Get connected to employment with ‘Skills to Get a Job’

Agriculture, Automotive, Building Trades, Business Administration, Engineering, Horticulture, Hospitality, Retail, Community Services, Mining and Drilling

Call 1300 823 393 or visit www.wit.tafensw.edu.au and enrol online.
TAFE Western has developed a new range of tailored courses to assist job seekers and school leavers to gain casual, part time or fulltime employment or have the skills to apply for traineeship and apprenticeship jobs in a range of industry areas.

Features of ‘Skills to Get a Job’ short courses:
- 5 day industry skills programme
- Includes job seeking skills and tips
- Up to 5 days of work placement for students who successfully complete the ‘Skills to Get a Job’ programme to build employment networks and get a job
- Access to student support services such as career counselling, access to our libraries, Aboriginal and disability support services
- Access to industry guest speakers and opportunities to register for employment support with our partners - Job Services Agencies and Skillset

Courses conducted to meet JSA needs.

Features of ‘Skills to Get a Job’ intensive courses:
- Practical and flexible to meet student needs
- Provide industry relevant skills and work placement options to help students get a job
- May have government subsidised fees with concessions
- Are available at many of our TAFE Western colleges
- Can be customised to meet specific needs of Job Services organisations
- Can include an individualised ‘R U Ready’ student assessment to identify any language, literacy, numeracy and digital skills gaps to ensure students receive additional tailored support as required

Government funded programs start early February 2014. Customised programs are designed to meet the JSA’s need.

To plan a course
Call 1300 823 393 or email TAFEBCUSales@tafensw.edu.au
TAFE Western’s ‘Skills to Get a Job’ Short Course Programme

If you want to gain casual, part time or fulltime employment or secure a traineeship or apprenticeship, TAFE Western’s ‘Skills to Get a Job’ courses will give you a head start.

‘Skills to Get a Job’ in Automotive
An overview of the automotive industry, practical skills to service engines and automotive tools and equipment.
TAFE Code: 29661
Students who successfully complete ‘Skills to Get a Job’ in Automotive course will get two nationally recognised units from the Certificate II in Automotive.
AURT201170A - Inspect and Service Engines
AURT270278A - Use and Maintain Workplace Tools and Equipment

‘Skills to Get a Job’ in Engineering
An overview of the engineering industry, engineering hand tools and basic welding skills.
TAFE Code: 29660
Students who successfully complete ‘Skills to Get a Job’ in Engineering course will get two nationally recognised units from the Certificate II in Engineering.
MEM05050B - Perform Routine Gas Metal Arc Welding
MEM05007C - Perform Manual Heating and Thermal Cutting

‘Skills to Get a Job’ in Building Trades
An overview of the building industry as well as practical skills to use carpentry tools and equipment.
TAFE Code: 29663
Students who successfully complete ‘Skills to Get a Job’ in Building Trades course will get two nationally recognised units from the Certificate III in Carpentry.
CPCCCA2002A - Use Carpentry Tools and Equipment
CPCCCA2011A - Handle Carpentry Materials

‘Skills to Get a Job’ in Hospitality
An overview of the hospitality industry, food safety, coffee basics, food preparation skills and customer service.
TAFE Code: 29656
Students who successfully complete ‘Skills to Get a Job’ in hospitality course will get two nationally recognised units from the Certificate I in Hospitality.
SITHCCC101 - Use Food Preparation Equipment
SITXFSA101 - Use Hygiene Practices for Food Safety

‘Skills to Get a Job’ in Retail
An overview of the retail industry, customer service, cash handling and use of retail equipment.
TAFE Code: 29655
Students who successfully complete the ‘Skills to Get a Job’ in Retail course will be eligible to gain two nationally recognised units from the Certificate II in Retail.
SIRXICT001A - Operate Retail Equipment
SIRXCCS202 - Interact with Customers

‘Skills to Get a Job’ in Business Administration
An overview of the business administration industry opportunities, customer service, managing work priorities and use of business technology.
TAFE Code: 29663
Students who successfully complete the ‘Skills to Get a Job’ in Business Administration course will get two nationally recognised units from the Certificate II in Business.
BSBWOR204A - Use Business Technology
BSBIND201A - Work Effectively in a Business Environment

Other Short Course Options - TAFE Western offers an extensive range of short courses for skills development, licencing and compliance which include Fork Lift, OHS, First Aid, Food Safety Supervisor, Asbestos Awareness, Barista, Chemicals, Chainsaws, Test and Tag, RSA, RCG, EWP, Dogging, Excavator, Backhoe and Confined Spaces.
See our latest Short Courses @TAFE Western course calendar for dates and locations www.wit.tafensw.edu.au or call 1300 823 393
### Trade Skills

<table>
<thead>
<tr>
<th>Certificate I Construction CPC10111</th>
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<tbody>
<tr>
<td>Fulltime 13 week course to set up a building home maintenance service.</td>
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<tr>
<th>Certificate II Construction or Pre Apprenticeship programs CPC20211</th>
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<tr>
<td>Fulltime course to gain a carpentry apprenticeship.</td>
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<th>Certificate I Engineering MEM10105</th>
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<tr>
<td>Part time courses to gain employment in the engineering industry.</td>
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<tr>
<th>SOA Basic Welding Skills 17105</th>
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<tr>
<td>Part time course offered at night to apply basic thermal cutting and welding techniques using Manual and Gas Metal Arc welding processes.</td>
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### Hospitality

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<thead>
<tr>
<th>Certificate II Hospitality (Kitchen Operations) SIT20312</th>
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<td>Fulltime course to gain employment in the hospitality industry.</td>
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<tr>
<th>Certificate III Hospitality Operations SIT30712</th>
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<tr>
<td>Fulltime intensive course to gain employment food and beverage roles in the hospitality industry.</td>
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### Foundation Skills

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<th>Certificate I Access to Vocational Pathways FSK10113</th>
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<tr>
<td>Certificate II Skills for Work and Vocational Pathways FSK20113</td>
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<tr>
<td>Certificate II Skills for Work and Training 1089NAT</td>
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### Rural Skills

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<th>SOA Introduction to Agriculture Skills</th>
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<tbody>
<tr>
<td>Part time course to gain skills in chemical handling, fencing, chainsaws, first aid, OHS and service outdoor power equipment.</td>
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<th>Certificate II Agriculture AHC20110</th>
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<td>Fulltime course to gain employment in the agriculture industry.</td>
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<th>Certificate II Horticulture AHC20410</th>
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<tr>
<td>Fulltime course to gain employment in the horticulture industry.</td>
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Some of the options for government subsidised courses are:

**Business, IT and Retail**

- **Certificate II Business BSB20112**
  - Fulltime 9 week course for employment in business administration.
- **Certificate II Retail SIR20207**
  - Fulltime 10 week course for employment in retail.
- **Certificate I Information Technology (IT), Digital Media and Technology ICA10111**
  - Fulltime course to gain employment.
- **Certificate II Information Technology (IT), Digital Media and Technology ICA20111**
  - Fulltime course to gain employment.

**Minning and Drilling**

- **Certificate II Resources and Infrastructure Work Preparation RII20109**
  - Fulltime 10 week course for employment in mining.
- **Certificate II in Drilling RII20909**
  - Fulltime 10 week program for employment in drilling.

**Hotelry**

- **Certificate II Hospitality (Kitchen Operations) SIT20312**
  - Fulltime course to gain employment in the hospitality industry.
- **Certificate III Hospitality Operations SIT30712**
  - Fulltime intensive course to gain employment food and beverage roles in the hospitality industry.

**Trade Skills**

- **Certificate I Construction CPC10111**
  - Fulltime 13 week course to set up a building home maintenance service.
- **Certificate II Construction or Pre Apprenticeship programs CPC20211**
  - Fulltime course to gain a carpentry apprenticeship.
- **Certificate I Engineering MEM10105**
  - Part time courses to gain employment in the engineering industry.
- **SOA Basic Welding Skills 17105**
  - Part time course offered at night to apply basic thermal cutting and welding techniques using Manual and Gas Metal Arc welding processes.

**Hospitality**

- **Certificate II Hospitality (Kitchen Operations) SIT20312**
  - Fulltime course to gain employment in the hospitality industry.
- **Certificate III Hospitality Operations SIT30712**
  - Fulltime intensive course to gain employment food and beverage roles in the hospitality industry.

**Foundation Skills**

These courses help people looking for a job improve skills in written and verbal communication, language and literacy and numeracy, team skills, work priorities and can include units from a range of industry areas such as carpentry, engineering, automotive, agriculture, retail, business, hospitality and community services.

- **Certificate I Access to Vocational Pathways FSK10113**
- **Certificate I Skills for Vocational Pathways FSK10213**
- **Certificate II Skills for Work and Vocational Pathways FSK20113**
- **Certificate II Skills for Work and Training 1089NAT**

TAFE Western offers an extensive range of courses in many industry areas. See our latest Training @ TAFE Western Course Directory for the full range of course options, dates and locations.

Download [www.wit.tafensw.edu.au](http://www.wit.tafensw.edu.au)

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### Contact Information

Call 1300 823 393 or email TAFEBCUSales@tafensw.edu.au