

SEMESTER 2 2026

Skills for Education and Employment course guide

North Queensland



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

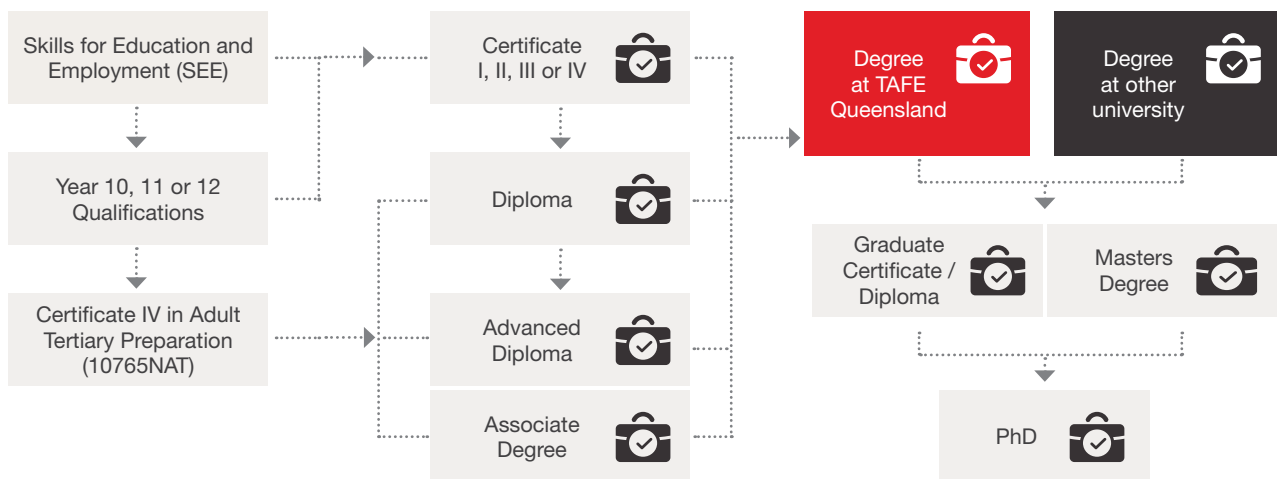
Holiday closure 2025-2026
22 December - 2 January

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.

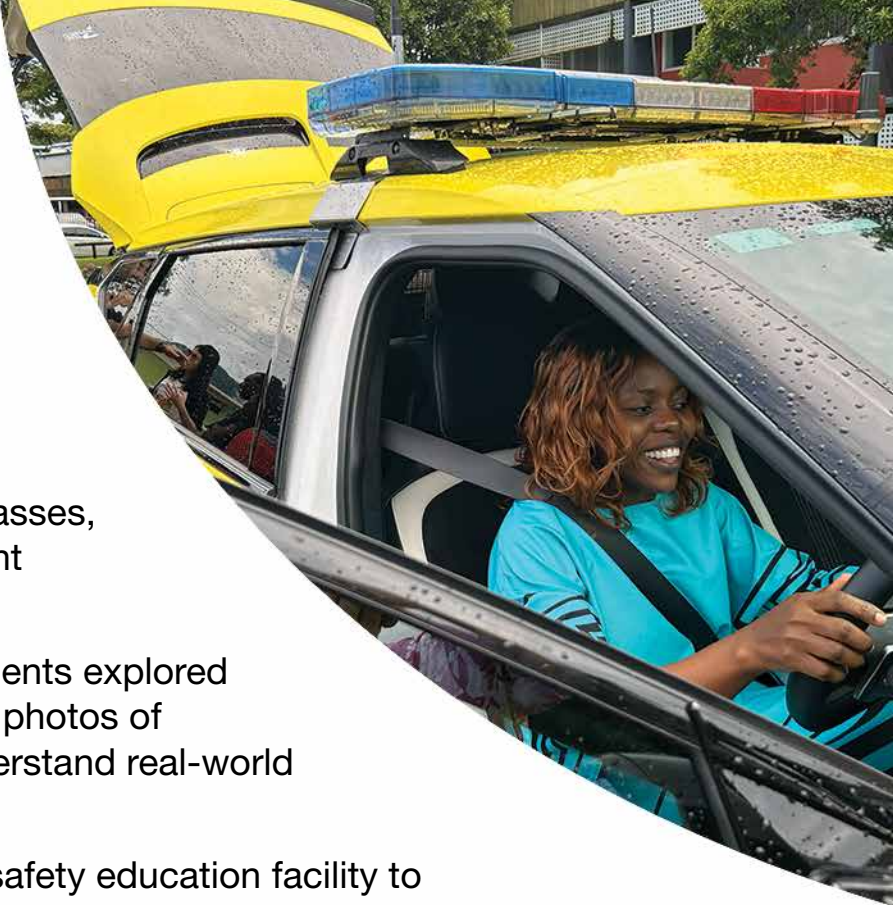


Cairns Driving Elective

Our Cairns students have the opportunity to attend a number of elective classes through SEE, including Creative Computing classes, Driving Literacy classes and Night classes.

In 2025, the Driving elective students explored local parking rules by examining photos of parking signs, helping them understand real-world applications of road regulations.

They also visited a nearby road safety education facility to observe and practise at intersections and roundabouts, using actual road signs to reinforce their understanding of giving way, stopping and safe navigation.



Teacher Feature: Janus

As one of our dedicated SEE teachers in North Queensland, Janus delivered the highly successful Digital Service Centre bootcamps on Palm Island and in Yarrabah.

In 2025, he travelled to Cloncurry to deliver a Job Ready and Digital Skills course to SEE students.

‘There is no judgement in my class,’ Janus says. ‘I tell my students my story about how I came to Australia and what I overcame to be standing in front of them today. English is not my first language. I had to work hard, and if they are willing to work hard, they can accomplish anything.’

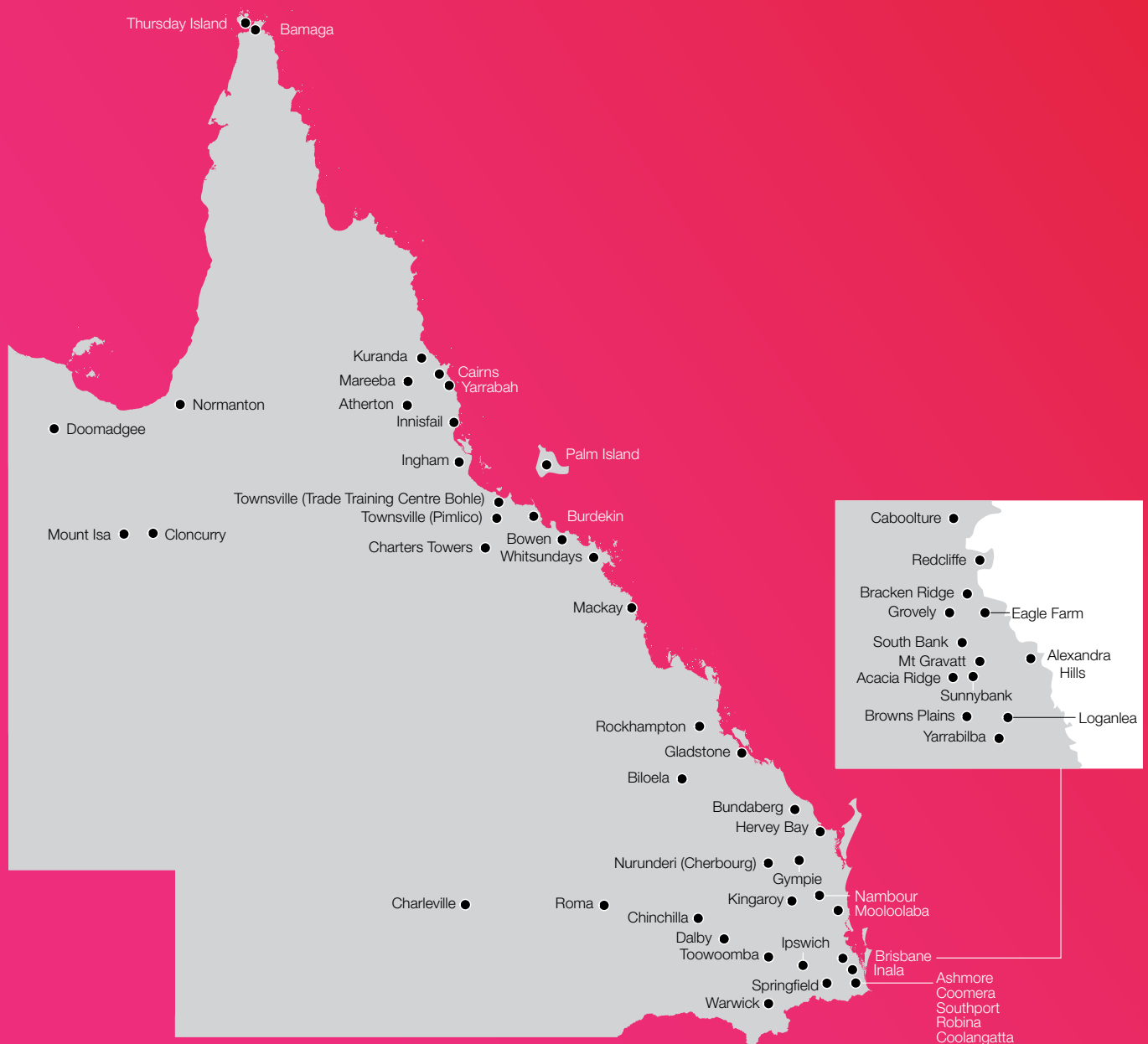
‘That starts at the beginning. Do we need to help you with your reading and writing? Well, let’s get you the support you need.’



Our locations

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

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





Campus locations

Atherton

Cnr Vernon and Mabel St, Atherton QLD 4883

Bamaga

Sebasio St, Bamaga QLD 4876

Bowen

98-158 Queens Rd, Bowen QLD 4805

Cairns

Gatton, Newton, Eureka and Wilkinson St,
Cairns QLD 4870

Charters Towers

1-13 Macpherson St, Richmond Hill QLD 4820

Cloncurry

35 Ramsay St, Cloncurry QLD 4824

Doomadgee

Sharp St, Doomadgee QLD 4830

Home Hill

Seventeenth St, Home Hill QLD 4806

Hope Vale

Hope Vale QLD 4985

Ingham

74 Townsville Rd, Ingham QLD 4850

Innisfail

45 Flying Fish Rd, Innisfail QLD 4860

Kuranda

6/19 Coondoo St, Kuranda QLD 4881

Mackay

90-92 Sydney St, Mackay QLD 4740

Mapoon

Mapoon QLD 4874

Mareeba

28 Peters St, Mareeba QLD 4880

Mount Isa

165-179 Abel Smith Pde, Mount Isa QLD 4825

Normanton

20 Green St, Normanton QLD 4890

Palm Island

Beach Rd, Palm Island QLD 4816

Townsville (Pimlico)

Hugh St and Fulham Rd, Pimlico QLD 4812

Townsville Trade Training Centre

763 Ingham Rd, Bohle QLD 4818

Whitsundays (Cannonvale)

Shute Harbour Rd, Cannonvale QLD 4802

EDUCATION AND COMMUNITY



CAMPUS

All North campuses

DURATION

Up to 2 years

STUDY MODE

On campus

WORKLOAD

Minimum of 2 days per week

// 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

All North campuses

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

Minimum of 2 days per week

// 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

All North campuses

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

Minimum of 2 days 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

All North campuses

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

Minimum of 2 days 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

ENVIRONMENT AND ANIMAL SERVICES



CAMPUS

Whitsundays (Cannonvale)

START DATE

Any time

DURATION

Varies

STUDY MODE

On campus

WORKLOAD

Minimum of 2 days per week
(Mon, Tue)

// LEARN MORE



Certificate II in Aquaculture

SFI20119

✓ SEE FUNDED*

Get a head start on your Aquaculture career with this entry level qualification. This course will give you the skills you need to take on responsibilities as an aquaculture attendant including handling, feeding, and monitoring stock, cleaning tanks and maintaining water quality. We'll give you the specific skills employers are looking for to prepare you for future innovation within the aquaculture sector of the seafood industry.

Jobs and Skills Australia highlights aquaculture as a key contributor to Australia's seafood production, with Queensland playing a significant role in the industry's development and workforce.

Career Outcomes

- Aquaculture Farm Hand

TRADES



CAMPUS

Bowen

START DATE

Any time

DURATION

Varies

STUDY MODE

On campus

WORKLOAD

Minimum of 2 days per week
(Wed, Thu)

// LEARN MORE



Certificate II in Automotive Vocational Preparation

AUR20720

✓ SEE FUNDED*

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

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

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

Career Outcomes

- Vehicle Service Assistant
- 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

TRADES



CAMPUS

Townsville Trade Training Centre

START DATE

Any time

STUDY MODE

On campus

WORKLOAD

Minimum of 2 days per week

* Additional classes available to support reading, writing, Maths and digital skills (Mon, Tue, Wed)

// LEARN MORE



Certificate II in Furniture Making Pathways

MSF20522

✓ SEE FUNDED*

Get started in your furnishing career with this free training. In this course, you'll gain the skills and knowledge to complete a range of furniture making tasks, including:

- Safe use of tools and workshop equipment
- Measuring, cutting and assembling materials
- Basic furniture construction techniques
- Workplace health and safety practices
- Communication and teamwork in a trade environment

Bonus: Gain Your White Card

This course includes a General Construction Induction unit (CPCWHS1001). This is mandatory training for anyone wanting to work in the construction industry. Upon completion, you will be issued with a General Construction Induction Card (White Card).

Pathway Options

- Entry level furniture making roles
- Apprenticeships in furniture making or cabinetmaking
- Certificate III in Cabinet Making and Timber Technology

SERVICE INDUSTRIES



CAMPUS

Cairns

Townsville (Pimlico)

Whitsundays (Cannonvale)

START DATE

Any time

DURATION

1 year

STUDY MODE

On campus

WORKLOAD

Minimum of 2 days per week

// LEARN MORE



Certificate II in Hospitality

SIT20322

✓ SEE FUNDED*

Kick-start your career learning the basic skills and knowledge required to begin your journey in the hospitality industry. Collaborate in group work to become employment ready or continue with further study.

This course offers you an introduction to hospitality and develops your skills and knowledge preparing you for your start in the industry. Learn the basic skills to work effectively and safely, discover how to interact with customers, increase your hospitality knowledge and skills and boost your cultural awareness.

Successful completion of this course will enable you to continue on to the Certificate III in Hospitality or enter the workforce at an entry level position.

Career Outcomes

- Bar Attendant
- Cafe Attendant
- Catering Assistant
- Food and Beverage Attendant

Pathway Options

- Certificate III in Hospitality
- Diploma of Hospitality Management

**CAMPUS**

All North campuses

DURATION

Self-paced

STUDY MODE

On campus with some online

WORKLOAD

Minimum of 2 days 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

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 using the phone numbers on Pages 16 and 17.

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.

TAFE Queensland Site Details				
Location	Activity ID	Site Code	Phone	
Atherton CNR VERNON AND MABEL ST, ATHERTON QLD 4883	100467358	LF28	(07) 4042 2578	
Bamaga SEBASIO ST, BAMAGA QLD 4876	100728871	S118	(07) 4042 2578	
Bowen 98-158 QUEENS RD, BOWEN QLD 4805	100467329	LG88	0400 517 137	
Cairns GATTON, NEWTON, EUREKA AND WILKINSON ST, CAIRNS QLD 4870	100467357	LE88	(07) 4042 2578	
Charters Towers 1-13 MACPHERSON ST, RICHMOND HILL QLD 4820	100467338	LH88	(07) 4750 5229	
Cloncurry 35 RAMSAY ST, CLONCURRY QLD 4824	100688823	QS58	(07) 4744 9975	
Doomadgee SHARP ST, DOOMADGEE QLD 4830			(07) 4744 9975	
Home Hill SEVENTEENTH ST, HOME HILL QLD 4806	100467338	LH78	(07) 4750 5229	
Hope Vale HOPE VALE, QLD 4806			(07) 4042 2578	
Ingham 74 TOWNSVILLE RD, INGHAM QLD 4850	100467285	LH58	(07) 4750 5229	
Innisfail 45 FLYING FISH RD, INNISFAIL QLD 4860	100467359	LF38	(07) 4042 2578	
Kuranda 6/19 COONDIOO ST, KURANDA QLD 4881	100467488	QT48	(07) 4042 2578	
Mackay 90-92 SYDNEY ST, MACKAY QLD 4740	100467430	LG68	0400 517 137	
Mapoon MAPOON QLD 4874			(07) 4042 2578	

Mareeba 28 PETERS ST, MAREEBA QLD 4880	100467489	LF48	(07) 4042 2578
Mount Isa 165-179 ABEL SMITH PDE, MOUNT ISA QLD 4825	100467276	LF68	(07) 4744 9975
Normanton 20 GREEN ST, NORMANTON QLD 4890	100702027	QS68	(07) 4744 9975
Palm Island BEACH RD, PALM ISLAND QLD 4816	100467315	LH68	(07) 4750 5229
Thursday Island 19 APLIN RD, THURSDAY ISLAND QLD 4875	100467422	LF88	(07) 4042 2578
Townsville (Pimlico) HUGH ST AND FULHAM RD, PIMLICO QLD 4812	100467420	LH98	(07) 4750 5229
Townsville Trade Training Centre 763 INGHAM RD, BOHLE QLD 4818	100467299	LI08	(07) 4750 5229
Whitsundays (Cannonvale) SHUTE HARBOUR RD, CANNONVALE QLD 4802	100467340	LH18	0400 517 137

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 16 and 17** of this guide. Click **Continue**.
 - 5** The **Additional referral information** screen will display. Complete each question about the individual and their participation in SEE training.
 1. Does this individual meet the eligibility criteria for the SEE program?
 2. Have you explained the SEE program to the individual?
 3. Is the individual willing to participate in the SEE program?
 4. Does the individual have a current participation requirement?
 5. Does the individual have caring responsibilities?
 6. Indicate if the individual requires an interpreter.
 7. Is there any additional information that will assist the SEE provider in assessing and training the individual? Add additional information and click **Continue**.
 - 6** The **Event location** screen will display. Select the event for the placement and click **Continue**.
 - 7** The **Placement details** screen will display. Complete each question as detailed below.
 1. Select 'Expected to Start' from the **Placement status** drop-down list. Once the Pre-Training Assessment is complete, the placement status will be updated automatically.
 2. Select the relevant **Placement type** from the drop-down list. This will be 'Full Time' if the participant has capacity to attend 20 to 25 hours per week, or 'Part Time' if their capacity is between 15 and 19 hours per week.
 3. Enter or select the **Expected start date** for the date the referral is placed with TAFE Queensland.
 4. **Expected end date** can be set to 2 years after the commencement date. TAFE Queensland will update this to align with the client's course details.
 5. Enter any relevant **Comments** (optional). These comments will not be visible to TAFE Queensland.
 6. Click **Continue**.
- ✓ The **Review and submit** screen will display. Check to ensure all details are entered correctly, then click **Submit**. A confirmation message will display.

Part 2: Schedule the Pre-Training Assessment

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

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

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

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

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

Atherton

Cnr Vernon and Mabel St, Atherton
QLD 4883

Bamaga

Sebasio St, Bamaga QLD 4876

Bowen

98-158 Queens Rd, Bowen QLD 4805

Cairns

Gatton, Newton, Eureka and Wilkinson
St, Cairns QLD 4870

Charters Towers

1-13 Macpherson St, Richmond Hill
QLD 4820

Cloncurry

35 Ramsay St, Cloncurry QLD 4824

Doomadgee

Sharp St, Doomadgee QLD 4830

Home Hill

Seventeenth St, Home Hill QLD 4806

Hope Vale

Hope Vale QLD 4985

Ingham

74 Townsville Rd, Ingham QLD 4850

Innisfail

45 Flying Fish Rd, Innisfail QLD 4860

Kuranda

6/19 Coondoo St, Kuranda QLD 4881

Mackay

90-92 Sydney St, Mackay QLD 4740

Mapoon

Mapoon QLD 4874

Mareeba

28 Peters St, Mareeba QLD 4880

Mount Isa

165-179 Abel Smith Pde, Mount Isa
QLD 4825

Normanton

20 Green St, Normanton QLD 4890

Palm Island

Beach Rd, Palm Island QLD 4816

Townsville (Pimlico)

Hugh St and Fulham Rd, Pimlico QLD
4812

Townsville Trade Training Centre

763 Ingham Rd, Bohle QLD 4818

Whitsundays (Cannonvale)

Shute Harbour Rd, Cannonvale QLD
4802



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.