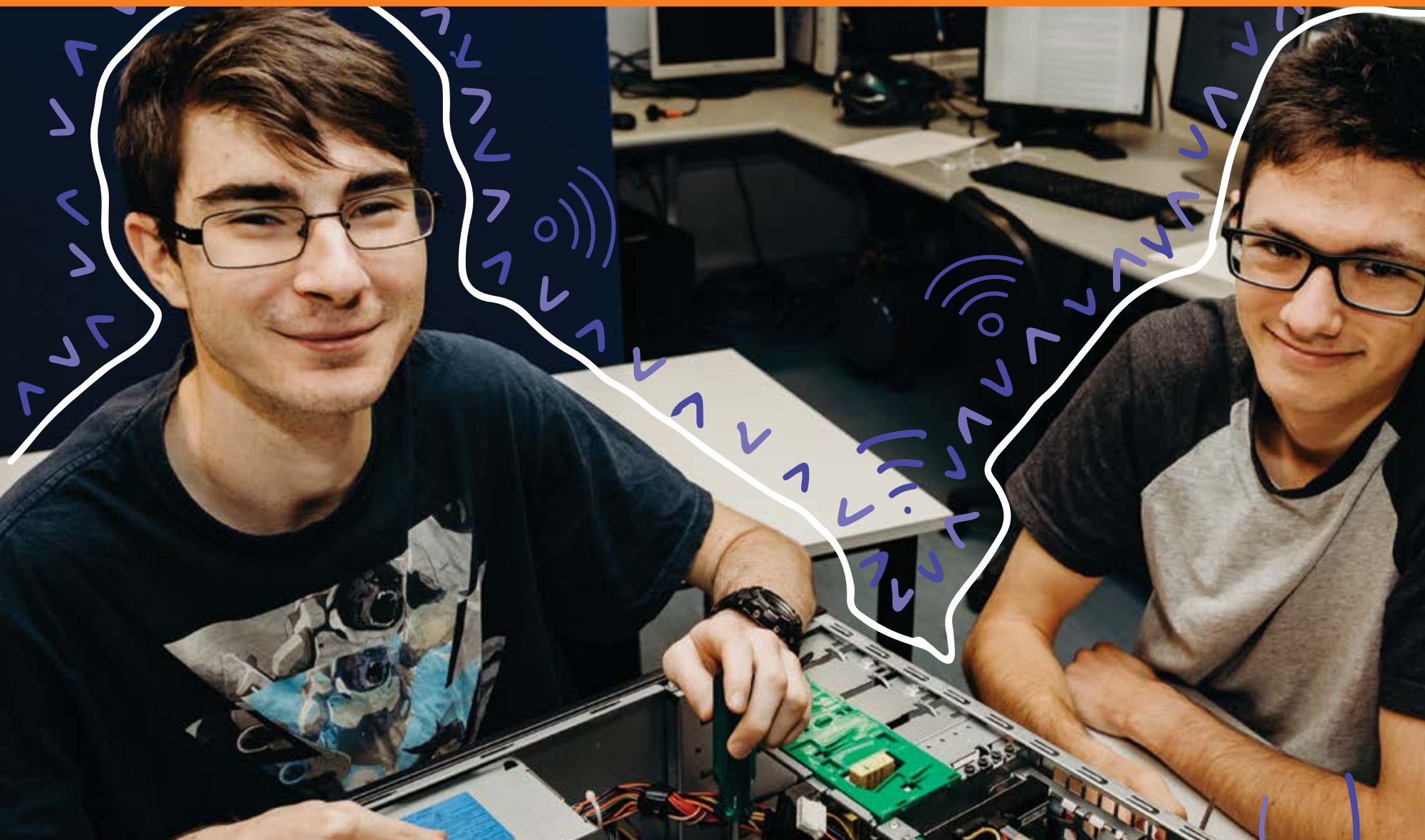


Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
COMMERCIAL COOKERY			
 SIT20416	Certificate II in Kitchen Operations	Broome ^	Kitchen hand, assistant cook, short order cook, apprentice/trainee cook
 SIT30816	Certificate III in Commercial Cookery	Broome ^	Qualified cook, head chef
HOSPITALITY			
SIT10216	Certificate I in Hospitality	Broome, Kununurra ^	Food and beverage attendant, kitchen hand, room attendant, bar/bottle-shop attendant
SIT20316	Certificate II in Hospitality	Broome, Kununurra ^	Food and beverage attendant, kitchen hand, room attendant, bar/bottle-shop attendant, barista
 SIT30616	Certificate III in Hospitality	Broome ^	Front office receptionist, food and beverage attendant, bar/bottle-shop attendant, barista, gaming attendant, housekeeper
SIT40416	Certificate IV in Hospitality	Broome ^	Food and beverage supervisor, Front officer supervisor, gaming supervisor, concierge
SIT50416	Diploma of Hospitality Management	Broome ^	Function manager, restaurant manager, front office manager
TOURISM AND TRAVEL			
SIT10116	Certificate I in Tourism (Australian Indigenous Culture)	Broome ^	Trainee
SIT20116	Certificate II in Tourism	Broome, Kununurra ^	Office worker for tourism business
 SIT30116	Certificate III in Tourism	Broome ^	Tour guide, tourism services coordinator
SIT50116	Diploma of Travel and Tourism Management	Broome ^	Travel agency manager, tourism officer, tourism manager, operations manager, visitor information centre manager
 SIT30316	Certificate III in Guiding	Broome ^	Tour guide





## Information Technology, Library and Digital

Secure a career in an industry that is constantly evolving with the advance of modern technology. Start your journey here at North Regional TAFE with a qualification in Information Technology.

Keep up to date with the world's latest technological advancements and be a part of the process by developing your skills in networking, cloud computing, systems maintenance and systems support.

Study in this field provides students with the skills required to work in technical and client support roles, or as a help desk, IT or network operations technician.



Qualifications marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.

^ Available at other campus locations by request

NATIONAL ID	QUALIFICATION	LOCATION	CAREER OPPORTUNITIES
INFORMATION COMMUNICATION TECHNOLOGY			
ICT10115	Certificate I in Information, Digital Media and Technology	Broome, Karratha, Minurmarghali Mia (Roebourne), Tom Price ^	Foundation digital literacy skills to support a wide range of industry occupations
ICT20115	Certificate II in Information, Digital Media and Technology	Broome, Karratha, Minurmarghali Mia (Roebourne), Tom Price ^	Office assistant, records assistant, junior support officer
ICT30118 	Certificate III in Information, Digital Media and Technology	Broome, Karratha, Minurmarghali Mia (Roebourne), Tom Price ^	Help desk assistant, help desk operator, ICT support, technical support, network support, PC support
ICT40418 	Certificate IV in Information Technology Networking	Broome ^	Network support, network technician





## Skill Sets and Short Courses

NORTH REGIONAL TAFE OFFERS A VAST RANGE OF SKILL SETS AND SHORT COURSES TO HELP YOU UPSKILL IN THE WORKPLACE, IMPROVE YOUR JOB PROSPECTS, OR SIMPLY LEARN A NEW SKILL.

Skill sets and short courses are offered at each of our campuses at various times throughout the year, and can be customised to suit individual, community or workplace needs.

Keep up to date with scheduled courses by visiting [northregionaltafe.wa.edu.au](http://northregionaltafe.wa.edu.au).

If you cannot find what you are looking for, please contact us to discuss your training needs.



**SHORT TIME  
INVESTMENT**



**FLEXIBLE AND  
CUSTOMISABLE**

## Skill Sets

Skill sets are made up of one or more units of competency, link directly to an industry need or regulatory requirement, and result in a nationally recognised Statement of Attainment. Some skill sets also count towards a higher qualification, should you wish to undertake further study at a later date.



**NATIONALLY  
RECOGNISED  
ACCREDITATION**






CODE	SKILL SET	DURATION	OUTCOME
<b>AQUACULTURE, MARITIME AND LOGISTICS</b>			
<b>IAC98</b> 	<b>Coxswain Engineering Skill Set</b> MARB027 Perform basic servicing and maintenance of main propulsion unit and auxiliary systems MARC038 Operate main propulsion unit and auxiliary systems	4 days	Knowledge of basic marine engineering. Partial completion of a MAR20318 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal).
<b>IAC99</b> 	<b>Coxswain Navigation Skill Set</b> MARH013 Plan and navigate a passage for a vessel up to 12 metres	5 days	Navigational skills for recreational and commercial vessel operators. Partial completion of a MAR20318 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal).
<b>IAC97</b> 	<b>Coxswain Vessel Operations and Environmental Practice Skill Set</b> MARI003 Comply with regulations to ensure safe operation of a vessel up to 12 metres MARK007 Handle a vessel up to 12 metres MARN008 Apply seamanship skills aboard a vessel up to 12 metres MARC037 Operate inboard and outboard motors MARJ006 Follow environmental work practices	5 days	The necessary points to safely operate and manoeuvre a vessel to 12m in length following domestic regulations. This skill set is a fundamental component of both the Coxswain Grade 2 and Coxswain Grade 1 qualifications.
<b>IAC96</b> 	<b>Elements of Shipboard Safety (ESS) Skill Set</b> MARF027 Apply basic survival skills in the event of vessel abandonment MARF028 Follow procedures to minimise and fight fires on board a vessel MARF029 Meet work health and safety requirements MARF030 Survive at sea using survival craft	3 days	Knowledge of emergency procedures required to survive at sea if disaster strikes. Partial completion of a Certificate I, II and III in Maritime Operations.
<b>IAC29</b>	<b>Enterprise Safety Skill Set</b> TLIF1001 Follow occupational health and safety procedures TLID1001 Shift materials safely using manual handling methods TLIL1001 Complete workplace orientation/induction procedures	2 days	Fundamental occupational health and safety knowledge required to operate in a logistics role. Partial completion of a TLID20119 Certificate II in Warehousing Operations.
<b>IAA54</b>	<b>Load and Unloads Goods/Cargo Skill Set</b> TLID2004 Load and unload goods/cargo	1 day	Understanding of key logistical regulations and requirements.
<b>IAB06</b>	<b>Logistics - Dangerous Goods Awareness Advanced Skill Set</b> TLIA2014 Use product knowledge to complete work operations TLID2003 Handle dangerous goods/hazardous substances TLIE0002 Process workplace documentation TLIU2012 Participate in environmentally sustainable work practices	3 days	Knowledge of dangerous goods and hazardous substances within the workplace. Partial completion of a TLID20119 Certificate II in Warehousing Operations.
<b>IAD52</b>	<b>Logistics - Dangerous Goods Awareness Skill Set</b> TLID2003 Handle dangerous goods/hazardous substances	1 day	Ability to identify and navigate safety data sheets, and pack and document dangerous goods safely.
<b>AE145/ AE157</b> 	<b>Logistics and Warehousing Skill Set</b> HLTINFCOV001 Comply with infection prevention and control policies and procedures TLIA2044 Carry out delivery operations TLID1001 Shift materials safely using manual handling methods TLID2010 Operate a forklift TLILIC0003 Licence to operate a forklift truck	1 week	Knowledge about relevant legislation and regulations, ability to successfully operate a forklift, shift loads safely, and undertake manual handling operations.
<b>IAD01</b> 	<b>Marine Engine Driver (MED II) Skill Set</b> BSBWOR203 Work effectively with others MARB031 Maintain marine internal combustion engines, propulsion plant and auxiliary systems MARC033 Complete engine room tasks MARC034 Maintain hull out of water MARC035 Operate and maintain extra low and low voltage electrical systems and equipment MARC036 Operate deck machinery MARC039 Operate marine internal combustion engines, and propulsion and auxiliary systems MARJ006 Follow environmental work practices MARC040 Manage fuel systems MARC041 Operate and monitor marine internal combustion engines, propulsion plant and auxiliary systems MARC042 Operate electrical systems MARB032 Undertake basic maintenance of electrical systems	12 days	Skills in the operation, servicing and maintenance of vessels. Partial completion of a MAR30818 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal).








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CODE	SKILL SET	DURATION	OUTCOME
AC870	<b>Marine Radio Skill Set</b> MARCO43     Transmit and receive information by marine radio	2 days	Ability to correctly operate a marine radio. Partial completion of a MAR30918 Certificate III in Maritime Operations (Master Up To 24 Metres Near Coastal) .
IAD04 	<b>Master 24 Navigation Watchkeeping Skill Set</b> MARH015     Manage and maintain a navigational watch on board vessels up to 80 metres MARH016     Plan and navigate a passage for a vessel up to 80 metres MARH017     Use wheelhouse equipment for safe navigation	7 days	Ability to maintain a bridge watch, manage crew on watch and execute a range of other tasks while anchored and at sea. Partial completion of a MAR30918 Certificate III in Maritime Operations (Master up to 24 Metres Near Coastal).
IAD36 	<b>Master 24 Seamanship Skill Set</b> MARI004     Observe regulations to ensure safe operation of a vessel up to 80 metres MARJ007     Monitor environmental management on a vessel MARK008     Manoeuvre a vessel up to 24 metres within Near Coastal waters MARN009     Perform seamanship operations on board a vessel up to 24 metres	4 days	Ability to apply a range of seamanship skills. Partial completion of a MAR30918 Certificate III in Maritime Operations (Master Up To 24 Metres Near Coastal).
IAD35 	<b>Master 24 Ship Knowledge Skill Set</b> BSBFLM303     Contribute to effective workplace relationships MARB029     Perform routine maintenance on a vessel up to 24 metres MARB030     Slip or dock a vessel and maintain hull on a vessel up to 80 metres	4 days	Ability to sufficiently maintain a vessel up to 24 metres in length. Partial completion of a MAR30918 Certificate III in Maritime Operations (Master Up To 24 Metres Near Coastal).
IAD77	<b>Principles of Logistics Skill Set</b> TLIA2021     Despatch stock TLIA2013     Receive goods TLIA3017     Identify products and store to specifications	2 days	Fundamental knowledge of logistics and warehousing operations, in compliance with heavy vehicle transport legislation. Partial completion of a TLI21815 Certificate II in Logistics.
IAB03	<b>Social Diversity and Communication Skill Set</b> BSBCUS201     Deliver a service to customers TLIG2007     Work in a socially diverse environment TLIE2007     Use communication systems TLIK2003     Apply keyboard skills	3 days	Logistical skills to work in a socially diverse industry, providing service and communication to consumers. Partial completion of a TLI20419 Certificate II in Warehousing Operations.
IAD96	<b>Supply Chain - Forklift and Chain of Responsibility Skill Set</b> TLID2010     Operate a forklift TLIF0001     Apply chain of responsibility legislation, regulations and workplace procedures	2 days	Knowledge of transport tasks the skills and knowledge to operate a forklift. Partial completion of a TLI20119 Certificate II in Logistics.

AGRICULTURE, ANIMALS, SCIENCE AND THE ENVIRONMENT

IAA21	<b>4WD Training Skill Set</b> RIIVEH305E     Operate and maintain a 4WD vehicle	2 days	Ability to operate and maintain a 4WD in off-road conditions.
IAA02 	<b>Chainsaw - Kimberley Skill Set</b> AHCMMOM213     Operate and maintain chainsaws AHCPCM203     Fell small trees AHCVHS201     Participate in work health and safety processes	1-2 days	Ability to safely operate a chainsaw.
IAD80 	<b>Chainsaw - Pilbara Skill Set</b> AHCVHS201     Participate in work health and safety processes AHCMMOM213     Operate and maintain chainsaws FWPCOT2239     Trim and cut felled trees	3 days	Ability to safely operate a chainsaw.
IAA84 	<b>Chemical Handling (Certificate II level) Skill Set</b> AHCPMG201     Treat weeds AHCVHS201     Participate in work health and safety processes AHCCHM201     Apply chemicals under supervision	3 days	Introductory skills in working with chemicals for horticulture and land management.
IAA09 	<b>Chemical Handling Skill Set</b> AHCCHM304     Transport and store chemicals AHCPMG301     Control weeds AHCCHM307     Prepare and apply chemicals to control pest, weeds and diseases	3 days	Ability to safely apply, transport and store chemicals to meet regulations.
IAC90	<b>Dry Season Veggies Skill Set</b> AHCIRG215     Assist with low volume irrigation operations AHCNSY201     Pot up plants AHCPGD201     Plant trees and shrubs AHCPGD203     Prune shrubs and small trees	10 days	Development of a dry season fruit and vegetable garden, including tree pruning and cultivation of local bush foods, such as Gubinge.
IAA49	<b>Operate Firefighting Equipment Skill Set</b> TLIF2018     Operate firefighting equipment	1 day	Ability to operate firefighting equipment in accordance with relevant codes of practice.
IAD19 	<b>Plant Propagation and Care Skill Set</b> AHCNSY202     Care for nursery plants AHCNSY203     Undertake propagation activities	5-10 days	Ability to grow and care for your nursery plants


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CODE	SKILL SET	DURATION	OUTCOME
AE139 AE151 	<b>Work in Agriculture Skill Set</b> AHCCHM304     Transport and store chemicals AHCPMG301     Control weeds AHCCHM307     Prepare and apply chemicals to control pest, weeds and diseases AHCWHS301     Contribute to work health and safety processes AHCMMOM202     Operate tractors AHCMMOM304     Operate machinery and equipment AHCWRK204     Work effectively in the industry	3 weeks	Ability to prepare and operate relevant agriculture, horticulture and land management machinery and equipment in a safe manner, chemical application, and knowledge of work, health and safety procedures.

AUTOMOTIVE

IAC47	<b>Automotive Air Conditioning Skill Set</b> AURETU003     Service air conditioning and HVAC systems AURETU004     Diagnose and repair air conditioning and HVAC systems	3-4 days	Ability to fit, retrofit and service automotive air conditioning systems.
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BUILDING AND CONSTRUCTION

IAD91 	<b>Demolition Skill Set</b> CPCCCM2009A     Carry out basic demolition CPCCOHS2001A     Apply OHS requirements, policies and procedures in the construction industry	1-2 days	Ability to safely carry out general demolition of minor building structures.
IAC81 	<b>Confined Space Gas Testing Skill Set</b> MSMWH5217     Gas test atmospheres RIIWH5202D     Enter and work in confined spaces	2 days	Ability to undertake gas testing and to enter and work safely in confined spaces.
IAA25 	<b>Dogging Skill Set</b> CPCCLDG3001A     Licence to perform dogging	3-5 days	Licence for dogging.
IAA27 	<b>Elevated Work Platform Skill Set</b> TLILIC0005     Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	2 days	Licence to operate a boom-type elevating work platform.
IAA28 	<b>Excavator Skill Set</b> RIIMPO320F     Conduct civil construction excavator operations	5 days	Ability to conduct civil construction excavator operations.
IAA07	<b>Forklift Skill Set</b> TLILIC0003     Licence to operate a forklift truck	2 days	Licence to operate a forklift.
IAA93 	<b>Front End Loader Skill Set</b> RIIMPO321F     Conduct civil construction wheeled front end loader operations	5 days	Skills and knowledge to conduct civil construction wheeled front end loader operations.
IAA33 	<b>Gas Test Atmospheres Skill Set</b> MSMWH5217     Gas test atmospheres	1-2 days	Skills and knowledge to test the working atmosphere using an electronic test apparatus.
IAA95 	<b>Grader Operations Skill Set</b> RIIMPO324E     Conduct civil construction grader operations	4 days	Learn how to operate a grader.
IAA22 	<b>Rigging Basic Skill Set</b> CPCCLRG3001A     Licence to perform rigging basic	5 days	Licence to perform rigging basic (RB).
IAA19 	<b>Skidsteer Loader Operations Skill Set</b> RIIMPO318D     Conduct civil construction skid steer loader operations	4 days	Ability to operate a bobcat/skidsteer.
IAA47 	<b>Telehandler Skill Set</b> RIIHAN309D     Conduct telescopic materials handler operations	5 days	Ability to conduct telescopic materials handler operations.
IAD22 	<b>Tracked Front End Loader Skill Set</b> RIIMPO322E     Conduct civil construction tracked front end loader operations	4 days	Ability to operate a track front end loader safely and efficiently.
IAA03 	<b>Traffic Management Skill Set</b> RIIWH5205D     Control traffic with stop-slow bat RIICOM201D     Communicate in the workplace RIIWH5201D     Work safely and follow WHS procedures RIIWH5302D     Implement traffic management plan	3 days	Ability to implement traffic management plans.
IAA04 	<b>White Card Skill Set</b> CPCCWHS1001     Prepare to work safely in the construction industry	4.5 hours	Ability to work safely on a construction site.

  Skill sets marked with these icons are part of the Skills Ready initiative. Please see page 05 for details or visit our website for eligibility criteria.





CODE	SKILL SET	DURATION	OUTCOME
<b>AE159/</b> <b>AE162</b> 	<b>Work Safety in Construction Skill Set</b> CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry CPCCWHS1001 Prepare to work safely in the construction industry CPCCCM2005B Use construction tools and equipment CPCCCM2006 Apply basic levelling procedures CPCCCM1012 Work effectively and sustainably in the construction industry CPCCVE1011A Undertake a basic construction project	2 weeks	Job ready for entry level roles in the construction field.
<b>IAA26</b> 	<b>Working in Confined Spaces Skill Set</b> RIIWH5202D Enter and work in confined spaces	2 day	Ability to enter and work safely in confined spaces.

<b>IAA20</b> 	<b>Working Safely at Heights Skill Set</b> RIIWH5204D Work safely at heights	1 day	Ability to work safely at heights in the resources and infrastructure industry.
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## BUSINESS AND FINANCE

<b>AE137/</b> <b>AE149</b> 	<b>Business Ready Skill Set</b> BSBWHS201 Contribute to health and safety of self and others BSBCUS201 Deliver a service to customers BSBITU211 Produce digital text documents BSBWOR202 Organise and complete daily work activities BSBWOR204 Use business technology	2 weeks	Ability to deliver multiple aspects of customer service, produce business documents, use computer software and follow work health and safety and emergency procedures.
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<b>AE188</b> 	<b>Infection Control Skill Set</b> BSBWHS332X Follow infection prevention and control policies and procedures in own work activities	1-2 days	Ability to reduce the risk and transmission of infection while carrying out routine work activities in their job role.
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<b>IAC84</b>	<b>Introduction to Computers Skill Set</b> BSBITU111 Operate a personal digital device BSBITU112 Develop keyboard skills BSBITU211 Produce digital text documents	1 day	Knowledge of basic computer operations using the Microsoft Office Suite.
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<b>IAC53</b>	<b>Manage Conflict Skill Set</b> BSBCUS301 Deliver and monitor a service to customers BSBFLM312 Contribute to team effectiveness BSBWOR301 Organise personal work priorities and development SITXCOM005 Manage conflict	4 days	Skills and knowledge required to deal with client complaints.
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<b>IAA36</b>	<b>Microsoft Excel Introduction Skill Set</b> BSBITU212 Create and use spreadsheets	1 day	Introductory skills in Microsoft Excel, including formula building techniques, sound formatting and design principles.
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<b>IAA40</b>	<b>Microsoft Excel Intermediate Skill Set</b> BSBITU314 Design and produce spreadsheets	1 day	Intermediate skills in Microsoft Excel, including the ability to produce effective and productive workbooks.
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<b>IAA34</b> 	<b>Microsoft Excel Advanced Skill Set</b> BSBITU402 Develop and use complex spreadsheets	2 days	Advanced skills in Microsoft Excel, including advanced analysis and automation tools for business management and analysis needs.
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<b>IAA37</b>	<b>Microsoft Outlook Introduction Skill Set</b> BSBITU213 Use digital technologies to communicate remotely	1 day	Basic skills in Microsoft Outlook, including sending emails, accessing calendar and contacts.
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<b>IAA39</b>	<b>Microsoft Word Intermediate Skill Set</b> BSBITU313 Design and produce digital text documents	1 day	Intermediate skills in Microsoft Word, including the ability to produce intricate and varied documents.
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<b>IAA35</b>	<b>Microsoft Word Introduction Skill Set</b> BSBITU211 Produce digital text documents	1 day	Introductory skills in Microsoft Word, including the ability to create, format and print simple documents.
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<b>IAA64</b>	<b>MYOB Bookkeeping Skill Set</b> FNSACC416 Set up and operate a computerised accounting system	3 hours x 9 weeks	Ability to use MYOB for cash and accrual accounting, including reconciliations, debtors and creditors, and reporting.
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<b>IAA63</b>	<b>MYOB Payroll and BAS Skill Set</b> FNSTPB402 Establish and maintain payroll systems	3 hours x 9 weeks	Ability to use MYOB for payroll, BAS processing and BAS Agent registration.
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<b>IAD28</b>	<b>MYOB Workshop Skill Set</b> FNSACC312 Administer subsidiary accounts and ledgers	2 days	A basic understanding of popular bookkeeping software, MYOB.
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<b>AE150</b>	<b>Operating a Small Business Skill Set</b> BSBITU306 Design and produce business documents BSBITU313 Design and produce digital text documents BSBITU314 Design and produce spreadsheets BSBSMB402 Plan small business finances BSBWHS307 Apply knowledge of WHS laws in the workplace ICTWEB201 Use social media tools for collaboration and engagement	3 weeks	Ability to design and produce business documents and publications, develop spreadsheets, identify financial requirements, utilise social media tools and understand workplace health and safety (WHS) legislation and its application to safe work practices.
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<b>IAB39</b> 	<b>OSH for Supervisors Skill Set</b> BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	2 days	Knowledge of the legal responsibilities required for workplace OSH supervisors
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<b>IAC66</b> 	<b>Workplace Leadership Skill Set</b> BSBLDR402 Lead effective workplace relationships BSBLDR403 Lead team effectiveness BSBMGT401 Show leadership in the workplace BSBLDR404 Lead a diverse workplace	4 days	Skills to become a successful workplace leader.
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<b>IAA66</b>	<b>XERO Bookkeeping Skill Set</b> FNSACC416 Set up and operate a computerised accounting system	2 days	Skills and knowledge required to establish, operate, and modify integrated computerised accounting system, XERO.
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<b>IAD24</b>	<b>Xero Introduction Skill Set</b> FNSACC304 Conduct business activities using a computerised accounting system	1 day	A basic understanding of popular bookkeeping software XERO.
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## CREATIVE INDUSTRIES

<b>IAD10</b>	<b>Ceramics Introduction Skill Set</b> CUVCER201 Develop ceramic skills CUAPPR101 Use ideas and techniques to develop creative work	Term/ Semester	Basic skills in the creation of ceramic artwork pieces.
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<b>IAD59</b>	<b>Creative Bookbinding - Beginners Skill Set</b> BSBDES202 Evaluate the nature of design in a specific industry context BSBWHS201 Contribute to health and safety of self and others	Term/ Semester	Introductory skills in basic bookbinding.
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<b>IAD60</b>	<b>Creative Bookbinding - Intermediate Skill Set</b> BSBSMB201 Identify suitability for micro business BSBWHS201 Contribute to health and safety of self and others	Term/ Semester	Intermediate skills in basic bookbinding.
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<b>IAD61</b>	<b>Creative Bookbinding - Advanced Skill Set</b> BSBDES304 Source and apply design industry knowledge BSBWHS201 Contribute to health and safety of self and others	Term/ Semester	Advanced skills in basic bookbinding.
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<b>IAB79</b>	<b>Encaustic Painting Skill Set</b> BSDES302 Explore and apply the creative design process to 2D forms BSBWOR203 Work effectively with others	Term/ Semester	Ability to paint using hot wax, known as encaustic painting.
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<b>IAC95</b>	<b>Fibre Coiling Skill Set</b> CUAPPR201 Make simple creative work	Term/ Semester	Ability to use traditional and contemporary coiling techniques using natural and man-made fibres.
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<b>IAD62</b>	<b>Making Marks on Paper - Beginners Skill Set</b> CUAACD101 Use basic drawing techniques BSBWHS201 Contribute to health and safety of self and others CUAPPR101 Use ideas and techniques to develop creative work	1 day/week	Knowledge of basic drawing techniques.
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<b>IAD63</b>	<b>Making Marks on Paper - Intermediate Skill Set</b> CUAACD201 Develop drawing skills to communicate ideas BSBWHS201 Contribute to health and safety of self and others CUADRA201 Develop drawing skills	1 day/week	Intermediate skills in drawing techniques.
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<b>IAD64</b>	<b>Making Marks on Paper - Advanced Skill Set</b> CUAACD301 Produce drawings to communicate ideas CUADRA301 Produce drawings	1 day/week	Advanced skills in drawing techniques.
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<b>IAB08</b>	<b>Painting Skill Set</b> CUAPAI201 Develop painting skills	Term/ Semester	Artistic skills in painting.
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<b>IAD68</b>	<b>Paper and Cane Sculpture - Beginner Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPPR101 Use ideas and techniques to develop creative work	Term/ Semester	Introductory skills in 3D fibre sculpture construction with grass animals.
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<b>IAD69</b>	<b>Paper and Cane Sculpture - Intermediate Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPPR201 Make simple creative work CUASCU201 Develop sculptural skills	Term/ Semester	Intermediate skills in 3D fibre sculpture construction with grass animals.
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<b>IAD70</b>	<b>Paper and Cane Sculpture - Advanced</b> BSBDES302 Explore and apply the creative design process to 2D forms CUAPPR301 Produce creative work	Term/ Semester	Advanced skills in 3D fibre sculpture construction with grass animals.
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<b>IAD56</b>	<b>Printmaking on Paper - Beginners Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPRI201 Develop printmaking skills	Term/ Semester	Basic skills to produce unique state prints.
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CODE	SKILL SET	DURATION	OUTCOME
<b>IAD57</b>	<b>Printmaking on Paper - Intermediate Skill Set</b> BSBDES201 Follow a design process BSBWHS201 Contribute to health and safety of self and others CUAIND201 Develop and apply creative arts industry knowledge	Term/ Semester	Intermediate skills to produced unique state prints.
<b>IAD58</b>	<b>Printmaking on Paper - Advanced Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPRI301 Produce prints CUARES301 Apply knowledge of history and theory to own arts practice	Term/ Semester	Advanced skills to produced unique state prints.
<b>IAC91</b>	<b>Shibori Workshop Skill Set</b> BSBDES201 Follow a design process BSBDES202 Evaluate the nature of design in a specific industry context BSBWHS201 Contribute to health and safety of self and others CUAPPR301 Produce creative work	Term/ Semester	Skills in Shibori, the ancient Japanese art of fabric dyeing.
<b>IAA68</b>	<b>Songwriting Skill Set</b> CUAMCP301 Compose simple songs CUAMCP302 Write song lyrics CUACMP301 Implement copyright arrangements CUAMPF304 Make a music demo	3 weekends	Knowledge of music composition and lyric development to produce original songs.
<b>IAD53</b>	<b>Textile Printing - Beginners Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPRI201 Develop printmaking skills CUATEX201 Develop skills in textile work	Term/ Semester	Introductory skills in the art of textile printing.
<b>IAD54</b>	<b>Textile Printing - Intermediate Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAIND201 Develop and apply creative arts industry knowledge CUATEX301 Produce textile work	Term/ Semester	Intermediate skills in the art of textile printing.
<b>IAD55</b>	<b>Textile Printing - Advanced Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPRI301 Produce prints LMTTD4005A Produce screen printed textiles LMTTD4013A Prepare stencils and screens for textile printing	Term/ Semester	Advanced skills in the art of textile printing.
<b>IAD65</b>	<b>Wall Tapestry - Beginners Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPPR101 Use ideas and techniques to develop creative work	Term/ Semester	Introductory skills in the traditional and contemporary practice of woven tapestry.
<b>IAD66</b>	<b>Wall Tapestry - Intermediate Skill Set</b> BSBWHS201 Contribute to health and safety of self and others CUAPPR201 Make simple creative work CUASCU201 Develop sculptural skills	Term/ Semester	Intermediate skills in the traditional and contemporary practice of woven tapestry.
<b>IAD67</b>	<b>Wall Tapestry - Advanced Skill Set</b> BSBDES302 Explore and apply the creative design process to 2D forms CUAPPR301 Produce creative work	Term/ Semester	Advanced skills in the traditional and contemporary practice of woven tapestry.

## EDUCATION AND COMMUNITY SERVICES

<b>TAESS00014</b> 	<b>Enterprise Trainer - Presenting Skill Set</b> BSBCMM401 Make a presentation TAEDEL301 Provide work skill instruction	2 days	Ability to present to a class and provide workplace instruction within a vocational training environment.
<b>AE144/ AE156</b> 	<b>Provide Individual Support Skill Set</b> CHCCCS011 Meet personal support needs HLTINF001 Comply with infection prevention and control policies and procedures HLTWHS005 Conduct manual tasks safely HLTFSE001 Follow basic food safety practices HLTHPS006 Assist clients with medication HLTWHS002 Follow safe work practices for direct client care CHCCCS015 Provide individualised support	3 weeks	Skills to tend to a client's individual care, including complying with personal hygiene standards, preparing for and providing medication assistance and supporting a client to self-administer medication and safe work practices for the health and safety of yourself and your clients.
<b>IAB69</b> 	<b>TAE Unit Upgrade Skill Set</b> TAEASS02 Design and develop assessment tools TAEELN411 Address adult language, literacy and numeracy skills	3 Days + online	Completion of this course will allow participants who currently hold the TAE40110 Certificate IV in Training and Assessment to train and assess, as per the Standards for Registered Organisations 2015.

CODE	SKILL SET	DURATION	OUTCOME
<b>AE143/ AE155</b> 	<b>Work in Community Care Skill Set</b> BSBWOR202 Organise and complete daily work activities CHCCOM001 Provide first point of contact CHCCOM005 Communicate and work in health or community services CHCDIV001 Work with diverse people HLTWHS001 Participate in workplace health and safety HLTAID003 Provide first aid HLTINF001 Comply with infection prevention and control policies and procedures	7 weeks	Learn how to provide support in a community care setting. This course includes first aid, workplace safety, infection control, communicating effectively and providing a high standard of customer service.

## ENGINEERING AND MINING

<b>IAB16</b> 	<b>Tag and Test Electrical Appliances Skill Set</b> UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace	1-5 days	Ability to undertake testing and tagging of electrical equipment.
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## ENGLISH, LANGUAGES AND FOUNDATION SERVICES

<b>AE136/ AE148</b> 	<b>Job Ready Basics Skill Set</b> GATTEC101A Technology for living GATHAW101A Health and Wellbeing GATPDV101A Personal Development 2 BSBWHS332X Apply infection prevention and control procedures to own work activities	4 weeks	Provides extra support and a confidence boost to get into a job. It focuses on health, wellbeing and personal development.
<b>K2006P</b>	<b>IELTS Preparation Class Skill Set</b> VU21355 Engage with a range of complex texts for personal purposes VU21359 Create a range of complex texts for personal purposes	Term/ Semester	Preparatory skills for the International English Language Testing System (IELTS) exam.
<b>IAB26</b>	<b>The Leader in Me Skill Set</b> LWADDEV101A Develop self-awareness LWALDR101A Explore fundamentals of leadership	4 days	Self-development and foundational leadership skills.
<b>IAD72</b>	<b>Technology for Living Skill Set</b> GATTEC101A Technology for living	2 days	Provides basic skills and knowledge required to use a range of technologies for information and communication

## HEALTH, BEAUTY AND FITNESS

<b>IAD82</b> 	<b>Administer Medications Skill Set</b> HLTHPS007 Administer and monitor medications	2 days	A mix of practical and theory-based learning about the administration of medication to clients.
<b>IAA12</b>	<b>Bronze Medallion Course Skill Set</b> SISCAQU002 Perform basic water rescues HLTAID001 Provide cardiopulmonary resuscitation	2 days	Ability to perform basic water rescues and provide CPR.
<b>AE161</b> 	<b>COVID-19 Direct Care Skill Set</b> CHCCCS011 Meet personal support needs HLTINF001 Comply with infection prevention and control policies and procedures HLTWHS005 Conduct manual tasks safely	3-5 days	This course is suitable for new and existing workers who need to upskill or undertake infectious disease training due to risks associated with their role.
<b>CSS00114</b> 	<b>Entry into Care Roles Skill Set</b> CHCCCS015 Provide individualised support HLTINF001 Comply with infection prevention and control policies and procedures HLTWHS002 Follow safe work practices for direct client care	4 weeks	Immediate skills to gain employment in the aged care or disability support sectors and a pathway to a meaningful, long-term career.
<b>IAA16</b> 	<b>First Aid - Childcare Skill Set</b> HLTAID004 Provide an emergency first aid response in an education and care setting	2 days	Ability to provide first aid in an emergency situation to infants, children and adults.
<b>IAA08</b> 	<b>First Aid Skill Set</b> HLTAID003 Provide first aid	2 days	Ability to provide first aid in an emergency situation.
<b>IAD17</b>	<b>Head, Neck and Shoulder Massage for Relaxation Skill Set</b> SHBHBA002 Provide head, neck and shoulder massage for relaxation SHBHIND001 Maintain and organise tools, equipment and work area SHBXCCS003 Greet and prepare clients for salon services	Term	Foundation skills in relaxation massage, focussing on the head, neck and shoulders.








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CODE	SKILL SET	DURATION	OUTCOME
<b>AE115</b> 	<b>Infection Control Skill Set (Food Handling)</b> HLTINFCOV001 Comply with infection prevention and control policies and procedures	1-2 days	Learn how to follow infection prevention and control policies and procedures within organisations that include food handling in their operations. Learn how to implement standard and transmission-based precautions and respond to infection risks.
<b>AE114</b> 	<b>Infection Control Skill Set (Retail)</b> HLTINFCOV001 Comply with infection prevention and control policies and procedures	1-2 days	Learn how to follow infection prevention and control policies and procedures in the retail industry. Also learn how to implement standard and transmission-based precautions and respond to infection risks within an organisation.
<b>AE113</b> 	<b>Infection Control Skill Set (Transport and Logistics)</b> HLTINFCOV001 Comply with infection prevention and control policies and procedures	1-2 days	Learn how to follow infection prevention and control policies and procedures in the transport and logistics industry. Also learn how to implement standard and transmission-based precautions and respond to infection risks within an organisation.
<b>AE112</b> 	<b>Infection Control Skill Set</b> HLTINF001 Comply with infection prevention and control policies and procedures	1-2 days	Learn how to follow infection prevention and control policies and procedures within the aged care or disability support industry.
<b>IAD75</b>	<b>Lash and Brow Skill Set</b> SHBBFAS001 Provide lash and brow services SHBBMUP001 Apply eyelash extensions SHBXWHS001 Apply safe hygiene, health and work practices	Term/ Semester	Brow and Lash styling skill suitable to the beauty industry.
<b>IAD34</b>	<b>Make-Up Basics Skill Set</b> SHBBMUP002 Design and apply make-up	1 week	Foundation skills in make-up application.
<b>IAD76</b>	<b>Make-Up Intermediate Skill Set</b> SHBBMUP002 Design and apply make-up SHBBMUP003 Design and apply make-up for photography SHBBMUP004 Design and apply remedial camouflage make-up SHBXWHS001 Apply safe hygiene, health and work practices SHBBCCS001 Advise on beauty products and services	Term/ Semester	Make-up skills suitable for the beauty industry.
<b>IAD84</b> 	<b>Manual Handling for Health Workers Skill Set</b> HLTWHS005 Conduct manual tasks safely	1 day	Principals of manual handling, involving the safe and efficient movement of both the person delivering and receiving manual handling.
<b>IAC42</b>	<b>Massage Skill Set</b> SHBBBOS002 Provide body massages SHBBBOS003 Provide body treatments	Term	Foundation skills in offering professional full body massage and how to tailor the massage to your clients.
<b>IAA31</b> 	<b>Provide Cardiopulmonary Resuscitation (CPR) Skill Set</b> HLTAID001 Provide Cardiopulmonary Resuscitation	3-4 hours	Ability to provide Cardiopulmonary Resuscitation (CPR).
<b>IAD47</b>	<b>Waxing, Lash, Brow and Infection Control Skill Set</b> SHBBFAS001 Provide lash and brow services SHBBHRS001 Provide waxing services SHBBINF001 Maintain infection control standards	Term/ Semester	Students will learn how to complete waxing services and lash and brow treatments.
<b>IAD97</b>	<b>Waxing, Lash, Brow and Infection Control Skill Set</b> SHBBFAS001 Provide lash and brow services SHBBHRS001 Provide waxing services SHBBINF001 Maintain infection control standards	Term/ Semester	Students will learn how to complete waxing services and lash and brow treatments, as well as sterilisation and applying and maintaining infection control standards within a salon environment

## HOSPITALITY, TOURISM AND EVENTS

<b>IAA15</b> 	<b>Barista Skill Set</b> SITHFAB005 Prepare and serve espresso coffee SITXFSA001 Use hygienic practices for food safety	2 days	Ability to make café style coffee.
<b>AE140/ AE152</b> 	<b>Commercial Kitchen Skill Set</b> SITHCCC001 Use food preparation equipment SITHKOP001 Clean kitchen premises and equipment SITXFSA001 Use hygienic practices for food safety SITXWHS001 Participate in safe work practices HLTINFCOV001 Comply with infection prevention and control policies and procedures	15 days over a Term/ Semester	Job ready for employment in restaurants, cafes, bars, resorts or hotels.
<b>AE134/ AE146</b> 	<b>Customer Service Skill Set</b> SITXCCS006 Provide service to customers SITXCOM002 Show social and cultural sensitivity HLTINFCOV001 Comply with infection prevention and control policies and procedures	4 days	Ability to communicate effectively and provide quality service to internal and external customers.

CODE	SKILL SET	DURATION	OUTCOME
<b>AD484</b> 	<b>Food Safety Supervision</b> SITXFSA001 Use hygienic practices for food safety SITXFSA002 Participate in safe food handling practices	2 days	Knowledge of safe food practices and hygiene requirements.
<b>AE141/ AE153</b> 	<b>Hospitality Service Skill Set</b> SITXCCS006 Provide service to customers SITHFAB002 Provide responsible service of alcohol SITHFAB005 Prepare and serve espresso coffee SITHFAB007 Serve food and beverage SITXFIN001 Process financial transactions SITXFSA001 Use hygienic practices for food safety HLTINFCOV001 Comply with infection prevention and control policies and procedures	15 days over a Term/ Semester	Hospitality skills relating to the responsible service of alcohol, barista and customer service.
<b>AD488</b> 	<b>Responsible Service of Alcohol (RSA) Skill Set</b> SITHFAB002 Provide responsible service of alcohol	1 day	Knowledge of the responsible service of alcohol. This course is mandatory for staff required to serve alcohol on a licensed premises.
<b>AE135/ AE147</b> 	<b>Work in Hospitality Skill Set</b> GATTEC101A Technology for living GATHAW101A Health and wellbeing GATPDV101A Personal development 2 HLTINFCOV001 Comply with infection prevention and control policies and procedures SITHFAB002 Provide responsible service of alcohol	10 days over a Term/ Semester	Job ready for employments in hospitality-based roles.

## INFORMATION TECHNOLOGY, LIBRARY AND DIGITAL

<b>AE142/ AE154</b> 	<b>Introduction to Cybersecurity Skill Set</b> BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment VU21990 Recognise the need for cyber security in an organisation VU21993 Secure a networked personal computer	10 weeks over a Semester	Knowledge of cybersecurity and sensitive information and how to work in a professional and confidential manner.
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# Short Courses

Short courses provide hands-on training in a new skill you can use in your personal or professional life, and are a great way to refresh your knowledge or give you a taste of a different industry. Short courses are non-accredited and result in a certificate of participation.



SMALL TIME INVESTMENT



NEW SKILLS

CODE	SKILL SET	DURATION	OUTCOME
AGRICULTURE, ANIMALS, SCIENCE AND THE ENVIRONMENT			
K2002P	Snake Handling	4-5 hours	Ability to capture and release reptiles including venomous snakes.
BUILDING AND CONSTRUCTION			
K2021P	Restricted Asbestos Removal	Half day	Ability to apply for a Restricted Asbestos Removal Licence and carry out restricted asbestos removal.
BUSINESS AND FINANCE			
K2010P	Fire Warden	6 hours	Ability to safely confine emergencies where possible.
P0181	Microsoft Project Introduction	2 days	Introductory skills in Microsoft Project, including a general understanding of the software.
K2000P	Work Health & Safety Representatives Course	5 days	Operate as an effective health and safety representative in the workplace.
K2001P	Work Health & Safety Representatives Refresher	2 days	Updated skills and knowledge to work as an effective health and safety representative in the workplace.
EDUCATION AND COMMUNITY SERVICES			
K5031P	Manual Handling for Health Workers	4 hours	Ability to utilise correct body mechanics and manual handling aids for health and community services workers.
K2003P	Mental Health First Aid	2 days, or online and half day	Ability to recognise signs and symptoms of mental health problems, provide initial help in a crisis situation, and direct onto professional help.
ENGLISH, LANGUAGES AND FOUNDATION STUDIES			
K2005P	English as a Second Language	Term/ Semester	Improved English language skills.
K2004P	IELTS Preparation Course	5 days	Preparation for the International English Language Testing System (IELTS) exam.
HEALTH, BEAUTY AND FITNESS			
K5019	Essential Nursing	1 day	Customised skills for basic nursing, and personal care in a range of situations.
INFORMATION TECHNOLOGY, LIBRARY AND DIGITAL			
K5038P	Web Design Introduction	1 day or 3 evenings	Ability to undertake basic web design using HTML5 basics.



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## Notes



### CAMPUS LOCATIONS

**BROOME**  
68 Cable Beach Road, Broome WA 6725

**DERBY**  
40 Clarendon Street, Derby WA 6728

**FITZROY CROSSING**  
Lot 503 Flynn Drive, Fitzroy Crossing WA 6765

**HALLS CREEK**  
1 Terone Street, Halls Creek WA 6770

**KARRATHA**  
Lot 2598 Dampier Highway, Karratha WA 6714

**KUNUNURRA**  
79 Coolibah Drive, Kununurra WA 6743

**MINURMARGHALI MIA (ROEBOURNE)**  
5 Fraser Street, Roebourne WA 6718

**NEWMAN**  
557 Kalgan Drive, Newman WA 6753

**PUNDULMURRA (SOUTH HEDLAND)**  
18 Parker Street, South Hedland WA 6722

**TOM PRICE**  
Lot 3 Stadium Road, Tom Price WA 6751

**WYNDHAM**  
Sharpe Street, Wyndham WA 6740



