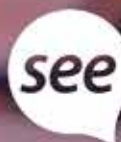


SEMESTER 2 2026

Skills for Education and Employment course guide

Central Queensland Coast



*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

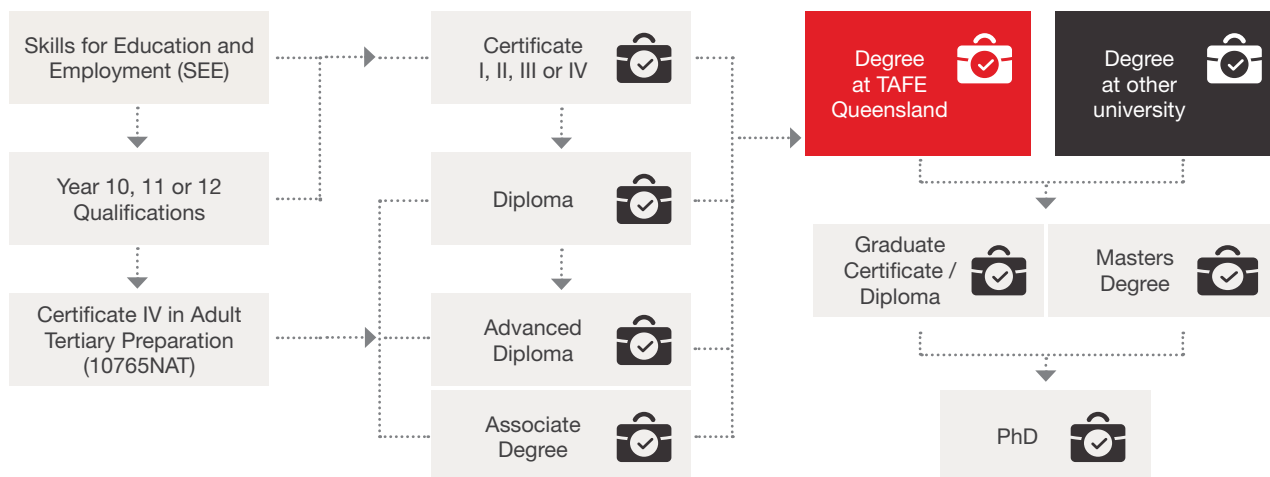
Holiday closure 2025-2026
22 December - 2 January

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: Pauline

Pauline is dedicated to supporting Rocky locals in the classroom.

“As a teacher with a passion for inclusive education, I’m especially interested in supporting learners with dyslexia and using technology to create accessible classrooms for all,” she said.

“My teaching career was shaped by a diverse background: an Honours degree in History, a Master of Social Science in International Development, and over a decade managing community and international development programs across government and non-profit sectors.

“For the past ten years, I’ve brought that experience into the classroom, where I strive to empower every student to thrive.”



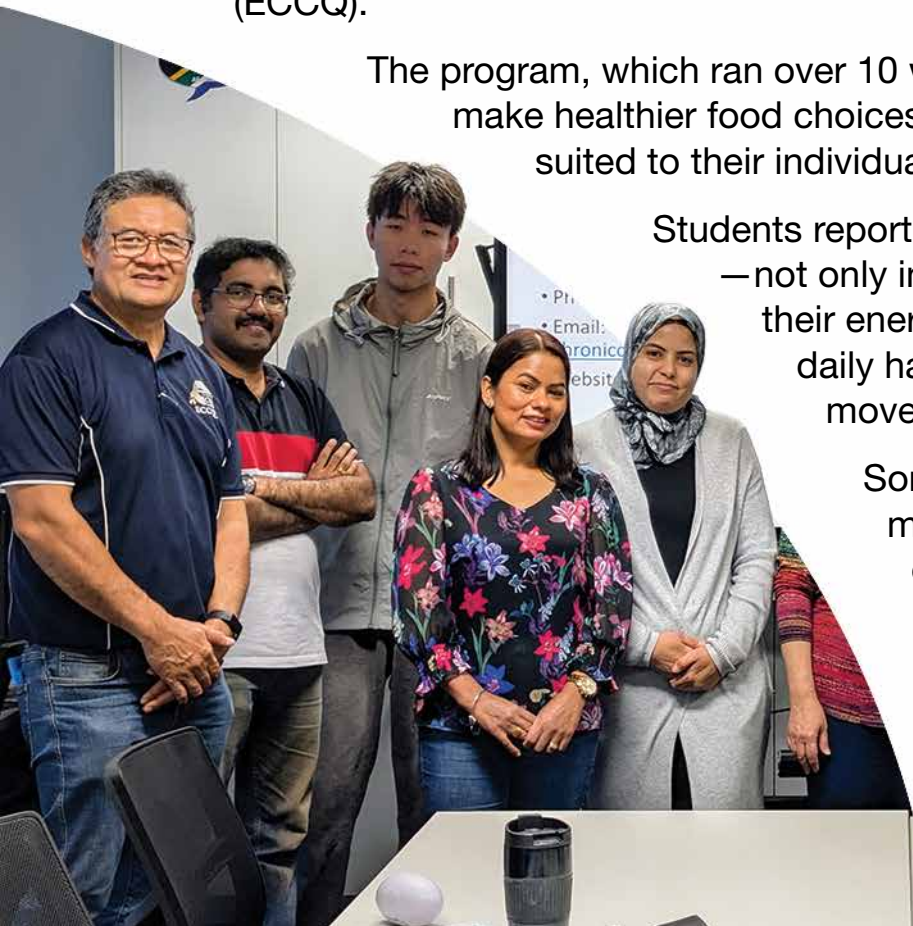
My Health for Life

In mid-2025, Rockhampton SEE students participated in the ‘My Health for Life’ program, facilitated by the Ethnic Community Council of Queensland (ECCQ).

The program, which ran over 10 weeks, supported students to make healthier food choices and adopt exercise routines suited to their individual needs.

Students reported noticeable positive changes —not only in their physical health, but in their energy levels, sleep quality, and daily habits around nutrition and movement.

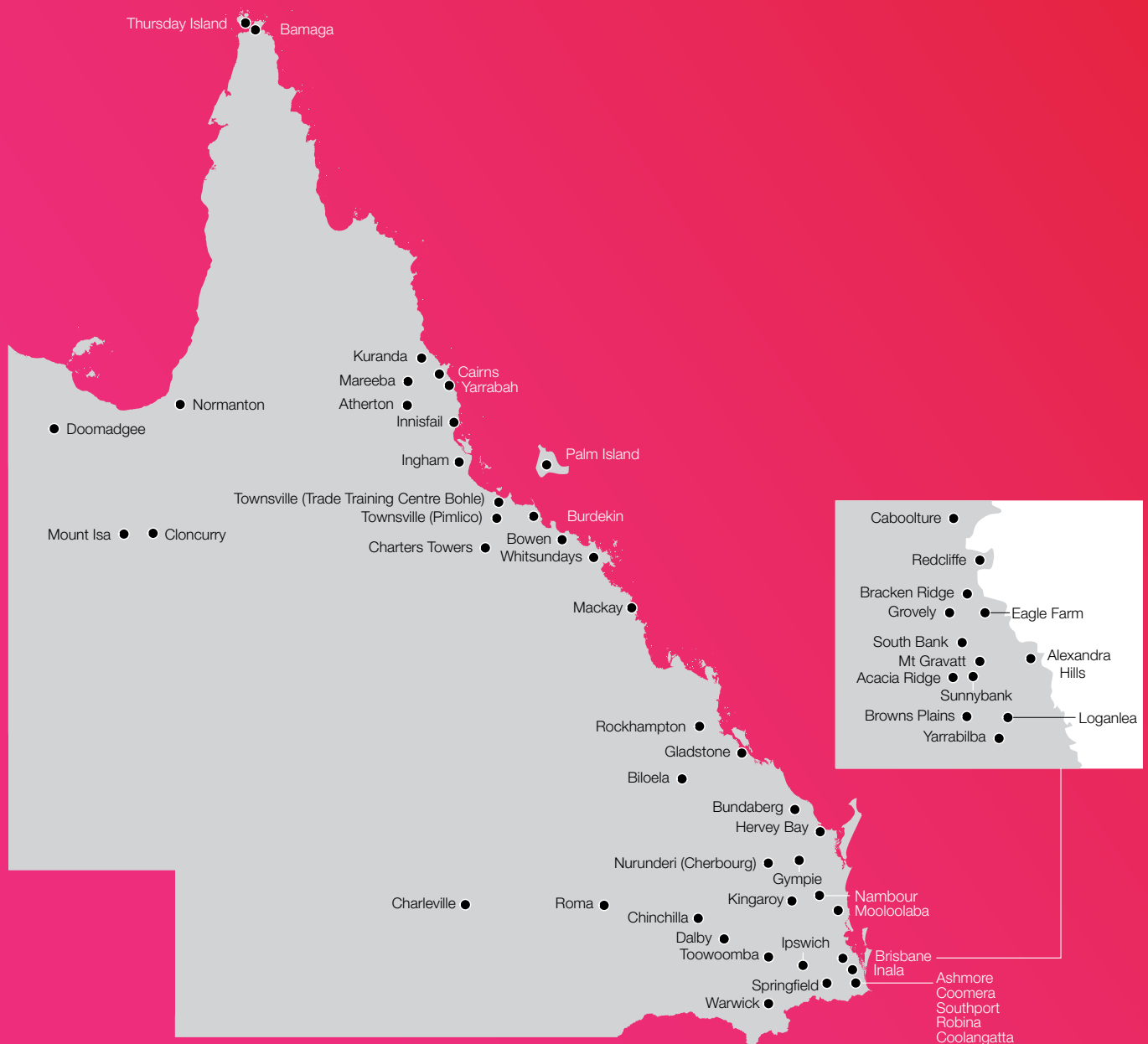
Some shared that they felt more motivated to stay active, while others found themselves more mindful of what they were eating and how it affected their concentration and mood.



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.





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 get job ready.

For more information visit tafeqld.edu.au/facilities

Campus locations

Biloela

22 Gladstone Rd
Biloela QLD 4715

Gladstone

Level 3, 72 Goondoon St
Gladstone QLD 4680

Rockhampton

42 William St
Rockhampton QLD 4700

Getting to campus

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

LOCATION	 PARKING	 BUS	 TRAIN
Biloela	✓		
Gladstone	✓		
Rockhampton	✓		

EDUCATION AND COMMUNITY



CAMPUS

Biloela
Gladstone
Rockhampton

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

Biloela
Gladstone
Rockhampton

DURATION

Self-paced

STUDY MODE

On campus

WORKLOAD

Full time or Part 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

SERVICE INDUSTRIES



CAMPUS

Biloela
Gladstone
Rockhampton

DURATION

Up to 6 months

STUDY MODE

On campus

WORKLOAD

Full time or Part time

// 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

Biloela
Gladstone
Rockhampton

DURATION

Self-paced

STUDY MODE

On campus

WORKLOAD

Full time or Part time

// 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

**CAMPUS**

Biloela
Gladstone
Rockhampton

START DATE

Any time

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

Varies

// 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

Semester 2

courses by location

Biloela

Course code	Program name	Days	Start Date	Duration
	Skills for Your Future	Varies	Any time	Self-paced
	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	April 22	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	April 22	Up to 1 year
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced

Gladstone

Course code	Program name	Days	Start Date	Duration
	Skills for Your Future	Varies	Any time	Self-paced
	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	April 22	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	April 22	Up to 1 year
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced

Rockhampton

Course code	Program name	Days	Start Date	Duration
	Skills for Your Future	Varies	Any time	Self-paced
	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Varies	April 22	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	April 22	Up to 1 year
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced

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 fitzroy@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 fitzroy@tafeqld.edu.au.

TAFE Queensland Site Details

Location	Activity ID	Site Code	Phone
Biloela 22 GLADSTONE RD, BILOELA QLD 4715	100467441	LG18	(07) 4694 1330
Gladstone LEVEL 3, 72 GOONDOON ST, GLADSTONE QLD 4680	100467442	LF98	(07) 4694 1330
Rockhampton 42 WILLIAM ST, ROCKHAMPTON QLD 4700	100467440	LG08	(07) 4694 1330

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 15** 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 10 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.

Biloela

22 Gladstone Rd
Biloela QLD 4715

Gladstone

Level 3, 72 Goondoon St
Gladstone QLD 4680

Rockhampton

42 William St
Rockhampton QLD 4700



An Australian Government Initiative



1300 308 233 | tafeqld.edu.au/see

CRICOS 03020E | RTO 0275

The Skills for Education and Employment (SEE) program is funded by the Australian Government Department of Employment and Workplace Relations. The information contained in this guide is correct at time of printing, September 2025. For the most up-to-date information refer to our website at tafeqld.edu.au/see.

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.