TAFE QUEENSLAND

TAFE AT SCHOOL

2021 COURSES

WIDE BAY BURNETT AND SUNSHINE COAST REGION

INDUSTRY INTEGRATED

UNIVERSITY PATHWAYS

JOB-FOCUSED TRAINING

MAKE GREAT HAPPEN

Queensland
TAFE Queensland has a history of serving Queensland’s communities for more than 135 years as the largest, most experienced vocational education and training (VET) provider in the state. Our training is delivered to over 110,000 students each year at more than 50 locations across Queensland and we offer more than 500 practical, industry-relevant qualifications ranging from entry-level certificates to bachelor degrees.

Specifically designed to help you get more out of high school, we also offer a range of TAFE at School qualifications. The great thing about a TAFE at School qualification is that it fits around your studies and helps you kick-start your career sooner. Completing a TAFE at School qualification also gives you direct entry into most TAFE Queensland qualifications, access to a variety of university pathways, and multiple ways to get started on your trade qualification.

From 2021 the Australian Tertiary Admission Rank (ATAR) will be used for entry to tertiary study in Queensland. Completing a certificate III level or above TAFE at School qualification can contribute to your ATAR and provide pathway options that can get you started on your degree sooner.

This guide features a range of information about our TAFE at School program from qualifications to trade and university pathways, intakes to payment options and information tailored for your parents and schools. For further information you can also visit our website at tafeqld.edu.au/schoolstudents, call 1300 308 233, or visit your local campus to speak to our friendly customer service team.

I encourage you to speak to your teachers, VET coordinator and/or guidance counselor, friends and family about your future. There is always an option and a pathway that is right for you, so see where TAFE can take you in 2021 and beyond.

Warm regards,

Mary Campbell
Chief Executive Officer (CEO)
TAFE Queensland
GET MORE OUT OF HIGH SCHOOL WITH TAFE AT SCHOOL

If you’re a Year 10, 11 or 12 student, you may be able to complete a TAFE Queensland qualification while you’re still at school.

Choose from a variety of certificate I to certificate IV courses from a range of study areas, from hospitality to horticulture, early childhood education and care to engineering, and everything in between.

HOW TO APPLY

To submit an application for a TAFE at School course, visit www.tafeapply.com.

You’ll need the application code for the course in the location you want to apply for. These can be found at the back of this guide. You will also need your Learner Unique Identifier (LUI) and Unique Student Identifier (USI) numbers. If you don’t have a USI yet, head to www.usi.gov.au to get one.
STUDY AREAS

Studying at TAFE Queensland gives you access to multiple pathways to kick-start your career, even while you’re still at school. Whether you dream of a career in fashion or fitness, automotive or hospitality, early childhood or engineering, we have a course that’s right for you.

AUTOMOTIVE 20
If you have a passion for cars, trucks, boats, or bikes, then rev up your career with an automotive course. Develop your skills and specialise in a range of areas.

BEAUTY AND HAIRDRESSING 21
Style your career with courses in beauty or hairdressing. Learn how to use your imagination to help others look and feel beautiful.

BUILDING AND CONSTRUCTION 24
Get hands on and lay a solid foundation for your career. Develop practical skills to work in the building and construction industry with a range of trade courses.

HOSPITALITY AND COOKERY 38
The opportunities in hospitality are endless. You will gain in-demand skills to travel the world. Work behind-the-scenes in the kitchen, or front-of-house at a restaurant, café, hotel or resort.

ICT, INFORMATION AND NETWORKING 40
Technology puts the world at your fingertips. Develop your technical expertise and work in ICT, web and software development, cyber security or telecommunications.

NURSING AND HEALTH 41
Help people in their time of need with a career in nursing and healthcare. Work in nursing, aged care, primary health care, allied health, dental, pathology, or laboratory science.

BUSINESS 27
From finance to management, career opportunities in business are endless. Get down to business, crunch some numbers, or lead the way. The choice is yours.

CHILD CARE 28
Develop hands-on skills for a rewarding career in early childhood education and care or education support. You’ll give children a fun, safe and supportive environment to learn and grow.

COMMUNITY SERVICES 30
Make a difference with a career in community services. You’ll work to promote the safety and well-being of children, families, and at-risk members of the community.

SPORTS AND FITNESS 43
Strengthen your potential with a career in sports and fitness. Work as a personal trainer, group exercise instructor, coach, or outdoor adventure guide.

TOURISM AND EVENTS 46
Deliver unforgettable experiences every day. Help people plan their dream holiday or bring to life music festivals, weddings, or major sporting events.

See the courses on offer at each campus in the Sunshine Coast and Wide Bay Burnett region.

CREATIVE 32
Turn your creative talents into a rewarding career. Develop the skills to work in fashion, music, photography, graphic design, or visual arts.

ELECTROTECHNOLOGY 36
Spark some life into your career. Develop practical skills to work across a range of specialisations including electrotechnology, air conditioning and refrigeration, safety, or water operations.

ENGINEERING 37
Engineer your future for a hands-on career. From boiler making to welding, and fabrication to machining, choose to specialise your engineering skills across a range of areas.
We support you every step of the way
Our teachers, support officers and library and learning services are there to help you settle into your studies to ensure you succeed.

We win coveted awards, and so do our students
Our students and teachers are doing amazing things, and getting recognised for it.

We’re local and flexible
We’ve got many vibrant campuses located throughout Queensland. Our flexible teaching methods combine theory, practical and on-the-job training.

Student satisfaction is important to us
We have an 89 per cent student satisfaction rate which we think is pretty great, but there’s always room for improvement which is why we’re busy working on the other 11 per cent.

You’ll learn practical skills in real-world work environments
Our facilities replicate industry standards to ensure that you hit the ground running when you land your first job.

We’re well connected to top universities
We have many pathway options to university. That means you can get credit for your TAFE Queensland qualification to fast-track your degree at some of Australia’s best universities.

Employers want to hire our graduates
We have strong partnerships with industry. Our students have gone on to work with leading global, national and local organisations.

Industry experience
Some TAFE at School courses require you to complete work placements, or in some instances, to work in the industry. This gives you the opportunity to build your skills and confidence dealing with real-life situations. Work placement requirements should be discussed with your teacher prior to commencement of study.

School-based apprenticeship or traineeship
TAFE Queensland offers both school-based apprenticeships and traineeships, which get you work-ready and a step ahead of your peers. Becoming a school-based apprentice or trainee gives you skills in a vocation or trade and allows you to earn money while you’re still at school. A school-based apprenticeship or traineeship also contributes credits towards your Queensland Certificate of Education (QCE). After selecting the industry you are interested in and talking with your school and parents, your next step is to secure employment as an apprentice or trainee. An employer can be found through family and friends, by directly contacting employers and group training organisations, or by applying for advertised jobs. Once you have secured an apprenticeship or traineeship, just let your employer know you want to study with us.

TAFE at School offers both school-based apprenticeships and traineeships, which get you work-ready and a step ahead of your peers. Becoming a school-based apprentice or trainee gives you skills in a vocation or trade and allows you to earn money while you’re still at school. A school-based apprenticeship or traineeship also contributes credits towards your Queensland Certificate of Education (QCE).

The program allows students to experience the trades environment so you’ll get a taste of what it’s like to study in an adult learning environment and classrooms. All training is delivered in an adult learning environment so you’ll get a taste of what it’s like to study in a higher education setting. You’ll also learn from our highly-qualified teachers and benefit from their vast experience.

BENEFITS OF TAFE AT SCHOOL
- Fits around your senior studies
- Get valuable Queensland Certificate of Education (QCE) credits*
- May contribute to your Australian Tertiary Admissions Rank (ATAR)*
- Direct entry to any related TAFE Queensland course
- Open up a variety of university pathways
- Gain credits towards an apprenticeship, diploma or university studies
- Build practical skills in an adult learning environment
- Get work ready.

FLEXIBLE STUDY OPTIONS
TAFE Queensland offers flexible study options so you can gain a VET qualification while you’re still at school in a way that best suits you.

ON-CAMPUS
TAFE Queensland offers some of the best training facilities in the state, with advanced, industry-standard workspaces and classrooms. All training is delivered in an adult learning environment so you’ll get a taste of what it’s like to study in a higher education setting. You’ll also learn from our highly-qualified teachers and benefit from their vast experience.

AT SCHOOL
Many Queensland schools have partnered with TAFE Queensland to deliver vocational qualifications. School teachers are given specific training so they are qualified to deliver TAFE Queensland courses. Even if you undertake your training at school, you will still receive a TAFE Queensland qualification when you complete your course.

TRADE TASTER
Year 10 school students have access to a Trade Taster program, which is funded by the Queensland Government. This is unique to TAFE Queensland and offered at NO COST. The program allows students to experience the trades industry by studying one unit of competency from different trade areas.

Enrolment into TAFE at School courses is subject to eligibility requirements. Talk to your VET coordinator or guidance counsellor, or visit our website for more information.

*Eligibility conditions apply.
**TERM DATES AND INTAKES**

TAFE Queensland term dates align with Queensland school terms to fit with your senior studies.

**TERM DATES 2021**

**QUEENSLAND SCHOOLS**

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>START</th>
<th>Wednesday 27 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINISH</td>
<td>Thursday 19 April</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 2</th>
<th>START</th>
<th>Monday 19 April</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINISH</td>
<td>Friday 26 June</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 3</th>
<th>START</th>
<th>Monday 12 July</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINISH</td>
<td>Friday 17 September</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 4</th>
<th>START</th>
<th>Tuesday 5 October</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINISH</td>
<td>Friday 10 December</td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT SUPPORT**

Everyone’s journey is different and sometimes you need some extra support to achieve your study goals. We’re here to help. At TAFE Queensland, our student support services are available for all of our students, making your learning experience just that little bit easier.

**COSTS AND PAYMENT OPTIONS**

Costs vary from course-to-course and you can check our website for the most up-to-date prices. You may be eligible for a range of fee-free TAFE at School courses, covered under VET in Schools (VETiS) funding, this is funded by the Queensland Government. The courses advertised as VETiS funded in this guide are only applicable if you have not accessed VETiS funding in the past.

For further information, please refer to the VETiS section of training.qld.gov.au. Eligible students are entitled to one VETiS funded program only.

Payment plans may also be available to assist with payment of your course; however if you’re under 18 you will need a guarantor. Applications will be subject to credit checks.

For information about our withdrawal and refund policy, please visit the TAFE Queensland website: tafeqld.edu.au.

**TERMINAL DATES**

Most TAFE at School courses have intakes in Semester 1 and/or Semester 2, so you can choose to start studying at a time that suits you.

By choosing to start your first course in Year 10 in Semester 2, you can often complete two courses by the time you have six months left of school. This frees you up to concentrate on your studies for the rest of Year 12 so you can nail your final assignments and exams. Bonus: you’re ready to hit the ground running in finding a job to earn money, support a gap year or university studies, and kick-start your career.

**PATHWAYS TO YOUR FUTURE**

There are plenty of ways to land your dream career, so give yourself a head start and fast track your studies in the process with a TAFE at School course.

Once you complete your TAFE at School course, you may be eligible for direct entry into any related TAFE Queensland diploma. When you complete your diploma, our partnerships with local universities can help guarantee you a place in a bachelor degree.
POST-SCHOOL OPTIONS

BECOME AN APPRENTICE OR TRAINEE

Learn hands-on with the same equipment and tools used in industry, combining working for an employer and studying at TAFE Queensland, and graduate with a nationally recognised qualification.

Applying for an apprenticeship or traineeship is very similar to applying for any other job. You need to have a current resume that lists your education, interests and referees. Studying a TAFE at School pre-apprenticeship course can boost your chances of landing your dream job by demonstrating to a potential employer that you’re actively interested in their industry.

The first step is to visit an Apprenticeship Network Provider (ANP) to help connect you with an employer. Once you have secured your apprenticeship, talk to your employer about choosing TAFE Queensland as your training provider. Your employer will sort out the formalities of your training contract directly with TAFE Queensland.

For more information visit tafeqld.edu.au/apprentices.

APPLY FOR A TAFE QUEENSLAND CERTIFICATE OR DIPLOMA

After successfully completing a TAFE at School course/s you may be eligible for direct entry into any related TAFE Queensland diploma.

It’s as simple as getting in contact with us and letting us know which course you want to study.

Check out our website to see our full range of courses, from certificates through to diplomas and degrees at tafeqld.edu.au/courses.

GO TO UNIVERSITY

Successfully completing a diploma at TAFE Queensland can help secure you a place in a bachelor degree through our partnerships with local universities.

In many cases, you can enter your university degree straight into second year, meaning you will receive a diploma and a degree in the same amount of time it usually takes to complete a degree on its own.

Many of our diploma courses have formal articulation arrangements with some of Australia’s top universities. This means your university may also give you credit for your study at TAFE Queensland, shaving time off your degree.
OUR CAMPUS LOCATIONS
Bundaberg
118 Walker Street
Bundaberg QLD 4670
Gympie
71 Cartwright Road
Gympie QLD 4570
Hervey Bay
47-95 Urraween Road
Pialba QLD 4655
Maryborough
89 Adelaide Street
Maryborough QLD 4650
Mooloolaba
34 Lady Musgrave Drive
Mountain Creek QLD 4557
Nambour
91 Windsor Road
Nambour QLD 4560
Sunshine Coast Health Institute (SCHI)
6 Doherty Street
Birtinya QLD 4575

OUR LEARNING SPACES
From purpose-built classrooms and studios to simulated training settings, we have the right environment for you to learn the practical skills you need to kick-start your studies on the path to the career of your dreams. TAFE Queensland campuses are spread over many locations across Queensland. We are perfectly placed to help you make the most of everything that Queensland has to offer educationally, socially and geographically.

OUR FACILITIES
Step into our purpose-built facilities where you will learn hands-on using the same tools and equipment used in industry. Put your theory into practice straight away in our clinical labs, salons, training restaurants, creative spaces, and trades workshops. Develop your skills, ability, and confidence and gain the practical experience you need to graduate job ready. For more information visit tafeqld.edu.au/facilities.

PUBLIC TRANSPORT
Our facilities are easy to access by private or public transport. If you are a full-time student, you are eligible for a student discount on public transport. Contact Translink for more information. To plan your travel, use Translink’s online journey planner to access timetables and services. Call 13 12 30 or visit translink.com.au.

While you study with us, our campuses will be your home away from home. That’s why we’ve made sure each location is welcoming, lively and perfect for productive learning.
ABOUT VOCATIONAL EDUCATION AND TRAINING

One of the best decisions we can make in life is to continually be learning, and it doesn’t matter what stage someone’s at, our specialised vocational and education programs have been designed to help your child or students succeed. Whether they desire a head start with work, want to gain credits towards their Queensland Certificate of Education (QCE), improve their Australian Tertiary Admission Rank (ATAR), try their hand at a trade, test out an industry, pave a pathway to a nationally recognised graduate qualification or fast track their career, TAFE Queensland’s vocational education and training - including education provided by world-class teachers, access to state-of-the-art facilities and strong employer connections - will be sure to equip them with the practical skills and knowledge needed to enhance their employability and career prospects.

MULTIPLE STUDY OPTIONS

Not everyone learns in the same way or at the same pace. At TAFE Queensland there are as many options as there are individuals with pathway options to suit your child’s needs and help them kick-start their career.

For more information visit tafeqld.edu.au/parents.

FACT

VET aims to provide the skills needed to keep up with our quickly changing employment and industry trends. Additionally VET provides courses for nine out of 10 occupations predicted to have the greatest growth of new jobs over the next five years.

FACT

Almost 30 per cent of Australians believe that university graduates find work more easily than VET graduates.

MYTH

Three in five Australians believe we need university education more than VET to thrive in a globally competitive world. Almost half those people think VET is no longer as relevant as university education.

MYTH

Almost 30 per cent of Australians believe that university graduates first work more easily than VET graduates.

FACT

One in five Australians believe that VET graduates earn less than university graduates.

FACT

The average VET graduate actually earns similar wages to, if not more than, an average university graduate.

Full details can be obtained at: http://ow.ly/TFBM30oqCBP
INFORMATION FOR SCHOOLS

Designed to deliver practical, workplace-specific skills and knowledge, VET covers a wide range of careers and industries. If you find that your students struggle in a traditional classroom, or if they’re tactile learners, VET may be where they will really shine.

HOW TAFE QUEENSLAND CAN HELP
With more than 500 nationally-recognised qualifications from entry-level certificates to bachelor degrees, studying at TAFE Queensland gives your students access to multiple pathways to get a head start on their careers.
They will learn in industry-standard facilities, have access to a range of student support services, be able to take advantage of a wide range of university pathway options, and so much more.
For more information visit tafeqld.edu.au/advisors.

PARTNERSHIP WITH SCHOOLS PROGRAM
TAFE Queensland’s Partnership with Schools Program means school teachers can deliver training to their students at their own school. TAFE Queensland provides the school with mentor support, learning and assessment resources, and advice on training delivery and student assessment to ensure the delivery of the highest standard of industry-relevant training.
Even though students are completing their training at school, they are enrolled with TAFE Queensland and are issued with a TAFE Queensland qualification on completion of their studies.
To discuss a customised partnership arrangement for your school, please contact your local TAFE at School team.

TRAINING FOR SCHOOL TEACHERS
TAFE Queensland offers low-cost training for school teachers so they can deliver VET programs at their school.
Teachers can train in certificate I and II courses relevant to the delivery of TAFE at School courses, as well as higher level qualifications for teachers who want to broaden their skills.
Teachers with existing industry-related experience may be eligible for Recognition of Prior Learning (RPL) to earn a full or partial qualification, with gap training available.

IVET ONLINE PORTAL
TAFE Queensland has partnered with IVET to deliver greater timetable and delivery flexibility for teachers. IVET provides an online portal that enables teachers to have instant access to student progress, course information, digital resources, classroom management, PD logging, compliance, teacher qualification management, and more.
IVET currently facilitates a selection of TAFE at School courses across a range of study areas, and more will be added as development continues.

CONTACT US
For more information please contact your local TAFE at School team at schools.eastcoast@tafe.qld.edu.au.
**AUTOMOTIVE**

**CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION**  
**COURSE CODE: AUR20716 | VETIS FUNDED**

**CORE UNITS**
- AURPDA002 Follow environmental and sustainability best practice in an automotive workplace
- AURPDA003 Communicate effectively in an automotive workplace
- AURPDA004 Resolve routine problems in an automotive workplace
- AURPDA005 Follow safe working practices in an automotive workplace
- AURPDA006 Identify automotive electrical systems and components
- AURLTDA001 Identify automotive mechanical systems and components
- AURLTDA002 Use and maintain tools and equipment in an automotive workplace
- AURLTDA003 Inspect, test and service batteries
- AURLTDA004 Carry out servicing operations
- AURLTDA005 Select and use bearings, seals, gaskets, sealants and adhesives
- AURLTDA006 Inspect and service petrol fuel systems

**ELECTIVE UNITS**
- AURPDA003 Use and maintain basic mechanical measuring devices
- AURLTDA003 Use and maintain basic mechanical measuring devices
- AURLTDA004 Carry out servicing operations
- AURLTDA005 Select and use bearings, seals, gaskets, sealants and adhesives
- AURLTDA006 Inspect and service petrol fuel systems

**PATHWAY OPTIONS**
- Certificate II in Automotive Vocational Preparation
- Certificate III in Light Vehicle Mechanical Technology
- Certificate III in Motorcycle Mechanical Technology
- Certificate III in Mobile Plant Technology
- Certificate III in Heavy Commercial Vehicle Mechanical Technology
- Apprenticeship only

**CAREER OUTCOMES**
- Mechanic’s assistant, automotive mechanic, motorcycle mechanic (general), light vehicle, mechanical technician, mobile plant operators, diesel motor mechanic

**BEAUTY AND HAIRDRESSING**

**CERTIFICATE II IN RETAIL COSMETICS**  
**COURSE CODE: SHB20116 | VETIS FUNDED**

**CORE UNITS**
- SHBBCCS001 Advise on beauty products and services
- SHBBIND002 Communicate as part of a salon team
- SHBBIND001 Support organisational requirements within a personal services environment
- SHBBIND003 Conduct salon financial transactions
- SHBBIND004 Contribute to health and safety of self and others
- SHBBMJK002 Design and apply make-up
- SHBBMJK004 Organise personal work requirements
- SHBBMJK003 Produce visual merchandise displays
- SHBBMJK005 Sell to the retail customer
- SHBBMJK006 Research and apply beauty industry information
- ICTWEB001 Use social media tools for collaboration and engagement

**ELECTIVE UNITS**
- SHBBMJK003 Design and apply make-up for photography
- SHBBMJK004 Design and apply remedial camouflage make-up
- SHBBMJK005 Provide salon services to clients
- SHBBMJK006 Research and apply beauty industry information
- ICTWEB001 Use social media tools for collaboration and engagement

**PATHWAY OPTIONS**
- Certificate II in Retail Cosmetics
- Certificate III in Beauty
- Diploma of Beauty Therapy

**CAREER OUTCOMES**
- Make-up/skincare salesperson
- Beauty salon assistant, beauty consultant, make-up consultant
- Hairdresser, salon worker, beauty technician, make-up artist

**UNIVERSITY PATHWAYS**
- For all pathway options, please refer to our Degree Pathways Guide

Gain experience and skills that will help you forge a pathway as a retail sales consultant in the beauty industry.

Offering practical training that will provide you with a hands-on experience, our expert educators will teach you how to design and apply make-up, offer advice on beauty products and services, and sell to the retail customer. Successfully completing this qualification will give you a taste of what you can expect in the retail cosmetic industry.

**DELIVERY**
- Classroom

**CAMPUS**
- Bundaberg, Gympie, Hervey Bay, Maryborough, Sunshine Coast Technical Trade Training Centre

**DURATION**
- 4 terms

**ATTENDANCE**
- 1 day per week

**QCE CREDITS**
- 4 credits

*No cost to student or school. Fully government subsidised for eligible students.*
BEAUTY AND HAIRDRESSING

CERTIFICATE II IN SALON ASSISTANT
COURSE CODE: SHB20216  *VETIS FUNDED*

**CORE UNITS**
- SHB00ND002 Communicate as part of a salon team
- SHB00ND001 Comply with organisational requirements within a personal services environment
- SHB00CC001 Conduct salon financial transactions
- BSBWHS201 Contribute to health and safety of self and others
- SHB00DE001 Dry hair to shape
- SHB00CC003 Greet and prepare clients for salon services
- SHB00ND001 Maintain and organise tools, equipment and work areas
- SHB00BA001 Provide shampoo and basin services

**ELECTIVE UNITS**
- SHB00DE002 Braid hair
- SHB00BA002 Provide head, neck and shoulder massages for relaxation
- SHB00CC004 Recommend products and services
- SHB00ND002 Research and use hairdressing industry information

**PATHWAY OPTIONS**
- Certificate II in Salon Assistant
- Certificate III in Hairdressing
- Certificate IV in Hairdressing
- Diploma of Salon Management

**CAREER OUTCOMES**
- Hair or beauty salon assistant, hair stylist
- Hairdresser, hair or beauty salon assistant, hair stylist
- Senior stylist
- Salon manager

Kick-start your career in hairdressing with this pre-apprenticeship course. You’ll gain the basic skills needed to work as a salon assistant.

With this qualification, you will have a better understanding of the industry and be well situated to enhance your skills through further study or an apprenticeship. Give yourself a competitive edge by learning how to break ground in a new career as a salon assistant.

*No cost to student or school. Fully government subsidised for eligible students.

HEATHER MCMURTRIE
SALON OWNER
CERTIFICATE III IN HAIRDRESSING | CODE SHB03416

“STUDYING WITH TAFE QUEENSLAND PRESENTED ME WITH OPPORTUNITIES I DIDN’T EXPECT THAT I WOULD EVER GET. I NEVER THOUGHT THAT I WOULD OWN MY OWN BUSINESS.”

“STUDYING WITH TAFE QUEENSLAND PRESENTED ME WITH OPPORTUNITIES I DIDN’T EXPECT THAT I WOULD EVER GET. I NEVER THOUGHT THAT I WOULD OWN MY OWN BUSINESS.”

HEATHER MCMURTRIE
SALON OWNER
CERTIFICATE III IN HAIRDRESSING | CODE SHB03416
For all pathway options, please refer to our Degree Pathways Guide.

PATHWAY OPTIONS

Certificate I in Furniture Making Pathways
- Apprenticeship only
- Certificate III in Furniture Making
- Certificate IV in Furniture Design and Technology

Certificate II in Cabinet Making
- Apprenticeship only
- Certificate III in Cabinet Making

Certificate II in Upholstery
- Certificate III in Upholstery

Certificate III in Furniture Finishing
- Certificate III in Furniture Finishing

Certificate IV in Furniture Design and Technology
- Certificate IV in Furniture Design and Technology

CAREER OUTCOMES

Trade assistant/worker in carpentry, joinery, or cabinetmaking

Cabinet maker, furniture finisher, wood machinist, upholsterer

Furniture designer, fine furniture maker

PATHWAY OPTIONS

Certificate I in Construction
- Apprenticeship only
- Certificate III in Carpentry
- Certificate III in Joinery
- Certificate III in Shopfitting
- Certificate III in Bricklaying/Blocklaying
- Certificate III in Painting and Decorating
- Certificate III in Stonemasonery
- Certificate III in Wall and Ceiling Lining
- Certificate III in Solid Plastering
- Certificate III in Roof Tiling
- Certificate III in Stencilling
- Certificate III in Floor Tiling
- Certificate IV in Building and Construction

Certificate II in Architecture
- Apprenticeship only
- Certificate III in Architecture

Certificate IV in Architecture
- Certificate IV in Architecture

CAREER OUTCOMES

Trade assistant/worker in carpentry, bricklayer, painter, solid plasterer, roof tiler, stonemason, plasterer, flooring technician, tile assembler.

Cabinet, joiner, shopfitter, bricklayer, painter, solid plasterer, roof tiler, stonemasoner, plasterer, flooring technician, tile assembler.

Cabinet maker, furniture finisher, wood machinist, upholsterer.

Furniture designer, fine furniture maker.

*No cost to student or school. Fully government subsidised for eligible students.
**BUILDING AND CONSTRUCTION**

**CERTIFICATE II IN PLUMBING**

**COURSE CODE:** 52700WA **& VETIS FUNDED**

**CORE UNITS**
- CPCOHS2001A Apply OHS requirements, policies and procedures in the construction industry
- CPCOHS1015A Carry out measurements and calculations
- HLTAID002 Provide basic emergency life support
- CPCOHS2010B Work safely at heights
- CPCOHS2014A Work effectively in the plumbing and services sector
- CPCOHS2014A Read plans and calculate plumbing quantities
- CPCOHS2014A Carry out OHS requirements
- CPCOHS2014A Use plumbing hand and power tools
- CPCOHS2014A Carry out levelling
- CPCOHS2014A Cut and join sheet metal
- CPCOHS2015A Mark out materials
- CPCOHS2015A Weld using oxy-acetylene equipment
- CPCOHS2015A Weld using manual metal arc welding equipment
- CPCOHS2015A Work safely on roofs
- CPCOHS2015B Erect and dismantle restricted height scaffolding
- CPCOHS1001 Prepare to work safely in the construction industry

**QCE CREDITS**
4 credits

**EXTENDED UNITS**
- CPCCWHS1001 Prepare to work safely in the construction industry
- CPCPCM2046A Use plumbing hand and power tools
- CPCPCM2047A Carry out levelling
- CPCPCM2048A Cut and join sheet metal
- CPCPCM2040A Read plans and calculate plumbing quantities
- CPCPCM2041A Work effectively in the plumbing and services sector
- CPCCCM2010B Work safely at heights
- HLTAID002 Provide basic emergency life support
- CPCCCM1015A Carry out measurements and calculations

**UNIVERSITY PATHWAYS**
- Certificate III in Plumbing
- Diploma of Plumbing and Services Design
- Diploma of Building Design
- Diploma of Building and Construction (Building)
- Diploma of Building and Construction (Building Maintenance)
- Advanced Diploma of Building and Construction Management

**PATHWAY OPTIONS**
- Certificate II in Plumbing
- Certificate III in Plumbing
- Certificate III in Roof Plumbing
- Certificate III in Gas Fitting
- Certificate III in Plumbing (Mechanical Services)
- Certificate IV in Plumbing and Services Design
- Certificate IV in Compressed Air and Water-Transportation
- Certificate IV in Building and Construction (Building)
- Certificate IV in Building and Construction (Building Maintenance)
- Diploma of Hydraulic Services Design
- Diploma of Building Design
- Diploma of Building and Construction (Building)
- Diploma of Building and Construction (Building Maintenance)
- Advanced Diploma of Building and Construction Management

**DELIVERY**
- Classroom

**CAMPUS**
- Bundaberg, Gympie, Nambour, SCITC**

**DURATION**
- 4 terms

**ATTENDANCE**
- 1 day per week plus 80 hours of vocational placement

**GCE CREDITS**
- 4 credits

****Sunshine Coast Technical Trade Training Centre

In this course you will be given the practical skills and knowledge to use hand and power tools, carry out welding, read and interpret plans, and calculate quantities and other measurements. You will learn about working safely and effectively in the workplace and how to adhere to the industry’s regulations and standards.

Successful completion of this course will give you the confidence to seek an apprenticeship in general plumbing or roof plumbing. You may also seek employment as a trade assistant.

**CAREER OUTCOMES**
- Plumbing trade assistant/worker
- Plumber, roof plumber, gas fitter, plumber (mechanical)
- Plumbing contractor, fire services supervisor, specialist hydraulic designer, site supervisor – low rise, building estimator
- Builder, building designer, site supervisor – medium and low rise, construction manager, project manager, consultant
- Builder, site supervisor, senior office manager

**BUSINESS**

**CERTIFICATE III IN BUSINESS ADMINISTRATION**

**COURSE CODE:** BSB30415

**CORE UNITS**
- BSBITU307 Develop keyboarding speed and accuracy
- BSBMIS3201 Contribute to health and safety of self and others

**ELECTIVE UNITS**
- BSBADM201 Organise schedules
- BSBADM2011 Work effectively with diversity
- BSBUS3201 Deliver and monitor a service to customers
- BSBRMV301 Write simple documents
- BSBUS3201 Participate in environmentally sustainable work practices
- BSBRMV301 Organise personal work priorities and development
- BSBUS3012 Create electronic presentations
- BSBUS315 Design and produce digital text documents
- BSBUS314 Design and produce spreadsheets
- BSBUS316 Design and produce business documents
- BSBUS309 Produce desktop published documents

**PATHWAY OPTIONS**
- Certificate III in Business Administration
- Diploma of Leadership and Management or Dual Diploma of Business and Diploma of Business Administration

**UNIVERSITY PATHWAYS**
- Administration assistant, receptionist, clerk/secretary, data entry/word processing operator
- Office manager, business administration manager, project administrator or manager, team leader, business manager, administrator, supervisor, business administration manager

**CAREER OUTCOMES**
- Administration assistant, receptionist, clerk/secretary, data entry/word processing operator
- Office manager, business administration manager, project administrator or manager, team leader, business manager, administrator, supervisor, business administration manager

Enhance your opportunities and gain the practical skills to succeed in an office or business environment. This course is perfect for people looking to work as an administration officer or office assistant.

You will be led by industry professionals who will guide you through your course and enable you to successfully reach your goals.

Successful completion of this course gives you the skills to seek entry-level employment in a wide range of roles. You will also be perfectly placed for further study at a diploma level or above.

For all pathway options, please refer to our Degree Pathways Guide

*No cost to student or school. Fully government subsidised for eligible students.*
Get a head start on your career in early childhood education and care with this course. This qualification is the minimum requirement for early childhood settings in Australia and will set you up with the foundation skills to get ahead. The number of early childhood roles is expected to grow steadily in Australia and employers are seeking qualified staff for roles across a wide range of settings.

Successful completion of this course will allow you to confidently seek employment in a range of entry-level early childhood education and care roles, and equip you to complete further studies in the field.

**Deliveries**
- Online
- Campus: N/A

**Duration**
- 8 terms
- Upgrade: 4 terms

**Attendance**
- Approximately 17 hours per week including vocational placement

**QCE Credits**
- 8 credits

**Fees**
- Fee-free courses

**Pathway Options**
- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care

**Career Outcomes**
- Early childhood educator (assistant in long day care, OSHC, kindergarten), family day care educator, children's recreational activity officer (resorts, cruises, etc), nanny, crèche worker, playgroup worker
- Early childhood educator (room leader, 2IC or director in long day care, OSHC, kindergarten), family day care educator or coordinator, children's recreational activity officer (resorts, cruises, etc), nanny, crèche coordinator, playgroup coordinator

**University Pathways**
- For all pathway options, please refer to our Degree Pathways Guide

**NB:** Students can also complete this qualification in 4 terms if they have completed CHC22015 Certificate II in Community Services (Early Childhood) and will reduce the number of units required to be completed.

**For more information and eligibility requirements, visit tafeqld.edu.au or call us on 1300 308 233**
COMMUNITY SERVICES

CERTIFICATE II IN COMMUNITY SERVICES (EARLY CHILDHOOD)
COURSE CODE: CHC22015 * VETIS FUNDED*

CORE UNITS
CHCCOM005 Communicate and work in health or community services
BSBWOR202 Organise and complete daily work activities
HLTHSW001 Participate in workplace health and safety
CHCDEC001 Provide first point of contact

ELECTIVE UNITS
CHCEDE02 Ensure the health and safety of children
CHCEPRT001 Identify and respond to children and young people at risk
CHCDEV02 Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCEDE04 Promote and provide healthy food and drinks

PATHWAY OPTIONS
Certificate III in Community Services
Certificate IV in Community Services
Certificate IV in Community Services Certificate IV in Youth Work Certificate IV in Child, Youth and Family Intervention
Diploma of Community Services Diploma of Counselling Diploma of Youth Work Diploma of Child, Youth and Family Intervention
Advanced Diploma of Community Sector Management

CAREER OUTCOMES
Assistant community service worker
Community worker under supervision
Community worker with individual responsibilities, entry level youth worker, case worker
Community worker responsible for supervising others, youth worker, family support worker, case manager, counsellor
Senior manager within a community services organisation

UNIVERSITY PATHWAYS
For all pathway options, please refer to our Degree Pathways Guide

COMMUNITY SERVICES

DELIVERY
Classroom, Online

CAMPUS
Bundaberg, Gympie, Hervey Bay, Maryborough, Mooloolaba

DURATION
4 terms

ATTENDANCE
Online: Approximately 17 hours per week (includes placement)
Classroom: 1 day per week plus vocational placement

QCE CREDITS
4 credits

Get out among the community sooner with this entry level qualification. This course is perfect for people who want to work in community services or those looking for the foundation skills necessary to complete further studies in the field.

You’ll learn effective communication strategies, gain cultural awareness, and develop skills in advocacy to be able to provide emotional and practical support to clients, including initiating referrals.

*No cost to student or school. Fully government subsidised for eligible students.
Make a start on your fashion career with this entry-level course. You will graduate with a portfolio of work and be qualified to work as an assistant designer. The fashion industry is undergoing an exciting transformation, with technology allowing indie designers to get an international following from their home studio. This course will give you the skills you need to draw and interpret basic sketches, modify patterns to create basic styles, identify fibres, fabrics and textiles, and use electronic fashion design tools. Our highly experienced and passionate teaching team have years of industry experience and will give you the one-on-one guidance needed to prepare you for a career in fashion.

**CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY** COURSE CODE: MST20616

**DELIVERY** Classroom
**CAMPUS** Gympie, Mooloolaba
**DURATION** 4 terms
**ATTENDANCE** 1 day per week
**QCE CREDITS** 4 credits

**CORE UNITS**
- MST40205: Apply quality standards
- MSTL2101: Draw and interpret a basic sketch
- MSMMHS200: Work safely
- MSMMN212: Participate in environmentally sustainable work practices

**ELECTIVE UNITS**
- MSTG2105: Identify design process for fashion designs
- MSTGA211: Identify fibres, fabrics and textiles used in the TCF Industry
- MSTL2007: Lay up, mark and cut uncomplicated fabrics and layers
- MSTG2101: Modify patterns to create basic styles
- MSTGA2009: Operate computing technology in a TCF workplace
- MSTML2003: Produce and attach millinery trims
- MSTG3101: See woven and stretch knit garments
- MSTG2106: Use a sewing machine for fashion design
- MSTGA2001: Use steam and pressing equipment in TCF production

**CAREER OUTCOMES**
- Production assistant, design assistant, assistant product developer in fashion accessories
- Fashion designer / fashion, industrial and jewellery designer or production assistant, design assistant, assistant product developer, assistant fashion buyer, retail sales assistant
- Quality assurance manager, fashion stylist, manager, dressmaker / tailor, CAD operator, fashion designer, production manager
- Fashion designer, quality assurance manager, production manager

**PATHWAY OPTIONS**
- Certificate II in Applied Fashion Design and Technology
- Certificate III in Millinery or Certificate III in Applied Fashion Design and Technology
- Diploma of Applied Fashion Design and Merchandising
- Advanced Diploma of Applied Fashion Design and Merchandising

**CREATIVE UNIVERSITY PATHWAYS**
- For all pathway options, please refer to our Degree Pathways Guide

---

Turn your love of music into a career in the music industry. You will receive training in practical musicianship, performance skills and an introduction to a range of music technologies. You’ll study music theory, musical styles and songwriting, and develop an understanding of the inner workings of the music industry. You will also gain invaluable copyright knowledge and work closely with the music business students in a variety of performance and other professional opportunities.

**CERTIFICATE III IN MUSIC INDUSTRY (PERFORMANCE)** COURSE CODE: CUA30915

**DELIVERY** Classroom
**CAMPUS** Nambour
**DURATION** 4 terms
**ATTENDANCE** 1 day per week
**QCE CREDITS** 7 credits

**CORE UNITS**
- BSBWHS201: Contribute to health and safety of self and others
- CUAACMP101: Implement copyright arrangements
- CUAMN033: Work effectively in the music industry
- CUAANL302: Apply knowledge of style and genre to music industry practice

**ELECTIVE UNITS**
- CUAMKP101: Compose simple songs or musical pieces
- CUAAMT301: Develop and apply aural perception skills
- CUAMFP203: Develop ensemble skills for playing or singing music
- CUAMFP301: Develop technical skills in performance
- CUAANL303: Notate music
- CUAMN034: Plan a career in the creative arts industry
- CUAMCP302: Write song lyrics

**CAREER OUTCOMES**
- Musician, road crew member, performer
- Music professionals, music producer, musician (instrumental), sound engineer, sound technician, music professional, audiovisual technician

**PATHWAY OPTIONS**
- Certificate III in Music Industry
- Diploma of Music Industry (Performance) or Diploma of Music Industry (Sound Production)

**UNIVERSITY PATHWAYS**
- For all pathway options, please refer to our Degree Pathways Guide

---

*No cost to student or school. Fully government subsidised for eligible students.*
Research shows that creativity, communication, and problem-solving will be the most desired skills in the future job market. This qualification will give you the core skills needed to work in both the creative industries and in corporate settings.

Learn how to develop basic audio skills, perform basic sound editing, restore and analyse audio tracks, and record and mix music in a studio environment. Our passionate teaching team have years of industry experience and will give you the one-on-one guidance you need for a career in the music industry.

Successful completion of this course will qualify you to work as an assistant sound mixer, or give you the foundation skills needed to undertake further studies in your field.

DELIVERY
Classroom

CAMPUS
Nambour

DURATION
4 terms

ATTENDANCE
1 day per week

QCE CREDITS
7 credits

DELIVERY
Classroom

CAMPUS
Nambour

DURATION
4 terms

ATTENDANCE
1 day per week

QCE CREDITS
6 credits

Make a start on your career in the media with this entry-level course. This qualification will give you the foundation skills needed to work in a number of assistant roles in radio, film and sound. Research shows that creativity, communication and problem-solving will be the most desired skills in the future job market. This course will give you the core skills needed to work in both the creative industries and in corporate settings.

Learn the practical skills and knowledge to write content for a range of media, create visual design components, follow the design process, and develop and extend critical and creative thinking skills. Our highly experienced and passionate teaching team have years of industry experience and will give you the one-on-one guidance needed to prepare you for a career in media.

For all pathway options, please refer to our Degree Pathways Guide
**ELECTROTECHNOLOGY**

**CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START) COURSE CODE: UEE22011 VETIS FUNDED**

**CORE UNITS**

- UEEENI140A Apply environmentally and sustainable procedures in the energy sector
- UEEENI101A Apply Occupational Health and Safety regulations, codes and practices in the workplace
- UEEENI149A Carry out routine work activities in an energy sector environment
- UEEENI179A Identify and select components, accessories and materials for energy sector work activities
- UEEENI104A Solve problems in dc circuits
- UEEENI141A Use of routine equipment/plant/technologies in an energy sector environment

**ELECTIVE UNITS**

- UEEENI137A Document and apply measures to control OHS risks associated with electrotechnology work
- UEEENI102A Fabricate, assemble and dismantle utility industry components
- UEEENI105A Fix and secure electrotechnology equipment
- HLTAID001 Provide cardiopulmonary resuscitation
- UEEENI101A Use computer applications relevant to a workplace
- UEEENI107A Use drawings, diagrams, schedules, standards, codes and specifications
- OFCOM101001 Prepare to work safely in the construction industry

**PATHWAY OPTIONS**

- Certificate II in Electrotechnology (Career Start)
  - Apprenticeship only

**CAREER OUTCOMES**

- Electrical trade assistant/worker
- General technician, electronics and communications tradesperson, electrical instrumentation tradesperson, air conditioning and refrigeration, electrical fitter
- Electric fitter, electrician, special class, installation technician, industrial automation and control technician, electrical instrumentation tradesperson
- Technical officer specialising in electrical, engineering, instrumentation and control, electronics and communications, or refrigeration and air-conditioning
- Electrical engineer, senior technical officer specialising in electrical technology or electronics engineering

**UNIVERSITY PATHWAYS**

For all pathway options, please refer to our Degree Pathways Guide

---

**ENGINEERING**

**CERTIFICATE II IN ENGINEERING PATHWAYS COURSE CODE: MEM20413 VETIS FUNDED**

**CORE UNITS**

- MEM13014A Apply principles of occupational health and safety in the work environment
- MEMPE010A Develop a career plan for the engineering and manufacturing industry
- MSANG2728 Participate in environmentally sustainable work practices
- MEMPE030A Undertake a basic engineering project

**ELECTIVE UNITS**

- MEM18002A Interact with computing technology
- MEM18006A Organise and communicate information
- MEMPE017A Pull apart and re-assemble engineering mechanisms
- MEMPE022A Use electric welding machines
- MEMPE011A Use engineering workshop machines
- MEMPE011A Use engineering workshop machines
- MEMPE014A Use sheet metal fabrication equipment
- MEM18011C Use hand tools
- MEMPE023A Use oxy-acetylene and soldering equipment
- MEM18002B Use power tools/hand held operations
- MSAMP2U106A Work in a team

**PATHWAY OPTIONS**

- Certificate II in Engineering Pathways or Certificate II in Engineering (Traineeship)
  - Apprenticeship only

**CAREER OUTCOMES**

- Trade assistant/worker in mechanical, metal fabrication, machining, fitting and turning
- Engineer or technician in mechanical, metal fabrication, welding, casting and moulding, and diesel, mechanical or electrical fitting
- Senior draftsperson, advanced mechanical, metal fabrication, welding, casting and moulding, and diesel, mechanical or electrical fitting
- entry level draftsperson
- Higher engineering tradesperson, special trade draftsperson
- Draftsperson, advanced engineering tradesperson
- Consultant, project manager

**UNIVERSITY PATHWAYS**

For all pathway options, please refer to our Degree Pathways Guide

---

*No cost to student or school. Fully government subsidised for eligible students.
HOSPITALITY AND COOKERY

CERTIFICATE II IN HOSPITALITY

**COURSE CODE: SIT20316  **
**VETIS FUNDED**

**CORE UNITS**
- SITXCCS003 Interact with customers
- SITXWHS001 Participate in safe work practices
- SITHIND002 Show social and cultural sensitivity
- SITHIND003 Use hospitality skills effectively
- BSBWOR203 Work effectively with others

**ELECTIVE UNITS**
- SITHFAB001 Clean and tidy bar areas
- SITHFAB005 Prepare and serve espresso coffee
- SITHFAB004 Prepare and serve non-alcoholic beverages
- SITXINV002 Maintain the quality of perishable items
- SITHFAB002 Provide responsible service of alcohol
- SITXFA001 Use hygienic practices for food safety

**PATHWAY OPTIONS**
- Certificate II in Hospitality
- Certificate III in Patisserie or Certificate III in Hospitality
- Diploma of Hospitality

**CAREER OUTCOMES**
- Cafe attendant, catering assistant
- Pastry cook
- Food and beverage attendant, barista, bar attendant, waiter
- Hotel manager/assistant manager, food and beverage supervisor, front office supervisor

**UNIVERSITY PATHWAYS**
- For all pathway options, please refer to our Degree Pathways Guide

HOSPITALITY AND COOKERY

CERTIFICATE II IN KITCHEN OPERATIONS

**COURSE CODE: SIT20416  **
**VETIS FUNDED**

**CORE UNITS**
- SITHKOP001 Clean kitchen premises and equipment
- SITXINV002 Maintain the quality of perishable items
- SITHKOP002 Participate in safe work practices
- SITHKOP001 Prepare dishes using basic methods of cookery
- SITHKOP011 Use cookery skills effectively
- SITHKOP001 Use food preparation equipment
- SITHKOP001 Use hygiene practices for food safety
- BSBWOR203 Work effectively with others

**ELECTIVE UNITS**
- TLE1005 Carry out basic workplace calculations
- SITHCO004 Package prepared foods
- SITHCO003 Prepare and present sandwiches
- SITHCO002 Prepare and present simple dishes
- SITHCO001 Prepare appetisers and salads

**PATHWAY OPTIONS**
- Certificate II in Kitchen Operations
- Certificate III in Patisserie or Certificate III in Commercial Cookery (Apprenticeship)

**CAREER OUTCOMES**
- Kitchen assistant, food preparation assistant, kitchen hand
- Pastry cook, chef, chef patissier, chef de cuisine

**UNIVERSITY PATHWAYS**
- For all pathway options, please refer to our Degree Pathways Guide

Start your career learning the basic skills and knowledge required to begin your journey in the hospitality industry. Collaborate in group work to become employment ready or continue with further study. Learn the basic skills to work effectively and safely, discover how to interact with customers, increase your hospitality knowledge and skills, and boost your cultural awareness. Successful completion of this course will enable you to continue on to the Certificate III in Hospitality or enter the workforce at an entry level position.

DELIVERY
Classroom

**CAMPUSS**
Bundaberg, Hervey Bay

**DURATION**
4 terms

**ATTENDANCE**
1 day per week

**QCE CREDITS**
4 credits

Get the basic knowledge and skills required to start a career in the kitchen with this introductory level course. This course is perfect if you want to start your career in kitchen operations or go on to further study in this area. Learn the basics in food preparation and equipment, develop your cookery skills, and understand the procedures in keeping a safe, hygienic work place. Successful completion of this course will enable you to continue further studies in commercial cookery.

DELIVERY
Classroom

**CAMPUSS**
Bundaberg, Gympie, Hervey Bay, Maroochydore CCTTC**

**DURATION**
4 terms

**ATTENDANCE**
1 day per week, plus up to 60 hours of work experience in a commercial kitchen

**QCE CREDITS**
4 credits

**CCTTC**
Coastal Cookery Trade Training Centre

*No cost to student or school. Fully government subsidised for eligible students.

*No cost to student or school. Fully government subsidised for eligible students.
### INFORMATION TECHNOLOGY

#### Certificate III in Information, Digital Media and Technology

**Course Code:** ICT30118

**Core Units**
- ICTICT301 Create user documentation
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- ICTICT302 Install and optimise operating system software
- BSBBUS503 Participate effectively in WHS communication and consultation processes
- ICTSAS308 Run standard diagnostic tests
- ICTICT202 Work and communicate effectively in an ICT environment

**Elective Units**
- CUAQNG502 Author interactive sequences
- ICTWEB202 Build simple websites using commercial programs
- BSBSMB401 Create a digital technology plan for small business
- CUAQNG504 Create visual design components
- ICTICT305 Identity and use current industry specific technologies
- BSBSMB301 Investigate micro business opportunities
- ICTWEB303 Produce digital images for the web
- BSBNIN501 Promote innovation in a team environment
- BSBERHA101 Review and maintain a website
- ICTICT308 Use advanced features of computer applications
- ICTWEB201 Use social media tools for collaboration and engagement

**Pathway Options**
- Certificate II in Information and Digital Media Technology
- Certificate IV in Cyber Security
- Diploma of Website Development
- Diploma of Information Technology Networking
- Diploma of Information Technology Networking / Diploma of Information Technology Systems Admin

**Career Outcomes**
- Help desk officer, help desk assistant, ICT options support, ICT user support, PC support
- Cyber security support officer, Security penetration tester or website security support officer
- Developer programmer, web designer, web design, web developer, network administrator, network analyst...
- Systems administrator, assistant system manager or internal/external systems administrator

**University Pathways**

**NURSING AND HEALTH**

#### Certificate II in Health Support Services

**Course Code:** HLT23215  **VETIS Funded**

**Core Units**
- CHCCOM005 Communicate and work in health or community services
- HLTINF101 Comply with infection prevention and control policies and procedures
- HLTWHS201 Participate in workplace health and safety
- CHCDOC001 Work with diverse people

**Selective Units**
- HLTNSW003 Conduct manual tasks safely
- BSFPLM012 Contribute to learning effectiveness
- CHCCDS110 Maintain a high standard of services
- CHCCDS112 Prepare and maintain beds
- HTAAP001 Recognise healthy body systems
- CHCCDS220 Respond effectively to behaviours of concern
- CHCCDS226 Transport individuals
- BSBNOP203 Work effectively with others

**Pathway Options**
- Certificate II in Health Support Services
- Certificate III in Health Support Services (hospital). Pathway to further study

**Career Outcomes**
- Hospital laundry worker, food services assistant (hospital), ward assistant (hospital). Pathway to further study
- Ward support, assistant in nursing (AAN), patient service attendant, operating theatre technician, nursing support worker, nursing assistant, orderly, wardsperson, patient care assistant, patient support assistant

**University Pathways**

*No cost to student or school. Fully government subsidised for eligible students.*
**NURSING AND HEALTH**

**Certificate III in Health Services Assistance (Upgrade)**

**Course Code:** HLT33115

**Core Units:**
- BSBBMED201 Interpret and apply medical terminology appropriately
- BSBBWR301 Organise personal work priorities and development
- CHCCODM005 Communicates and works in health or community services
- CHCCDV001 Work with diverse people
- HLTINF301 Comply with infection prevention and control policies and procedures
- HLTWHS001 Participate in workplace health and safety
- HLTSA001 Recognise healthy body systems

**Elective Units:**
- CHCCSS002 Assist with movement
- CHCCSS015 Provide individualised support
- CHCAGE001 Facilitate the empowerment of older people
- BSBBTU001 Produce simple Word processed documents
- CHCCSS026 Transport individuals
- CHCCSS020 Respond effectively to behaviours of concern
- CHCCSS010 Maintain a high standard of service
- CHCCSS012 Prepare and maintain beds

**Pathway Options**

- Certificate II in Health Services Assistance
- Diploma of Nursing (Enrolled Division 2 Nursing)
- Enrolled nurse

**Careers Outcomes**

- Ward support, assistant in nursing (AIN), patient service attendant, operating theatre technician, nursing support worker, nursing assistant, orderly, wardsperson, patient care assistant, patient support assistant

**University Pathways**

For all pathway options, please refer to our Degree Pathways Guide

---

**SPORT AND RECREATION**

**Certificate II in Outdoor Recreation**

**Course Code:** SIS20213

**Core Units:**
- SISOCYT202A Demonstrate basic cycling skills
- SISSCOP201A Prepare a pre or post event meal
- PUAOPE002B Operate communications systems and equipment
- SISXEMR201A Respond to emergency situations
- SISONAV201A Demonstrate navigation skills in a controlled environment
- SISXCCS001 Provide quality service
- SISXFAC207 Maintain sport, fitness and recreation equipment for activities
- HLTAID003 Provide first aid

**Elective Units:**
- SISXOHS101A Follow occupational health and safety policies
- SISXCCS001 Maintain a high standard of service
- SISXOCYT202A Select, set up and maintain a bike
- SISXCCS001 Provide quality service

**Pathway Options**

- Certificate II in Outdoor Recreation
- Certificate III in Fitness
- Certificate IV in Fitness
- Certificate II in Outdoor Recreation, Certificate IV in Fitness
- Diploma of Sport Development

**Careers Outcomes**

- Outdoor recreation assistant (examples include bushwalking, canoeing)
- Outdoor recreation activity guide, sport instructor, group exercise instructor
- Outdoor adventure instructor or guide, personal trainer
- Tour operations manager, outdoor guide (uncontrolled environments), expedition leader, outdoor education camp manager, sports coach, fitness centre manager, facility manager, sport and community officer

**University Pathways**

For all pathway options, please refer to our Degree Pathways Guide

---

*Upgrade from Certificate II in Health Support Services

**No cost to student or school. Fully government subsidised for eligible students.

*This qualification was correct at time of printing, April of 2020. Please note, this qualification may be updated in early 2021.
This course will place you on track to provide assistance at community recreation centres, outdoor sporting grounds and aquatic centres, or progress into further studies that will help break ground in your career. The sport and recreation industry is forecast to continue its already impressive growth with more than 50,000 jobs set to become available over the next five years.

Offering hands-on experience that will have you working toward your career, this course will teach you how to provide first aid, assist with activity sessions and work effectively in sport, fitness and recreation environments. Industry experienced teachers will provide all the support you need to succeed.

**DELIVERY**
Classroom

**CAMPUS**
Bundaberg, Gympie, Hervey Bay, Mooloolaba

**DURATION**
4 terms

**ATTENDANCE**
1 day per week

**QCE CREDITS**
4 credits

---

**SPORT AND RECREATION**

**CERTIFICATE II IN SPORT AND RECREATION**

**COURSE CODE:** SIS20115  **VETIS FUNDED**

**CORE UNITS**
- SISWOR002 Organise and complete daily work activities
- HLTWHS001 Participate in workplace health and safety
- SISATH003 Provide first aid
- SISICM002 Respond to emergency situations
- SISICD002 Maintain sport, fitness and recreation industry knowledge
- SISICSS001 Provide quality service
- SISICND001 Work effectively in sport, fitness and recreation environments

**ELECTIVE UNITS**
- SISIFAC001 Maintain equipment for activities
- SISISOP001A Prepare a pre or post event meal
- SISIKL003A Advise on products and services
- FSALG039 Provide health screening and fitness orientation
- SISIFAC002 Use strategies to respond to routine workplace problems

**CAREER OUTCOMES**
- Athlete, sports coach, sports/fitness workers, community activities assistant, customer service assistant
- Gym instructor, group exercise instructor, community activities assistant, recreation assistant
- Personal trainer
- Sports coach/trainer, sports official

**UNIVERSITY PATHWAYS**
For all pathway options, please refer to our Degree Pathways Guide

---

**SPORT AND RECREATION**

**CERTIFICATE III IN FITNESS (UPGRADE)**

**COURSE CODE:** SIS30315

**CORE UNITS**
- SISFFIT002 Recognise and apply exercise considerations for specific populations
- SISFFIT003 Instruct fitness programs
- SISFFIT004 Incorporate anatomy and physiology principles into fitness programming
- SISFFIT014 Instruct exercise to older clients
- SISFFIT001 Provide health screening and fitness orientation
- SISFFIT005 Provide healthy eating information

**ELECTIVE UNITS**
- SISIKSK003 Identify and apply risk management processes
- SISFFIT011 Instruct approved community fitness programs
- SISFFIT007 Instruct group exercise sessions
- SISFFIT006 Conduct fitness appraisals
- SISIFAC002 Maintain sport, fitness and recreation facilities

**CAREER OUTCOMES**
- Fitness instructor, gym instructor, sports/fitness workers, community activities assistant, customer service assistant
- Personal trainer
- Sports coach/trainer, sports official

**UNIVERSITY PATHWAYS**
For all pathway options, please refer to our Degree Pathways Guide

---

*No cost to student or school. Fully government subsidised for eligible students.*
TOURISM

CERTIFICATE II IN TOURISM
COURSE CODE: SIT20116  VETIS FUNDED*

Core Units:
- SITXCCS003 Interact with customers
- SITXWHS001 Participate in safe work practices
- SITXCOM002 Show social and cultural sensitivity
- SITTIND001 Source and use information on the tourism and travel industry

Elective Units:
- BSBSUS201 Participate in environmentally sustainable work practices
- SITXWHS002 Provide visitor information
- SITXCOM001 Source and present information
- SITTIND002 Source and use information on the hospitality industry
- BSBYWQR203 Work effectively with others

Career Outcomes:
- Tour guide, tourism information officer
- Reservation sales agent (tour operator), marine tourism assistant, cellar door salesperson and guide
- Travel consultant, travel and tour advisor, travel information officer, event coordinator or hotel manager, assistant manager, food and beverage supervisor, front office supervisor

Pathway Options:
- Certificate II in Tourism
- Certificate III in Tourism
- Diploma of Tourism and Travel or Diploma of Events or Diploma of Hospitality

UNIVERSITY PATHWAYS
- For all pathway options, please refer to our Degree Pathways Guide

Start your career in tourism with this entry-level course. This course will qualify you to work across a number of strong growth industries such as tourism, business and events.

You will gain the knowledge to undertake routine tasks in using business technology, providing advice on Australian tourism destinations, providing visitor information, and understanding cultural sensitivity. Our highly-experienced team of industry professionals are the best in the business and will give you the tools you need to get ahead.

Jayda Glazebrook
FITNESS STUDENT
CERTIFICATE II IN SPORT AND RECREATION | CODE SIS20115

"It’s educated me, I’ve met great people and it’s helped me outside of school with work experience and interacting with people I don’t know. It really sets you up for the real world."

*No cost to student or school. Fully government subsidised for eligible students.
<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC10111</td>
<td>Certificate I in Construction</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>AUR20716</td>
<td>Certificate II in Automotive Vocational Preparation</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>CHC20015</td>
<td>Certificate II in Community Services (Early Childhood)</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>UEE20111</td>
<td>Certificate II in Electrical Technology (Career Start)</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>MEM20413</td>
<td>Certificate II in Engineering Pathways</td>
<td>4</td>
<td>37</td>
</tr>
<tr>
<td>MSS20116</td>
<td>Certificate II in Furniture Making Pathways</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>HL73215</td>
<td>Certificate II in Health Support Services</td>
<td>4</td>
<td>41</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Hospitality</td>
<td>4</td>
<td>38</td>
</tr>
<tr>
<td>SHB20216</td>
<td>Certificate II in Salon Assistant</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>SB20115</td>
<td>Certificate II in Sport and Recreation</td>
<td>4</td>
<td>44</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Tourism</td>
<td>4</td>
<td>46</td>
</tr>
<tr>
<td>SHBS3015</td>
<td>Certificate II in Fitness (Ugrieve)</td>
<td>8</td>
<td>45</td>
</tr>
</tbody>
</table>

**MARYBOROUGH**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC10111</td>
<td>Certificate I in Construction</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>CHC20015</td>
<td>Certificate II in Community Services (Early Childhood)</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>UEE20111</td>
<td>Certificate II in Electrical Technology (Career Start)</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>MEM20413</td>
<td>Certificate II in Engineering Pathways</td>
<td>4</td>
<td>37</td>
</tr>
<tr>
<td>MSS20116</td>
<td>Certificate II in Furniture Making Pathways</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>HL73215</td>
<td>Certificate II in Health Support Services</td>
<td>4</td>
<td>41</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Hospitality</td>
<td>4</td>
<td>38</td>
</tr>
<tr>
<td>SHB20216</td>
<td>Certificate II in Salon Assistant</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>SB20115</td>
<td>Certificate II in Sport and Recreation</td>
<td>4</td>
<td>44</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Tourism</td>
<td>4</td>
<td>46</td>
</tr>
<tr>
<td>SHBS3015</td>
<td>Certificate II in Fitness (Ugrieve)</td>
<td>8</td>
<td>45</td>
</tr>
</tbody>
</table>

**GYMPIE**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MST20616</td>
<td>Certificate II in Applied Fashion Design and Technology</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>AUR20716</td>
<td>Certificate II in Automotive Vocational Preparation</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>CHC20015</td>
<td>Certificate II in Community Services (Early Childhood)</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>UEE20111</td>
<td>Certificate II in Electrical Technology (Career Start)</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>MEM20413</td>
<td>Certificate II in Engineering Pathways</td>
<td>4</td>
<td>37</td>
</tr>
<tr>
<td>HL73215</td>
<td>Certificate II in Health Support Services</td>
<td>4</td>
<td>41</td>
</tr>
<tr>
<td>SB20115</td>
<td>Certificate II in Salon Assistant</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Tourism</td>
<td>4</td>
<td>46</td>
</tr>
<tr>
<td>SHBS3015</td>
<td>Certificate II in Fitness (Ugrieve)</td>
<td>8</td>
<td>45</td>
</tr>
</tbody>
</table>

**NAMBOUR**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC10111</td>
<td>Certificate I in Construction</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>AUR20716</td>
<td>Certificate II in Automotive Vocational Preparation</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>CHC20015</td>
<td>Certificate II in Community Services (Early Childhood)</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>UEE20111</td>
<td>Certificate II in Electrical Technology (Career Start)</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>MEM20413</td>
<td>Certificate II in Engineering Pathways</td>
<td>4</td>
<td>37</td>
</tr>
<tr>
<td>MSS20116</td>
<td>Certificate II in Furniture Making Pathways</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>HL73215</td>
<td>Certificate II in Health Support Services</td>
<td>4</td>
<td>41</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Hospitality</td>
<td>4</td>
<td>38</td>
</tr>
<tr>
<td>SHB20119</td>
<td>Certificate II in Retail Cosmetics</td>
<td>4</td>
<td>21</td>
</tr>
<tr>
<td>SHB20216</td>
<td>Certificate II in Salon Assistant</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>SB20115</td>
<td>Certificate II in Sport and Recreation</td>
<td>4</td>
<td>44</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Tourism</td>
<td>4</td>
<td>46</td>
</tr>
<tr>
<td>SHBS3015</td>
<td>Certificate II in Fitness (Ugrieve)</td>
<td>8</td>
<td>45</td>
</tr>
</tbody>
</table>

**ONLINE**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB20115</td>
<td>Certificate II in Business Administration</td>
<td>8</td>
<td>27</td>
</tr>
<tr>
<td>CHC30113</td>
<td>Certificate II in Early Childhood Education and Care</td>
<td>8</td>
<td>28</td>
</tr>
<tr>
<td>HLT33115</td>
<td>Certificate II in Health Services Assistance (Upgrade)</td>
<td>8</td>
<td>42</td>
</tr>
</tbody>
</table>

**SUNSHINE COAST HEALTH INSTITUTE**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT33115</td>
<td>Certificate II in Health Services Assistance (Upgrade)</td>
<td>4</td>
<td>43</td>
</tr>
</tbody>
</table>

**SUNSHINE COAST TECHNICAL TRADE TRAINING CENTRE**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR20716</td>
<td>Certificate II in Automotive Vocational Preparation</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>HL73215</td>
<td>Certificate II in Health Support Services</td>
<td>4</td>
<td>41</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Kitchen Operations</td>
<td>4</td>
<td>39</td>
</tr>
<tr>
<td>SIT2016</td>
<td>Certificate II in Tourism</td>
<td>4</td>
<td>46</td>
</tr>
<tr>
<td>SIT20116</td>
<td>Certificate II in Tourism</td>
<td>4</td>
<td>46</td>
</tr>
</tbody>
</table>

**COASTAL COOKERY TRADE TRAINING CENTRE (MAROOCHYDORE)**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM NAME</th>
<th>QCE CREDITS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIT2016</td>
<td>Certificate II in Kitchen Operations</td>
<td>4</td>
<td>39</td>
</tr>
</tbody>
</table>
CAMPUS LOCATIONS

WIDE BAY BURNETT

Bundaberg
118 Walker Street
Bundaberg QLD 4670

Gympie
71 Cartwright Road
Gympie QLD 4570

Hervey Bay
47–95 Urraween Road
Pialba QLD 4655

Maryborough
89 Adelaide Street
Maryborough QLD 4650

SUNSHINE COAST

Mooloolaba
34 Lady Musgrave Drive
Mountain Creek QLD 4557

Nambour
91 Windsor Road
Nambour QLD 4560

Sunshine Coast Health Institute
6 Doherty Street
Birtinya QLD 4575