SEMESTER 2

SHORT COURSES
TAFE Western offers a range of short courses designed to meet your industry training needs.

Our courses can help you to meet current legislative requirements and gain new skills to improve your business.

Please do not hesitate to contact our Short Course Line if you would like a course customised for you.

For more information:
call 02 6393 2649 or email eileen.simmons@tafensw.edu.au
Automotive Gas Specialist
TAFE Course No: 17401
Successful completion of this course with the relevant work experience will provide students with the knowledge and skills required to work as a gas vehicle installer / repairer in the automotive industry.
To register please call 02 4229 0521.
Course run on demand to meet industry needs
$1300

Automotive Air Conditioning
TAFE Course No: 5659
This 30 hour course is for people who do not hold the MVRIA authorisation. To do this course you will need an ARTICK Automotive Trainee Licence and to apply for the ARTICK Licence you will need a letter from the TAFE trainer to prove enrolment in the course. The course applies to mechanics, automotive electricians who can provide documentation to satisfy the RPL requirements. Once you meet RPL requirements you will be issued with a Cert II in Automotive Air Conditioning, a national qualification.
Course run on demand to meet industry needs
$700

Automotive Air Conditioning (5 hour upgrade) AUR20705
TAFE Course No: 5659
If you meet the requirements of the 30 hour program plus you have an existing authorisation provided by the MVRIA (i.e. old Licence) issued in NSW then it is possible to complete the 5 hour upgrade program only.
Course run on demand to meet industry needs
$350

Diesel Emissions Awareness Training
TAFE Course No: 23125
This free 4 hour training course is sponsored by the RTA and is designed to give practical measures to reduce heavy vehicle emissions. The course is designed for truck owners, drivers and operators, diesel mechanics, fleet and workshop managers. It provides information about the impact of diesel emissions on the environment and offers practical advice on the steps you can take to reduce the level of pollution.
Dubbo 19 Jul 12.45pm-4.45pm 22699
Free

General Construction OHS Induction in NSW
TAFE Course No: 10006
This course requires students to demonstrate personal awareness of OHS legislative requirements, basic principles of risk management and prevention of injury and illness in the construction industry. The course provides the compulsory standards to meet WorkCover requirements and is essential training for anyone employed on work sites.
Each participant must bring 100 points of Evidence of Identity (EOI) including photo identification to the course.
TAFE Unit No: CPCCOHS1001A
Work Safely in the Construction Industry
Orange 10 Aug 9am-4pm 3756
Dubbo 6 Aug 9am-4pm 3757
Cowra 20 Oct 9am-4pm 3758
Parker/Forbes 15 Nov 9am-4pm 3759
Orange 12 Oct 9am-4pm 3760
Dubbo 22 Oct 9am-4pm 3761
$220

Work Safely in the Construction Industry
Brewarrina 15 Oct 9am-4pm 3763
Wellington 27 Aug 9am-4pm 3764
Cobar 15 Nov 9am-4pm 3765
Cooma/Coonamble 12 Nov 9am-4pm 3766
Bourke 16 Oct 9am-4pm 3767
$320

Computer Aided Drafting (CAD 1)
TAFE Course: 23921
This course will introduce you to Computer Aided Drafting (CAD) and enable you to develop basic skills using AutoCAD software to produce 2D drawings. The course can initiate the development of CAD skills needed in various industries, including engineering and construction.
Bathurst 3177
Mudgee 3178
Course run on demand to meet industry needs
$320

the right skills
Course in Owner-Builder Compliance

TAFE Course No: 18946
National Course Code: 91509NSW

CPCCCM1001A Undertake basic estimation & costing
CPCCCM1003A Plan and organise work
CPCCCM1004A Conduct workplace communication
CPCCCM2001A Read & interpret plans & specifications
CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

OBPERNSW001 Prepare to be an Owner Builder
OBPERNSW002 Administer Contracts

If you apply for an owner-builder permit for work valued over $12,000, the Department of Fair Trading requires you complete the Course in Owner-Builder Compliance (91509NSW) or have the approved equivalent qualifications and experience.

Course Content
This course covers the following topics when addressing the units listed above:

- Preparing to be an owner-builder
- Occupational Health and Safety for the building industry
- Drawings, Estimating and Cash Flow
- Managing Contracts
- Managing the work

In addition to completing learning and some assessment online, you will be required to submit a series of assignments and complete an interview with your assessor to confirm your underpinning knowledge. On successful completion of the course you will receive a Certificate in Owner-Builder Compliance which you must present as part of your application for an Owner-Builders Licence to the Department of Fair Trading.

A WorkCover Construction Induction Card is a prerequisite. More information can be provided on this course when you enrol in the Course in Owner-Builder Compliance.

Price on application 18946

Licence to Erect, Alter and Dismantle Scaffolding (basic level)

TAFE Course No: 19335
TAFE Unit No: CPCCCLS2001A

This course provides participants with skills to erect, alter and dismantle scaffolding at the basic level, consisting of scaffolding work connected with the operation or use of modular prefabricated scaffolds, cantilevered material hoists with a maximum working load of 500kg.

Course run on demand to meet industry needs 3169

$1100 (may vary with WorkCover legislation)

Licence to Operate a boom type elevating work platform (over 11m)

TAFE Course No: 10191
TAFE Unit No: TLILIC2005A

This 3 day course provides the skills required to operate a boom-type elevating work platform (boom 11 metres or more) for licencing purposes. The course covers operation of telescoping, hinged or articulated devices.

Course can also be delivered to suit industry needs

Orange 13/14/15 Aug 8am-4pm 3775
15/16/17 Oct 8am-4pm 3776
26/27/28 Nov 8am-4pm 3777

$700 (may vary with WorkCover legislation)

Elevated Work Platform (under 11m)

TAFE Course No: 26190

This 1 day course provides you with the skills to operate an elevated work platform up to 11m.

Course run on demand to meet industry needs

$240

Demolition Supervision Restricted

TAFE Course No: 6454

The aim of this 4 day course is to provide skills and knowledge for Demolition supervisors.

Course run on demand to meet industry needs

$1200

Bricklaying for Home Gardeners

TAFE Course No: 27649

This 10 week course provides the home gardener / handyman an opportunity to gain some skills in bricklaying for those wanting to complete small jobs around the home.

Bathurst – run on demand

$400

Licence to Perform Rigging (basic level)

TAFE Course No: 19335
TAFE Unit No: CPCCLRG3001A

This 5 day course provides the skills to complete basic rigging work associated with movement of plant & equipment, steel erections, hoists, placement of precast concrete and static lines, perimeter screens and cantilever crane loading platforms for licensing purposes. Students must have completed the prerequisite course – Licence to Perform Dogging.

Course run on demand to meet industry needs 3171

$1600 (may vary with WorkCover legislation)

Dogging and Rigging Combined Course Licence to Perform Rigging (basic level)

Course content for Rigging as above

TAFE Course No: 19335
TAFE Unit No: CPCCLRG3001A
TAFE Unit No: CPCCCLDG3001A

This combined 9 day course also provides the skills required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load.

Course run on demand to meet industry needs 3172

$2100 (may vary with WorkCover legislation)

Bonded Asbestos Sheet Removal (Construction) (8 CPD)

TAFE Course No: 9055
National Code: 91233NSW

In conjunction with:

Plan and Supervise Bonded Asbestos Removal (12 CPD)

TAFE Unit Code: 17632

This combined course provides mandatory training for workers and supervisors in the construction sector who are required as part of their role to handle bonded asbestos products. On successful completion of the course students will be eligible to apply to WorkCover NSW for an Asbestos Supervisor Licence.

Orange 20 Aug 8am-4pm 3769
29 Oct 8am-4pm 3770

Dubbo 14 Aug 8am-4pm 3771
29 Oct 8am-4pm 3772

Mudgee 11 Sep 8am-4pm 3773

Bourke 17 Oct 8am-4pm 3774

$270 combined course price
($230 each course if separate)

i need relevant training

TAFE WESTERN 2012 Short Courses
i want the right skills

Estimating Made Easy
TAFE Course: 28749
Building Cost Estimating made easy using Cordell Estimator internet based software. This course, of six hour duration is intended for persons engaged in or wanting to save time in tendering for building work. The course is suited to those with building construction knowledge who would like to streamline and improve their estimating practices and success rate.

Participants in this course will:
• be introduced to the Cordell Estimator software and its features;
• learn how to access the Cordell Estimator database;
• learn how to create your own rates;
• prepare an estimate for a simple building project;
• generate a range of reports from the software;
• learn how to retrieve and edit an existing estimate

Bathurst 3179
Course run on demand to meet industry needs
$250

Certificate I General Construction (Fencing)
TAFE Course No: 10362
This course covers theory and practical to obtain the qualification necessary to apply for a contractors fencing licence with the Department of Fair Trading.

Orange Expression of Interest
$1100 3218

High Voltage
Manage the safety of employees through high voltage training. A number of courses are available which can be customised to meet the needs of mining and manufacturing industries.

Courses run on demand to meet industry needs

In-service Testing of Electrical Appliances (Test and Tag) (20 CPD)
TAFE Course Number: 19341
This course is for people seeking work in the inspection, testing and tagging of single phase low voltage portable electrical appliances.

Orange 16 Jul 8am-5pm 3778
Lithgow 27 Aug 8am-5pm 3779
Dubbo 9 Oct 8am-5pm 3780
Bathurst 29 Oct 8am-5pm 3781

CAD for Sparkies
TAFE Course: 27276
This course provides participants with some basic CAD skills to compete basic electrical drawings.

Course run on demand to meet industry needs
$340

Grid Connected Photovoltaic Systems
TAFE Course No: 19823
This 5 day course includes 2 theory face-to-face workshops, a 3 day practical workshop, plus self-paced online training requirements in between the workshops. The course covers the design and installation of grid connected PV systems. It includes working safely, set-up and design, placement, security and correct operation of the PV system and associated components, applicable national standards and guidelines, connecting to a supply grid converter, metering, and circuit connection. The course provides national qualifications required to apply to the Clean Energy Council of Australia to become an accredited installer of PV technologies if participants already have an Electrical Licence.

Course run on demand to meet industry needs
$1550 3181

Restricted Electrical Work Disconnect / Reconnect
TAFE Course No: 17698
This 6 day course is for people with a non-electrical trade qualification who want to acquire skills to undertake limited electrical work. You will learn about electrical safety, basic electrical circuits, terminating conductors to Australian standards, isolation procedures, safe disconnection of equipment and testing of equipment. Participants must provide evidence that they hold trade level qualifications related to maintenance and servicing of equipment.

Course run on demand to meet industry needs
$350 3190

Communications Cabling (Electricians)
Course No: 6093
To attend this course students must have a Certificate III in Electrotechnology Systems Electricians or equivalent or be long-term experienced cablers.

Courses run on demand to meet industry needs
$1500 3187

Basic Pneumatics
TAFE Course No: 24319
In this 9 week course you learn the basics of pneumatics including basic principles, component identification, symbol identification, circuit reading and circuit construction.

Courses run on demand to meet industry needs

Courses can also be conducted to meet demands in Lithgow and Bathurst or on site in industry using our mobile Pneumatics / Hydraulics training unit.
$650 3188

Basic Hydraulics
TAFE Course No: 26806
In this 9 week course you will learn the basics of hydraulics including basic principles, component identification, symbol identification, circuit reading and circuit construction.

Courses run on demand to meet industry needs

Courses can also be conducted to meet demands in Lithgow and Bathurst or on site in industry using our mobile Pneumatics / Hydraulics training unit.
$650 3189

Cut and Destruct
TAFE Course No: 5602
Learn how to use oxy-acetylene equipment safely and efficiently in this 4 hour course.

Course run on demand to meet industry needs
$350 3190
Pressure Welding AS 1796 Welding Certification
TAFE Course No: 17431
In this 35 hour course you will gain the skills to meet the AS1796 pressure welding standards.
Course run to meet industry demands
$1950 3191

Manual Metal Arc Welding
TAFE Course No: 17434
This course is designed for students who already have basic welding skills but require higher level skills to improve employment opportunities or are already employed.
Lithgow subject to numbers
$800 2602

Statement of Attainment in Water Plumbing
TAFE Course No: 10017
Successful completion of this course will enable you to apply for the Water Plumbing Licence. This blended course incorporates face-to-face workshops, self-paced learning and flexible assessment options. Prerequisite for this course is Certificate III in Plumbing.
Orange subject to numbers
$1200 3192

Statement of Attainment in Drainage (Waste)
TAFE Course No: 10016
Successful completion of this course will enable you to apply for a Draining Work Licence with the NSW Office of Fair Trading. This blended course incorporates face-to-face workshops, self-paced learning and flexible assessment options.
Orange subject to numbers
$1200 3783

Statement of Attainment in Backflow Prevention
TAFE Course No: 10380
On completion of this course students will be able to design, install and test various types of backflow prevention devices used in industrial, commercial and residential buildings according to authorities and manufacturers recommendations.
Orange 10/11/19 Aug
$500 3196

Statement of Attainment in Gas Fitting
TAFE Course No 10018
Successful completion of this course will enable you to apply for the Gas Fitting Licence. This blended course incorporates face-to-face workshops, self-paced learning and flexible assessment options.
Orange subject to numbers
$1200 3193

Statement of Attainment in Thermostatic Mixing Valves
TAFE Course No: 10379
On completion of this module, students will be able to carry out appropriate installation, maintenance and servicing procedures and testing according to authority and manufacturers recommendations.
Orange subject to numbers
$700 3782

TAFE Western will be working in partnership with the Master Plumbers Association to offer a range of new nationally accredited green plumbing courses.

Green Plumbers Environmental Solutions
TAFE Course No: 10384
Provide plumbing advice on water conservation measures
Water conservation, water rebates, rainwater, auditing
Orange subject to numbers
$180 3207

Provide advice on solar heated water systems
Domestic solar hot water products, gas and heat pump installations and rebates
Orange subject to numbers
$180 3208

Provide advice on energy efficient plumbing measures
Recycled water, grey water, waste water treatment systems
Orange subject to numbers
$250 3209

Plan suburban pump systems
Pump selection, sizing and installation for urban pump requirements
Expressions of interest
$250 3211

Provide advice on energy efficient commercial hot water systems
Covering traditional and solar options, sizing and installation considerations
Expressions of interest
$250 3212

Provide advice on natural wastewater treatment systems
Soil mechanics, plant selection, reed bed and swale design
Expressions of interest
$250 3213
TAFE WESTERN 2012 Short Courses

i want a safe workplace

Safe Working at Heights
TAFE Course No: 10398
By completing this course you will develop an understanding of the requirements for working at heights and the importance of risk assessment. The course includes practical activities such as safe attachment points, correct use of harnesses and fall arrest device.

This course complies with the requirements of AS1891:4.

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$250

Confined Spaces - Refresher (16 CPD)
TAFE Course No: 24899
This course provides hands-on refresher training recommended by AS 2885 to be conducted on an annual basis to enter Confined Spaces.

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$230

Use of Extinguishers, Hose Reels and Fire Blankets
TAFE Course No: 22318
In this 4 hour course participants will include how to select and use the correct fire extinguisher, use of hose reels and correct application of fire blankets.

Courses run to meet industry needs
$200

Safe Working in Confined Spaces (48 CPD)
TAFE Course No: 11256
This course develops skills and knowledge in entry and exit procedures, assessment of associated risks and an understanding of how to operate safely in a confined space. Mandatory training for NSW OHS regulations for people entering or working in and around confined spaces.

This course complies with the requirements of AS2885.

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$200

FLEXI TRADE RECOGNITION

TAFE Western provides opportunities for you to gain a qualification through our Flexi Trade Recognition Services.

- Get recognition for your skills and experience.

Have you a licence to perform contract work?
- Fines of up to $20,000 apply if you do not hold a contractor licence.
- Contact TAFE Western on 6393 2646 for information on how to obtain qualifications to apply for a contractor’s licence.

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MEM 30305 Certificate III Engineering Fabrication
MEM 30205 Certificate III Engineering Mechanical

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MEM 30305 Certificate III Engineering Fabrication
MEM 30205 Certificate III Engineering Mechanical

i want a safe workplace
**SHORT COURSE REGISTRATION FORM**

To **participate** in this current short course offering or **register your interest** for future short courses, complete the following registration form at least one week prior to the course date, and: **FAX** 02 6393 2641 (must include credit card details) or **POST** to TAFE Western, PO Box 1059, Orange NSW 2800 or **EMAIL** eileen.simmons@tafensw.edu.au

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**Participant**

Family Name: _____________________________________________________________

Given Name (in full): ______________________________________________________

Postal Address: __________________________________________________________

Address: _________________________________________________________________

Suburb: __________________________ State__________ Postcode__________

Phone (H): ____________________ Mobile: _________________________________

Fax: ________________________________

Email: _________________________________________________________________

Preferred method of contact: ☐ Phone ☐ Email ☐ Mail ☐ Fax

Date of Birth: ______________________________

☐ Male ☐ Female

☐ I would like to register and enrol for the following course/s

☐ Nothing takes my fancy at the moment but please use the above participant information to keep me informed about other short courses.

**Course Details**

1. Name: __________________________ Date: __________________________

   Code: __________________________ Fee: __________________________

   Location: __________________________

2. Name: __________________________ Date: __________________________

   Code: __________________________ Fee: __________________________

   Location: __________________________

3. Name: __________________________ Date: __________________________

   Code: __________________________ Fee: __________________________

   Location: __________________________

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**Management of Risk of Harm to Students and Staff**

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class.

For these purposes ‘violence’ is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well-being of others such as: “actual violence to any person, “possession of or use of a weapon or any item with the intention to cause harm or injury to others, “threats of violence or intimidation of others, “suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student’s needs and maximise your success in your studies.

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**The Next Step**

Once we receive your registration and payment form we will send you course confirmation and information.

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**Payment Method**

Registration forms and payment must be received 10 working days prior to the course commencement date.

Please note that courses with low enrolments may be cancelled or deferred. If this occurs we will contact you within 5 days prior to the course commencement and offer to transfer or refund the course fee in full.

If you register and find you cannot attend a course you must advise us at least 5 days prior to course commencement. Course fees will not be refunded or transferred after this time.

**Cheque/Money Order** ☐ (make out to TAFE Western Institute)

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**Additional Information**

1. **Citizenship and Residency**

Please mark your citizenship or residency status below, marking more than one box if appropriate.

I am: ☐ an Australian citizen ☐ a New Zealand citizen

☐ an Australian permanent resident ☐ not residing in Australia

☐ a permanent humanitarian visa holder

☐ holder of an Australian temporary visa and my visa sub-class is: ______

2. **Are you of Aboriginal or Torres Strait Islander origin?**

If you are both Aboriginal and Torres Strait Islander mark both boxes 2 and 3.

1. ☐ No 2. ☐ Yes, Aboriginal 3. ☐ Yes, Torres Strait Islander

3. **Do you consider yourself to have a disability, impairment or long-term condition?**

Mark one box only  ☐ Yes  ☐ No

If Yes, place a cross (X) in any applicable box/boxes

☐ Vision ☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Medical Condition

☐ Mental Illness ☐ Acquired Brain Impairment ☐ Learning ☐ Other

Do you require assistance because of this disability, impairment or long-term condition from a TAFE NSW Teacher Consultant?

1. ☐ No 2. ☐ Yes

If YES, contact a TAFE Disability Teacher Consultant for further information (details are available at the campus enrolment centre).

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**Student Declaration**

I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures. I have read the section titled Management of Risk of Harm to Students and Staff. I also acknowledge that it is a condition of my enrolment to advise the Campus Manager, a TAFE Counsellor or my Head Teacher if I have a history of violence. I confirm the accuracy of the information I have provided on this registration form and acknowledge that providing any false information and/or failing to disclose any relevant information, including any history of violence, may lead to the immediate termination of my enrolment at TAFE NSW. I acknowledge that the information provided on this registration form and that which will be collected by TAFE NSW throughout my enrolment will be used by TAFE NSW in accordance with the information handling practices documented in the Student Privacy Notice.

Student Signature: __________________________ Date ______________

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**Privacy Notice:**

The information provided on this registration form will be used for the purposes of general student administration and enrolment, identification, communication, state and national reporting, program monitoring and evaluation. Periodically TAFE Western may choose to use this information to inform you of other short courses or related courses that may be of interest. If you do not wish to receive this information please tick this box. ☐

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**Credit Card**

Please debit my: ☐ VISA / ☐ MASTERCARD  Total Amount: _________

Card No: __________________________ Expiry Date: __________

Name as it appears on card: __________________________

Total amount paying: __________________________

I agree to pay the advertised course fee using the nominated payment method and understand that TAFE Western is not responsible for changes in personal circumstances which may affect my ability to attend the course.

Cardholder Signature: __________________________ Date ______________
TAFE Western offers a large range of training services to meet the needs of industry. For more information about these services contact TAFE Western Business Coordinator on 02 6393 2645 mobile 0419 148 090 or email eileen.simmons@tafensw.edu.au

Customised Training
TAFE Western offers a range of courses to meet the needs of your business.

Benefits of our training:
- Courses can be delivered at times to suit your workplace
- Courses can be customised and delivered on-site to reduce travel time for your staff
- TAFE NSW delivers nationally recognised training
- TAFE Western is the 2007 NSW Large Training Provider of the year
- TAFE NSW can also facilitate access to funding to help support your training needs
- TAFE has extensive experience working with many of the region’s larger industries
- We offer specialist post-trade skills to keep you current with the latest trends
- Our Business Coordinator can visit your business to discuss your training needs

Support for Industry
TAFE Western offers responsive and customised support for industry.
- Access to over 2,400 courses and national qualifications
- We will work with you to analyse your training needs
- We can assist you to gain funding to meet training needs
- We can customise training to meet your workplace requirements
- We can develop plans to provide training, linked to your strategic directions & emerging needs
- We can build a partnership with you to provide solutions for training issues

Traineeships
Traineeships provide a flexible pathway for your staff to gain nationally recognised qualifications.

Benefits of our traineeships are:
- Training and assessment is completed by qualified trainers and assessors with specific industry knowledge
- Traineeships are offered across the western region
- Traineeships are delivered in partnership with employers
- Employers are eligible for a range of financial incentives
- Traineeships are available for new and existing staff

Traineeships are available in the following industry areas:
- Civil Construction
- Food Processing
- Meat Processing
- Water Operations
- Waste Operations
- Cleaning Operations
- Laboratory
- Automotive
- Engineering
- Road Transport
- Competitive Manufacturing
- Furniture Making
- Concreting

Apprenticeships
TAFE Western is a specialist provider of apprenticeship training across the Western Region of NSW.

Benefits of our apprenticeships training include:
- TAFE works in partnership with employers to ensure training meets the needs of the workplace
- Training is nationally recognised
- Apprenticeships assist in overcoming the national skills shortage in trade areas
- We provide flexible options to help fast-track your apprenticeship if you have the skills and knowledge

Apprenticeships are available in the following industry areas:
- Carpentry
- Shopfitting
- Electrotechnology
- Bricklaying
- Wall and Floor Tiling
- Plastering
- Automotive (Light Vehicle)
- Automotive (Heavy Vehicle)
- Automotive (Motorcycle)
- Engineering (Fabrication)
- Engineering (Fitting and Machining)
- Plumbing
- Painting and Decorating
- Signwriting
- Air Conditioning / Refrigeration
- Panel Beating
- Vehicle Painting