

SEMESTER 2 2026

Skills for Education and Employment course guide

Wide Bay and Sunshine Coast



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

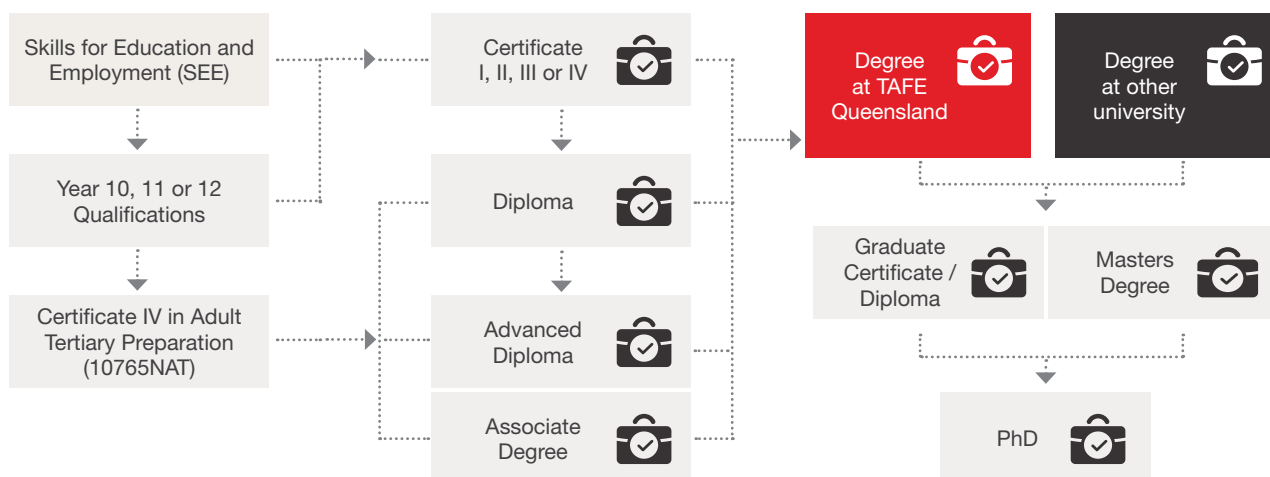
Holiday closure 2025-2026
22 December - 2 January

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.



Elissa's Business Success

Elissa, a student from our Mooloolaba campus, has achieved remarkable success through SEE.

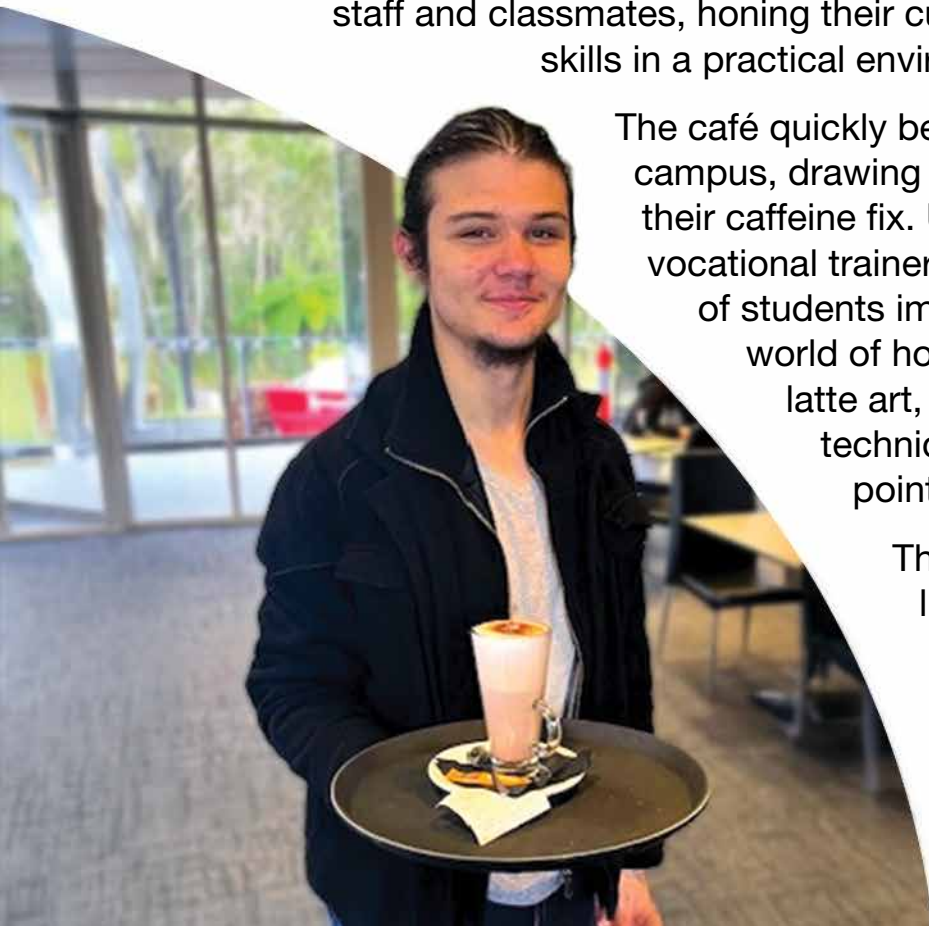
After completing her Certificate II in Skills for Education, Training and Employment Pathways, a Certificate I in Workplace Skills, and her Responsible Service of Alcohol, First Aid, and Food Safety Certificates, Elissa started her own beauty services business at home.

She has now enrolled in a beauty qualification and developed a clear 2-year plan for her career and education. Elissa's journey—from lacking self-confidence and having a negative view of herself as a learner, to becoming enthusiastic about her future—is a testament to the effectiveness of the SEE program.



SEE Café

Mooloolaba students set up a SEE Café as part of their Certificate I in Hospitality. This hands-on activity allowed them to take coffee orders from staff and classmates, honing their customer service and barista skills in a practical environment.



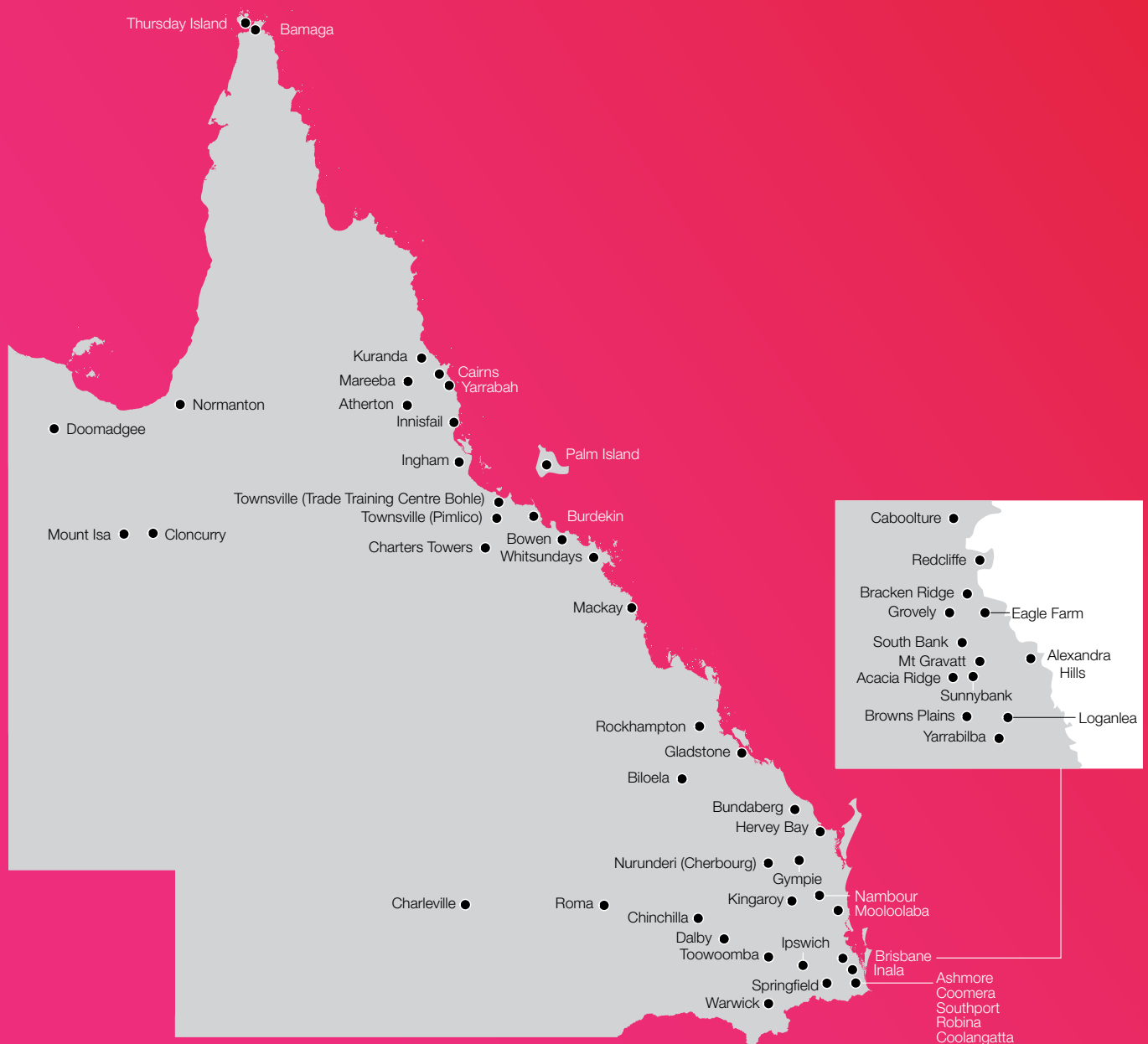
The café quickly became a Friday highlight on campus, drawing in staff and students eager for their caffeine fix. Under the guidance of their vocational trainer Dean, this dedicated group of students immersed themselves in the world of hospitality, mastering intricate latte art, refining their coffee-making techniques, and learning the finer points of customer service.

The atmosphere in the café is lively and supportive, allowing participants to build their confidence with every order they fill.

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

Bundaberg

118 Walker St
Bundaberg QLD 4670

Cherbourg (Nurunderi)

2 Collins Rd
Cherbourg QLD 4605

Gympie

71 Cartwright Rd
Gympie QLD 4570

Hervey Bay

47-95 Urraween Rd
Pialba QLD 4655

Kingaroy (Taabinga)

Cnr Bunya Highway and
Geritz Rd
Kingaroy QLD 4610

Mooloolaba

34 Lady Musgrave Dr
Mountain Creek QLD
4557

Nambour

91 Windsor Rd
Burnside QLD 4560

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
Bundaberg	✓	✓	
Cherbourg	✓		
Gympie	✓	✓	
Hervey Bay	✓	✓	
Kingaroy	✓		
Mooloolaba	✓	✓	
Nambour	✓	✓	

EDUCATION AND COMMUNITY



CAMPUS

Bundaberg
Cherbourg (Nurunderi)
Gympie
Hervey Bay
Kingaroy
Mooloolaba
Nambour

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

Bundaberg
Cherbourg (Nurunderi)
Gympie
Hervey Bay
Kingaroy
Mooloolaba
Nambour

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

Part time or Full time

// LEARN MORE



Year 10 Alternative

CORE SKILLS FOR YOUR NEXT STEPS

✓ 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
- Trade apprenticeship
- Australian Defence Force entry requirements (English and Maths)

HEALTH AND SCIENCE



CAMPUS

Gympie
Hervey Bay
Mooloolaba
Nambour

DURATION

1 day

STUDY MODE

On campus

// LEARN MORE



First Aid and CPR Skill Set

SSHLT0031

✓ SEE FUNDED*

Advance your first aid knowledge or update your current certification with this course. This course will add value to your existing certification/s, giving you the skills to confidently provide assistance in a medical emergency in the workplace or in the community.

This course offers you the skills to recognise an emergency situation, perform cardiopulmonary resuscitation in line with current ARC guidelines, provide first aid, operate first aid equipment, and accurately convey incident details to emergency service personnel. Our industry-embedded teachers offer one-on-one guidance to help you succeed in your studies no matter what flexible study option you choose.

Successful completion of this course will give you the confidence to respond in emergency situations while at work or in the community.

TRADES



CAMPUS

Gympie
Nambour

DURATION

1 day

STUDY MODE

On campus

// LEARN MORE



General Construction Induction Training Skill Set (White Card)

SSCPC0029

✓ SEE FUNDED*

If you want to work in the construction industry, you are required by law to successfully complete a General Construction Induction course. This course meets the requirements of the 2011 Workplace Health and Safety Regulation and covers the skills and assessment necessary for a worker to safely enter and work on a construction site in Queensland.

This accredited skill will give you an understanding of health and safety legislative requirements in order to work safely and prevent injury or harm to yourself and others. Learn how to identify and report common construction hazards, understand basic risk control measures, and identify procedures for responding to potential incidents and emergencies. You'll also cover how to correctly select and fit common personal protective equipment (PPE) used for construction work.

Upon successful completion of this course, you will be issued with a General Construction Induction Card and be able to safely work in the construction industry.

Course Outcome

- Statement of Attainment

SERVICE INDUSTRIES



CAMPUS

Bundaberg
Cherbourg (Nurunderi)
Gympie
Kingaroy
Hervey Bay
Mooloolaba
Nambour

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

Bundaberg
Cherbourg (Nurunderi)
Gympie
Kingaroy
Hervey Bay
Mooloolaba
Nambour

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

Gympie
Hervey Bay
Nambour

START DATE

2 November 2026

DURATION

6 weeks

STUDY MODE

On campus

WORKLOAD

Full time 5 days per week

// 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, Mobile Plant Repair, or within marine mechanical workshops specialising in light and heavy diesel marine engines.

Career Outcomes

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

Pathway Options

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

SERVICE INDUSTRIES



CAMPUS

Bundaberg
Hervey Bay
Mooloolaba

START DATE

13 July 2026

DURATION

Up to 6 months

STUDY MODE

On campus

WORKLOAD

Up to 3 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

TRADES



CAMPUS

Gympie
Hervey Bay
Nambour

START DATE

6 October 2026 (Gympie,
Nambour)
2 November 2026 (Hervey Bay)

DURATION

10 weeks

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate II in Electrotechnology (Career Start)

UEE22020

✓ SEE FUNDED*

Kick start your career in the electrotechnology industry with this entry-level course. Build the skills you need to get your foot in the door for an apprenticeship or seek trade assistant work to get you started.

In this course you will learn the skills needed to safely undertake basic electrotechnology work and solve problems in extra-low voltage single-path and multiple-path DC circuits. This course also covers a General Safety Induction course (White Card) – an industry requirement to work on Queensland construction sites, and some of the units needed for the first stage of an electrical apprenticeship.

Successful completion of this course will put you on the path to an apprenticeship with a huge choice in the industry. Opportunities exist in electrical cabling, equipment, instrumentation, switchgear, telecommunications, air conditioning and refrigeration, or renewable energy.

Career Outcomes

- Trades Assistant
- Electrotechnology Apprentice

Pathway Options

- Certificate III in Electrotechnology Electrician

TRADES



CAMPUS

Hervey Bay
Nambour

START DATE

2 November 2026 (Hervey Bay)
6 October 2026 (Nambour)

DURATION

6 weeks (Hervey Bay)
10 weeks (Nambour)

STUDY MODE

On campus

WORKLOAD

5 days per week (Hervey Bay)
3 days per week (Nambour)

// LEARN MORE



Certificate II in Engineering Pathways

MEM20422

✓ SEE FUNDED*

Increase your employability by building foundation skills in an engineering field with this practical entry-level course. This qualification will give you the confidence to pursue an engineering apprenticeship or undertake further study in design and drafting.

This course will give you foundation skills to operate tools and equipment to produce and modify objects. You will learn basic welding skills, communication skills, and explore career options in the engineering and manufacturing industry. This course is centred around a basic engineering project that integrates the skills you learn just like in the workplace.

This certificate will set you on the path to pursue an apprenticeship in a wide range of engineering jobs including fitting and turning, sheet metal fabrication, boilermaking, welding, casting and moulding, and diesel, mechanical or electrical fitting. You may also look for work as a trades assistant, or choose to develop your design and drafting skills through a traineeship or further study.

Career Outcomes

- Engineering Apprentice

Pathway Options

- Certificate III in Engineering - Mechanical Trade

TRADES



CAMPUS

Gympie
Nambour

START DATE

15 July 2026

DURATION

10 weeks

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week
(Wed, Thu, Fri)

// LEARN MORE



Certificate II in Plumbing Services

11054NAT

✓ SEE FUNDED*

Build the basic skills and knowledge you need to start your plumbing career. This entry-level course will put you on the path to gaining an apprenticeship in plumbing.

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.

This qualification includes a compulsory, supervised unpaid work placement of 80 hours, where you will be able to apply your skills and knowledge and gain valuable industry contacts.

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

- Roof Plumbing Apprentice
- Plumbing Apprentice

Pathway options

- Certificate III in Plumbing
- Certificate III in Roof Plumbing
- Certificate IV in Plumbing and Services

SERVICE INDUSTRIES



CAMPUS

Hervey Bay

START DATE

14 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Part time 2 days per week
(Tue, Wed)

// LEARN MORE



Certificate II in Retail Cosmetics

SHB20121

✓ SEE FUNDED*

Establish the skills and experience you need to excel as a retail sale consultant in the beauty and cosmetic industry with this entry-level qualification. This course will give students a feel for what it will be like to work in cosmetics sales, providing hands-on lessons and tasks

Offering practical training that will provide you with a hands-on experience, our experienced educators will teach you how to design and apply make-up, offer advice on beauty products and services, and sell to the retail customer. You will also learn to communicate as part of a salon team and conduct salon financial transactions.

Successfully completing this qualification will give you a taste of what you can expect in the retail cosmetic industry while giving the skills you need to boost your employment opportunities.

Career Outcomes

- Retail Cosmetic Assistant

Pathway Options

- Certificate III in Beauty Services
- Certificate III in Hairdressing

SERVICE INDUSTRIES



CAMPUS

Bundaberg
Hervey Bay
Mooloolaba

START DATE

13 July 2026

DURATION

1 year (Bundaberg)
6 months (Hervey Bay,
Mooloolaba)

STUDY MODE

On campus with some online

WORKLOAD

1 day per week (Bundaberg)
2 days per week (Hervey Bay,
Mooloolaba)

// LEARN MORE



Certificate II in Salon Assistant

SHB20216

✓ SEE FUNDED*

Embark upon a career as a hairdressing assistant with this pre-apprenticeship qualification. This course will give you the basic skills employers are looking for to establish a career as a salon assistant.

Our exceptional teaching teams maintain strong industry connections and keep up to date with the latest trends and styles. They are dedicated to passing on the basic knowledge and entry-level skills to help you build your career and progress on to further study. You'll learn how to greet and prepare clients for salon services, communication as part of a salon team, and how to perform basic salon duties like providing shampoo and basin services.

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.

Career Outcomes

- Salon Assistant

Pathway Options

- Certificate III in Beauty Services
- Certificate III in Hairdressing

BUSINESS AND IT



CAMPUS

Bundaberg
Cherbourg (Nurunderi)
Gympie
Kingaroy
Hervey Bay
Mooloolaba
Nambour

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*

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

EDUCATION AND COMMUNITY



CAMPUS

Mooloolaba

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

Full time 2 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 looking for the foundation skills necessary 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.

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

Bundaberg
Gympie
Hervey Bay
Mooloolaba

START DATE

13 July 2026

DURATION

Varies

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

Hervey Bay
Mooloolaba

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus

WORKLOAD

Full time 2 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

SERVICE INDUSTRIES



CAMPUS

Mooloolaba

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus

WORKLOAD

2 days per week

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

Pathway Options

- Certificate III in Commercial Cookery
- Diploma of Hospitality Management

EDUCATION AND COMMUNITY



CAMPUS

Hervey Bay

START DATE

13 July 2026

DURATION

Up to 9 months

STUDY MODE

On campus

WORKLOAD

Part time 2 days per week

// LEARN MORE



Certificate III in Individual Support

CHC33021

✓ SEE FUNDED*

Make a start in your career in the community services industry 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 variety 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, people with a disability, and people living with dementia.

Successful completion of this course will qualify you to work supporting people in aged care, with 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

Aged Care Worker, Respite Care Worker, Personal Care Giver, Disability Services Worker, Direct Care Worker, Home Help Worker, Personal Care Worker, Support Worker

Pathway Options

- Certificate IV in Disability Support
- Certificate IV in Ageing Support

BUSINESS AND IT



CAMPUS

Mooloolaba

START DATE

14 July 2026

DURATION

6 months

STUDY MODE

On campus

WORKLOAD

Full time 3 days per week

// LEARN MORE



Certificate III in Information Technology

ICT30120

✓ SEE FUNDED*

Kick start your career in information and communications technology (ICT) with this entry-level qualification from TAFE Queensland. Get the hands-on skills for the role you want with both a foundation stream and range of specialised streams, including:

- Generalist IT Support
- Cyber Security Awareness
- Networking
- Cyber & Networking
- Web Development
- Mobile iOS App Development

According to the Australian Government's Job Outlook service, the number of people working as ICT support technicians is expected to continue to grow very strongly over the coming years. This very large occupation is likely to see around 62,000 job openings over the next five years.

Career Outcomes

- Help Desk Officer
- Network Support Officer
- ICT Technician

Pathway Options

- Diploma of Information Technology



CAMPUS

Bundaberg
Gympie
Hervey Bay
Mooloolaba
Nambour

START DATE

13 July 2026

DURATION

Varies

STUDY MODE

On campus

WORKLOAD

Varies

// 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.

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

Semester 2

courses by location

Bundaberg

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Thu	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Mon	Any time	Self-paced
BSB10120	Certificate I in Workplace Skills	Mon	Any time	Self-paced
SIT20421	Certificate II in Cookery	Mon, Tue	Jul 13	Up to 6 months
SHB20216	Certificate II in Salon Assistant	Wed	Jul 15	1 year
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced
CHC30121	Certificate III in Early Childhood Education and Care	Mon, Tue, Wed	Jul 13	9 months
CHC30221	Certificate III in School Based Education Support	Thu	Jul 16	1 year

Cherbourg

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Thu	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	Mon	Any time	Varies
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced

Gympie

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Thu	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SSHLT0031	First Aid and CPR Skill Set	Varies	Varies	1 day
SSCPC0029	General Construction Induction Training Skill Set	Varies	Varies	1 day
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Mon	Any time	Varies
AUR20720	Certificate II in Automotive Vocational Preparation	Mon to Fri	Nov 2	6 weeks
UEE22020	Certificate II in Electrotechnology	Mon, Tue, Wed	Oct 6	10 weeks
11054NAT	Certificate II in Plumbing Services	Wed, Thu, Fri	Jul 15	10 weeks
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced
CHC30121	Certificate III in Early Childhood Education and Care	Wed	Jul 15	1 year
CHC30221	Certificate III in School Based Education Support	Tue	Jul 14	1 year

Hervey Bay

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Thu	Any time	Up to 2 years
Various	Year 10 Alternative	Varies	Any time	Self-paced
SSHLT0031	First Aid and CPR Skill Set	Varies	Varies	1 day
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Varies
AUR20720	Certificate II in Automotive Vocational Preparation	Tue, Wed	Nov 2	20 weeks
SIT20421	Certificate II in Cookery	Mon, Tue	Jul 13	Up to 6 months
UEE22020	Certificate II in Electrotechnology	Mon, Tue, Wed	Nov 2	10 weeks
MEM20422	Certificate II in Engineering Pathways	Mon - Fri	Nov 2	6 weeks
SHB20121	Certificate II in Retail Cosmetics	Tue, Wed	Jul 14	6 months
SHB20216	Certificate II in Salon Assistant	Mon, Tue	Jul 13	6 months
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced
CHC30121	Certificate III in Early Childhood Education and Care	Mon, Tue, Thu	Jul 13	Up to 9 months
SIS30321	Certificate III in Fitness	Mon, Tue	Jul 13	6 months
CHC33021	Certificate III in Individual Support	Mon, Tue	Jul 14	Up to 9 months
CHC30221	Certificate III in School Based Education Support	Wed	Jul 15	1 year

Kingaroy

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Thu	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	Self-paced

Mooloolaba

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Thu	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SSHLT0031	First Aid and CPR Skill Set	Varies	Varies	1 day
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Mon	Any time	Varies
SIT20421	Certificate II in Cookery	Tue, Wed, Thu	Jul 14	Up to 6 months
SHB20216	Certificate II in Salon Assistant	Tue, Wed	Jul 14	6 months
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced
CHC32015	Certificate III in Community Services	Mon, Thu	Jul 13	6 months
CHC30121	Certificate III in Early Childhood Education and Care	Mon, Wed, Thu	Jul 13	Up to 9 months
SIS30321	Certificate III in Fitness	Mon, Tue	Jul 13	6 months
SIT30622	Certificate III in Hospitality	Wed, Thu	Jul 15	6 months
ICT30120	Certificate III in Information Technology	Tue, Thu, Fri	Jul 14	6 months

**Mooloolaba
(continued)**

Course code	Program name	Days	Start Date	Duration
CHC30221	Certificate III in School Based Education Support	Tue, Wed	Jul 14	9 months

Nambour

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Thu	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SSHLT0031	First Aid and CPR Skill Set	Varies	Varies	1 day
SSCPC0029	General Construction Induction Training Skill Set	Varies	Varies	1 day
SIR10116	Certificate I in Retail Services	Varies	Any time	Up to 6 months
BSB10120	Certificate I in Workplace Skills	Mon	Any time	Varies
AUR20720	Certificate II in Automotive Vocational Preparation	Mon to Fri	Nov 2	20 weeks
UEE22020	Certificate II in Electrotechnology	Varies	Oct 6	Up to 10 weeks
MEM20422	Certificate II in Engineering Pathways	Mon, Tue, Wed	Oct 6	10 weeks
11054NAT	Certificate II in Plumbing Services	Wed, Thu, Fri	Jul 15	10 weeks
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced
CHC30221	Certificate III in School Based Education Support	Mon, Tue	Jul 13	1 year

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 AMEPSEE.EastCoast@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 AMEPSEE.EastCoast@tafeqld.edu.au.

TAFE Queensland Site Details

Location	Activity ID	Site Code	Phone
Bundaberg 118 WALKER ST, BUNDABERG QLD 4670	100467400	LI48	(07) 4120 6408
Cherbourg (Nurunderi) 2 COLLINS RD, CHERBOURG QLD 4605	100467337	LI28	(07) 4694 1336
Gympie 71 CARTWRIGHT RD, GYMPIE QLD 4570	100467286	LI78	(07) 5480 3620
Hervey Bay 47-95 URRAWREEN RD, PIALBA QLD 4655	100586425	QT78	(07) 4120 6402
Kingaroy (Taabinga) CNR BUNYA HIGHWAY AND GERITZ RD, KINGAROY QLD 4610	100467421	LI18	(07) 4694 1336
Mooloolaba 34 LADY MUSGRAVE DR, MOUNTAIN CREEK QLD 4650	100586426	QT88	(07) 5457 1372
Nambour 91 WINDSOR RD, NAMBOUR QLD 4560	100503984	LI98	(07) 5457 1372

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 25** 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.

Bundaberg

118 Walker St
Bundaberg QLD 4670

Cherbourg (Nurunderi)

2 Collins Rd
Cherbourg QLD 4605

Gympie

71 Cartwright Rd
Gympie QLD 4570

Hervey Bay

47-95 Urraween Rd
Pialba QLD 4655

Kingaroy (Taabinga)

Cnr Bunya Highway and Geritz Rd
Kingaroy QLD 4610

Mooloolaba

34 Lady Musgrave Dr
Mountain Creek QLD 4557

Nambour

91 Windsor Rd
Burnside QLD 4560



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, June 2026. 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.