2015 VET COURSE GUIDE FOR HIGH SCHOOL STUDENTS
THE ADVENTURES OF TVET MAN

TVET MAN TRAVELS AROUND AUSTRALIA AND THE WORLD... WHERE WILL HE BE SEEN NEXT?

CONNECT WITH TVET MAN ON FACEBOOK. SEARCH ‘TVET MAN’.
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North Coast TAFE has a long and proud record of working with government and non-government schools through TVET (TAFE-delivered Vocational Education and Training).

TVET offers exciting choices for students who are looking for practical learning with pathways into TAFE, uni or work. Check out past students’ success stories in this guide – they illustrate some great opportunities made possible through a TVET course.

North Coast TAFE would love to be part of your pathway to the future, so I invite you to consider a TVET program when choosing your HSC subjects.

Acknowledgement of Country
North Coast TAFE recognises and acknowledges the traditional custodians of the land on which we work and study.
WHAT ARE VET AND TVET COURSES?

STUDENTS ENTERING YEARS 11 AND 12 ARE ABLE TO UNDERTAKE VOCATIONAL EDUCATION AND TRAINING (VET) COURSES THAT COUNT TOWARDS THEIR UNITS OF STUDY AND PROVIDE NATIONALLY RECOGNISED QUALIFICATIONS AS PART OF THEIR HSC.

A large range of courses are available for local school students to study. These courses are available at local secondary schools or TAFE campuses. When VET courses in Year 11 and 12 are taught by TAFE teachers at TAFE campuses (or sometimes at schools) they are called TAFE delivered VET courses – or TVET courses.

Benefits of VET courses

A vocational course will equip students with knowledge and skills valued by employers and make students more job ready. Upon successful completion of a course you may also receive a nationally recognised award under the Australian Qualifications Framework (AQF) – a valuable qualification recognised by industry and other training providers. Most students find they are more independent and confident as a result of completing a vocational course. Students gain an insight into the type of career they might like to help them make better career decisions.

- Experience an adult learning environment.

Australian Tertiary Admission Rank (ATAR)

Students may include one Board Developed VET course in the calculation of their ATAR. HSC exams in VET courses are optional.

What are the course costs for TAFE delivered courses?

TAFE provides TVET courses to all schools and school systems on a fee-for-service basis. The Department of Education and Communities does not pass on these fees to Government school students. However, non-Government schools may require their students to pay additional fees for courses to the school to contribute to the cost of TAFE-delivered courses. See your School Careers Adviser or VET for Schools Coordinator regarding course costs.

Summer Jones, a 17 year old student from Grafton High, achieved the top mark in the HSC in her TVET course, the Certificate II in Tourism and Events (SIT20112). Summer studied at North Coast TAFE’s Grafton Campus and undertook work placements with the Grafton Tourist Information Centre and the Quality Motor Inn which enabled her to learn further practical and relevant workplace skills.
**THE LEGAL STUFF**

**Special Notes**
While every attempt has been made to ensure information contained in this guide was correct at the time of printing (April 2014), it can change and you should check the TVET section of our website for the latest information.

Course commencement is subject to sufficient resources and demand. For the most up-to-date information on course content, attendance modes, fees, concessions, refunds and exemptions, recognition of prior learning and credit transfer options, student support services including literacy and numeracy support and welfare services, student rights and responsibilities, appeals and complaints process and Department of Education and Training Code of Conduct visit the Institute website (northcoast.tafensw.edu.au) or phone your local VET for Schools Coordinator.

**Disclaimer:**
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This guide is designed to assist students, parents and schools to explore the range of HSC VET options that North Coast TAFE provide for Year 11 and 12 students.

This includes information on extension courses, School-based Apprenticeships and Traineeships (SbATS), Fast Track and Summer Schools.

Courses in this guide are grouped into two options:

- **Board Developed** – courses that count towards your Higher School Certificate and also have an optional statewide examination, which can be included in the calculation of your ATAR.

- **Board Endorsed** – courses that give you credit towards your Higher School Certificate but do not count towards the calculation of your ATAR.

### LOCATIONS

This section shows if the course is usually delivered at schools and/or via the TAFE campuses highlighted, or by flexible/online mode. In most cases TAFE-delivered VET courses (TVET) are taught at TAFE campuses, but sometimes TAFE teachers deliver all parts of the courses in schools, workplace/community settings or flexible or online mode.

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The abbreviation CHEC refers to the Coffs Harbour Education Campus in Hogbin Drive whilst Coffs Harbour refers to the separate TAFE Campus at Glenreagh Street.

For the most accurate and up-to-date information on TVET delivery locations, refer to your local TVET insert which you can also get from your school VET Coordinator/Careers Adviser.

### Each course is presented in the following format

<table>
<thead>
<tr>
<th>Pattern of study</th>
<th>Tells you whether the course lasts for one or two years and how many units per year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC exam</td>
<td>Tells you whether the course results can contribute to an Australian Tertiary Admission Rank.</td>
</tr>
<tr>
<td>Qualification</td>
<td>Tells you what qualification is possible on successful completion of the course.</td>
</tr>
<tr>
<td>Pathway</td>
<td>Tells you the options for further study in that course area.</td>
</tr>
<tr>
<td>Note</td>
<td>Special information about this course.</td>
</tr>
</tbody>
</table>

### HOW DO I APPLY?

A TVET Expression of Interest Form will be available from your school VET Coordinator or Careers Adviser or can be downloaded from northcoast.tafensw.edu.au

TVET course codes are found on the course flyer available from your school and MUST be included on your application. Fully completed Expression of Interest Forms must be handed to your school VET Coordinator/Careers Adviser.

**Note:**

Expressions of Interest for 2015 TVET Courses close on Friday, 19 September 2014. Please submit your application form to your school before this date.
COURSE TYPES

VET COURSES COUNT TOWARDS HSC UNIT CREDIT. THEY ARE CLASSIFIED BY THE NSW BOARD OF STUDIES AS EITHER BOARD DEVELOPED COURSES OR BOARD ENDORSED COURSES.

Board Developed courses are developed by the Board of Studies. These 240 hour courses can be examinable and can count towards the calculation of a student’s ATAR.

Board Endorsed courses are endorsed by the Board of Studies but are not examinable and therefore do not contribute to the ATAR.

Students may be able to undertake additional units of study in some courses to gain additional qualifications. Students must be enrolled in or have completed the 240 hour course before enrolling in an extension or specialisation course. Students who successfully complete an extension or specialisation course will receive additional vocational qualifications.

Extension and specialisation courses are available for study in:
- Animal Studies
- Aviation – Flight Operations
- Aviation – Ground Operations and Services
- Automotive
- Beauty – Make-Up and Skin Care
- Business Services
- Construction
- Financial Services
- Hospitality
- Human Services
- Information Technology
- Metals and Engineering
- Primary Industries
- Retail Services and Community Pharmacy

Extension courses can be available as one unit (60 hour) two units (120 hour), three units (180 hour) or four units (240 hour) courses. Board Developed extension courses do not contribute to the calculation of an ATAR and there is no exam. Each extra unit of study for Board Developed extension courses may require additional work placement. In most courses the additional work placement hours are 35 hours for every 2 units of study.

Coffs Harbour High School student Nicholas Pigot attended North Coast TAFE at Coffs Harbour while also completing a work placement at Busways Coffs Harbour where he registered 80 hours of work during his Year 11 studies. His outstanding results led to two regional Student of the Year awards.
ADVANCED OPTIONS

1 year and 2 year TVET courses

Where a course is 1 year / 2 years, students may study a course for:
- One year only in Year 11, or
- One year only in Year 12, or
- Two years over Years 11 and 12

The second year of a two-year Board Endorsed TVET course will only commence if there are sufficient continuing students to sustain a viable class.

Fast Track

Fast Track courses are 2 year study programs which maximise credit transfer into further vocational qualifications. Students can complete 4 units of study in Year 11 and then complete additional units of extension study in their HSC Year.

Summer school

Summer schools enable students to complete 120 hours of study in their TVET course over the December – January school term break. This enables students to meet the Board of Studies requirements for 2 units which then can contribute to the student’s preliminary or HSC study. The table shown is an example of the summer school and fast track options which allow students to complete courses more quickly or choose to take on further study.

TVET Online through TAFEnow

TAFEnow is the online delivery channel of North Coast TAFE, a recognised leader in TAFE NSW in providing TVET courses to over 5000 HSC students annually. Studying TVET online through TAFEnow is a new and flexible alternative to attending your a TAFE campus for TVET.

Online study of TVET courses is a flexible option that can allow students to fit it in around other HSC study commitments and help save travel time and costs. While TAFEnow TVET students will be well-supported, they will need to be self-directed learners with good time management and independent study skills.
Work placement
Students may have to complete an appropriate work placement as a mandatory requirement. This is a Board of Studies, Teaching and Education Standards (BOSTES) requirement for VET courses and work placement must be completed to ensure the course is counted towards their study. All Board Developed courses have compulsory work placement of 35 hours for each 2 units of study.

Students with special needs
Students with special needs are encouraged to enrol in and complete VET courses delivered at school or TAFE. Parents, teachers and students should carefully consider:
- student career choices
- the recommendation of the School Learning Support Team
- the likelihood of the student achieving all or some of the competencies or elements of competency for the course
- the mandatory work placement requirements for the course
- the student’s ability to complete the required hours of attendance
- Students with disabilities or learning difficulties are required to submit additional information that will enable support requirements to be determined prior to undertaking the course. Information about this is available at your school

Recognition of prior learning, advanced standing and credit transfer
TAFE has processes to enable students to apply for Recognition of Prior Learning (RPL) in a course, including credits for relevant subjects completed with another registered training organisation.

Please speak to your course coordinator if you think you may be able to claim recognition or credit for some of the skills in a course.

Advanced Standing refers to units of competence that you will receive credit for in subsequent qualifications. All vocational education qualifications or training completed as part of your HSC are recognised by TAFE and other VET providers. Students are not required to repeat training completed at school.

More information on Recognition of Prior Learning and credit transfer is available on the North Coast TAFE website.

Kieran Foster won the 2012 Australian Vocational Student Prize for his work as a school-based apprentice studying a Certificate III in Commercial Cookery (SIT30813) at Wollongbar Campus – while also studying his HSC. Kieran was also selected to assist celebrity chef Fast Ed in the Sample Food Festival held at the Bangalow Showgrounds, where he competed in a celebrity chef mystery box challenge.
School-based Apprenticeships and Traineeships are available to all Year 10, 11 and 12 high school students in NSW. They allow students to commence an apprenticeship or complete a traineeship while at school.

A School-based Apprenticeship or Traineeship combines paid work and training. Completion of your training results in an industry recognised national qualification and credit towards your HSC.

What can you achieve if you undertake a School-based Apprenticeship or Traineeship?

- Higher School Certificate – in many cases achieving an ATAR
- A nationally recognised vocational qualification – usually at Certificate II or III level
- A Certificate of Proficiency issued by State Training Services for the successful completion of a traineeship or apprenticeship
- Paid part-time work
- Valuable experience in industry
- A head start to your career

What are the main features of School-based Apprenticeships and Traineeships?

School-based Apprentices work part-time and undertake the first stage of their apprenticeship training before the end of the HSC year. School-based Apprenticeships commence employment as a full time apprentice after their HSC, providing that they have successfully completed both their on-the-job and off-the-job training program during their senior high school years.

School-based Trainees work part-time and complete their traineeships by the end of their HSC year.

How will a School-based Apprenticeship/Traineeship fit in with my HSC?

All School-based Apprentices must study HSC VET courses that match the training provided to first year full-time apprentices. These HSC VET courses will generally contribute a minimum of 4 units of HSC credit out of the 22 units required for the HSC. The formal training undertaken by a school-based trainee will also contribute a minimum of 4 units of credit required for the HSC.

Additional HSC unit credit may be applicable for both school-based apprenticeship and school-based traineeship courses depending on the qualification.

School-based Apprentices and Trainees may also elect to undertake the Industry-Based Learning Board Endorsed Course that can contribute up to 4 additional units of HSC credit. Assessment of these units will be based on evidence of industry-based skills built up through paid employment as an apprentice or trainee during the HSC years.

Further information on School-based Apprenticeships/Traineeships in the HSC is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed
How is a School-based Apprenticeship/Traineeship established?

School-based Apprenticeships and Traineeships are established and protected in the same way as full-time apprenticeships and traineeships.

The parties to the apprenticeship or traineeship (that is, the employer and the apprentice) sign a training contract, which is a binding agreement detailing the:

- trade or vocation
- details of the employer and the apprentice/trainee
- commencement date and expected term of the apprenticeship/traineeship
- training plan (provides the formal training and the pattern of part-time employment that will result in the apprentice/trainee meeting their minimum employment requirements by the end of the HSC year)
- responsibilities and obligations of each party

A parent or guardian will also sign the contract if the apprentice/trainee is under 18 years of age. The training contract is prepared and lodged with State Training Services by the employer’s preferred Australian Apprenticeships Centre. The training contract will become binding on both parties once the application has been approved and the probationary period has elapsed. The employer may apply to have the probationary period extended if they haven’t had sufficient opportunity to assess the suitability of the apprentice/trainee.

If you are interested in a school-based apprenticeship or traineeship, contact your Careers Adviser or VET Coordinator at school.

Chantelle Montgomery successfully balanced her HSC, TVET studies and a traineeship in Certificate III in Health Services Assistance (HLT32512) at Bonalbo Central School, and achieved outstanding results. She was able to use her studies and work experience as a springboard to the Bachelor of Nursing degree.
GET A HEAD START TO A UNIVERSITY DEGREE

YOU CAN GET A HEAD START IN YOUR TAFE PROGRAM BY DOING A VET COURSE AS PART OF YOUR HSC.

A TVET course or VET course completed as part of the HSC is the first step in gaining a TAFE qualification and more.

Did you know that a TAFE NSW Certificate IV or Diploma could give you 6 – 12 months advanced standing in a university degree?

Choosing a TAFE to Uni pathway is a great way to get practical ‘job ready’ skills and then later gain entry to a university at an advanced stage.

Partner universities
Go to North Coast TAFE’s website at northcoast.tafensw.edu.au for the latest updates and links to the TAFE credit transfer pages of partner university websites:

- Charles Sturt University
- Griffith University
- Southern Cross University

TAFE 2 Uni Pathway

<table>
<thead>
<tr>
<th>TAFE Certificate</th>
<th>Study during school</th>
<th>as part of your HSC</th>
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<tbody>
<tr>
<td>TAFE Diploma</td>
<td>Study at TAFE after</td>
<td>completing HSC year</td>
</tr>
<tr>
<td>Bachelor degree</td>
<td>Get a year's credit by completing a TAFE diploma</td>
<td>and up to 18 months with an advanced diploma</td>
</tr>
</tbody>
</table>

Note:
As a prospective student you should contact the university you are planning to attend and enquire about current TAFE advanced study arrangements, as these change and are updated frequently.
Many Aboriginal people and communities throughout the North Coast have engaged in positive learning and career development thanks to a range of pathways available through North Coast TAFE.

Specialised support is provided through our Aboriginal Learning Circle team. We have a range of ‘Deadly Skills’ options for young Aboriginal people. For more information, contact the Coordinator, Engagement and Personalised Pathways, through your nearest campus. Or visit www.deadlysills.aboriginallearningcircle.com
BOARD DEVELOPED COURSES

Pages 16 - 41

BOARD DEVELOPED COURSES

• Give you credit towards your HSC
• Provide a national vocational qualification recognised by employers, TAFE and other vocational education and training providers across Australia
• Require you to complete a work placement of 35 hours per 2 units of study
• Have an optional state-wide HSC examination. The examination can be included in the calculation of your ATAR
• May lead into and provide a pathway towards related courses in universities, TAFE campuses and other training organisations
AUTOMOTIVE

Course description
This course provides opportunities for students to develop relevant technical, vocational and interpersonal competencies suitable for employment and further training in the automotive industry.

Students can expect to spend practical time in an automotive workshop and be involved in a range of activities that reinforce the technical knowledge they are learning.

Students can specialise within the automotive course. There are four course pathways available for students to major (or specialise) in including:
• Mechanical
• Motorcycle
• Outdoor Power Equipment (Small Engines)
• Paint and Panel.
### Career opportunities

Apprentice mechanic, parts and accessories sales person, new and used car sales person.

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<td><strong>Pattern of study</strong></td>
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<td><strong>HSC exam</strong></td>
<td>Yes – optional (at completion of 240 hour course)</td>
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<tr>
<td><strong>Qualification</strong></td>
<td>Certificate II in Automotive Vocational Preparation (AUR20712) and/or transcript of competencies achieved</td>
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<tr>
<td><strong>Pathway</strong></td>
<td>Advanced standing in higher level qualifications in the Automotive Industry Retail, Service and Repair Training package (AUR12)</td>
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<tr>
<td><strong>Note</strong></td>
<td>1 unit (60 hour) or 2 unit (120 hour) specialisation courses available  Work placement mandatory - 35 hours per 2 units of study</td>
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### Locations

Ballina, Casino, Coffs Harbour, CHEC, Grafton, Great Lakes, Kempsey, Kingscliff, Lismore, Macksville, Maclean, Murwillumbah, Port Macquarie, Taree, Trenayr, Wauchope, Wollongbar, Schools, Flexible/Online.
BUSINESS SERVICES

Course description
The business services course provides the core business skills and knowledge required for high-performing workplaces, competitive advantage and business success.

Business services includes functions related to advertising, accounting, business communication, human resources, legal work, management, market research, sales and marketing and secretarial and technology applications. It also includes more specialised functions such as franchising, project management and OHS practitioner work.

This course is designed to enable students to acquire a range of business and technology skills including business technology, word processing, spreadsheets, database, financial documents, personal and organisational skills valued both within and beyond the workplace.

TAFE 2 Uni Pathway
Study during school as part of your HSC
CERTIFICATE II IN BUSINESS (BSB20112)
AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE after completing HSC year
CERTIFICATE III (BSB30112) OR CERTIFICATE IV IN BUSINESS (BSB40212)
AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE
DIPLOMA OF BUSINESS (BSB50207)
AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at University
BACHELOR OF BUSINESS (MANAGEMENT)
UP TO 12 MONTHS CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME

Up to 12 months credit for your TAFE studies means less University time.
Career opportunities
Clerk, administration or office assistant, receptionist, personal assistant, office administrator. Further study in areas such as marketing, human resources, accounting and project management will lead to more specialised career opportunities.

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<td>Certificate II in Business (BSB20112) and/or transcript of competencies achieved</td>
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<tr>
<td>Pathway</td>
<td>Advanced standing in Certificate III in Business (BSB301112)</td>
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| Note             | 1 unit (60 hour), 2 unit (120 hour) or 3 unit (180 hour) specialisation courses available
                    | Work placement mandatory - 35 hours per 2 units of study                               |
CONSTRUCTION

Course description
This course provides students with foundation knowledge and elementary skills applicable across the broad range of construction industry occupations.

Students learn how to plan and organise building activities, work with others in a construction team and use a range of tools and equipment safely and effectively.

Courses are available in the areas of bricklaying, carpentry, general construction, off-site construction (including shopfitting) and waterproofing.
2015 Courses for High School Students

Pattern of study
- 2 units x 1 year (120 hour), 2 units x 2 years (240 hour)
- 4 units x 1 year (240 hour)

HSC exam
- Yes – optional (at completion of 240 hour course)

Qualification
- Certificate II in Construction (CPC20112) and/or transcript of competencies achieved

Pathway
- Advanced standing in a range of Certificate III level qualifications within the General Construction Training Package (CPC08)

Note
- 1 unit (60 hour), 2 unit (120 hour), 3 unit (180 hour) and 4 unit (240 hour) specialisation courses available
- Work placement mandatory - 35 hours per 2 units of study

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Career opportunities
Entry level employment in the general construction industry. Further study can lead into careers such as foreman, builder, scaffold and site manager.
Course description

This course provides the competencies in safety and basic skills and knowledge for work in any electrotechnology discipline. Students learn to install and maintain electrical and electronic equipment and systems for industrial, commercial and domestic purposes and electrical transmission and distribution equipment. There is a range of courses available in areas of security equipment, electrical machine repair, switchgear and control.

The focus areas are: components, tools and equipment, direct current circuits, drawings, diagrams and compliance, safety, sustainability and working in the industry.
## Career opportunities

Electrician, data communications worker, electrical trades assistant, refrigeration and air conditioning apprentice.

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<tr>
<td>Qualification</td>
<td>Certificate II in Electrotechnology (Career Start) (UEE22011) and/or transcript of competencies achieved</td>
</tr>
<tr>
<td>Pathway</td>
<td>Advanced standing in a range of Certificate III qualifications within the Electrotechnology Training Package (UEE11)</td>
</tr>
</tbody>
</table>
| Note             | 1 unit (60 hour) or 2 unit (120 hour) specialisation courses available  
Work placement mandatory - 35 hours per 2 units of study |
Course description

Students learn to produce and analyse financial reports and design and implement financial systems to ensure businesses meet government taxation requirements.

This qualification reflects the job roles of employees with functions that include: filing, checking and processing financial data entry and processing accounts payable/accounts receivable, providing customer service in financial transactions, assisting in processing payroll, front line cashiering and bank account maintenance, assisting with entering transaction data to ledgers and maintaining a general ledger, processing purchases and sales including EFT/e-business and producing GST reports.

TAFE 2 Uni Pathway

Study during school as part of your HSC

CERTIFICATE III IN ACCOUNTS ADMINISTRATION (FNS30311) ➔ AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE after completing HSC year

DIPLOMA OF ACCOUNTING (FNS50210) ➔ AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at University

BACHELOR OF COMMERCE (ACCOUNTING) ➔ UP TO 18 MONTHS CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME
Career opportunities
Bookkeeper, accounts clerk, administration officer, payroll officer. Further study may lead to higher roles in accounting and financial management.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 2 units x 2 year and 1 unit extension (300 hour)

HSC exam
Yes – optional (at completion of 240 hour course)

Qualification
Certificate III in Accounts Administration (FNS30311) and/or transcript of competencies achieved

Pathway
Diploma of Accounting (FNS50210)

Note
Work placement mandatory - 35 hours per 2 units of study
Course description
This course is for people who want to work in a commercial kitchen. Students will acquire the skills and knowledge needed for fundamental hospitality kitchen duties, and will develop a range of specialised kitchen skills in the preparation, cooking and service of foods.

The course emphasises the practical application of cookery principles, implementation of food safety procedures and the presentation of foods for a range of hospitality establishments.

Students learn about the hospitality industry and will develop customer service and communication skills, along with a wide range of skills relevant to food and beverage service, accommodation services and other hospitality services.

TAFE 2 Uni Pathway

Study during school as part of your HSC

CERTIFICATE II IN HOSPITALITY (SIT20213) AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE after completing HSC year

CERTIFICATE III IN HOSPITALITY (SIT30713) AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE

DIPLOMA OF HOSPITALITY (SIT50313) OR ADVANCED DIPLOMA OF HOSPITALITY (SIT80313) AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at University

BACHELOR OF BUSINESS, HOTEL OR RESORT MANAGEMENT UP TO 18 MONTHS CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME
2015 COURSES FOR HIGH SCHOOL STUDENTS

LOCATIONS

| Ballina | Kingscliff | Trenayr |
| Casino | Lismore | Wauchope |
| Coffs Harbour | Macksville | Wollongbar |
| CHEC | Maclean | Schools |
| Grafton | Murwillumbah | Flexible/Online |
| Great Lakes | Port Macquarie | |
| Kempsey | Taree | |

Career opportunities

A diverse range of occupations exists across the hospitality industry, such as customer service and sales, commercial cookery and catering, food and beverage service, accommodation service, product development, marketing and promotion.

Pattern of study

2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

HSC exam

Yes – optional (at completion of 240 hour course)

Qualification

Certificate II in Hospitality (SIT20213), Certificate II in Kitchen Operations (SIT20312) and/or transcript of competencies achieved

Pathway

Advanced standing in a range of Certificate III level qualifications within the Tourism, Hospitality and Events Training Package (SIT07)

Note

1 unit (60 hour) or 2 unit (120 hour) specialisation courses available
Work placement mandatory - 35 hours per 2 units of study
Course description
The Human Services courses are designed to enable students to develop skills and knowledge related to employment in the community services, aged care or health industries.

This may include work as an aged care worker, home care worker, allied health assistant or assistant in nursing. On course completion, students can assist aged persons with their living, emotional and psychological needs in a range of community and residential aged care facilities.

Students learn transferable skills, knowledge and experiences in team work, communication and workplace health and safety.

TAFE 2 Uni Pathway

Study during school as part of your HSC
CERTIFICATE III IN HEALTH SERVICES ASSISTANT (HLT32512) OR CERTIFICATE III IN AGED CARE (CHC30212) AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…

Study at TAFE after completing HSC year
DIPLOMA OF NURSING (ENROLLED) (HLT51612) AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…

Study at University
BACHELOR OF MIDWIFERY OR BACHELOR OF NURSING CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME
### Career opportunities
Assistant in nursing in public and private acute care, aged care or health facilities. Further study can lead to careers in higher level nursing roles, midwifery and health management.

<table>
<thead>
<tr>
<th>Pattern of study</th>
<th>2 units x 1 year (120 hour), 2 units x 2 years (240 hour) plus specialisation courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC exam</td>
<td>Yes – optional (at completion of 240 hour course)</td>
</tr>
<tr>
<td>Qualification</td>
<td>Certificate III in Aged Care (CHC30212), Certificate III in Health Services Assistance (HLT32512), Certificate III in Allied Health Assistance (HLT32412) and/or transcript of competencies achieved</td>
</tr>
<tr>
<td>Pathway</td>
<td>Advanced standing into other qualifications in the Health Training Package (HLT07)</td>
</tr>
<tr>
<td>Note</td>
<td>Students must adhere to uniform requirements to ensure compliance with WHS regulations. Students participating in clinical placements in hospitals or related NSW Health system facilities must comply with the assessment, screening and vaccination requirements of the NSW Department of Health Policy. Students over the age of 18 may be required to undergo a National Criminal History Record Check. Work placement mandatory - 35 hours per 2 units of study</td>
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</tbody>
</table>

### LOCATIONS

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<td>Flexible/Online</td>
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</table>

### Board Developed Courses
INFORMATION AND DIGITAL TECHNOLOGY

Course description
The course provides students with a range of skills suited to entry level employment across a wide range of industry areas, with a focus on supporting and managing the use of information and digital technology within the workplace.

The three streams available are:
- Web and Software Applications
- Networking and Hardware
- Digital Animation.

TAFE 2 Uni Pathway

Study during school as part of your HSC
CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (ICA30111) ➔ AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE after completing HSC year
CERTIFICATE IV IN INFORMATION TECHNOLOGY (ICA40111) ➔ AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE
DIPLOMA OF INFORMATION TECHNOLOGY (ICA50111) ➔ AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at University
BACHELOR OF APPLIED COMPUTING ➔ UP TO 18 MONTHS CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME
2015 COURSES FOR HIGH SCHOOL STUDENTS

LOCATIONS

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<tr>
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<tbody>
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<td>Kempsey</td>
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</table>

Career opportunities

ICT service providers, multimedia and web development specialists, desktop publishers, graphic designers, programmers, help desk operators.

<table>
<thead>
<tr>
<th>Pattern of study</th>
<th>2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC exam</td>
<td>Yes – optional (at completion of 240 hour course)</td>
</tr>
<tr>
<td>Qualification</td>
<td>Certificate III in Information, Digital Media and Technology (ICA30111), Statement of Attainment towards Certificate III in Information, Digital Media and Technology (ICA30111) and/or transcript of competencies achieved</td>
</tr>
<tr>
<td>Pathway</td>
<td>Advanced standing in higher level qualifications in the Information and Communications Technology Training Package (ICA11)</td>
</tr>
<tr>
<td>Note</td>
<td>Work placement mandatory - 35 hours per 2 units of study</td>
</tr>
</tbody>
</table>
Course description

This course enables students to gain a broad range of skills and knowledge appropriate for entry level employment in the manufacturing sector – especially in the metal and engineering sectors.

Students learn to work effectively and safely in a manufacturing environment using a range of machinery and technology to produce and maintain equipment and products to standards.
Career opportunities
Sheetmetal worker, welder, metal fabrication apprentice and further study can lead to higher level careers in engineering.

<table>
<thead>
<tr>
<th>Pattern of study</th>
<th>2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC exam</td>
<td>Yes – optional (at completion of 240 hour course)</td>
</tr>
<tr>
<td>Qualification</td>
<td>Certificate I in Engineering (MEM10105) and/or transcript of competencies achieved</td>
</tr>
<tr>
<td>Pathway</td>
<td>Advanced standing in higher level qualifications within the Metal and Engineering Training Package (MEM05)</td>
</tr>
<tr>
<td>Note</td>
<td>1 unit (60 hour) or 2 unit (120 hour) specialisation courses available Work placement mandatory - 35 hours per 2 units of study</td>
</tr>
</tbody>
</table>
Course description
Within the North Coast students can specialise within primary industries, with course pathways available for students to major in:
- Agriculture
- Conservation and Land Management
- Horticulture
- Landscaping
- Parks and Gardens
- Production Horticulture
- Production Nursery
- Retail Nursery
- Rural Operations
- Sports Turf Management.

TAFE 2 Uni Pathway
- **Study during school as part of your HSC**
- **CERTIFICATE II IN AGRICULTURE (AHC20110)**
- **AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…**

- **Study at TAFE after completing HSC year**
- **CERTIFICATE III IN AGRICULTURE (AHC30110) OR CERTIFICATE IV IN AGRICULTURE (AHC40110)**
- **AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…**

- **Study at TAFE**
- **DIPLOMA OF AGRICULTURE (AHC50110)**
- **AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…**

- **Study at University**
- **BACHELOR OF AGRICULTURAL BUSINESS MANAGEMENT, OR BACHELOR OF ECOLOGICAL AGRICULTURAL SYSTEMS, OR BACHELOR OF AGRICULTURAL SCIENCE, OR BACHELOR OF AGRICULTURE**
- **CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME**
Career opportunities

Depending on the speciality chosen career, opportunities include dairy worker, farm worker, greenkeeping assistant, horticulture assistant.

<table>
<thead>
<tr>
<th>Pattern of study</th>
<th>2 units x 1 year (120 hour), 2 units x 2 years (240 hours), 4 units x 1 year (240 hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC exam</td>
<td>Yes – optional (at completion of 240 hour course)</td>
</tr>
<tr>
<td>Qualification</td>
<td>Depending on the strand chosen Certificate II in a range of qualifications and/or transcript of competencies achieved</td>
</tr>
<tr>
<td>Pathway</td>
<td>Advanced standing in higher level qualifications in the Agriculture, Horticulture and Conservation and Land Management Training Package (AHC10)</td>
</tr>
<tr>
<td>Note</td>
<td>1 unit (60 hour), 2 unit (120 hour), 3 unit (180 hour) or 4 unit (240 hour) specialisation courses available Work placement mandatory - 35 hours per 2 units of study</td>
</tr>
</tbody>
</table>
Course description

In this course students gain an understanding of the retail industry and have the opportunity to develop a broad range of personal and interpersonal skills that are valued within and beyond the industry.

Students will participate in a range of practical, hands-on activities to enable them to develop skills and knowledge in customer service, communication, equipment operations, merchandising or sales and stock control.

TAFE 2 Uni Pathway

<table>
<thead>
<tr>
<th>Study during school as part of your HSC</th>
<th>AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATE II IN RETAIL SERVICES (SIR20212) OR CERTIFICATE III IN RETAIL OPERATIONS (SIR30212)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Study at TAFE after completing HSC year</th>
<th>AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATE IV IN RETAIL MANAGEMENT (SIR40212)</td>
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</table>

<table>
<thead>
<tr>
<th>Study at TAFE</th>
<th>AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS…</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIPLOMA OF RETAIL MANAGEMENT (SIR60112)</td>
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</table>

<table>
<thead>
<tr>
<th>Study at University</th>
<th>CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACHELOR OF BUSINESS</td>
<td></td>
</tr>
</tbody>
</table>
2015 COURSES FOR HIGH SCHOOL STUDENTS

LOCATIONS

Ballina  Kingscliff  Trenayr
Casino   Lismore     Wauchope
Coffs Harbour Macksville Wollongbar
CHEC      Maclean     Schools
Grafton   Murwillumbah Flexible/Online
Great Lakes Port Macquarie
Kempsey   Taree

Career opportunities

A range of positions in retail sales, customer service and administration. You may even progress into an area or state manager’s position or CEO of a large retail company. Further study can open opportunities in business, human resources, community pharmacy and marketing.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

HSC exam
Yes - optional (at completion of 240 hour course)

Qualification
Certificate II in Retail Services (SIR20212) and/or transcript of competencies achieved

Pathway
Advanced standing in Certificate III in Retail Operations (SIR30212) or Certificate II in Community Pharmacy (SIR20112)

Note
1 unit (60 hour) extension course available in Retail to complete Certificate III in Retail Operations (SIR30212). 2 unit (120 hour) extension course available in Community Pharmacy to complete Certificate II in Community Pharmacy (SIR20112)
Work placement mandatory - 35 hours per 2 units of study
RETAIL EXTENSION IN COMMUNITY PHARMACY

Course description
This qualification provides the skills and knowledge for students to be competent to work at entry level in a community pharmacy.

Typical functions within the community pharmacy industry for this level of competency include serving and interacting with customers, merchandising products and controlling stock, understanding the product range and the roles and responsibilities of pharmacy assistants and pharmacists, communicating with customers to identify needs and to provide appropriate product advice and/or referral.
# 2015 Courses for High School Students

## Career Opportunities
A range of entry level positions in the community pharmacy industry.

<table>
<thead>
<tr>
<th>Pattern of Study</th>
<th>2 units x 1 year (120 hour)</th>
</tr>
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<tbody>
<tr>
<td>HSC Exam</td>
<td>No</td>
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<tr>
<td>Qualification</td>
<td>Certificate II in Community Pharmacy (SIR20112) and/or transcript of competencies achieved</td>
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<tr>
<td>Pathway</td>
<td>Advanced standing in Certificate III (SIR30112) and IV in Community Pharmacy (SIR40112)</td>
</tr>
<tr>
<td>Note</td>
<td>Students must be enrolled in retail services (240 hour course) Work placement mandatory - 35 hours per 2 units of study</td>
</tr>
</tbody>
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## Locations

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<thead>
<tr>
<th>Location</th>
<th>Kingscliff</th>
<th>Lismore</th>
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TOURISM, TRAVEL AND EVENTS

Course description
Tourism, travel and events are separate but closely linked industries providing Australian and international consumers with diverse products and services. These industries are dominated by a mix of interdependent small to medium sized businesses.

The tourism and travel industries include arranging and selling tour and travel products; the provision of travel, tour, accommodation and reservation services; and travellers’ consumption of these products and services. The tourism industry also incorporates the tourism-related activities of allied industries like education and training, hospitality, retail, sport and recreation and transport.

The events industry includes the coordination and management of businesses, community, cultural, leisure and religious events. Participants in an event typically utilise the products and services provided by the tourism and travel industries.

TAFE 2 Uni Pathway

Study during school as part of your HSC

- CERTIFICATE III IN TOURISM (SIT30112), CERTIFICATE III IN TRAVEL (SIT31312), CERTIFICATE III IN EVENTS (SIT30612)

- AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE after completing HSC year

- CERTIFICATE IV IN TRAVEL & TOURISM (SIT40212)

- AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at TAFE

- DIPLOMA OF TRAVEL & TOURISM (SIT50112)

- AFTER COMPLETION, YOU CAN GAIN CREDIT TOWARDS A HIGHER LEVEL QUALIFICATION, SUCH AS...

Study at University

- BACHELOR OF BUSINESS (MANAGEMENT) OR TOURISM MANAGEMENT

- UP TO 12 MONTHS CREDIT FOR YOUR TAFE STUDIES MEANS LESS UNIVERSITY TIME
**Career opportunities**

Reservation clerk, tour guide, event/conference assistant, receptionist and office assistant in a retail travel agency, retail sales assistant in an attraction.

**Pattern of study**
- 2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

**HSC exam**
- Yes – optional (at completion of 240 hour course)

**Qualification**
- Certificate III in Tourism (SIT30112), Certificate III in Events (SIT30612), Statement of Attainment in Certificate III in Travel (SIT31312) and/or transcript of competencies achieved

**Pathway**
- Advanced standing in a range of higher level qualifications in the Tourism, Hospitality and Events Training Package (SIT07)

**Note**
- Work placement mandatory - 35 hours per 2 units of study

**LOCATIONS**

<table>
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**Schools**

Flexible/Online

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**Board Developed Courses**
BOARD ENDORSED COURSES

Pages 43 - 79

BOARD ENDORSED (NON-FRAMEWORK) COURSES:

• Give you credit towards your Higher School Certificate (HSC)
• Provide a national vocational qualification recognised by employers across Australia
• Lead into and provide credit for related courses in universities, TAFE courses and other training organisations
• Do not count in the calculation of your ATAR
ANIMAL STUDIES

Course description
This course is for students who are interested in working with a range of companion animals as animal care and welfare officers or as animal attendants. Students will learn theory and practice related to feeding and handling the animals, maintenance of animal housing, care and grooming of animals and the maintenance of record systems and stock controls.

Career opportunities
Veterinary nursing attendant, kennel hand, cattery hand, pet shop assistant.

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Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate II in Animal Studies (ACM20110) and/or transcript of competencies achieved

Note
2 unit (120 hour) extension course available to course complete Certificate III in Animal Studies (ACM30110).
AVIATION (FLIGHT OR GROUND OPERATIONS)

Course description
This is a general qualification for the aviation industry. Students gain the comprehensive knowledge, skills and values that international and domestic airlines seek when recruiting suitable candidates.

Career opportunities
Entry level work in the aviation industry such as cargo services operator, cabin crew, check in and customer service assistant or baggage handler.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate II in Aviation (Flight Operations) (AVI20208) and/or Certificate II in Aviation (Ground Operations and Service) (AVI20408) and/or transcript of competencies achieved

Note
2 unit (120 hour) extension course available to course complete Certificate III in Aviation (Flight Operations) (AVI30208) or Certificate III in Aviation (Ground Operations and Service) (AVI30408)

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Baking

Course description
This course is for students interested in a career in baking. It develops basic skills and knowledge to support entry-level employment of the student as a retail assistant or as an apprentice in bread making or pastry cooking. Students learn how to work effectively and safely in a bakehouse environment, using the correct equipment and materials to produce a range of cakes, pastry products, biscuits and breads.

Career opportunities
Retail baking apprentice.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Statement of Attainment towards Certificate III in Retail Baking (FDF30710) and/or transcript of competencies achieved

Note
BEAUTY – MAKE-UP AND SKIN CARE

Course description
This course provides students with introductory beauty knowledge and skills such as preparation to begin work as a retail assistant or as a trainee make-up artist in a beauty salon. Students will develop appropriate techniques and attitudes to work in the salon on make-up services and other beauty related tasks.

Career opportunities
Entry level/trainee positions such as a salon assistant with further study leading to careers such as make-up artist, beauty therapist or beautician.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate II in Retail Make-Up and Skin Care (SIB20110) and/or transcript of competencies achieved

Note
2 unit (120 hour) specialisation available

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BEAUTY
— NAIL TECHNOLOGY

Course description
This course is designed to equip students with the skills to work in the nail technology area, providing services in nail enhancement and nail art. Students will gain skills to deliver service to customers, receive and process sales orders, identify and respond to customers’ special requirements, effectively apply and maintain various types of nail extensions, decorate the nails of clients using a variety of techniques, adornments and creative nail designs and give professional manicures and pedicures.

Career opportunities
Nail technician.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour)

Qualification
Certificate II in Nail Technology (SIB20210) and/or transcript of competencies achieved

Note
2 unit (120 hour) specialisation available
Community Services – Introduction to Children’s Services

Course description
This course is designed for those students who may be interested in working with children’s services, in homes as nannies, or further study in child studies with a view to gaining employment in the child care industry.

Students will learn to care for, play with and help the development of children between 0-12 years of age.

Career opportunities
Child care assistant or nanny or, with further study, early child care teacher.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate II in Community Services (CHC20112) and/or transcript of competencies achieved

Note
# COMPUTER AIDED DRAFTING (CAD)

## Course description
This course is for students wishing to gain the skills and knowledge to produce computer aided drafting (CAD) drawings ranging from simple two dimensional drawings to more complex three dimensional drawings for presentation purposes. Students will be able to apply their skills and knowledge to a general metal and engineering drafting office environment.

## Career opportunities
General metal and engineering drafting in an office environment.

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## Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour)

## Qualification
Statement of Attainment in Computer Aided Drafting (MEM05) and/or transcript of competencies achieved

## Note
Course description
This course is for students who want to develop fundamental skills in graphic design and prepare for further study. Students will learn design research, concept development, exploration of the design process, colour theory, drawing and presentation skills and design in 2 dimensional contexts and media.

Career opportunities
Design assistant.

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Pattern of study
2 units x 2 years (240 hour), 4 units x 1 year (240 hour) and 1 unit x 1 year (60 hour) specialisation

Qualification
Certificate III in Design Fundamentals (CUV30311) and/or transcript of competencies achieved

Note
Design – Custom Made Footwear

Course description
This course is for students who have an interest in footwear design and production. Although specific to footwear industries, an understanding of leather and construction techniques is easily transferred to other fields within the fashion, accessory, and product design industries. Students will create design concepts and develop them through mood boards, illustration, pattern creation, and the final completion of a working prototype.

Career opportunities
Entry level as an assistant shoemaker in the custom made footwear trade.

Locations

- Ballina
- Casino
- Coffs Harbour
- CHEC
- Grafton
- Great Lakes
- Kempsey
- Kingscliff
- Lismore
- Macksville
- Maclean
- Murwillumbah
- Port Macquarie
- Taree
- Trenayr
- Wauchope
- Wollongbar
- Schools
- Flexible/Online

Pattern of study
2 units x 1 year (120 hour)

Qualification
Statement of Attainment towards Certificate III in Design Fundamentals (CUV30311) and/or transcript of competencies achieved

Note
**Course description**
This course is for students wishing to pursue a career in fashion design and related areas of the fashion industry. This course would complement study in textiles and design. Students will develop an awareness of how the elements and principles of design are employed by fashion designers. Students will also develop skills in illustration fashion presentation for the fashion industry, drawing and producing sketches for fashion garments and designing fashion garments for the ready-to-wear maker.

**Career opportunities**
Further study may lead to work opportunities in the fashion industry.

**Pattern of study**
2 units x 1 year (120 hour), 2 units x 2 years (240 hour)

**Qualification**
Statement of Attainment towards Certificate III in Design Fundamentals (CUV30311) and/or transcript of competencies achieved

**Note**

**LOCATIONS**
- Ballina
- Casino
- Coffs Harbour
- CHEC
- Grafton
- Great Lakes
- Kempsey
- Kingscliff
- Lismore
- Macksville
- Maclean
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- Schools
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**DESIGN – FASHION**
DESIGN – FASHION AND TECHNOLOGY

Course description
This course is for students who are interested in acquiring and applying fundamental creative, practical skills and knowledge as an introduction or induction to the fashion industry environment.

Career opportunities
Fashion design pattern maker, garment production assistant.

LOCATIONS
Ballina  Kingscliff  Trenayr
Casino    Lismore    Wauchope
Coffs Harbour  Macksville  Wollongbar
CHEC         Maclean    Schools
Grafton      Murwillumbah  Flexible/Online
Great Lakes   Port Macquarie
Kempsey     Taree

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour)

Qualification
Certificate II in Applied Fashion Design and Technology (LMT21707) and/or transcript of competencies achieved

Note
Course description
This course will provide students with the knowledge and skills required to enter the graphic design industry. The course provides students with a balance between design education, theory and practical components that will develop them as designers and provide them with industry-relevant experience.

Career opportunities
Design assistant.

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Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour)

Qualification
Certificate III in Design Fundamentals (CUV30311) and/or transcript of competencies achieved

Note
Course description
This course is for students seeking a career in interior design. Students will explore and apply the creative design process to 2D forms and 3D forms, produce technical drawings, research, analyse and apply colour for interior spaces and select and apply drawing techniques and media to represent and communicate the concept.

Career opportunities
Interior design assistant. Further study may lead to work opportunities in the interior design industry.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Statement of Attainment towards Certificate III in Design Fundamentals (CUV30311) and/or transcript of competencies achieved

Note
Course description
This course provides students with entry level skills required for work in the digital imaging industry. Students develop knowledge of and skills in the production of interactive digital media. This includes technical and creative skills in using a digital camera or scanner to create and edit photographic images and preparing photo images for integration into an interactive media sequence.

Career opportunities
Further and/or specialist study may lead to work opportunities as a camera lighting assistant, or production assistant.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate III in Media (CUF30107) and/or transcript of competencies achieved

Note
Course description
This course is designed for students interested in working with children.
This course covers how to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play.

Career opportunities
Child care assistant, playgroup supervisor, family day care worker, child care worker or nanny.

Pattern of study
2 units x 2 years (240 hour), 3 units x 2 years (360 hour), 4 units x 2 years (480 hour)

Qualification
Certificate III in Early Childhood Education and Care (CHC30113) and/or transcript of competencies achieved

Note
Students must complete 2 weeks of work placements per year
FASHION PHOTOGRAPHY

Course description
This course is for students who want to learn about photographing clothing and other fashion items for display and promotional purposes. Students will learn to work with a digital SLR camera and become confident with all its functions, settings and capabilities. Students will learn to work under different conditions and learn about the fundamentals of photography from exposure and composition to working with light and image manipulation and other post-production techniques.

Career opportunities
Further study may lead to work opportunities as a fashion photographer.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Statement of Attainment towards Certificate II in Visual Arts (CUV20111) and/or transcript of competencies achieved

Note
Course description

This course is for students who want to work in the fitness industry as an exercise instructor. Students are provided with the skills and knowledge to provide fitness orientation and health screening, undertake client health assessment, maintain sport and recreation equipment for activities, apply anatomy and physiology principles in a fitness context, provide healthy eating information to clients in accordance with the recommended guidelines and provide high quality service in the fitness industry.

Career opportunities

Exercise instructor for gym or group exercise.

LOCATIONS

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Pattern of study

2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 3 units x 2 years (360 hour)

Qualification

Certificate III in Fitness (SIS30313) and/or transcript of competencies achieved

Note
FURNITURE MAKING

**Course description**
This course is for students who want to work in the furniture making industry as a cabinet maker.
Students are provided with the skills and knowledge to manufacture free-standing furniture or built-in cabinets, and provide on-site assistance in the installation of furniture or cabinets.

**Career opportunities**
Assistant cabinet maker, assistant installer of built-in cabinets and production operator within a cabinet making enterprise.

**LOCATIONS**
- Ballina
- Casino
- Coffs Harbour
- CHEC
- Grafton
- Great Lakes
- Kempsey
- Kingscliff
- Lismore
- Macksville
- Maclean
- Murwillumbah
- Port Macquarie
- Taree
- Trenayr
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- Wollongbar
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- Flexible/Online

**Pattern of study**
2 units x 1 year (120 hour), 3 units x 1 year (180 hour),
2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

**Qualification**
Statement of Attainment towards Certificate II in Furniture Making (LMF20309) and/or transcript of competencies achieved

**Note**
HAIRDRESSING

Course description
This course is for students who want to be employed in a hairdressing salon. Students learn how to work effectively and safely in the hairdressing industry, including knowledge of basic first aid and industry regulation.

Other aspects include the achievement of basic skills and techniques in hair colouring, a range of reception tasks, client relationships, product sales and gaining an understanding of the basic elements and principles of hair design and styling.

Career opportunities
Hairdressing salon assistant, hairdressing receptionist, hairdressing apprentice.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 unit x 1 year (240 hour)

Qualification
Certificate II in Hairdressing (SIH20111) and/or transcript of competencies achieved

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BOARD ENDORSED COURSES
**HORSE INDUSTRY**

**Course description**
This course provides the skills and knowledge to safely work under supervision as a stud groom, strapper or stable hand in a range of equine enterprises.

**Career opportunities**
Entry level employment in the horse industry.

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**Pattern of study**
4 units x 1 year (240 hour), 2 units x 2 years (240 hour)

**Qualification**
Statement of Attainment Horse Industry Practice and/or transcript of competencies achieved

**Note**
INFORMATION AND CULTURAL SERVICES

Course description
This course gives students a good insight into the Library, Information and Cultural Services industry. The skills and knowledge developed are generic and are transferable to the many sectors of the Library, Information and Cultural Services industries.

Career opportunities
Library assistant, gallery attendant, museum attendant.

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Pattern of study
2 units x 1 year (120 hour), 3 units x 1 year (180 hour), 2 units x 2 year (240 hour)

Qualification
Certificate III in Information and Cultural Services (CUL30111), Certificate II in Information and Cultural Services (CUL20111) and/or transcript of competencies achieved

Note
Course description
This course gives students a good insight into the Information, Digital Media and Technology Industry. The skills and knowledge developed are generic and are transferable to the many sectors of the Information, Digital Media and Technology industries.

Career opportunities
Entry level work in the information, digital media and technology industry.

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate II in Information, Digital Media and Technology (ICA20111) and/or transcript of competencies achieved

Note

LOCATIONS
Ballina, Casino, Coffs Harbour, CHEC, Grafton, Great Lakes, Kempsey, Kingscliff, Lismore, Macksville, Maclean, Murwillumbah, Port Macquarie, Taree, Trenayr, Wauchope, Wollongbar, Schools, Flexible/Online
Course description
This course is suitable for students wishing to gain entry level employment in the maritime industry as a General Purpose Deck Hand, on vessels up to 80m in length and with propulsion power up to 3000kW.

Career opportunities
Entry level positions in the maritime industry.

Pattern of study
2 units x 1 year (120 hour), 3 units x 1 year (180 hour)

Qualification
Certificate II in Maritime Operations (General Purpose Hand Near Coastal) (MAR20313) and/or transcript of competencies achieved

Note
Pending approval (only expressions of interest to be taken prior to course approval)
MUSIC INDUSTRY – INTRODUCTION

Course description
This course is for students seeking basic skills in and broad understanding of the music industry, with a view to entry level employment. Students will develop music knowledge and listening skills in selected music styles, familiarity with the industry and its products, basic technical skills in performance and/or sound production.

Career opportunities
Road crew member, recording assistant, performer and further study in music can lead to careers in sound engineering and artist representation.

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Pattern of study
3 units x 1 year (180 hour)

Qualification
Statement of Attainment towards Certificate II in Music (CUS20109) and/or transcript of competencies achieved

Note
PLUMBING

Course description
This course is for students who are seeking an apprenticeship in the plumbing trades or who want to work in the plumbing industry.
Students receive an introduction to the trade and gain skills in setting out plumbing jobs.
The qualification has core and elective units of competency that include units common to other qualifications in the plumbing industry, as well as specialist urban irrigation units of competency.

Career opportunities
Plumber’s assistant, apprentice plumber.

LOCATIONS

| Ballina | Kingscliff | Trenayr |
| Casino | Lismore | Wauchope |
| Coffs Harbour | Macksville | Wollongbar |
| CHEC | Maclean | Schools |
| Grafton | Murwillumbah | Flexible/Online |
| Great Lakes | Port Macquarie |
| Kempsey | Taree |

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Statement of Attainment towards Certificate III in Plumbing (CPC32412) and/or transcript of competencies achieved

Note
PREPARATION FOR TRADE PATHWAYS

Course description
This course is designed for students who require further foundation skill development to prepare for workforce entry or vocational training pathways in trades or the Australian Defence Force trades. Students will gain the skills, knowledge and attitude to apply for an apprenticeship in a trade including plumbing, automotive, construction and metals and engineering or entry to the Australian Defence Force trades.

Career opportunities
Trade apprenticeship in the Australian Defence Force or apprenticeship in construction, automotive, plumbing, electrical or metals and engineering.

Pattern of study
2 units x 1 year (120 hour), 3 units x 1 year (180 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Statement of Attainment towards Certificate II in Skills for Work and Vocational Pathways (FSK20113) and/or transcript of competencies achieved

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Note
Course description
This course provides the entry level qualification designed for students wanting to develop knowledge, skills and attitudes required to work as a new entrant property operative in a supporting role across the range of disciplines in the real estate sector.

Career opportunities
Entry level positions in the real estate industry.

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Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate III in Property Services (Agency) (CPP30211) and/or transcript of competencies achieved

Note
Work placement is strongly recommended
Course description
This course is for students who want to acquire the knowledge and skills to gain employment or move onto further study in a community radio program.

Career opportunities
Entry level employment in a radio station, trainee radio presenter.

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Pattern of study  2 units x 1 year (120 hour)
Qualification Statement of Attainment towards Certificate III in Media (CUF30107) and/or transcript of competencies achieved
Note This course is delivered in partnership with Radio 2CHYFM
SCREEN AND MEDIA

Course description
This course provides students with entry level skills required for work in the digital arts industry. Students learn creative skills and knowledge in the complete production process of interactive digital media.

Students assist with a camera set-up on location, prepare for camera shoots, set up lighting, shoot video and wrap up shoots, prepare for editing sound, assemble sequences for editing and prepare to record sound.

Career opportunities
Further study may lead to work opportunities in web and multimedia production, the film, computer game, radio or television industries.

LOCATIONS

Ballina  |  Kingscliff  |  Trenayr  
Casino  |  Lismore     |  Wauchope 
Coffs Harbour | Macksville  |  Wollongbar  
CHEC    |  Maclean     |  Schools 
Grafton |  Murwillumbah | Flexible/Online 
Great Lakes | Port Macquarie | Kempsey 
Kempsey |  Taree

Pattern of study
2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour)

Qualification
Certificate III in Media (CUF30107) and/or transcript of competencies achieved

Note
SKILLS FOR WORK AND VOCATIONAL PATHWAYS

Course description
This course is designed for students who require further foundation skills development to prepare for workforce entry or vocational training pathways.
Students can choose from the following vocational areas: agriculture, horticulture, animal studies, arts and culture, automotive, business services, construction, financial services, floristry, health, hospitality, manufacturing, metal and engineering, personal services, plumbing, retail and/or transport and logistics.

Career opportunities
Entry level employment in various industries.

Pattern of study
2 units x 1 year (120 hour), 3 units x 1 year (180 hour), 4 units x 1 year (240 hour), 2 units x 2 years (240 hour)

Qualification
Certificate II in Skills for Work and Vocational Pathways (FSK20113) and/or transcript of competencies achieved

Note

LOCATIONS

Ballina
Casino
Coffs Harbour
CHEC
Grafton
Great Lakes
Kempsey
Kingscliff
Lismore
Macksville
Maclean
Murwillumbah
Port Macquarie
Taree
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Wauchope
Wollongbar
Schools
Flexible/Online
Course description
This course provides students with the skills and knowledge to be able to assist customers with the conduct of recreation activities, facility maintenance and operations.

Career opportunities
Activity assistant or customer service assistant in community recreation centres or facilities, indoor recreation facilities and leisure centres or (after further study) exercise instructor.

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Pattern of study
2 units x 1 year (120 hour)

Qualification
Certificate II in Community Activities (SIS20110) and/or transcript of competencies achieved

Note
Course description
This course provides the skills and knowledge for students to start their career as an assistant sports trainer at a regional, state or territory level.

Students will be able to perform pre and post event taping as part of providing injury prevention and treatment for athletes, develop warm up and cool down programs and assist with the management of sports injuries under the guidance of a health professional.

Career opportunities
Assistant sports trainer.

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Pattern of study
2 units x 1 year (120 hour)

Qualification
Transcript of competencies in Certificate III in Sports Trainer (SIS30812)

Note
This skill set is for those wishing to gain Sports Medicine Australia Level 1 Sports Trainer
Course description
This course will provide students with the opportunity to gain the skills and knowledge required to achieve an understanding of the local Surf Life Saving Club, its role in the community and to be an active member of their local Surf Life Saving Club.
Through an arrangement between North Coast TAFE and a range of schools and Surf Lifesaving Clubs in the region, students who enrol in this TVET program are able to have their formal learning for the Bronze Medallion recognised as both a 120 hour Board Endorsed course and for the award of Certificate II in Public Safety (Aquatic Rescue) (PUA21012)

Career opportunities
Surf life saver, pool lifeguard, ocean lifeguard.

Pattern of study
2 units x 1 year (120 hour)

Qualification
Bronze Medallion, Certificate II in Public Safety (PUA21012)

Note
This course is delivered through a local surf club
Work placement mandatory - 35 hours of surf patrol
Course description
This course is for students who want to construct a wooden surfboard. During the hands-on construction, the students will complete units from the construction training package including: carry out measurements and calculations, apply OHS requirements, policies and procedures, work safely in construction (white card) and use construction tools and equipment.

Career opportunities
Entry level job roles in the surfboard construction, joinery and furniture making industries.

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Pattern of study
2 units x 1 year (120 hour)

Qualification
Statement of Attainment in Certificate II in Skills for Work and Vocational Pathways (FSK20113) and/or transcript of competencies achieved

Note
Students construct a wooden surfboard
TOURISM (AUSTRALIAN INDIGENOUS CULTURE)

Course description
This course provides the skills and knowledge for students to be competent in basic practical tourism skills. Students will learn the aspects of local Indigenous language, bush tucker and its uses, flora and fauna and their relationships to Indigenous people, how to build a humpee, Indigenous hunting and tracking techniques, Indigenous dancing and cultural history.

Career opportunities
Entry level and a pathway to a range of job roles in the tourism and hospitality industries and in particular in enterprises with an Indigenous focus.

Locations
- Ballina
- Casino
- Coffs Harbour
- CHEC
- Grafton
- Great Lakes
- Kempsey
- Kingscliff
- Lismore
- Macksville
- Maclean
- Murwillumbah
- Port Macquarie
- Taree
- Trenayr
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- Wollongbar
- Schools
- Flexible/Online

Pattern of study
2 units x 1 year (120 hour), 3 units x 1 year (180 hour)

Qualification
Certificate II in Tourism (SIT20112) and/or transcript of competencies achieved

Note
Students who choose this course cannot study Tourism, Travel and Events.
Course description

This course gives learners a good insight into the visual arts industry. The skills and knowledge developed are generic and are transferable to the many sectors of the Creative and Fine Arts industries. This course is designed to provide students with the skills and knowledge to use basic drawing techniques, develop digital imaging skills and make simple creative works.

Career opportunities

Further study will lead to employment in the Creative Industries.

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Pattern of study

2 units x 1 year (120 hour), 2 units x 2 years (240 hour)

Qualification

Certificate III in Visual Arts (CUV30111), Certificate II in Visual Arts (CUV20111) and/or transcript of competencies achieved

Note

70 hours work placement recommended
Course description
This course is for students who are currently volunteering in a local community organisation. Volunteering can assist with gaining valuable work skills and experience in preparation for employment. Students will learn how to communicate effectively in a work environment, work as part of a team and the importance of following general Work, Health and Safety procedures.

Career opportunities
Volunteer in a community organisation and/or entry level employment in a range of industries.

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Pattern of study  
2 units x 1 year (120 hour), 2 units x 2 years (240 hour)

Qualification
Certificate II in Active Volunteering (CHC20212) and/or transcript of competencies achieved

Note
35 hours of work placement mandatory
YOUR LOCAL VET FOR SCHOOLS COORDINATORS

Kingscliff and Murwillumbah Campuses
Natasha Rabjones
Email natasha.rabjones@tafensw.edu.au
Phone (02) 6674 7319 (Kingscliff Campus)

Ballina, Casino, Lismore and Wollongbar Campuses
Jenny de Greenlaw
Email jennifer.degreenlaw@tafensw.edu.au
Phone (02) 6620 4816 (Wollongbar Campus)

Coffs Harbour, Coffs Harbour Education Campus (CHEC) and Macksville Campuses
Julie Walcott
Email julie.walcott@tafensw.edu.au
Phone (02) 6659 3111 (CHEC)

Grafton, Maclean, and Trenayr Campuses
Linda Stevens
Email linda.stevens@tafensw.edu.au
Phone (02) 6641 1604 (Grafton Campus)

Kempsey, Port Macquarie and Wauchope Campuses
Merryn Farrell
Email merryn.farrell@tafensw.edu.au
Phone (02) 6581 6379 (Port Macquarie)

Great Lakes, Taree and TAFEnow Campuses
Alicia Franklin
Email alicia.franklin5@tafensw.edu.au
Phone (02) 6591 3724 (Taree Campus)

VET for Schools Consultant/Team Leader
Roslyn Hand
North Coast TAFE
Email roslyn.hand@tafensw.edu.au
Phone 0439 882 065