

SEMESTER 2 2026

Skills for Education and Employment course guide

Brisbane, Logan and Ipswich



see
skills for
education and
employment
An Australian Government Initiative



FREE TRAINING FOR YOUR FUTURE

Start your next steps through SEE

TAFE Queensland is a provider of the Skills for Education and Employment (SEE) program, a free skills program built to prepare you for the workforce or further training.

Through SEE, we'll support you to work towards the career of your choice through:

- Reading, writing, Maths, English and digital skills training
- Personal guidance sessions for your future
- Practical short courses, such as RSA and White Card
- Free Certificate I, II and III qualifications
- Essential workplace skills, including health and safety, using business software, and interviewing for jobs
- Work experience placements



Learn for free

That's right: free. This training is fully funded by the Australian Government.



Get qualified

Access up to two years of training in order to complete a course or qualification up to a Certificate III.



Stay focused

From job interview techniques to short courses, you'll learn hands-on skills for the job market.



Meet obligations

Earn 25 points per week towards your mutual obligations for Centrelink.



“Can I join the SEE program?”

We are so excited to welcome you to the TAFE Queensland family. Our team will do everything we can to make these first steps as easy for you as possible.

Please note that there are some entry requirements for the SEE program. Participants need to be:

- an Australian citizen, or
- a permanent visa holder, or
- on a provisional or temporary visa with working rights and eligible for the Adult Migrant English Program, or
- a Pacific Australian Labour Mobility visa holder

and:

- aged 15 years* and over and left school, and
- need help with your reading, writing, Maths, English language or digital skills.

** If you are under 16 or have not yet completed Year 10, you must hold an approved exemption from compulsory schooling.*

“How do I sign up?”

There are a few different ways of applying to the SEE program.

- If you are a registered job seeker, you can contact your Workforce Australia provider to submit a referral on your behalf.
- If you are applying directly, you can visit tafeqld.edu.au/see and click **Submit an Application**.
- You can also visit the Customer Service Centre at your local TAFE Queensland campus and ask to join the SEE program.

“Is this short course or Certificate available?”

All courses listed in this guide are subject to availability and placements in this term's courses cannot be guaranteed.

To join our industry-specific courses (such as a Certificate II in Hospitality, as an example), you must have English and Maths skills at a certain level, to set you up for success.

As such, you may be required to attend general SEE classes (Skills for Your Future) before moving into industry-specific training.

“What support do you offer?”

TAFE Queensland has a range of support services for all of our students, making your learning experience just that little bit easier. Learn more at tafeqld.edu.au/studentsupport.

As a SEE student, you'll also have access to one-to-one sessions with your Participant Support Officer, to discuss your goals and any support you may need.

Studying at TAFE

Why study at TAFE Queensland?

TAFE Queensland is the largest, most experienced training provider in the state, with a history of serving Queensland's communities for more than 140 years. We offer more than 400 practical, industry-relevant courses from entry-level certificates to bachelor degrees. Our training is delivered to over 139,000 students each year across more than 60 locations in Queensland.

In 2024-25 we trained

139,000 students



100%

of our diploma and higher-level courses have diploma-to-degree pathways



We have an

89% student satisfaction rating

(and we're working very hard on the other 11%)



We have a

93.1% employer satisfaction rating



Every \$1 spent

by TAFE Queensland supports
\$2.55 of added-value
in the Queensland economy



Over 60

locations



Over 84.4%

of our graduates go on to work or further study*



2026 SEE Training Calendar

January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Public Holidays

New Year's Day 1 January	Labour Day 4 May
Australia Day 26 January	King's Birthday 5 October
Good Friday 3 April	Christmas Day 25 December
Easter Monday 8 April	Boxing Day 26 December
ANZAC Day 25 April	Boxing Day Public Holiday 28 December

Please visit bit.ly/qldshowholidays for your local show public holiday.

Legend

 	Public Holiday
 	Queensland School Holidays
 	SEE Term 1
 	SEE Term 2
 	SEE Term 3
 	SEE Term 4

Campus Closure

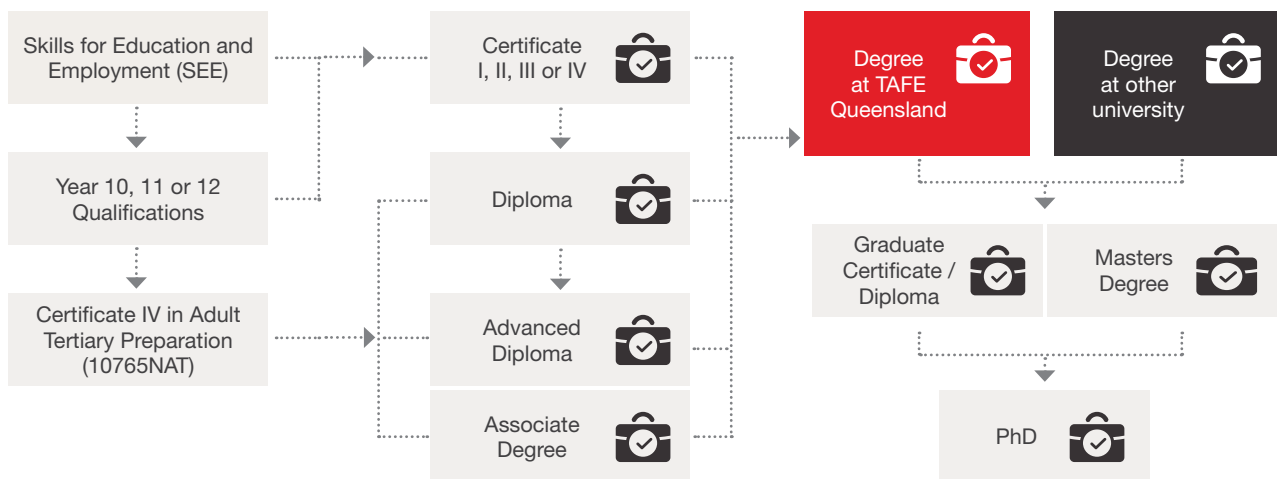
Holiday closure 2025-2026
22 December - 2 January

Holiday closure 2026-2027
21 December - 3 January

Pathways to your future

The SEE program is all about forging the pathway that's right for you. Here at TAFE Queensland, we offer over 400 practical courses for your next steps.

Obtain your Year 10 Alternative, upskill with Certificate I, II and III options, or even progress into a Diploma or Degree. Start at any level, study at your own pace, and work towards the goal that's right for you.



Our partner universities and higher education providers

There's more than one way to get into your dream university degree. TAFE Queensland has a range of pathway options and partners that can get you started on your university degree sooner.



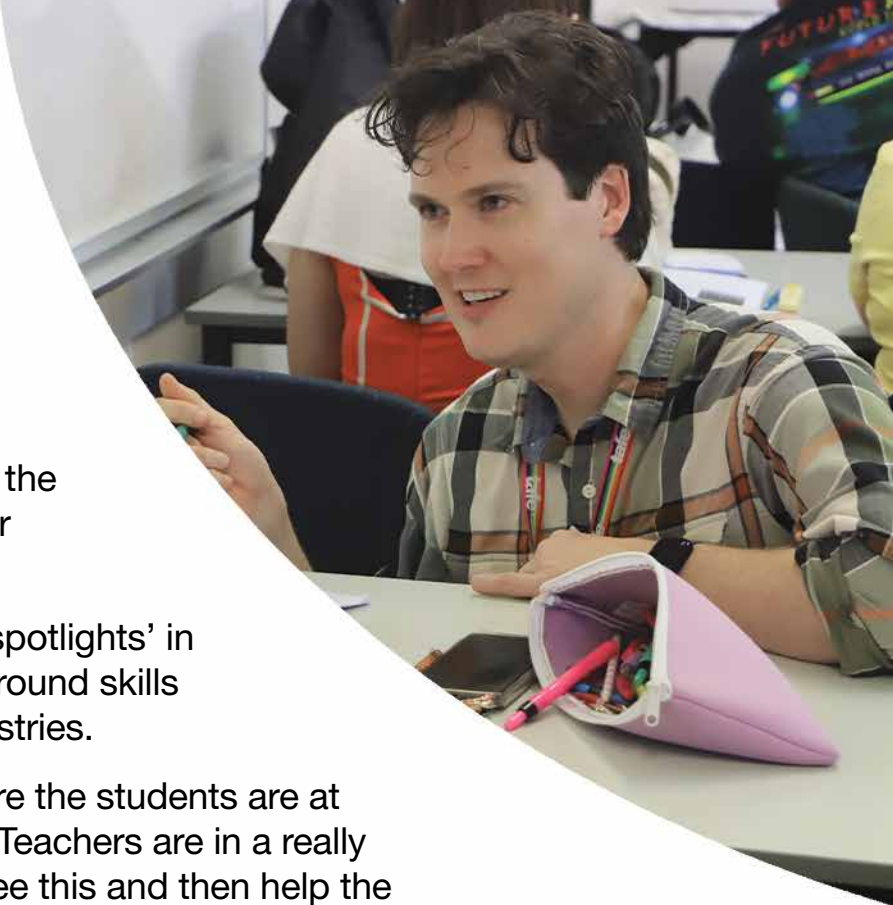
Teacher Feature: Phil

Phil has been teaching at our Loganlea campus for 5 years, supporting SEE students to build the skills they need for work or further training.

In 2025, he introduced ‘industry spotlights’ in his class, where lessons centre around skills needed for jobs in particular industries.

“It’s all about understanding where the students are at and figuring out what they need. Teachers are in a really fortunate position to be able to see this and then help the student get to where they want to go,” he said.

“That’s what we do at TAFE Queensland: we help you get to your goal.”



Certificate II in Baking (FBP20221)

Our Loganlea students have been getting hands-on in the kitchen through the Certificate II in Baking, and it’s quickly become one of our most popular vocational courses available through SEE.

In this course, students gain the practical skills they need to work as a retail baker assistant or pastry chef assistant, or to pursue an apprenticeship.

By accessing our commercial training kitchens, students have been building hands-on skills, including learning to bake bread, cakes, and pastries, while also learning about food safety and hygiene.

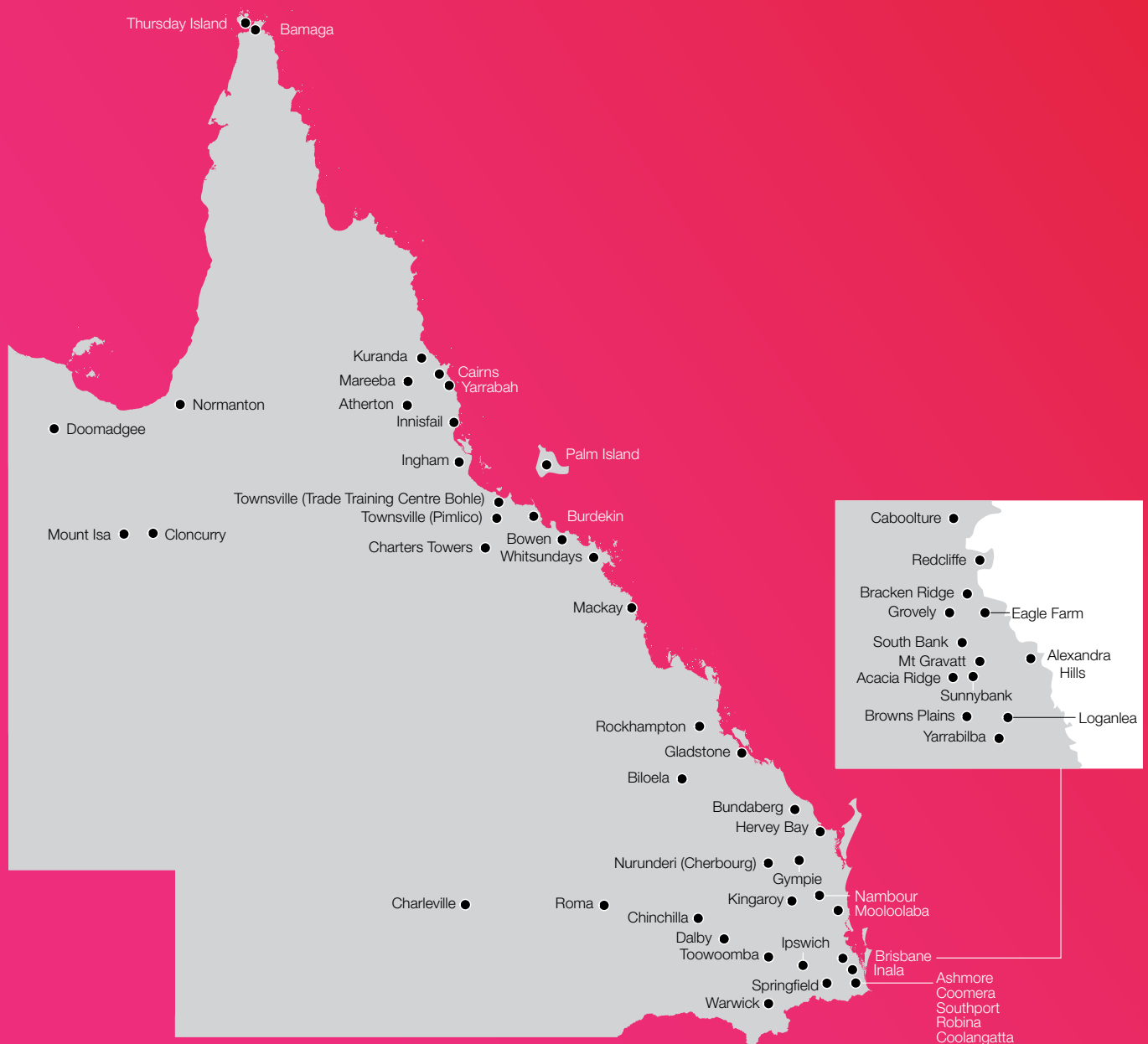
Whether it’s kneading dough or decorating cupcakes, the course offers a mix of creativity and structure that appeals to a wide range of learners.



Our locations

No other provider can match TAFE Queensland for scale and location options. With more than 60 locations across the state, we have Queensland covered, no matter where you are.

To view all of our locations, visit tafeqld.edu.au/locations.





Campus locations

Acacia Ridge
247 Bradman St
Acacia Ridge QLD 4110

Alexandra Hills
Windemere Rd
Alexandra Hills QLD 4161

Bracken Ridge
157 Norris Rd
Bracken Ridge QLD 4017

Browns Plains
61 Grand Plaza Dr,
Browns Plains QLD 4118

Caboolture
Tallon St,
Caboolture QLD 4510

Eagle Farm
776 Kingsford Smith Dr
Eagle Farm QLD 4009

Grovely
Fitzsimmons St
Grovely QLD 4054

Inala
54 Thrush St
Inala QLD 4077

Ipswich
Cnr Mary St & Byrne St
Bundamba QLD 4304

Loganlea
50-68 Armstrong Rd
Meadowbrook QLD 4131

Mount Gravatt
1030 Cavendish Rd
Mt Gravatt QLD 4122

Redcliffe
64-68 Klingner Rd
Redcliffe QLD 4020

South Bank
66 Ernest St
South Brisbane QLD 4101

Sunnybank
82 Woff St
Sunnybank QLD 4109

Yarrabilba
Basalt Dr
Yarrabilba QLD 4207

Getting to campus

Our campuses are accessible by both private and public transport, with full details available on our website at tafeqld.edu.au/locations

LOCATION	 PARKING	 BUS	 TRAIN
Acacia Ridge	✓	✓	✓
Alexandra Hills	✓	✓	
Bracken Ridge	✓	✓	✓
Browns Plains	✓	✓	
Caboolture	✓	✓	✓
Eagle Farm	✓	✓	
Grovely	✓	✓	✓
Inala	✓	✓	
Ipswich	✓	✓	✓
Loganlea	✓	✓	✓
Mount Gravatt	✓	✓	
Redcliffe	✓	✓	✓
South Bank		✓	✓
Sunnybank	✓	✓	✓
Yarrabilba	✓	✓	

EDUCATION AND COMMUNITY



CAMPUS

Alexandra Hills	Ipswich
Bracken Ridge	Loganlea
Browns Plains	Mount Gravatt
Caboolture	Redcliffe
Grovely	South Bank
Inala	Sunnybank

DURATION

Up to 2 years

STUDY MODE

On campus

WORKLOAD

Full time or Part time

// LEARN MORE



Skills for Your Future

READING, WRITING, MATHS AND DIGITAL SKILLS

✓ SEE FUNDED*

Are you looking to boost your skills for the workforce or further training? In these Skills for Your Future classes, our skilled educators will support you to improve your English, Maths and digital skills for your next steps.

If you're considering getting a trade qualification or diploma, you may be able to get a head start by completing accredited units in class. There are also opportunities to undertake short courses (such as a Responsible Service of Alcohol or Barista Skillset) and work experience placements.

Plus, these classes will help you to practice interviewing for jobs, prepare your resume, and learn new skills to stand out in the hiring process.

Course Options

- Course in Initial EAL (22636VIC)
- Course in EAL (22637VIC)
- Certificate I in EAL (22638VIC)
- Certificate II in EAL (22639VIC)
- Certificate III in EAL (22640VIC)
- Course in Skills to Access Learning Pathways (11137NAT)
- Course in Skills to Develop Learning Pathways (11138NAT)
- Certificate I in Skills for Education and Training Pathways (11139NAT)
- Certificate II in Skills for Education, Training and Employment Pathways (11140NAT)

EDUCATION AND COMMUNITY



CAMPUS

Alexandra Hills	Ipswich
Bracken Ridge	Loganlea
Browns Plains	Mount Gravatt
Caboolture	Redcliffe
Grovely	South Bank
Inala	Sunnybank

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

Part time or Full time

// LEARN MORE



Year 10 Alternative

✓ SEE FUNDED*

Get ready for your next steps with this introductory course. By completing this course, you'll achieve an alternative to a Year 10 pass in both Maths and English.

Our expert teachers will support you to take the next steps in your learning journey by improving foundational English, Maths and digital skills.

You'll also learn critical skills for the workforce and further training, including how to operate essential business software, basic workplace health and safety, and effective communication.

Pathway Options

- Further training
- Workforce entry

TRADES



CAMPUS

Acacia Ridge

START DATE

13 July 2026

DURATION

10 weeks

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week
(Mon, Tue, Wed)

// LEARN MORE



Certificate I in Construction

CPC10120

✓ SEE FUNDED*

Get started in your construction career with this entry-level course. This qualification will show employers you are ready for the next step. It will set you up with the foundation skills and knowledge to gain an apprenticeship in any construction trade.

This course covers essential work health and safety requirements, and teaches you basic skills in the use of construction tools and materials, reading and interpreting plans, making measurements and calculations and communicating in the workplace. This hands-on qualification is built around a basic construction project that integrates these skills just like in the workplace. Our trade-qualified teachers are industry professionals who will show you what it's like to work in the industry and help you apply your skills.

Successful completion of this course gives you the skills you need to confidently seek an apprenticeship in a wide range of construction occupations such as bricklaying, carpentry, painting and decorating and wall and floor tiling. You may also look for employment as a trades assistant.

Career Outcomes

- Construction Trades Worker
- Construction Apprentice
- Construction and Mining Labourer

Pathway Options

- Certificate III in Carpentry
- Certificate IV in Building and Construction

SERVICE INDUSTRIES



CAMPUS

Alexandra Hills	Ipswich
Bracken Ridge	Loganlea
Browns Plains	Mount Gravatt
Caboolture	Redcliffe
Grovely	South Bank
Inala	Sunnybank

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

1 day per week

// LEARN MORE



Certificate I in Retail Services

SIR10116

✓ SEE FUNDED*

Learn valuable skills and basic knowledge to kick start your career in retail services. You'll become competent in a range of activities and skills within the retail sector.

According to the Australian Government's Job Outlook service, the retail sector is expected to see stable future growth during the next five years.

In this course you'll learn how to effectively work and communicate in a workplace to support your team and customer outcomes.

Successful completion of this qualification will give you the skills for a number of entry-level customer service roles, enabling you to seek employment as a frontline team member.

Career Outcomes

- Customer Service Assistant
- Frontline Sales Assistant

Pathway Options

- Certificate II in Retail Services

BUSINESS AND IT



CAMPUS

Alexandra Hills
Bracken Ridge
Browns Plains
Caboolture
Grovely
Inala
Ipswich
Loganlea
Mount Gravatt
Redcliffe
South Bank
Sunnybank

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

1 day per week

// LEARN MORE



Certificate I in Workplace Skills

BSB10120

✓ SEE FUNDED*

Set yourself on the path to a career in business with this introductory qualification. This course will prepare you for further study and equip you with the foundation skills to work in a range of entry-level administrative positions.

In this course you will develop the basic skills needed to work effectively in a business environment. You will learn how to use digital devices and technologies for work practices, as well as how to collect and record data. You will also learn how to work effectively with others and be sustainable in the workplace.

Successful completion of this course will give you the basic knowledge required to complete further studies in this area. You will also be prepared to enter the workforce in a range of administrative and clerical roles.

Career Outcomes

- Administration Assistant
- Office Assistant
- General Clerk

Pathway Options

- Certificate II in Workplace Skills

TRADES



CAMPUS

Acacia Ridge

START DATE

13 July 2026

DURATION

10 weeks

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week
(Mon, Tue, Wed)

// LEARN MORE



Certificate II in Automotive Vocational Preparation

AUR20720

✓ SEE FUNDED*

Prepare for your career in the light or heavy automotive and marine industries with this entry-level course.

In this course you will become familiar with electrical and mechanical components and systems, and learn how to use appropriate tools and equipment to complete basic removal, inspection and refitting of heavy or light automotive vehicle components, or marine outboard, inboard and jet ski components.

This course will set you on the path to finding an apprenticeship in a wide range of automotive occupations including light vehicle repair, heavy commercial vehicle repair (truck, bus and trailer) or Mobile Plant Repair (earth moving and mining equipment) or within marine mechanical workshops specialising in light and heavy diesel marine engines.

Career Outcomes

- Vehicle Service Assistant / Marine Service Assistant
- Automotive Apprentice
- Marine Mechanical Apprentice

Pathway Options

- Certificate III in Light Vehicle Mechanical Technology
- Certificate III in Heavy Commercial Vehicle Mechanical Technology

SERVICE INDUSTRIES



CAMPUS

Loganlea
South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus

WORKLOAD

Full time 2 days per week

// LEARN MORE



Certificate II in Baking

FBP20221

✓ SEE FUNDED*

Take the first step towards a hands-on career in baking with this entry-level course. Gain the practical skills you need to work as a retail baker assistant or pastry chef assistant, or to pursue an apprenticeship.

Over the next five years, job openings in the sector are expected to be between 10,000 and 25,000.

You will develop a variety of entry-level skills including producing basic bread, cake and pastry products, using food preparation equipment to prepare fillings, maintaining ingredient stores, and implementing food safety programs and procedures.

Upon successful completion of this course you will graduate with the skills required to work as an assistant to a retail baker or pastry chef. You will also be well placed to pursue further study or an apprenticeship in the industry.

Career Outcomes

- Retail Baker Assistant
- Pastry Chef Assistant

Pathway Options

- Certificate III in Bread Baking
- Certificate III in Cake and Pastry
- Diploma of Hospitality Management

SERVICE INDUSTRIES



CAMPUS

South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus

WORKLOAD

Full time 2 days per week

// LEARN MORE



Certificate II in Cookery

SIT20421

✓ SEE FUNDED*

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.

Our highly qualified teachers have experience in some of Australia's most well known kitchens. They are dedicated to sharing their knowledge and will prepare you for a fast paced career in the kitchen.

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.

Career Outcomes

- Fast Food Cook
- Catering Assistant
- Takeaway Cook
- Sandwich Hand
- Apprentice Chef

Pathway Options

- Certificate III in Commercial Cookery

BUSINESS AND IT



CAMPUS

Alexandra Hills
Bracken Ridge
Browns Plains
Caboolture
Grovely
Inala
Ipswich
Loganlea
Mount Gravatt
Redcliffe
South Bank
Sunnybank

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

1 day per week

// LEARN MORE



Certificate II in Workplace Skills

BSB20120

✓ SEE FUNDED*

Kick-start your career by developing the skills you need to perform basic administration tasks in an office environment.

Learn how to perform basic procedural, clerical, administrative or operational tasks to undertake a range of routine tasks in a business environment. You will also learn about time management, as well as to contribute to a safe and sustainable workplace.

Successful completion of this course will help you to start your career in administration.

Career Outcomes

- Office Assistant
- Receptionist
- Junior Personal Assistant

Pathway Options

- Certificate III in Accounts Administration
- Certificate III in Business
- Certificate IV in Business
- Certificate III in Legal Services

BUSINESS AND IT



CAMPUS

South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time up to 4 days per week

// LEARN MORE



Certificate III in Accounts Administration

FNS30322

✓ SEE FUNDED*

Begin your career in accounts administration with this entry-level course. Gain the practical work skills to get started as an accounts clerk or payroll officer. This course will provide you with the problem solving and practical skills employers look for.

This course will give you a practical understanding of the various roles within the finance sector. You'll gain a broad range of skills including writing simple documents, producing business documents, performing financial calculations, extracting interim reports, and administering subsidiary accounts and ledgers.

Successful completion of this qualification will show potential employers you have the skills required to work as an accounts clerk, payroll officer, or accounts officer. You will also have a sound basis to continue on with further studies in the finance or accounting industries.

Career Outcomes

- Accounts Assistant / Office Assistant
- Accounts Clerk
- Payroll Junior

Pathway Options

- Certificate IV in Accounting and Bookkeeping
- Diploma of Accounting

CREATIVE INDUSTRIES



CAMPUS

Mount Gravatt

START DATE

13 July 2026

DURATION

6 months (Full time)
12 months (Part time)

STUDY MODE

On campus

WORKLOAD

Full time 4 days per week
(Mon, Tue, Wed, Fri)

// LEARN MORE



Certificate III in Apparel, Fashion and Textiles

MST31022

✓ SEE FUNDED*

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.

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.

Completion of this course will give you direct entry into our Diploma of Apparel, Fashion and textiles qualification. Graduates will also be able to seek employment as a fashion designer assistant.

Career Outcomes

- Fashion Design Assistant
- Dressmaker
- Production Assistant
- Machine Operator

Pathway Options

- Diploma of Apparel, Fashion and Textiles

BUSINESS AND IT



CAMPUS

Caboolture
Loganlea

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Business (Business Administration)

BSB30120

✓ SEE FUNDED*

Kick start your career in business administration with this entry-level course. This qualification will give you the practical skills you need to succeed in a wide range of business related roles.

This course will help you to develop strong workplace communication skills and learn how to maintain workplace health and safety. In this specialisation you will also develop practical skills, including finance processing and recording, goods and services handling, and payroll processing.

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.

Career Outcomes

- Administrative Assistant
- Receptionist
- Junior Personal Assistant
- Accounts Clerk

Pathway Options

- Certificate IV in Business
- Diploma of Business

BUSINESS AND IT



CAMPUS

Caboolture
Loganlea

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Business (Medical Administration)

BSB30120

✓ SEE FUNDED*

Kick start your career with this entry-level course in business administration. This course will give you the practical skills to successfully work in medical office environment.

This course will give you a sound basis in sustainable and inclusive work practices and help you to develop strong workplace communication skills. You will also learn how to maintain workplace health and safety. In this specialisation you will also develop practical skills including how to maintain patient records, confidentiality and how to interpret and apply medical terminology.

Successful completion of the course provides you with the practical skills to work in medical administration and reception roles. You will also develop a solid foundation for further study.

Career Outcomes

- Medical Receptionist
- Medical Secretary

Pathway Options

- Certificate IV in Business
- Diploma of Business

BUSINESS AND IT



CAMPUS

Loganlea

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Business (Technology)

BSB30120

✓ SEE FUNDED*

Kick start your career with this entry-level course in business. This course will give you the practical skills to successfully work in an office or business environment.

This is a very large occupation with over 182,000 job openings expected over the next five years, ensuring strong job outcomes for graduates.

You will develop a broad range of knowledge covering keyboard speed and accuracy, and health and safety for yourself and others. You will also complete specialised units that focus on the use of business technology.

Successful completion of the course provides you with the practical skills to work in many office and business roles. You will also develop a solid foundation for further study.

Career Outcomes

- Junior Personal Assistant
- Office Assistant
- Receptionist
- Accounts Clerk

Pathway Options

- Certificate IV in Business
- Diploma of Business

EDUCATION AND COMMUNITY



CAMPUS

Loganlea
South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Community Services

CHC32015

✓ SEE FUNDED*

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

This qualification will give you core skills in managing personal stressors in the workplace, working with diverse people, and the communication skills required for operating in community services organisations. Our team of industry experienced teachers will equip you with the tools you need to succeed in the field, while connecting you with potential future employers.

Successful completion of this course will give you the practical skills and confidence you need to seek employment as a community services, migrant support, or neighbourhood centre worker. It will also give you a solid foundation for further studies at a diploma level or higher.

Career Outcomes

- Varied Community Support Worker Roles
- Individual Community Support Worker
- Neighbourhood Centre Worker
- Community Services Worker

Pathway Options

- Certificate IV in Community Services
- Diploma of Community Services

EDUCATION AND COMMUNITY



CAMPUS

Alexandra Hills	Mount Gravatt
Caboolture	Redcliffe
Ipswich	South Bank
Loganlea	Yarrabilba

START DATE

13 July 2026

DURATION

9 months (FT) / 1 year (PT)

STUDY MODE

On campus with some online

WORKLOAD

Varies

// LEARN MORE



Certificate III in Early Childhood Education and Care

CHC30121

✓ SEE FUNDED*

Get a head start on your career in early childhood education and care with this entry-level 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.

This course covers a number of core skills, including how to plan, implement and evaluate educational early childhood programs, support healthy meal times for children and foster individual development. You will also learn how to work within legal and industry requirements. Our highly-experienced team of industry professionals will provide you with one-on-one guidance to give you the foundations you need to enter the sector.

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.

Career Outcomes

- Family Day Care Provider
- Early Childhood Education and Care Assistant
- Early Childhood Education and Care Worker

Pathway Options

- Diploma of Early Childhood Education and Care

HEALTH AND SCIENCE



CAMPUS

South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Fitness

SIS30321

✓ SEE FUNDED*

Establish yourself in fitness with this entry-level qualification. You'll be equipped with a broad range of knowledge needed to work as a fitness or exercise instructor.

You will learn the basic knowledge needed to succeed in areas like fitness program instruction, provision of healthy eating information and instructing group exercise classes. You may also have a chance to specialise in areas like aqua or group exercise instructor. Our teaching team have many years of industry experience and knowledge that will help you achieve your goals within the fitness industry.

Successfully completing this course will allow you to seek employment as a qualified exercise instructor. You will be able to take your skills and work anywhere in Australia, or move into further study to expand your options.

Career Outcomes

- Gymnasium Instructor
- Group Exercise Instructor
- Aqua Exercise Instructor
- Fitness Instructor

Pathway Options

- Certificate IV in Fitness

ENVIRONMENT AND ANIMAL SERVICES



CAMPUS

South Bank

START DATE

13 July 2026

DURATION

1 year

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Floristry

SFL30115

✓ SEE FUNDED*

Increase your career prospects in the floristry industry with this hands-on qualification. This course will give you the skills you need to work as a florist.

A new style of florists are driving a renaissance in the Australian flower industry. Internet savvy florists are embracing new technologies including social media to boost their profile and drive business. There are also opportunities for florists to target niche and lucrative markets such as weddings.

This practical course will teach you how to carry out a range of sales and design activities in a floristry studio. You will learn how to sketch your designs, prepare quotes, sell products, and create hand-tied, wired, or base-set bouquets.

Successful completion of this course will allow you to work as a florist in a range of businesses including retail floristry shops, studios, and online floristry businesses.

Career Outcomes

- Online Florist
- Florist

SERVICE INDUSTRIES



CAMPUS

Mount Gravatt

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Food Processing (Brewing)

FBP30121

✓ SEE FUNDED*

Kick start your career in craft brewing with this entry-level qualification. This course is suitable for both first-time brewers and seasoned professionals wanting to improve their skills.

Queensland is home to a growing number of craft brewers with craft beer production in Queensland worth more than \$62 million annually. This course will give you the practical skills you need to get started in this growing industry.

You'll cover essential industry skills including how to operate wort production, fermentation, filtration and beer packaging processes. You'll learn hands on with training delivered onsite at our Mt Gravatt nano brewery and at the new state-of-the-art Queensland BrewLab microbrewery located at the Coopers Plains Health and Food Sciences Precinct.

Successful completion of this course will give you a technical and practical understanding of the brewing process and prepare you to work in a range of highly skilled brewing jobs.

Career Outcomes

- Assistant Brewer
- Packaging Operator
- Brewery Cellar Hand
- Brewery Laboratory Assistant

ENVIRONMENT AND ANIMAL SERVICES



CAMPUS

Grovely
Mount Gravatt

START DATE

13 July 2026

DURATION

1 year

STUDY MODE

On campus

WORKLOAD

Full time 3.5 days per week

// LEARN MORE



Certificate III in Horticulture

AHC30722

✓ SEE FUNDED*

Get a head start on your career in horticulture with this qualification. You will gain skills in plant identification and plant care, landscape management, propagating, pruning and fertilising to maintain gardens and nurseries.

According to the Australian Government's Job Outlook service, the number of people working in gardens and nurseries grew over the past five years and is expected to continue to see stable growth in the future.

This course will also give you a broad range of knowledge in improving soil conditions, implementing plant nutrition programs, operating machinery and equipment, and maintaining nursery plants. Our highly-experienced staff are still strongly embedded in the industry and will give you the one-on-one guidance you need to succeed.

Successful completion of this course will qualify you for employment as a horticulturist, and/or to work in a nursery, or parks and gardens.

Career Outcomes

- Nursery Worker
- Parks and Gardens Worker
- Horticulturalist

Pathway Options

- Diploma of Landscape Design

SERVICE INDUSTRIES



CAMPUS

Loganlea (Full time)
South Bank (Full time / Part time)

START DATE

13 July 2026

DURATION

6 months (Full time) /
1 year (Part time)

STUDY MODE

On campus with some online

WORKLOAD

Varies

// LEARN MORE



Certificate III in Hospitality

SIT30622

✓ SEE FUNDED*

This qualification will provide you with the essential skills and knowledge to join the hospitality industry in an entry-level position. This course offers you the chance to discover the various exciting career pathways in hospitality — from front office receptionist in a five-star hotel, to a banquet attendant serving a function for 1,000 people, to preparing the latest on-trend cocktails.

In this course you will learn how to work effectively in the hospitality industry, study the lost art of real customer service, discover how to coach others in job skills and boost your cultural awareness.

Successful completion of this course will enable you to enter the workforce as a hospitality professional. You will also be well placed to continue on to further studies in this area.

Career Outcomes

- Function Host / Restaurant Host
- Waiter
- Food and Beverage Attendant / Senior Bar Attendant

Pathway Options

- Certificate III in Commercial Cookery
- Diploma of Hospitality Management

EDUCATION AND COMMUNITY



CAMPUS

Caboolture
Loganlea
South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Varies

// LEARN MORE



Certificate III in Individual Support (Ageing)

CHC33021

✓ SEE FUNDED*

Make a start in your career in aged care with this entry-level qualification. This course will give you the skills you need to provide individualised support and care to people in home, community, or health care settings.

You will learn how to support independence and wellbeing, gain a range of technical skills, and develop a range of transferable skills from communication to teamwork. This specialised course will give you the skills to facilitate the empowerment of older people, and provide support to those living with dementia.

Our highly-experienced teachers provide one-on-one guidance and support every step of the way, to ensure you have the knowledge and skills needed to succeed in the field.

Successful completion of this course will qualify you to work in aged care and/or home and community care. It will also give you the foundation to undertake further studies in the community services and health sectors.

Career Outcomes

Personal Care Worker, Personal Carer, Direct Care Worker, Home Help Worker, Support Worker, Respite Care Worker

Pathway Options

- Certificate IV in Disability Support

EDUCATION AND COMMUNITY



CAMPUS

Alexandra Hills
Redcliffe
South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time up to 3 days per week

// LEARN MORE



Certificate III in Individual Support (Disability)

CHC33021

✓ SEE FUNDED*

Make a start in your career in disability services with this entry-level qualification. This course will give you the skills you need to provide individual care to people in home, community or health care settings.

You will learn how to support independence and wellbeing, gain a range of technical skills, and develop a range of transferable skills from communication to teamwork. This specialised course will give you the skills to facilitate the empowerment of people with disabilities, and support community participation and social inclusion.

Successful completion of this course will qualify you to work supporting people with a disability in their homes and communities, or for National Disability Insurance Scheme (NDIS) service providers. It will also prepare you to undertake further studies in the community services and health sectors.

Career Outcomes

Personal Care Giver, Direct Care Worker, Home Help Worker, Support Worker, Respite Care Worker, Disability Support Worker, National Disability Insurance Scheme (NDIS) service provider

Pathway Options

- Certificate IV in Disability Support

BUSINESS AND IT



CAMPUS

South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time up to 3 days per week

// LEARN MORE



Certificate III in Legal Services

BSB30320

✓ SEE FUNDED*

Kick start your career in the legal profession. In this course, you'll learn how to undertake administrative tasks in a legal office work environment, as well as provide technical advice and team support.

In this course you will gain a broad range of administrative knowledge and practical skills for work including touch typing, drafting simple legal documents, and advanced use of word processing software. You will also learn about the legal profession, including how to search public records, prepare documents for court, and interpret and use legal terminology.

Successful completion of this course will qualify you to seek employment as a legal receptionist, legal secretary, or law clerk. This course also provides a foundation for further studies in the Diploma of Justice Studies or Diploma of Paralegal Legal Services.

Career Outcomes

- Legal Secretary
- Legal Receptionist
- Law Clerk

Pathway Options

- Certificate IV in Justice Studies
- Diploma of Justice Studies
- Diploma of Paralegal Services



CAMPUS

South Bank

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Make-Up

SHB30221

✓ SEE FUNDED*

Embark upon a career in make-up and turn your passion for making people look and feel great, into a career in the thriving beauty industry. Our industry connected teachers will guide, develop and refine your make-up skills to gain that professional edge.

During this course you will learn make-up application techniques from foundation skills through to advanced techniques such as photographic, airbrushing, remedial camouflage and creative makeup. Collaboration with hair stylists, photographers, beauty therapists and other make-up artists while training at TAFE Queensland will further enhance your skills to tint lashes and brows, apply eye lash extensions, and create the perfect tanned look for your clients for special occasions, photo shoots, and more.

Successful completion of the course will qualify you to work as a make-up artist as part of a team or on a freelance basis in settings such as make-up studios, retail cosmetic counters, fashion and media sets, and photography studios.

Career Outcomes

- Make-up Artist

Pathway Options

- Diploma of Beauty Therapy



CAMPUS

Bracken Ridge
Mount Gravatt
South Bank

START DATE

13 July 2026

DURATION

9 months

STUDY MODE

On campus

WORKLOAD

Full time 2 days per week

// LEARN MORE



Certificate III in School Based Education Support

CHC30221

✓ SEE FUNDED*

Get a head start on your career in education with this entry-level course. This qualification is perfect for those looking to work as a teacher aide across various school settings. It will give you the foundation skills you need to work in private or public schools.

This course covers core skills such as assisting in the implementation of planned learning experiences, supporting the numeracy, literacy and communication skills of students, supporting students at risk, and working with diverse communities.

Successful completion of this course will qualify you to work as a teacher aide or education support worker, as well as giving you the option to undertake further studies in education.

Career Outcomes

- School Learning Support Officer
- Education Assistant
- School Services Officer
- Education Support Officer
- Teaching Assistant
- Integration Aide
- Education Aide
- Teacher Aide
- Special Needs Teacher Aide
- Outside School Hours Care Assistant
- Aboriginal and Torres Strait Islander Education Officer

Pathway Options

- Certificate IV in School Based Education Support



CAMPUS

Mount Gravatt (Film and TV)
South Bank (Multimedia)

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time up to 3 days per week

// LEARN MORE



Certificate III in Screen and Media

CUA31020

✓ SEE FUNDED*

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, sound, media, and web design.

Learn the practical skills and knowledge to create content for a range of media and visual design components, follow the design process, and develop and extend critical and creative thinking skills.

Successful completion of this course will qualify you to work in a variety of roles as either a community radio programmer or presenter, camera and lighting assistant, sound technician, media professional, or web designer. It will also give you the core skills needed to undertake further study in the field.

Career Outcomes

- Camera and Lighting Assistant
- 3D Animator
- Assistant Video Editor
- Storyboard Designer

Pathway Options

- Diploma of Screen and Media



CAMPUS

South Bank

START DATE

13 July 2026 (Visual Arts)
13 July 2026 (Photography)

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Visual Arts

CUA31125

✓ SEE FUNDED*

TAFE Queensland's state-of-the-art facilities, studios, and specialist educators with strong links to industry are ready to launch you into jobs in the Photography and Visual Arts industries.

You will develop the ability to produce creative works and apply theoretical knowledge to your practice, preparing you for further study or entry-level roles in the visual arts industry.

Photography stream

Build the foundational skills needed for a career in photography, including capturing and processing images, both in traditional and digital formats.

Visual Arts stream

Build the foundational skills needed for a career in visual arts, drawing and painting techniques, printing making and producing 3D visual outcomes.

Career Outcomes

- Painter (Visual Arts)
- Assistant Photographer / Photography Studio Assistant
- Arts and Media Professional

Pathway Options

- Diploma of Visual Arts

Semester 2

courses by location

Acacia Ridge

Course code	Program name	Days	Start Date	Duration
CPC10120	Certificate I in Construction	Mon, Tue, Wed	Jul 13	10 weeks
AUR20720	Certificate II in Automotive Vocational Preparation	Mon, Tue, Wed	Jul 13	10 weeks

Alexandra Hills

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
CHC30121	Certificate III in Early Childhood Education and Care	2 days per week	Jul 13	9 months
CHC33021	Certificate III in Individual Support (Disability)	3 days per week	Jul 13	6 months

Bracken Ridge

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
CHC30221	Certificate III in School Based Education Support	2 days per week	Jul 13	9 months

Browns Plains

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies

Caboolture

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced

Caboolture (continued)

Course code	Program name	Days	Start Date	Duration
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
BSB30120	Certificate III in Business (Business Administration)	3 days per week	Jul 13	6 months
BSB30120	Certificate III in Business (Medical)	3 days per week	Jul 13	6 months
CHC30121	Certificate III in Early Childhood Education and Care	2 days per week	Jul 13	9 months
CHC33021	Certificate III in Individual Support (Ageing)	3 days per week	Jul 13	6 months

Grovely

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
AHC30722	Certificate III in Horticulture	3.5 days per week	Jul 13	1 year

Inala

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Up to 2 years
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Mon, Tue	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Wed	Any time	Self-paced

Ipswich

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Up to 2 years
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Mon, Tue	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Wed	Any time	Self-paced
CHC30121	Certificate III in Early Childhood Education and Care	1.5 days per week	Jul 13	1 year

Loganlea

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
FBP20221	Certificate II in Baking	2 days per week	Jul 13	6 months
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
BSB30120	Certificate III in Business (Business Administration)	3 days per week	Jul 13	6 months

Loganlea (continued)

Course code	Program name	Days	Start Date	Duration
BSB30120	Certificate III in Business (Medical)	3 days per week	Jul 13	6 months
BSB30120	Certificate III in Business (Technology)	3 days per week	Jul 13	6 months
CHC32015	Certificate III in Community Services	3 days per week	Jul 13	6 months
CHC30121	Certificate III in Early Childhood Education and Care	2 days per week	Jul 13	9 months
SIT30622	Certificate III in Hospitality	3 days per week	Jul 13	6 months
CHC33021	Certificate III in Individual Support (Ageing)	3 days per week	Jul 13	6 months

Mount Gravatt

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
MST31022	Certificate III in Apparel, Fashion and Textiles	Varies	Jul 13	Varies
CHC30121	Certificate III in Early Childhood Education and Care	2 days per week	Jul 13	9 months
FBP30121	Certificate III in Food Processing (Brewing)	3 days per week	Jul 13	6 months
AHC30722	Certificate III in Horticulture	3.5 days per week	Jul 13	1 year
CHC30221	Certificate III in School Based Education Support	2 days per week	Jul 13	9 months
CUA31020	Certificate III in Screen and Media (Film and TV)	2 days per week	Jul 13	6 months

Redcliffe

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
CHC30121	Certificate III in Early Childhood Education and Care	2 days per week	Jul 13	9 months
CHC33021	Certificate III in Individual Support (Disability)	3 days per week	Jul 13	6 months

South Bank

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
FBP20221	Certificate II in Baking	2 days per week	Jul 13	6 months
SIT20421	Certificate II in Cookery	2 days per week	Jul 13	6 months
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies
FNS30322	Certificate III in Accounts Administration	4 days per week	Jul 13	6 months

South Bank (continued)

Course code	Program name	Days	Start Date	Duration
CHC32015	Certificate III in Community Services	3 days per week	Jul 13	6 months
CHC30121	Certificate III in Early Childhood Education and Care (Part time)	2 days per week	Jul 13	9 months / 1 yr
SIS30321	Certificate III in Fitness	3 days per week	Jul 13	6 months
SFL30115	Certificate III in Floristry	3 days per week	Jul 13	1 year
SIT30622	Certificate III in Hospitality	3 days per week	Jul 13	6 months
CHC33021	Certificate III in Individual Support (Ageing)	3 days per week	Jul 13	6 months
CHC33021	Certificate III in Individual Support (Disability)	3 days per week	Jul 13	6 months
BSB30320	Certificate III in Legal Services	2.5 days per week	Jul 13	6 months
SHB30221	Certificate III in Make-Up	3 days per week	Jul 13	6 months
CHC30221	Certificate III in School Based Education Support	2 days per week	Jul 13	9 months
CUA31020	Certificate III in Screen and Media (Multimedia)	3 days per week	Jul 13	6 months
CUA31120	Certificate III in Visual Arts (Photography)	2.5 days per week	Jul 13	6 months
CUA31120	Certificate III in Visual Arts (Visual Arts)	2.5 days per week	Jul 13	6 months

Sunnybank

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Varies

Yarrabilba

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Varies	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
CHC30121	Certificate III in Early Childhood Education and Care	2 days per week	Jul 13	9 months

Information for referring agents

Designed to deliver practical, workplace-specific skills and knowledge, SEE covers a wide range of client goals and career pathways. If you find that your clients are lacking in confidence and need additional one-to-one support, the SEE program may be where they will really shine.

How can we help...

Your Clients

With more than 500 nationally-recognised qualifications from entry-level certificates to bachelor degrees, studying at TAFE Queensland gives your clients 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 further study options, and so much more.

Uncapped Funding

If you have clients who need training, we'll deliver it. There are no caps on available places in the SEE program, so you're free to refer any number of clients.

Approved Activity

The SEE program is an approved activity which counts towards a client's mutual obligations. Clients will earn 25 points per week by attending SEE either full-time or part-time.

Added Support

SEE students receive additional one-to-one support from a dedicated Participant Support Officer. Our support officer is there to help your clients achieve their goals, settle into classes, and find relevant work placements.

Proven Outcomes

When it comes to student outcomes, the proof is in the pudding. We regularly share good news from our SEE cohort on our dedicated Facebook page as well as in a quarterly newsletter to Workforce Australia providers. Visit us at facebook.com/tafeqldtells to see the latest.

You

Through the SEE program, you can empower your clients with the skills they need to succeed. We'll work with you to process referrals, get your clients situated in class, and provide the support they need to take full advantage of their time in the classroom.

By working with us, you'll have access to 60 SEE delivery sites throughout Queensland. Plus, we'll keep you up-to-date on the new offerings each term so your clients can start on the front foot.

Referral Support

We're here to help. Our team will work with you to provide referral support and answer any enquiries you may have about the SEE program.

Progress Payment

Workforce Australia providers can claim a payment of \$750 once a client has displayed progress in SEE. This payment can be claimed every 24 months.

Transition to Work (TtW) Provider Payment

Transition to Work providers can claim an Education Outcome Payment where a participant completes 26 consecutive weeks of full-time participation in SEE.

Employment Outcome Payment

Claim your Employment Outcome Payments sooner by referring to SEE. Our classes teach critical skills for the workforce to get your clients job-ready.

Contact us

For more information, please contact your local TAFE Queensland SEE team on AMEP.SEE.South.Brisbane@tafeqld.edu.au.

Referring your clients

The following pages are designed to guide you through the process for referring clients to the SEE program.

If you require additional support at any stage of the referral process, please contact your local team using the phone numbers below, or email AMEP.SEE.South.Brisbane@tafeqld.edu.au.

TAFE Queensland Site Details				
Location	Activity ID	Site Code	Phone	
Acacia Ridge 247 BRADMAN ST, ACACIA RIDGE QLD 4110	100608582	QT18	(07) 3633 5073	
Alexandra Hills WINDEMERE RD, ALEXANDRA HILLS QLD 4161	100605924	QU18	(07) 3712 5445	
Bracken Ridge 157 NORRIS RD, BRACKEN RIDGE QLD 4017	100467279	LG98	(07) 3244 5333	
Browns Plains 61 GRAND PLAZA DR, BROWNS PLAINS QLD 4118	100467278	LE58	(07) 3712 5445	
Caboolture TALLON ST, CABOOLTURE QLD 4510	100467339	LH28	(07) 3244 5333	
Eagle Farm 776 KINGSFORD SMITH DR, EAGLE FARM QLD 4009	100602294	QT68	(07) 3244 0999	
Grovely FITZSIMMONS ST, KEPERRA QLD 4054	100467328	LH38	(07) 3244 5333	
Inala 54 THRUSH ST, INALA QLD 4077	100467282	LJ18	(07) 3335 3611	
Ipswich CNR MARY AND BYRNE ST, BUNDAMBA QLD 4304	100467283	LJ08	(07) 4694 1330	
Loganlea 50-68 ARMSTRONG RD, MEADOWBROOK QLD 4131	100467319	LE78	(07) 3712 5445	
Mount Gravatt 1030 CAVENDISH RD, MT GRAVATT EAST QLD 4122	100467280	LE68	(07) 3712 5445	
Redcliffe 64-68 KLINGNER RD, REDCLIFFE QLD 4020	100467316	LH48	(07) 3244 5333	
South Bank 66 ERNEST ST, SOUTH BANK QLD 4101	100467281	LH08	(07) 3244 5333	
Sunnybank SUNNYBANK RUGBY LEAGUE CLUB, 77 WOFF ST, SUNNYBANK QLD 4109	100467532	LF08	(07) 3712 5445	
Yarrabilba BASALT DRIVE, YARRABILBA QLD 4207	100605003	QU28	(07) 3712 5445	

SEE Referral Guide

Part 1: Create the Placement

This page covers the key steps to creating a SEE placement on the Workforce Australia Online for Providers system.

- 1** Search for and display your participant from either the home screen or **Caseload** screen and display the **Participant summary** screen.
 - 2** Select **Placements** from the left-hand navigation menu. The **Placements** screen will display.
 - 3** Click **Add a placement** under **Provider activity placements**. The **Add placement** screen will display.
 - 4** Enter and select the **Activity ID** using the details on **Page 29** of this guide. Click **Continue**.
 - 5** The **Additional referral information** screen will display. Complete each question about the individual and their participation in SEE training.
 1. Does this individual meet the eligibility criteria for the SEE program?
 2. Have you explained the SEE program to the individual?
 3. Is the individual willing to participate in the SEE program?
 4. Does the individual have a current participation requirement?
 5. Does the individual have caring responsibilities?
 6. Indicate if the individual requires an interpreter.
 7. Is there any additional information that will assist the SEE provider in assessing and training the individual? Add additional information and click **Continue**.
 - 6** The **Event location** screen will display. Select the event for the placement and click **Continue**.
 - 7** The **Placement details** screen will display. Complete each question as detailed below.
 1. Select 'Expected to Start' from the **Placement status** drop-down list. Once the Pre-Training Assessment is complete, the placement status will be updated automatically.
 2. Select the relevant **Placement type** from the drop-down list. This will be 'Full Time' if the participant has capacity to attend 20 to 25 hours per week, or 'Part Time' if their capacity is between 15 and 19 hours per week.
 3. Enter or select the **Expected start date** for the date the referral is placed with TAFE Queensland.
 4. **Expected end date** can be set to 2 years after the commencement date. TAFE Queensland will update this to align with the client's course details.
 5. Enter any relevant **Comments** (optional). These comments will not be visible to TAFE Queensland.
 6. Click **Continue**.
- ✓ The **Review and submit** screen will display. Check to ensure all details are entered correctly, then click **Submit**. A confirmation message will display.

Part 2: Schedule the Pre-Training Assessment

The Pre-Training Assessment (PTA) serves to determine if SEE training is appropriate for the participant, identify their training needs, and establish baseline capabilities from which to track their progress.

This page covers the key steps to booking a SEE participant's PTA on the Workforce Australia Online for Providers system.

- 1** Navigate to the Participant Summary. Under the Calendar Summary section, click **Create Appointment**.
 - 2** Select 'Consultation' under **Booking type**.
 - 3** Select 'Pre-Training Assessment' under **Consultation type**. Click **Next**.
 - 4** The **Add a consultation** booking screen will display. Select a booking time from the drop-down list.
 - ◆ Available PTA appointment times will be displayed starting from tomorrow and will cover the next 10 days. The appointment duration and times are determined by TAFE Queensland.
 - ◆ Where there is no availability in the system, please contact us using the phone number provided on screen to schedule the Participant's Pre-Training Assessment appointment.
 - 5** Select 'Face-to-face' from the **Event format** drop-down list.
 - 6** Leave **Information for participants** and **Consultant notes** blank. Click **Continue**.
 - 7** Select a **Notification method** from the drop-down list.

The Participant will receive a notification via the selected method with details about their PTA appointment booking.
 - 8** Indicate 'Yes' to the **Acknowledgement**. Click **Next**.
- ✓ The **Review and Submit** screen will display. Check the details and, if correct, click **Submit**.
A confirmation message will display.

- ◆ If there are any changes required to the PTA appointment, contact us to re-schedule or cancel.
- ◆ We will advise you if the PTA is not completed or the participant does not continue onto SEE training.

Acacia Ridge

247 Bradman St
Acacia Ridge QLD 4110

Alexandra Hills

Windemere Rd
Alexandra Hills QLD 4161

Bracken Ridge

157 Norris Rd
Bracken Ridge QLD 4017

Browns Plains

61 Grand Plaza Dr,
Browns Plains QLD 4118

Caboolture

Tallon St,
Caboolture QLD 4510

Eagle Farm

776 Kingsford Smith Dr
Eagle Farm QLD 4009

Grovely

Fitzsimmons St
Grovely QLD 4054

Inala

54 Thrush St
Inala QLD 4077

Ipswich

Cnr Mary and Byrne St
Bundamba QLD 4304

Loganlea

50-68 Armstrong Rd
Meadowbrook QLD 4131

Mount Gravatt

1030 Cavendish Rd
Mt Gravatt QLD 4122

Redcliffe

64-68 Klingner Rd
Redcliffe QLD 4020

South Bank

66 Ernest St
South Brisbane QLD 4101

Sunnybank

82 Woff St
Sunnybank QLD 4109

Yarrabilba

Basalt Dr
Yarrabilba QLD 4207



An Australian Government Initiative



1300 308 233 | tafeqld.edu.au/see

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In many areas of Australia it is considered offensive to publish photographs of Aboriginal and Torres Strait Islander people who are deceased. Readers are warned that this publication may inadvertently contain such photographs. Artwork elements from TAFE Queensland's Reconciliation Action Plan artwork 'Connecting Knowledge – Connecting Cultures' by Riki Salam, We are 27 Creative. Visit tafeqld.edu.au/rap to view the Reconciliation Action Plan.