

SEMESTER 2 2026

Skills for Education and Employment course guide

Gold 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

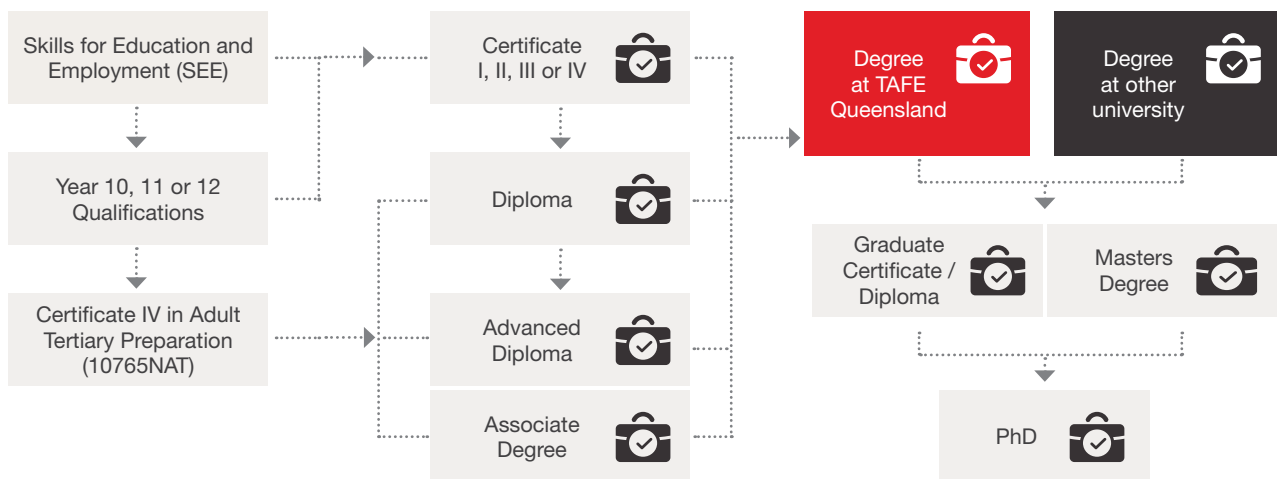
Holiday closure 2025-2026
22 December - 2 January

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.



Ready to Respond: First Aid and CPR

As part of a Health Taster Course, SEE students at our Southport campus took part in hands-on First Aid and CPR training, equipping them with essential skills to respond in emergency situations.

Under the guidance of a vocational teacher from our Health Services faculty, students learned how to assess injuries and apply practical first aid techniques, including the use of pressure bandages and slings. They also practised CPR, gaining confidence in performing this potentially life-saving procedure.



Craig's Code to Success

Craig, a SEE student in the Southport Digital Literacy class, has turned classroom learning into real-world action by building a professional website to support his dream of launching a remedial massage business.

As part of the course, Craig honed his digital and writing skills by designing a site that showcases his services, builds his brand, and connects with potential clients. He also began crafting blog content to share insights and tips, adding a personal touch to his online presence.

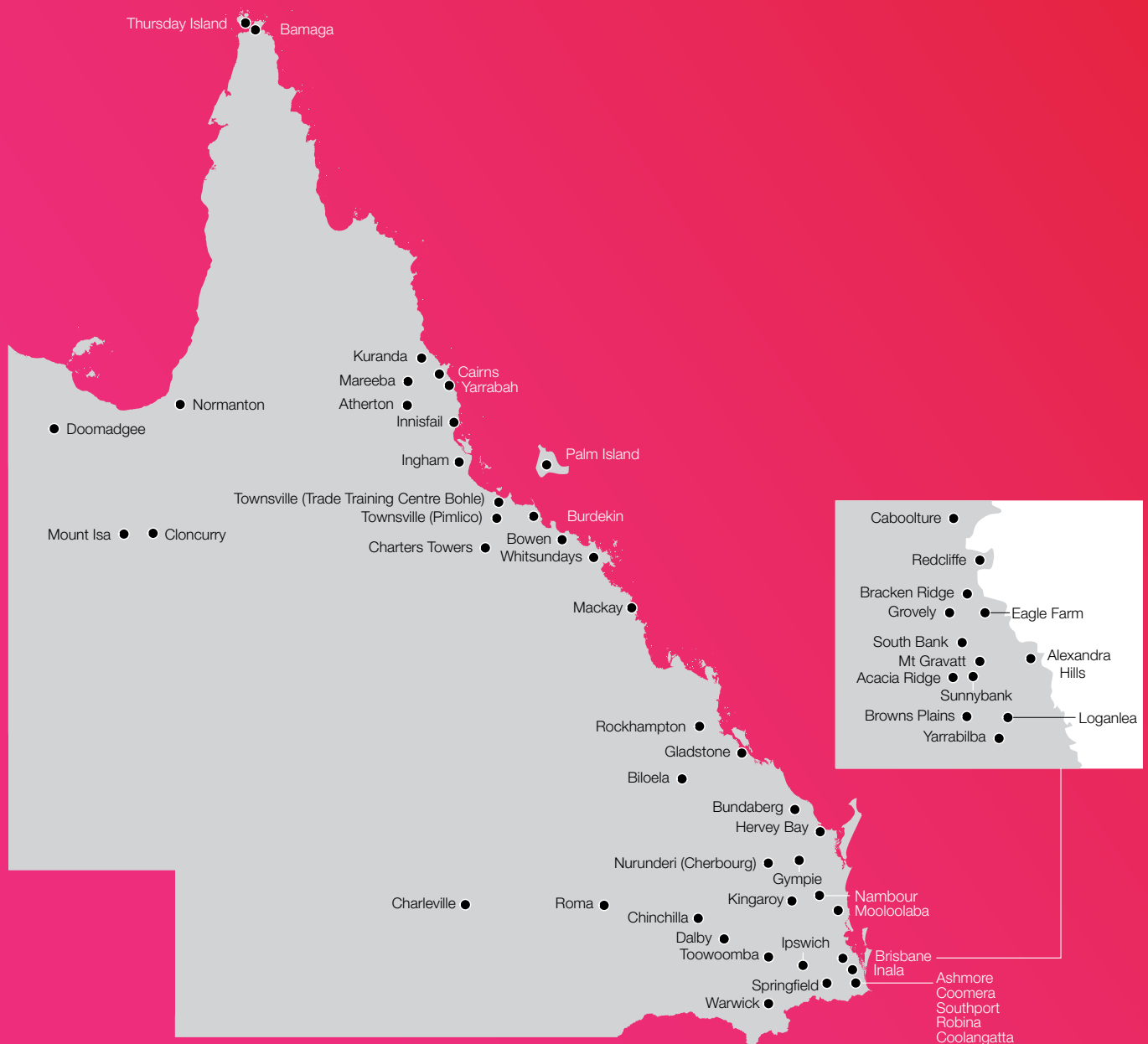
Craig's achievement is a great example of how improving your digital literacy skills through SEE can empower you to start achieving your real-world goals.



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

Ashmore

Benowa Rd and Heeb St
Ashmore QLD 4214

Coolangatta

5 Scott St
Coolangatta QLD 4225

Coomera

198 Foxwell Rd
Coomera QLD 4209

Robina

94 Laver Dr
Robina QLD 4226

Southport

91-99 Scarborough St
Southport QLD 4215

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

If you are a full-time student, you may be eligible for a student discount on public transport. For more information or to plan your travel call **13 12 30** or visit translink.com.au

LOCATION	 PARKING	 BUS	 TRAIN
Ashmore	✓	✓	
Coolangatta	✓	✓	
Coomera	✓	✓	✓
Robina	✓	✓	✓
Southport	✓	✓	✓

EDUCATION AND COMMUNITY



CAMPUS

Coolangatta
Coomera
Robina
Southport

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

Coolangatta
Coomera
Robina
Southport

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

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

Coolangatta
Coomera
Robina
Southport

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

Coolangatta
Coomera
Robina
Southport

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

BUSINESS AND IT



CAMPUS

Ashmore
Coolangatta
Coomera
Robina
Southport

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

CREATIVE INDUSTRIES



CAMPUS

Coomera

START DATE

13 July 2026

DURATION

6 months

STUDY MODE

On campus with some online

WORKLOAD

2 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**

Coomera

START DATE

13 July 2026

DURATION

6 months (Full time) /

1 year (Part time)

STUDY MODE

On campus

WORKLOAD

Varies

// **LEARN MORE**

Certificate III in Visual Arts

CUA31120

☑ 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

Courses by location

Ashmore

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

Coolangatta

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

Coomera

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Fri	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Mon, Tue	Any time	Self-paced
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Self-paced
BSB20120	Certificate II in Workplace Skills	Varies	Any time	Self-paced
CUA31020	Certificate III in Screen and Media	Tue, Wed	Jul 13	6 months
CUA31125	Certificate III in Visual Arts			

Robina

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

Southport

Course code	Program name	Days	Start Date	Duration
Various	Skills for Your Future	Mon - Fri	Any time	Self-paced
Various	Year 10 Alternative	Varies	Any time	Self-paced
SIR10116	Certificate I in Retail Services	Mon, Tue	Any time	Self-paced
BSB10120	Certificate I in Workplace Skills	Varies	Any time	Self-paced
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 SEE.GoldCoast@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 SEE.GoldCoast@tafeqld.edu.au.

TAFE Queensland Site Details

Location	Activity ID	Site Code	Phone
Ashmore BENOWA RD AND HEEB ST, ASHMORE QLD 4214	100586424	QT98	(07) 5581 8882
Coolangatta 5 SCOTT ST, COOLANGATTA QLD 4225	100467277	LG48	(07) 5581 8882
Coomera 198 FOXWELL RD, COOMERA QLD 4209	100467324	LG58	(07) 5581 8882
Robina 94 LAVER DR, ROBINA QLD 4226	100467485	LG78	(07) 5581 8882
Southport 91-99 SCARBOROUGH ST, SOUTHPORT QLD 4215	100467275	LG38	(07) 5581 8882

Workforce Australia, Inclusive Employment Australia, Parent Pathways and Transition to Work Providers

Part 1: Create the placement on Workforce Australia Online

- 1** Search for your participant from the home 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 16**. Click **Continue**.
 - 5** The **Additional referral information** screen will display. Complete each question 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.
 2. Select the relevant **Placement type** from the 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 10 to 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.
 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 correct, then click **Submit**.

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.

- 1** Navigate to the Participant Summary. Under the Calendar Summary section, click **Create Appointment**.
 - 2** Select 'Consultation' for **Booking type** and 'Pre-Training Assessment' for **Consultation type**. Click **Next**.
 - 3** The **Add a consultation** booking screen will display. Select a booking time from the drop-down list.
 - ◆ If no available booking times appear, please contact us using the phone number provided on screen.
 - 4** Select 'Face-to-face' from the **Event format** drop-down list.
 - 5** Leave **Information for participants** and **Consultant notes** blank. Click **Continue**.
 - 6** 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.
 - 7** Indicate 'Yes' to the **Acknowledgement**. Click **Next**.
- ✓ The **Review and submit** screen will display. Check to ensure all details are entered correctly, then click **Submit**.
- ◆ 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.

Remote Australia Employment Services (RAES) Providers

Part 1: Create the placement on the RAES IT system

- 1** Click the **Activities** icon on the Home page. The **Activities Home** screen will display.
- 2** Click **Search for Activity**. The **Activity Search** screen will display.
- 3** Select 'Skills for Education and Employment Referral' from the **Activity type** drop-down list.
- 4** Enter the participant's postcode in the **Postcode form**.
- 5** Select 'Active' from the **Activity status** drop-down list and click **Search**. The **Search Results** will display.
- 6** Using the details on **Page 16**, click the **Activity ID** of the course to refer the participant to.
- 7** Click **Add Activity Placement** under **Placement** in the navigation menu.
- 8** Enter the **Job seeker ID** and click **Next**.
- 9** Complete each question as detailed below.
 - Select the **Expected Start Date** for when the referral was made.
 - Select the **Expected End Date** for the date entered in the participant's Job Plan.
 - Select 'Expected to start' from the **Placement status** drop-down list.
 - Select 'Other' from the **Placement type** drop-down list.
 - Enter any **comments** (optional) and click **Next**.
- ✓ Review the information to ensure it is correct and click **Submit**.

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.

Using the details on **Page 16**, call the TAFE Queensland site to arrange the Pre-Training Assessment.

- ◆ 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.

Ashmore

Benowa Rd and Heeb St
Ashmore QLD 4214

Coolangatta

5 Scott St
Coolangatta QLD 4225

Coomera

198 Foxwell Rd
Coomera QLD 4209

Robina

94 Laver Dr
Robina QLD 4226

Southport

91-99 Scarborough St
Southport QLD 4215



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.