



South
Regional



VET delivered to Secondary Students

20
23

TRAINING
OPTIONS



📍 Collie Campus

RTO Code 52790

southregionaltafe.wa.edu.au



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We cover the South West and Great Southern



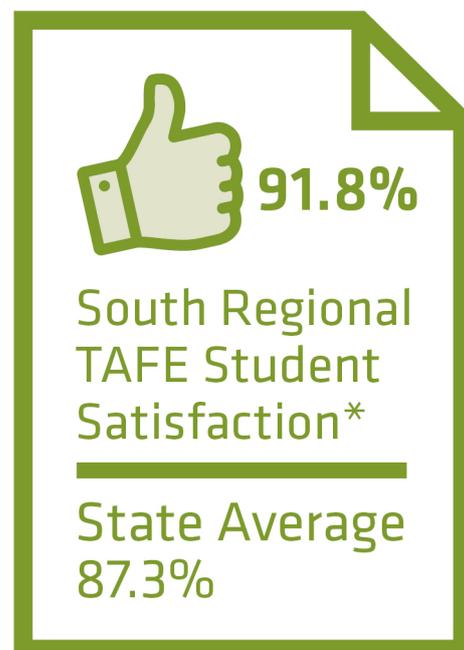
We provide the training to equip you with the skills you need to get the job you want

By engaging with industry, we can ensure we are meeting the high standards required for training and assessing. This means on completion of your course, you can be sure you'll have the right skills and knowledge to do the job you've trained for.

Our highly skilled lecturers have worked, or still work, in their industry and have specialised training and assessing skills.

To help you secure your dream job, you'll receive a nationally recognised qualification that will be welcomed by business and industry.

*2021 Student Satisfaction Survey by Department of Training and Workforce Development.





Introduction

General Information

The Vocational Education and Training delivered to Secondary Students (VETdSS) program provides senior secondary students with the opportunity to integrate their traditional academic studies with a vocational education study pathway.

Successful completion of a vocational qualification provides students with credits towards a nationally recognised VET qualification that will give a competitive advantage to gain employment in their chosen career or undertake further training. Students who are enrolled in a VETdSS course attend a South Regional TAFE campus one or two days per week, for various lengths of time.

This booklet provides information on the range of qualifications being offered at South Regional TAFE Bunbury campus under the VETdSS program for 2022.

South Regional TAFE offers a range of courses and pre-apprenticeships as part of our VETdSS programs.

Information covered in this booklet includes, minimum entry requirements, delivery details, costs and uniform requirements (if applicable).

The VETdSS program pathway offers opportunities to:

- ▶ Develop your work, employability and life skills, whilst broadening your career options.
- ▶ Gain a realistic view of industry expectations and to develop industry specific skills.
- ▶ Improve your future employment prospects, your chances of selection for other training courses and can offer pathways into higher education in the future.
- ▶ Study in an adult learning environment.
- ▶ Gain nationally recognised VET qualifications and units of competency while completing your Western Australian Certificate of Education.
- ▶ Gain an understanding of the world of work, providing you with practical skills and valuable experience to assist with planning and pursuing your career pathways.



Who can apply?

Applications will be accepted from students who can meet the following criteria:

- ▶ Currently enrolled at a secondary school and commencing Year 11 or 12 in 2023;
- ▶ Will pass or have passed Year 10 with a 'C' grade average or with Curriculum Framework Level 3.5 or better (the Year 10 mid-year report **MUST** be included for application purposes);
- ▶ Have completed and passed the online literacy and numeracy assessment (NAPLAN or OLNA);
- ▶ Student application has been endorsed by their school;
- ▶ Meet Australian citizenship and/or visa requirements;
- ▶ Have not previously completed a Nationally Recognised VET qualification under the VET delivered to Secondary Students program.

How to apply?

- ▶ Submit an application online via a link on the South Regional TAFE website – Southregionaltafe.wa.edu.au
- ▶ An applications booklet is located on the website for further information.
- ▶ Applications for 2022 programs, open on **Monday 25th July 2022**.
- ▶ Applications close on **Monday 15th August 2022**.
- ▶ Late applications and applications not submitted online (via email, post, phone call etc.) will not be accepted.

Competitive courses

Highly competitive courses will require an interview. Applicants are required to be available for an interview between **Monday the 5th to Friday the 16th of September 2022**.

Preparing for your interview

Be prepared for your interview, bring your resume, any certificate or achievements you may have to highlight why you wish to be selected for the course you have applied for. Extra experience in the chosen field will always help towards your application, e.g. Volunteering, any work experience and hobbies.

Fees and Charges

Secondary school students undertaking VETdSS programs as part of their secondary education including pre-apprenticeships in schools are exempt from tuition, resource and enrolment fees.

However, depending on the chosen course students may be required to purchase a uniform, protective equipment, text books or trade equipment/tools/licences.

Note: *Some sub-class visa holders will be required to pay full-fees.*



Key program details and responsibilities

- ▶ Students attend their chosen campus 1 or 2 days a week for the allocated length of their course.
- ▶ You will experience learning in an adult environment with students of all ages and backgrounds.
- ▶ There is an expectation that when attending classes, you will assume greater responsibility for your own care and safety, as a responsible young adult.
- ▶ All students enrolled at South Regional TAFE are expected to adhere to the Student Code of Conduct. (a copy is located on our website)
- ▶ Whilst attending South Regional TAFE, you are under the supervision of the lecturer taking the class.
- ▶ You will not be supervised during break times.
- ▶ You are expected to remain within the College grounds unless you provide your lecturer with written notification from your parent/guardian or school.
- ▶ You are responsible for your own travel arrangements to your chosen campus and work placement (if applicable).
- ▶ You are required to attend all your classes including those that may occur on a designated school pupil free day.
- ▶ Attendance is recorded and all absences are reported to your school. You are required to notify your lecturer if you will not be attending.
- ▶ You are expected to dress appropriately whilst on campus. Some courses have uniform requirements which must be adhered to or you may not be able to attend on that day. When special or protective clothing and/or footwear is required, it must be worn without exception.

Collie Campus Delivery Overview

State ID	National ID	Qualification	Duration
Building and Construction			
** AA41	UUE22011	Pre-App Electrotechnology (Career Start) [Electrotechnology Pre-Apprenticeship]	4 Terms
BGO44	52845WA	Certificate II in Autonomous Workplace Operations	2 Terms
BFT1	BSB20120	Certificate II in Workplace Skills	2 Terms
BFS5	BSB30120	Certificate III in Business	2 Terms
AZV4	SIT20116	Certificate II in Tourism	2 Terms

**This course is in transition and the scope may change.

Disclaimer

Programs are subject to minimum student enrolments and will only run if viable numbers are achieved. South Regional TAFE also reserves the right to alter delivery times and course content.

Pre-Apprenticeships in Schools

Course
Offerings





Pre-Apprenticeships in Schools

Overview

What is the Pre-apprenticeship in schools program?

The Pre-Apprenticeships in schools (PAIS) program is a fantastic opportunity for students who are enrolled in the Western Australian Certificate of Education (WACE), to be one step ahead of other young people who want to undertake an apprenticeship. It is a school-based training program and is intended as a transition from school to an apprenticeship. It provides an introduction into the apprenticeship opportunities within various trades. Training commences with a mixture of College based training and actual work experience within the industry of choice. During this stage students must continue attending school, undertake units of competency within the program whilst attending South Regional TAFE and be linked to an employer for work placement throughout the duration of the program, giving students exposure to the industry.

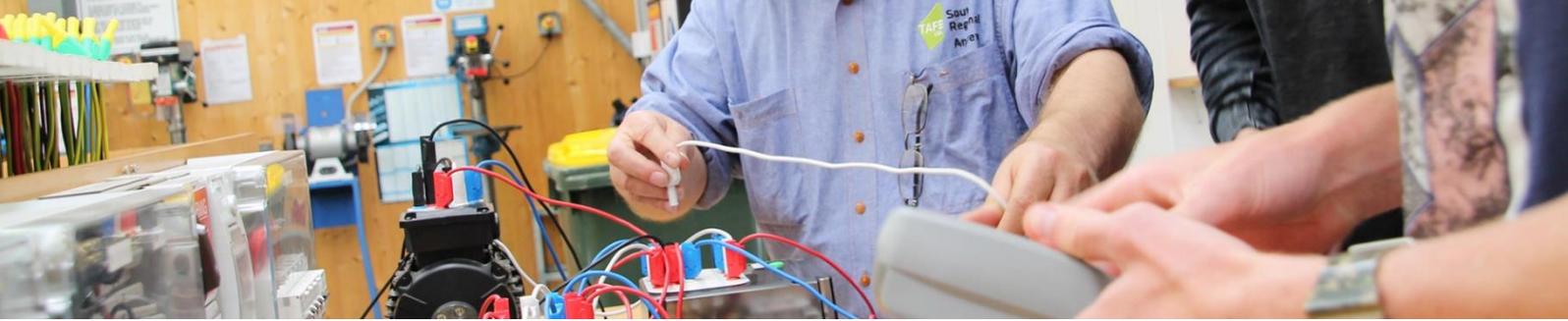
Why apply for the pre-apprenticeship in schools program?

- ▶ Students can undertake training within a desired industry while still completing their Western Australian Certificate of Education (WACE). The program provides subject equivalence towards a student's WACE;
- ▶ Enables students to make career decisions and provides pathways to an apprenticeship;
- ▶ Students receive credits for successful completion of units of competency undertaken; and
- ▶ A reduction in term may be considered if the student is successful in obtaining an apprenticeship.

Work Placement

Some qualifications include work placements, to support the learning program. Each course in the booklet includes the work placement requirements. The program involves the completion of a logbook recording each day's attendance and summary of work tasks. The logbook is to be submitted at regular intervals throughout your course for validation and assessment. Students will be provided with more information about any work placement at the commencement of the course. Students are responsible for organising their own transport to and from the workplace.

Please note: Some of the pre-apprenticeship courses can require additional workplace hours that will need to be completed in the student's own time.



Pre- App Electrotechnology (Career Start) [Electrotechnology Pre-Apprenticeship]

National ID: UEE22011 State ID: AA41

When you complete the Certificate II in Electrotechnology (Career Start) (Electrotechnology Pre-Apprenticeship) you'll be what employers are looking for as an apprentice in the electrical, instrumentation or electrical servicing trades. This qualification will prepare you with the skills and knowledge to work in the electrical trade. You will learn skills in using electrical tools and equipment, skills to work effectively in the industry, carry out routine work activities in an energy sector environment, identify and select components, accessories and materials for energy sector work activities, solve problems in D/C circuits and follow occupational health and safety policies and procedures.

This qualification includes a supervised work placement where students will be able to apply the skills and knowledge they have learned. A minimum of 157 hours work placement is required. Work placement is assessed as part of this course and students are required to complete a detailed log book.

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 only

Delivery period

Day	Location	Duration
Thursday and Friday	Collie	4 Terms

Work placement

Minimum Hours	Commencement	Days allocated for work placement
157	Terms 2-4	To be negotiated between school and placement arrangement.

Commitment

- ▶ Up to two hours of homework/ study per week
- ▶ A minimum of 157 hours of work placement (travel may be required)

Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Personal protective equipment including safety glasses, steel capped boots, long work wear trousers and collared work wear shirt
- ▶ Pens, pencils and A4 file
- ▶ Apart of this course students require to obtain an electrical licence through Energy Australia which will be at their own cost.

A woman with blonde hair tied back, wearing a white short-sleeved shirt with colorful polka dots and green pants, sits on a light-colored tiled floor. She is looking towards two children. To her right, a young girl with dark hair, wearing a yellow long-sleeved shirt and dark pants, sits cross-legged holding a pink stuffed animal. Next to her, a young boy with brown hair, wearing a red long-sleeved shirt and dark pants, sits cross-legged with his hands clasped. The background shows a bright, modern classroom with wooden chairs, tables, and colorful decorations. A green banner at the top contains the text 'VET in Schools'.

VET in Schools

Course Offerings



Certificate II in Autonomous Workplace Operations

National ID: 52845WA State ID: BGO44

This course is intended to provide participants with the knowledge and skills to perform the following tasks associated with working in an automated workplace.

It will equip prospective workers with the underpinning knowledge and skills to demonstrate necessary awareness of what an autonomous workplace is, how it operates, what unique safety systems are present, how the human-machine interface operates and what, why and how data is used within such workplaces. It embraces an overview of the historical development of automation, an in-depth coverage of current automation and insight into some future extensions.

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 14
- ▶ Available to: Year 11 and 12

Delivery period

Day	Location	Duration
Thursday and Friday	Collie	3 Terms

Commitment

- ▶ Participation in workplace awareness activities organised by SR TAFE (travel maybe required)
- ▶ Up to two hours of homework/study per week

Student to supply

Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Text books



Certificate II in Workplace Skills

National ID: BSB20120 State ID: BFT1

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Successful completion of this qualification provides an opportunity to gain employment as:

- ▶ Clerical worker
- ▶ Administration officer
- ▶ Data entry operator
- ▶ Receptionist

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 and 12

Delivery period

Day	Location	Duration
Thursday and Friday	Collie	2 Terms

Commitment

- ▶ Full participation in training activities
- ▶ Up to two hours of homework/study per week

Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Text books

Further study options

- ▶ Certificate III in Business
- ▶ Certificate III in Business Administration
- ▶ Certificate III in Accounts Administration



Certificate III in Business

National ID: BSB30120 State ID: BFS5

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Successful completion of this qualification provides an opportunity to gain employment as:

- ▶ Clerical worker
- ▶ Administration officer
- ▶ Data entry operator
- ▶ Receptionist

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 and 12

Delivery period

Day	Location	Duration
Thursday and Friday	Collie	2 Terms

Commitment

- ▶ Full participation in training activities
- ▶ Up to two hours of homework/study per week

Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Text books

Further study options

- ▶ Certificate III in Business
- ▶ Certificate III in Business Administration
- ▶ Certificate III in Accounts Administration



Certificate II in Tourism

National ID: SIT20116 State ID: AZV4

When you complete this course you will be ready to enter a career working in the tourism and travel industry. You will have the skills and knowledge to work effectively with a diverse range of employers including tourist attractions, tour operators, tour guiding, companies, event operators, retail travel agencies, wineries, tour wholesalers, visitor information centres, natural, cultural and heritage sites, caravan park operations and a wide range of small tourism businesses.

This course covers:

- ▶ Interacting with customers
- ▶ Work processing, internet and email skills
- ▶ Providing visitor information
- ▶ Understanding tourism products and services
- ▶ Understanding and working with different cultures

Possible job titles include:

- ▶ Documentation clerk for a tour wholesaler or travel agency
- ▶ Museum attendant
- ▶ Office assistant for a tour operator
- ▶ Receptionist and office assistant in a travel agency
- ▶ Receptionist and office assistant for a professional conference organiser or event management business.

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 6
- ▶ Available to: Year 11 and 12

Delivery period

Day	Location	Duration
Thursday and Friday	Collie	2 Terms

Commitment

- ▶ Up to two hours of homework/study per week
- ▶ Full participation in training activities

Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Uniform – Polo T-shirt to be purchased (details will be provided prior to commencement)

Further study options

- ▶ Certificate III in Tourism



Require additional information?

South Regional TAFE Collie Campus

Address: 43 Wittenoom Street, Collie WA 6225

Phone: 6371 3900 or Freecall 1800 621 445

Email: Collie@srtafe.wa.edu.au

Contacts

Course Information Team

Phone: 6731 3070 or Freecall 1800 621 445

Email: CourseInformation@srtafe.wa.edu.au

VETdSS Applications

Email: VETdSS.Applications@srtafe.wa.edu.au

Careers advice

South West Jobs and Skills Centre

Phone: 13 64 64

Email: bunburyjsc@srtafe.wa.edu.au

Website: jobsandskills.wa.gov.au

Visit the Website

southregionaltafe.wa.edu.au