TAFE Courses for Secondary School Students ➤ School Based Learning ➤ Flexible Delivery Options
# TAFE Western TVET Consultant

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAFE Western TVET Consultant</td>
<td>Susan Skidmore</td>
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</tr>
<tr>
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<td>0408 227 861</td>
</tr>
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<td>Jacqueline Smith</td>
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</tr>
</tbody>
</table>

## TVET Coordinators

<table>
<thead>
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<th>Location</th>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>0424 536 816</td>
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<tr>
<td>MUDGEE, Coolah, Kandos, Dunedoo, Gulgong</td>
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<tr>
<td>02 6378 2622</td>
<td></td>
<td></td>
<td></td>
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<td>02 6352 0491</td>
</tr>
</tbody>
</table>
LYNDON WASS

Lyndon gained first place in the NSW HSC Automotive Framework Examination for 2011. Lyndon attended TAFE in Bathurst for his Automotive Studies whilst being a boarder at All Saints College in Bathurst.

As a student at TAFE Lyndon excelled, often topping the class in assessment events. His interests outside TAFE also led him to practise what he had learnt in the classroom. Lyndon always had a project in the planning stages, so holidays were taken up with making or fixing things around the family farm.

Lyndon was dedicated to improving his knowledge/skills and was eager to achieve in his studies as he wanted to study further in the engineering field. His commitment to studies led to him achieving “Most Deserving TVET Student” at Bathurst TAFE in 2010 and 2011.

Lyndon gained early entry into the University of Canberra based on the School Principal’s Recommendation where he is now studying a Bachelor of Industrial Design.
2013 TVET FLEXIBLE DELIVERY OPTIONS

- Aboriginal or Torres Strait Islander Cultural Arts
- Advertising Media
- Animal Studies
- Automotive
- Beauty - Retail Make-up
- Business Administration – Medical/Legal
- Business Services
- Business Certificate 1
- Children’s Services
- Creative Industries Media
- Customer Contact
- Electrotechnology
- Fashion and Textiles
- Fashion, Design and Technology
- Financial Services
- Government Services
- Hairdressing
- Information Technology
- Library Information Services
- Local Government
- Local Government (Operational Works)
- Music Industry (Introduction)
- Outdoor Recreation
- Property Services
- Resources and Infrastructure
- Retail
- Telecommunications Technology
- Tourism and Events
- Visual Arts
- Workplace Communication

I want to study close to home.
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ATAR Australian Tertiary Admissions Rank

www.wit.tafensw.edu.au 1
ANSWERS TO YOUR QUESTIONS ABOUT TVET COURSES

Q What are TVET courses?
These are vocational courses that you can do at your local TAFE or flexibly while you are still at school. It is training targeted to careers, trades, industries and employment.

Q Do TVET courses contribute to my HSC?
Yes, TVET courses contribute to your Year 11 and Year 12 HSC program.

Q Are TVET courses the same as my other school subjects?
Yes, they have the same unit values as your elective subjects at school. Please see the course guide for the units in each course.

Q If I am in Year 9 or 10, can I do a TVET course?
If you are in Year 9 or 10, you are eligible to apply to do a TVET course, but you must meet specific criteria and be approved for funding. For further information, ask your school career advisor or contact your TAFE Institute TVET Consultant.

Q Why would I do a TVET course?
TVET courses give you more subjects to choose from, practical training and an insight into a certain career.

TVET courses provide you with two sets of credentials from the NSW Board of Studies and nationally recognised qualifications from TAFE NSW which can contribute to further related study at TAFE or university. Employers will recognise your TAFE qualifications.

You can learn at a different place and meet students from other schools who have the same interests.

You will also enjoy working with TAFE teachers who have a hands on approach to learning and specialised industry knowledge.

Q What is different at TAFE? What can I expect?
TVET courses are taught by trained industry experienced teachers in well equipped training facilities.

Although you will be in an adult learning environment, TVET courses have the same Board of Studies requirements as other HSC courses that you do at school. You will need to attend classes and complete the set assessments.

Q What if I want to go to university?
TVET courses called Industry Curriculum Frameworks can contribute to your Australian Tertiary Admissions Rank (ATAR) if you complete 240 hours (usually two years) of the course, work placement and the optional state wide external examination.

Q How long does my course have to be studied?
You can study a course for one year or two years or even three if you started in Year 10.
Q Will I miss school? When will I attend the TAFE class?
Most TVET courses are held on a VET school day and you will do VET at school and/or TVET at TAFE. The course could be in the morning or afternoon or even after school.

TVET classes usually run for three or four hours per week. Some Certificate III courses may be for 5-6 hours.

Q What is work placement?
Work placement means students are required, as a part of the course, to complete a specified number of hours in the work place.

Q Will I have to do work placement?
Many courses require work placement which can be in industry or in a simulated workplace depending on the course. You will need to check with your TAFE teacher.

Q What will I wear?
You do not have to wear your school uniform. However, in some courses you will have to wear protective clothing and use protective equipment which is supplied.

Q How will I get to TAFE?
It is up to you to find your own way to the TAFE campuses. However, in some cases a bus can be arranged for you and other students. Ask your school career advisor what may be arranged for you.

Q If I have a disability, can I do TVET?
If you have a disability, you can also access TVET courses. You can get support if your disability has been confirmed.

Q How much will it cost?
If you are enrolled in a government school, the school will be billed but there is no cost to you for TVET.

If you are enrolled in a non-government school, the school will be billed and the school will pass on part of the cost to you.

Q What TVET courses are available?
All the TVET courses, locations and types of delivery are in this course guide. A course will not be delivered if there are insufficient enrolments for the course to be viable.

Q How can I find out more?
For information about TVET courses, you can contact your school’s careers advisor or TVET/VET Coordinator or a TAFE Campus TVET Coordinator, or log on to: www.wit.tafensw.edu.au/course-information/tafe-for-high-school-students

Q Will I get a TAFE certificate at the end of the course?
After completing the TVET course, you may receive two sets of credentials:
1. The TVET course will be listed on your HSC, if the Board of Studies HSC requirements have been achieved.
2. If the TAFE requirements have been achieved, you will receive either an Academic Transcript or, depending on the course, a Certificate I, II or III from TAFE NSW.
HOW DO I APPLY?

You apply through your school’s career advisor or TVET/VET Coordinator and ask for a TVET Expression of Interest form which must be signed by your parent or guardian.

For more information about TVET courses, you can contact a TVET/VET Coordinator or the TAFE campus TVET Coordinator (contact details inside front cover).

The courses in this booklet are listed in alphabetical order.

The delivery locations and flexible delivery options are shown.

Don’t be afraid to ask for the course that is not showing at your TAFE/school.

All course information and delivery locations are correct at time of printing (April 2012)

WATCH OUT FOR THESE SYMBOLS

** Possible outcomes and pathways may change for 2013.

** In certain circumstances, year 10 students can access TVET courses.
What are school based apprenticeships or traineeships?

School based apprenticeships or traineeships are a combination of school, part time employment and vocational study. You need to discuss school based apprenticeships or traineeships with your school’s career advisor.

If you are in Year 10, 11 or 12, you can undertake a part time apprenticeship or traineeship at TAFE and gain credit towards your Higher School Certificate.

If you are a school based apprentice or trainee, you will be paid for working part time - currently between 100 and 180 days before 31 December in the HSC year. This may require you to do some work during school hours.

While you are on the job, you will be provided with practical training by your employer.

Your formal training, usually 4-6 hours per week during school terms, counts as a HSC subject. In some cases it can also be used in calculating your ATAR.

If you undertake a school based apprenticeship or traineeship, you can achieve:

- a Higher School Certificate - in many cases achieving an ATAR
- a nationally recognised vocational qualification - usually at Certificate II or III level
- a Certificate of Proficiency
- paid part time work
- a head start to a career.
ABORIGINAL OR TORRES STRAIT ISLANDER CULTURAL ARTS

Duration: 1 year

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate II Aboriginal or Torres Strait Islander Cultural Arts
Certificate II Aboriginal or Torres Strait Islander Cultural Arts

Work placement: Recommended

Articulation: Certificate III Aboriginal or Torres Strait Islander Cultural Craft

Course description: This course is for Aboriginal or Torres Strait Islander students who want to develop the basic art-making skills that underpin visual arts and craft practice. Local cultural knowledge is part of the delivery.

Career opportunities: Working closely with the local Aboriginal or Torres Strait Islander community in the visual arts, crafts and broader industries. This qualification provides a pathway to a career in design, in areas such as graphic design and digital media.
ABORIGINAL & TORRES STRAIT ISLANDER PRIMARY HEALTH CARE (INDIGENOUS)

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate III in Aboriginal and Torres Strait Islander Primary Health Care

Work placement: Recommended

Articulation: Competencies achieved in this qualification may enable articulation into: Certificate III Aboriginal and/or Torres Strait Islander Primary Health Care Certificate III Health Services Assistance

Course description: This course is for students of Aboriginal or Torres Strait Islander descent who want to work in health services in Indigenous communities.

Career opportunities: Health care assistant working with Indigenous clients in the health service industry; trainee health worker.

○ Video Conference Delivery  □ Institute Wide Online  ★ Face to Face  ◇ Flexible Delivery  ◆ Block Delivery  ● Virtual World Delivery
# ACCOUNTS ADMINISTRATION

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1 or 2 years</th>
</tr>
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<tbody>
<tr>
<td>Options:</td>
<td>Year 10**</td>
</tr>
<tr>
<td>Unit value:</td>
<td>2 or 3 units (Specialisation units available)</td>
</tr>
<tr>
<td>Qualification:</td>
<td>Statement of competencies achieved towards Certificate III Accounts Administration</td>
</tr>
<tr>
<td></td>
<td>Certificate III Accounts Administration</td>
</tr>
<tr>
<td>Work placement:</td>
<td>YES - MANDATORY</td>
</tr>
<tr>
<td>Articulation:</td>
<td>Pathways to qualifications from the Financial Services Training Package</td>
</tr>
<tr>
<td>Course description:</td>
<td>Students will learn about industry entry level activities such as accounts payable, accounts receivable, payroll, cashier functions, preparation of trial balance, bookkeeping, EFT/e-business, purchases and sales, manual and computerised systems and preparation of basic financial reports.</td>
</tr>
<tr>
<td>Career opportunities:</td>
<td>You will gain the skills necessary to maintain the basic accounts of a business such as: accounts receivable/payable and computer based bookkeeping.</td>
</tr>
</tbody>
</table>
ADVERTISING MEDIA

Duration: 1 year

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate IV in Advertising

Work placement: No

Articulation: Certificate IV Advertising. Depending on units/electives completed in this course, you may be eligible for advanced standing in other courses and other training package qualifications.

Course description: This course is for students who want to develop the knowledge and skills to work in advertising across a range of industry and organisational settings. You will develop a range of specialist advertising and marketing skills as well as other generic business skills.

Career opportunities: Working in advertising in roles such as copywriter, account coordinator, media assistant and media buyer.
AGRIFOOD OPERATIONS (CERTIFICATE I)

Duration: 1 year

Options: Year 9  Year 10

Unit value: Recorded on ROSA

Qualification: Certificate I AgriFood Operations

Work placement: No


Course description: Students have the opportunity to achieve some of the basic practical skills and the underpinning knowledge for employment in a rural enterprise. It is aimed at students entering the agriculture, horticulture and conservation and land management industries.

Career opportunities: Employment as supervised workers in rural enterprises.

Available to students in:

- Bathurst
- Bourke
- Brewarrina
- Broken Hill
- Cobar
- Condobolin
- Coonamble
- Cowra
- Dubbo
- Dunedoo
- Forbes
- Gilgandra
- Grenfell
- Lightning Ridge
- Lithgow
- Menindee
- Mudgee
- Nyngan
- Orange
- Parkes
- Walgett
- Warren
- Wellington
- Wilcannia

Video Conference Delivery  Institute Wide Online  Face to Face  Flexible Delivery  Block Delivery  Virtual World Delivery
ANIMAL STUDIES

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units

Qualification: Statement of competencies achieved towards Certificate III Animal Studies Certificate II Animal Studies

Work placement: YES - MANDATORY

Articulation: Certificate III Animal Technology
Certificate III Companion Animal Services
Certificate III Captive Animals
Certificate IV Veterinary Nursing

Course description: This course is for students wanting to work as an animal attendant or carer in kennels and catteries, pounds and welfare centres, quarantine establishments, zoological and fauna parks, wildlife refuges, research centres, pet shops and commercial animal production enterprises.

Career opportunities: Animal carer in a wide range of workplaces, veterinary nursing attendant, animal attendant.

Delivery Information: Institute Wide Online Delivery involves Adobe sessions and a residential school per term.

Video Conference Delivery to students from Western Access Program I Institute Wide Online I Face to Face I Flexible Delivery I Block Delivery I Virtual World Delivery

Available to students in:
- Bathurst
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Animals Studies

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units

Qualification: Statement of competencies achieved towards Certificate III Animal Studies Certificate II Animal Studies

Work placement: YES - MANDATORY

Articulation: Certificate III Animal Technology
Certificate III Companion Animal Services
Certificate III Captive Animals
Certificate IV Veterinary Nursing

Course description: This course is for students wanting to work as an animal attendant or carer in kennels and catteries, pounds and welfare centres, quarantine establishments, zoological and fauna parks, wildlife refuges, research centres, pet shops and commercial animal production enterprises.

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Animals Studies

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units

Qualification: Statement of competencies achieved towards Certificate III Animal Studies Certificate II Animal Studies

Work placement: YES - MANDATORY

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Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units

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Work placement: YES - MANDATORY

Articulation: Certificate III Animal Technology
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Animals Studies

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units

Qualification: Statement of competencies achieved towards Certificate III Animal Studies Certificate II Animal Studies

Work placement: YES - MANDATORY

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Animals Studies

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

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Work placement: YES - MANDATORY

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# AUTOMOTIVE

**TRA**  **APP**  **ATAR**

<table>
<thead>
<tr>
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<th>1, 2 or 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options:</td>
<td>Year 10 **  Year 11  Year 12</td>
</tr>
<tr>
<td>Unit value:</td>
<td>2 units  2 or 4 units  2 or 4 units  (Specialisation units available)</td>
</tr>
<tr>
<td>Work placement:</td>
<td>YES - MANDATORY</td>
</tr>
<tr>
<td>Articulation:</td>
<td>This course may articulate into further study under a traineeship or apprenticeship up to Diploma level in skills areas: Light Vehicle, Heavy Vehicle, Road Transport, Motorcycle, Autoelectrical. This course may articulate into further study: Certificate II Automotive Electrical Technology, Automotive Mechanical, Automotive Vehicle Body (Vehicle Painting).</td>
</tr>
<tr>
<td>Course description:</td>
<td>This course aims to provide students with the opportunity to gain a range of skills suitable for employment in the automotive industry. It focuses on providing students with the knowledge and skills required to perform minor service and preparatory work in areas of the automotive industry: automotive troubleshooting, servicing batteries, repairing single electrical circuits.</td>
</tr>
<tr>
<td>Career opportunities:</td>
<td>Repair and maintenance of vehicles, new and used car salesperson, parts and accessories salesperson, performance enhancement.</td>
</tr>
</tbody>
</table>

- Video Conference Delivery  - Institute Wide Online  - Face to Face  - Flexible Delivery  - Block Delivery  - Virtual World Delivery

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- **Wilcannia**
AVIATION (FLIGHT OPERATIONS)

Duration: 1 or 2 years

Options: Year 10 ** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate II in Aviation (Flight Operations)
Certificate II in Aviation (Flight Operations)

Work placement: YES - MANDATORY

Articulation: Certificate II in Aviation (Flight Operations)

Course description: This course introduces students to the aviation industry at an operational level. The course is of particular interest to those who would seek employment in areas of aircraft operation.

Career opportunities: Cabin crew, cargo services operator.
BEAUTY THERAPY (NAIL TECHNOLOGY)

Duration: 1 or 2 years
Options: Year 10** Year 11 Year 12
Unit value: 2 units 2 or 4 units 2 or 4 units
Qualification: Statement of competencies achieved towards Certificate II Nail Technology
Work placement: YES - MANDATORY
Articulation: Competencies achieved in this qualification may enable articulation into:
Certificate II Nail Technology
Certificate II Retail Makeup and Skin Care
Certificate III Beauty Services
Certificate III Nail Technology
Certificate IV Beauty Therapy
Course description: This course is designed to equip students with the skills to work in the nail technology area, providing manicure and pedicure services and applying nail art.
Career opportunities: Nail technician, nail salon manager.
# BEAUTY THERAPY - (RETAIL MAKEUP AND SKIN CARE)

**Duration:** 1 or 2 years

**Options:** Year 10**, Year 11, Year 12

**Unit value:** 2 units, 2 or 4 units, 2 or 4 units

**Qualification:** Statement of competencies achieved towards Certificate II in Retail Makeup and Skin Care
Certificate II in Retail Makeup and Skin Care

**Work placement:** YES – MANDATORY

**Articulation:** Competencies achieved in this qualification may enable articulation into:
Certificate II Retail Makeup and Skin Care
Certificate II Nail Technology
Certificate III Beauty Services
Certificate III Nail Technology
Certificate IV Beauty Therapy

**Course description:** This course is for students interested in working in the makeup services industry and provides learners with introductory beauty knowledge and skills.

**Career opportunities:** This course is for students who want to work as a beauty retail cosmetic assistant, salon assistant or beauty receptionist.

**Delivery Information:** Block delivery Semester one.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

Available to students in:
- Bathurst
- Bourke
- Brewarrina
- Broken Hill
- Cobar
- Condobolin
- Coonamble
- Cowra
- Dubbo
- Dunedoo
- Forbes
- Gilgandra
- Grenfell
- Lightning Ridge
- Lithgow
- Menindee
- Mudgee
- Nyngan
- Orange
- Parkes
- Walgett
- Warren
- Wellington
- Wilcannia

Available to students in:
- Gulargambone
- Trangie
# BUSINESS ADMINISTRATION (MEDICAL OR LEGAL SERVICES)

**Duration:** 1 year  
**Options:** Year 12  
**Unit value:** 1 unit  
**Qualification:** Statement of competencies achieved towards Certificate III Business Administration (Medical) or Certificate III Business Administration (Legal), when combined with courses from the Business Services Curriculum Framework.  
**Work placement:** YES - MANDATORY  
**Articulation:** Certificate III Business Administration  
Certificate IV Business Administration  
**Course description:** This course will provide students with the knowledge and skills to be able to work in a medical or legal environment.  
**Career opportunities:** Legal receptionist, legal administrator, medical receptionist, medical records clerk or medical secretary.

- Bathurst  
- Bourke  
- Brewarrina  
- Broken Hill  
- Cobar  
- Condobolin  
- Coonamble  
- Cowra  
- Dubbo  
- Dunedoo  
- Forbes  
- Gilgandra  
- Gunnedah  
- Lightning Ridge  
- Lithgow  
- Menindee  
- Mudgee  
- Nyngan  
- Orange  
- Parkes  
- Walgett  
- Warren  
- Wellington  
- Wilcannia
**BUSINESS (CERTIFICATE I)**

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options:</td>
<td>Year 9 Year 10</td>
</tr>
<tr>
<td>Unit value:</td>
<td>Recorded on ROSA</td>
</tr>
<tr>
<td>Qualification:</td>
<td>Certificate I Business</td>
</tr>
<tr>
<td>Work placement:</td>
<td>No</td>
</tr>
<tr>
<td>Articulation:</td>
<td>Certificate II Business. Advanced standing in other training package qualifications</td>
</tr>
<tr>
<td>Course description:</td>
<td>This course provides students with employability skills relevant to a business or work environment: communication, computing, planning, scheduling.</td>
</tr>
<tr>
<td>Career opportunities:</td>
<td>Business trainees. Entry level employment in a variety of business environments and industries.</td>
</tr>
</tbody>
</table>

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

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- Wellington
- Wilcannia

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BUSINESS SERVICES

Duration: 1, 2 or 3 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units (Specialisation units available)

Qualification:
Certificate II Business
Statement of competencies achieved towards Certificate II Business
Certificate III Business
Statement of competencies achieved towards Certificate III Business

Work placement: YES - MANDATORY

Articulation:
When you finish this course you can apply to do the Certificate III in Business, Certificate III in Business Administration or other specialist Certificate III qualifications from the Business Services Training Package. In addition, depending on units/electives completed in this course, you may be eligible for advanced standing in other Training Package qualifications.

Course description:
This course is designed to enable students to acquire a range of business, technology, interpersonal and organisational skills for employment in clerical and administrative positions in commerce, industry, government and the professions. Skills gained in this industry transfer to other occupations.

Career opportunities:
Payroll clerk/officer, personal assistant, personnel clerk, project manager, sales clerk/officer, administrative assistant, data entry operator, receptionist.

Video Conference Delivery | Institute Wide Online | Face to Face | Flexible Delivery | Block Delivery | Virtual World Delivery
CHILDREN’S SERVICES

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2, 3 or 4 units 2, 3 or 4 units

Qualification: Statement of competencies achieved towards Certificate III Children’s Services
Certificate III Children’s Services

Work placement: YES – MANDATORY (Students must be 16 years old to undertake work placement)

Articulation: Competencies achieved in this qualification may allow articulation into courses for centre based care,
family day care workers and for other courses as listed in the Community Services Training Package.
Certificate III Children’s Services
Diploma Children’s Services

Course description: This course provides students with an introduction to child care and skills such as facilitating play and
leisure activities suited for employment as assistants in centre based care facilities for children.
Students will participate in play sessions.

Career opportunities: Childcare assistant, unqualified childcare worker, family day care worker, nanny.
Under the Children’s Services Regulation 2004, students must be 18 years of age for employment in
the industry.

Delivery Information: Full Certificate III only delivered at Bathurst, Cowra, Dubbo and Orange.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

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# COMMUNITY SERVICES WORK (WELFARE)

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1 year or 2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options:</td>
<td>Year 10**, Year 11, Year 12</td>
</tr>
<tr>
<td>Unit value:</td>
<td>2 units, 2 units, 2 units</td>
</tr>
<tr>
<td>Qualification:</td>
<td>Statement of competencies achieved towards Certificate III Community Services Work Certificate III Community Services Work</td>
</tr>
<tr>
<td>Work placement:</td>
<td>YES - MANDATORY</td>
</tr>
<tr>
<td>Articulation:</td>
<td>Certificate III Community Services Work Certificate IV Community Services Work</td>
</tr>
<tr>
<td>Course description:</td>
<td>This course is for students who want to work in a broad range of services which support individuals and groups within the community services industry. Students will develop skills for client interaction and referrals.</td>
</tr>
<tr>
<td>Career opportunities:</td>
<td>This course is considered by industry as an entry level qualification for work in community services organisations. Occupational titles include: community care worker, community development worker, intake and referral worker, juvenile justice officer, support worker, youth worker.</td>
</tr>
</tbody>
</table>

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

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- Mudgee
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- Parkes
- Walgett
- Warren
- Wellington
- Wilcannia
# COMPUTER AIDED DRAFTING (CAD)

| Duration: | 1 year |
| Options: | Year 10** | Year 11 | Year 12 |
| Unit value: | 2 units | 2 units | 2 units |
| Qualification: | Statement of competencies achieved towards Computer Aided Drafting (TVET) |
| Work placement: | YES - MANDATORY. This requirement can be met through a simulated workplace |
| Articulation: | Learners who complete the Statement of Attainment Computer Aided Drafting can apply to enrol in many TAFE courses and gain full credit for any units achieved, provided they meet all the entry requirements. |
| Course description: | This course is designed to enable students to gain competence in the use of computer aided drafting (CAD) software on desktop computers and to gain skills and knowledge to retrieve, create, modify and save drawing. |
| Career opportunities: | In the general metal and engineering drafting office environment. |

*Video Conference Delivery | Institute Wide Online | Face to Face | Flexible Delivery | Block Delivery | Virtual World Delivery

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- Walgett
- Warren
- Wellington
- Wilcannia
CONSTRUCTION

Duration: 1, 2 or 3 years

Options: Year 10 ** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units (Specialisation units available)

Qualification: Statement of competencies achieved towards Certificate II Construction Certificate II Construction

Work placement: YES - MANDATORY

Articulation: Successful completion of this course allows learners to articulate into any general construction course, which contains comparable competency standards. Successful learners can also articulate into other relevant Construction National Training Package qualifications.

Course description: This course provides students with the opportunity to gain a range of skills suitable for employment in the building and construction industry: measuring and calculating, reading and interpreting plans, use of construction tools and equipment and safe and environmentally sustainable work practices.

Career opportunities: Learners will be able to pursue a career in building and construction from a trade level and beyond to managerial level by articulating into post-trade courses, diploma, advanced diploma and university courses.
CREATIVE INDUSTRIES MEDIA (CERTIFICATE I)

Duration: 1 year

Options: Year 9  Year 10

Unit value: Recorded on ROSA

Qualification: Certificate I Creative Industries

Work placement: Work based learning strongly recommended

Articulation: Certificate II Screen and Media.

Course description: This course allows students to develop basic skills and knowledge to prepare for work in the creative industry sector. Students can select from singing, music, drawing, painting and computing electives.

Career opportunities: Entry level employment in the creative industries sector.
CUSTOMER CONTACT

Duration: 1 year

Options: Year 11 Year 12

Unit value: 3 units 3 units

Qualification: Statement of competencies achieved towards Certificate III Customer Contact
Certificate III Customer Contact

Work placement: YES - Strongly recommended

Articulation: Certificate IV Customer Contact or a range of other Certificate IV qualifications

Course description: This course provides students with skills and knowledge to receive and respond to customer requests, handle customer complaints, provide technical advise, capture data and work with multiple communication channels.

Career opportunities: Customer contact agent or operator, customer service representative, telesales representative and call/contact centre agent.

Video Conference Delivery ★ Institute Wide Online ★ Face to Face ★ Flexible Delivery ★ Block Delivery ★ Virtual World Delivery
## DESIGN FUNDAMENTALS

- **Duration:** 1 or 2 years
- **Options:** Year 10**, Year 11, Year 12
- **Unit value:** 2 units, 2 units, 2 units or 4 units
- **Qualification:** Statement of competencies achieved towards Certificate III Design Fundamentals
- **Work placement:** YES - MANDATORY
- **Articulation:** This qualification prepares students for design learning at higher levels across a broad range of design disciplines.
- **Course description:** The purpose of this course is to provide students with the opportunity to gain knowledge and skills in design fundamentals, such as: design practice, photoimaging, ceramics, digital art, video art.
- **Career opportunities:** Design assistant.
**DESKTOP PUBLISHING**

Duration: 1 or 2 years

Options: Year 11 Year 12

Unit value: 2 units 2 units

Qualification: Statement competencies achieved towards Certificate II in Printing and Graphic Arts (Desktop Publishing)
Certificate II in Printing and Graphic Arts (Desktop Publishing), for school based trainees only

Work placement: No

Articulation: Certificate III Printing and Graphic Arts (Graphic Design Production)
Certificate III Printing and Graphic Arts (Multimedia)

Course description: This course is for students to gain skills and knowledge to assist in the production of professionally designed and presented documents, using desktop publishing software.

Career opportunities: Assistant desktop publisher, pre-press worker.
ELECTROTECHNOLOGY

Duration: 1, 2 or 3 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units
(One unit specialisation study available)

Qualification: Statement of competencies achieved towards Certificate II
Electrotechnology (Career Start)
Certificate II Electrotechnology (Career Start)
Statement of competencies achieved towards Certificate III
Electrotechnology Electrician

Work placement: YES - MANDATORY

Articulation: When you finish this course you can apply for advanced standing in
Electrotechnology Certificate II and Certificate III courses.

Course description: This course aims to provide students with entry level training for
employment in the electrotechnology industry: skills in safe work practices,
problem solving and routine work activities.

Career opportunities: Electrotechnology traineeships, electrotechnology apprenticeships.

Delivery Information VC delivery includes residential blocks in Dubbo.
FASHION AND TEXTILES

Duration: 1 year

Options: Year 11 Year 12

Unit value: 2 units 2 units

Qualification: Certificate I Textile, Clothing and Footwear

Work placement: No

Articulation: Certificate II Clothing Production
Certificate II Clothing Production (Intermediate)
Certificate II Clothing Production (Complex or Multiple Processes)

Course description: This course is for students who want an introduction to the basic skills and knowledge required for work in creative and production orientated environments within the fashion and/or textiles clothing and footwear industry.

Career opportunities: This course provides an introduction to the fashion and TCF industry, and will help you make an informed decision about pursuing further training for a career in the industry.

Video Conference Delivery | Institute Wide Online | Face to Face | Flexible Delivery | Block Delivery | Virtual World Delivery

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- Warren
- Wellington
- Wilcannia
FASHION DESIGN AND TECHNOLOGY

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate II Applied Fashion Design and Technology
Certificate II Applied Fashion Design and Technology

Work placement: No

Articulation: This course provides entry into Certificate III Applied Fashion Design and Technology or Certificate IV Applied Fashion Design and Technology.

Course description: The aim of this course is to allow for students to acquire and apply fundamental creative, practical skills and knowledge as a means of an introduction or induction to the fashion industry environment. This is a hands on course.

Career opportunities: This course is intended as an introduction to the fashion industry, and will help you make an informed decision about pursuing further training for a career in the industry.
FINANCIAL SERVICES

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 or 3 units 2 or 3 units (Specialisation units available)

Qualification: Statement of competencies achieved towards Certificate III Financial Services Certificate III Financial Services

Work placement: YES - MANDATORY

Articulation: Certificate IV Financial Services Certificate IV Bookkeeping

Course description: This course introduces students to the various roles in entry level employment in the financial services sector such as responding to clients needs and maintaining financial records. Students will acquire knowledge and skills needed in banking, credit management, insurance and retail financial services.

Career opportunities: This course provides a pathway to entry level employment in the financial services industry. Employment could involve processing financial transactions, maintaining business records and processing payment documentation.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery
FITNESS

**TRA**

![Image of people exercising]

**Duration:** 1 or 2 years

<table>
<thead>
<tr>
<th>Options</th>
<th>Year 10**</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit value</td>
<td>2 units</td>
<td>2 units</td>
<td>2 units</td>
</tr>
</tbody>
</table>

**Qualification:** Statement of competencies achieved towards Certificate III Fitness Certificate III Fitness

**Work placement:** YES - MANDATORY

**Articulation:** Certificate III Fitness

**Course description:** This course is for students who are interested in acquiring the knowledge and skills to work as an exercise instructor in gyms, fitness facilities, pools, community facilities and outdoor environments.

**Career opportunities:** Gym exercise instructor, group exercise instructor, aqua group instructor.

**Delivery Information:** Full Certificate III only available at Bathurst and Orange.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

- Bathurst
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- Parkes
- Walgett
- Warren
- Wellington
- Wilcannia

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Duration: 1 or 2 years

Options: Year 11  Year 12

Unit value: 2 units  2 units

Qualification: Statement of competencies achieved towards
Certificate II Floristry (Assistant)
Certificate II Floristry (Assistant)

Work placement: YES - MANDATORY

Articulation: Advanced Standing Certificate III Floristry
Advanced Standing Certificate IV Floristry.

Course description: Students will learn about the structure of the
floristry industry, displays of cut flowers and
potted plants. Students will acquire skills in
collecting, packaging and delivering a range of
floristry goods and products; recognising and
using flowers, equipment and tools; constructing
simple arrangements and assisting trained
florists to serve customers.

Career opportunities: Floristry Assistant.
GOVERNMENT SERVICES

Duration: 2 years
Options: Year 11 Year 12
Unit value: 2 units 2 units
Qualification: Certificate II in Government Services
Work placement: Undertaken as part of traineeship
Course description: This course is for Aboriginal students. It will help students develop a broad range of skills and knowledge relating to protocols and community and socio-economic positioning of Aboriginal people. It will also show students how to develop and apply personal strategies to identify and deal with racism.
Career opportunities: Work and training opportunities in the public service or local government.
Delivery Information: IPROWD School trainees will have a combination of VC delivery and blocks in Dubbo.
HAIRDRESSING

Duration: 1 or 2 years
Options: Year 11 Year 12
Unit value: 2 units or 2 units
Qualification: Statement of competencies achieved towards Certificate II Hairdressing Certificate II Hairdressing Certificate III Hairdressing, school based apprentices only
Work placement: YES - MANDATORY
Articulation: When you finish this course you can apply for advanced standing in Certificate III Hairdressing.
Course description: This course is for students who want to gain practical skills in hairdressing for employment in the hairdressing industry.
Career opportunities: Apprentice hairdresser, salon assistant or hairdressing receptionist.
Delivery Information: Block delivery Semester two.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

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- Parkes
- Walgett
- Warren
- Wellington
- Wilcannia

Available to students in:
- Gulargambone
- Trangie
## HORTICULTURE (PRIMARY INDUSTRIES)

### Duration:
1, 2 or 3 years

### Options:
<table>
<thead>
<tr>
<th>Year 10**</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Unit value:
| 2 units | 2 or 4 units | 2 or 4 units (Specialisation units available) |

### Qualification:
- Statement of competencies achieved towards Certificate II Horticulture
- Certificate II Horticulture
- Statement of competencies achieved towards Certificate III Horticulture

### Work placement:
YES - MANDATORY

### Articulation:
- Certificate III Horticulture
- Certificate IV Horticulture

Pathways from this qualification include any of the specialist qualifications at Certificate III level

### Course description:
This course aims to provide students with skills and knowledge, with a horticulture focus, suitable for employment in a primary industries environment. Students gain skills in safe work practices, environmentally sustainable work practices, landscaping, nursery operations, arboriculture, parks and gardens and machinery operations and maintenance.

### Career opportunities:
Entry level employment in a primary industries environment, horticulturist, nursery attendant, parks and gardens maintenance officer.

*Video Conference Delivery I  Institute Wide Online I  Face to Face I  Flexible Delivery I  Block Delivery I  Virtual World Delivery*
HOSPITALITY

**Duration:** 1, 2 or 3 years

**Options:** Year 10**, Year 11, Year 12

**Unit value:** 2 units, 2 units, 2 or 4 units, (Specialisation units available)


**Work placement:** YES - MANDATORY

**Articulation:** Learners who successfully complete this program are able to articulate with and receive credits for relevant units of competency from other qualifications in the Tourism, Hospitality and Events Training Package. When you finish this course you can gain articulation into Certificate III Hospitality.

**Course description:** This course focuses on providing skills and knowledge to be competent, at an operations level, in hospitality establishments. Skills learned can be transferred across a range of industries: communication, hygiene and safety, accommodation services, commercial cookery or food and beverage service.

**Career opportunities:** Bar attendant, bottle shop attendant, catering assistant, food and beverage attendant, housekeeping attendant, porter, receptionist, front office attendant, breakfast cook, short order cook, fast food cook.

**Delivery Information:** Hospitality (Kitchen Operations) NOT Hospitality available to Gulargambone students only.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

Available to students in:
- Gulargambone
### HUMAN RESOURCES (BUSINESS)

- **Duration:** 1 or 2 years
- **Options:** Year 11, Year 12
- **Unit value:** 2 units, 2 units
- **Qualification:**
  - Statements of competencies achieved towards Certificate IV Human Resources
  - Certificate IV Human Resources
- **Work placement:** No
- **Articulation:**
  - Certificate IV Human Resources
  - Diploma of Human Resources Management
- **Course description:** This course provides students with skills and knowledge required to work in human resources: recruiting, selecting and inducting staff, processing job vacancies and implementing industrial relations policies and procedures.
- **Career opportunities:** Entry level employment as a human resource officer. Line manager/clerk with human resource responsibilities, payroll officer.

### Locations
- Bathurst
- Bourke
- Brewarrina
- Broken Hill
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- Condobolin
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- Warren
- Wellington
- Wilcannia
HUMAN SERVICES

Duration: 1 or 2 years

Options: Year 11 Year 12

Unit value: Suggested pattern of delivery for 6 units of credit: 4 units Year 11 and 2 units Year 12

Qualification: Statement of competencies achieved towards Certificate III Health Services Assistance, Certificate III Health Services Assistance

Work placement: YES - MANDATORY. Students must be 16 years old to undertake work placement (105 hours for Certificate III). Students will be required to be immunised against infectious diseases.

Articulation: Certificates III Aged Care, Allied Health and Health Services Assistance.
Certificate IV Nursing (Enrolled/Division 2 Nursing)
The 4 unit Health Services Assistance course can articulate to the CSU Nursing course.

Course description: This course provides students with the opportunity to obtain qualifications for employment in the health and/or aged care industries, and acute care settings. Students can gain skills in safe work practices, infection control, communication, client care, service delivery, duty of care, ethical practice and problem solving.

Career opportunities: Assistant in nursing in hospitals, allied health assistant, enrolled nurse, registered nurse, personal care assistant, patient care assistant, orderly, operating theatre technician, theatre support, wards person.
INFORMATION TECHNOLOGY

* Possible outcomes and pathways may change for 2013.

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1, 2 or 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options:</td>
<td>Year 10** Year 11 Year 12</td>
</tr>
<tr>
<td>Unit value:</td>
<td>2 units 2 or 4 units 2 or 4 units (Specialisation units available)</td>
</tr>
<tr>
<td>Qualification:</td>
<td>Statement of competencies achieved towards Certificate II Information Technology Certificate II Information Technology Statement of competencies achieved towards Certificate III Information Technology Certificate III Information Technology</td>
</tr>
<tr>
<td>Work placement:</td>
<td>YES - MANDATORY</td>
</tr>
<tr>
<td>Course description:</td>
<td>This course provides the foundation skills and knowledge to enable students to work effectively in an IT environment. Students will be creating programs, systems and databases, networking computers and finding solutions to technical and software problems.</td>
</tr>
<tr>
<td>Career opportunities:</td>
<td>Clerical or software support role. ICT Specialist in software applications, network administrator or computer support person.</td>
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</tbody>
</table>

Video Conference Delivery | Institute Wide Online | Face to Face | Flexible Delivery | Block Delivery | Virtual World Delivery

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LIBRARY/INFORMATION SERVICES
*This course may be replaced in 2013 with Information and Cultural Services Certificate III

Duration: 1 year

Options: Year 11 Year 12

Unit value: 2 units 2 units

Qualification: Certificate II Library/Information Services

Work placement: Strongly Recommended

Articulation: Certificate III Information and Cultural Services

Course description: This course provides students with knowledge, skills and attitudes to support library technicians and librarians. Students will be able to provide information to customers, deal with complaints, adapt to new systems and technology, use databases and electronic information systems.

Career opportunities: Arts assistant, gallery assistant, library assistant, museum assistant, visitor liaison assistant, customer service assistant (galleries, libraries, archives, records and museums).

Video Conference Delivery | Institute Wide Online | Face to Face | Flexible Delivery | Block Delivery | Virtual World Delivery

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- Menindee
- Mudgee
- Nyngan
- Orange
- Parkes
- Walgett
- Warren
- Wellington
- Wilcannia
LOCAL GOVERNMENT

Duration: 1 year
Options: Year 10** Year 11 Year 12
Unit value: 3 units 3 units 3 units
Qualification: Certificate II in Local Government
Work placement: Undertaken as part of a traineeship
Articulation: When you finish this course you can apply to do other vocational certificates. You will get credit for the vocational units you have completed.
Course description: This course develops skills and knowledge for trainees in Local Government, working in a predominantly administrative environment.
Career opportunities: Local government council employee, or employed in other organisations.
LOCAL GOVERNMENT (OPERATIONAL WORKS)

Duration: 2 years

Options: Year 11 Year 12

Unit value: 2 or 3 units 2 or 3 units

Qualification: Certificate II in Local Government (Operational Works)

Work placement: Undertaken as part of a traineeship

Articulation: When you finish this course you can apply to do other vocational certificates. You will get credit for the vocational units you have completed.

Course description: This course develops skills and knowledge for trainees in the Operational Works field in Local Government. It covers civil works and construction (such as pavement, road and bridge maintenance and site preparation), general construction, parks and gardens and plant management.

Career opportunities: Employment in the local government sector. Skills and knowledge acquired in this course can also be transferred to other public or private sector contexts.
MANUFACTURING PATHWAYS (CERTIFICATE I)

Duration: 1 year
Options: Year 9 Year 10
Unit value: Recorded on ROSA
Qualification: Certificate I in Manufacturing (Pathways)
Work placement: No
Articulation: Successful completion of this course will provide advanced standing in a number of courses. For example: Certificate II Construction and Certificate II Metal and Engineering.
Course description: Students will focus on one of four areas for specialisation: timber, cloth, plastic, metal.
Career opportunities: Entry level employment in a variety of industries.
**MARKETING**

- **Duration:** 1 or 2 years
- **Options:** Year 11  Year 12
- **Unit value:** 2 or 3 units  2 or 3 units
- **Qualification:** Statement of competencies achieved towards Certificate IV in Marketing
- **Work placement:** YES - MANDATORY
- **Articulation:** Diploma of Marketing or other specialist Diploma qualifications in the Business Services Training Package, such as advertising or management. Depending on units completed in this course, you may be eligible for advanced standing in other courses and other training package qualifications.
- **Course description:** This course is for students who want to develop the knowledge and skills to work in marketing. You will gain a range of specialist marketing skills such as identifying marketing opportunities and analysing consumer behaviour that will allow you to function effectively in a marketing industry setting.
- **Career opportunities:** Working in marketing in roles such as marketing coordinator, market research assistant, direct marketing officer.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery
# MEDIA JOURNALISM

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1 or 2 years</th>
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<tbody>
<tr>
<td>Options:</td>
<td>Year 10**</td>
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<tr>
<td>Unit value:</td>
<td>2 units</td>
</tr>
<tr>
<td>Qualification:</td>
<td>Statement of competencies achieved towards Media Journalism</td>
</tr>
<tr>
<td>Work placement:</td>
<td>No</td>
</tr>
<tr>
<td>Articulation:</td>
<td>This course prepares students for further study in news media at Certificate III level.</td>
</tr>
<tr>
<td>Course description:</td>
<td>This course is for students with good English skills who are interested in acquiring journalistic skills to help gain employment in the media news industry: basic news gathering skills, researching and writing soft and hard news stories for print and electronic media.</td>
</tr>
<tr>
<td>Career opportunities:</td>
<td>News cadet.</td>
</tr>
</tbody>
</table>

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

** Bathurst
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** Wellington
** Wilcannia

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**METAL AND ENGINEERING**

- **TRA**
- **APP**
- **ATAR**

**Duration:** 1, 2 or 3 years

**Options:**
- Year 10**
- Year 11
- Year 12

**Unit value:**
- 2 units
- 2 or 4 units
- 2 or 4 units (Specialisation units available)

**Qualification:**
- Certificate I Engineering
- Certificate II Engineering
- Statement of competencies achieved towards Certificate II Engineering (various trades)
- Statement of competencies achieved towards Certificate III Engineering

**Work placement:** YES - MANDATORY

**Articulation:**
- Certificate II Engineering - Production Technology
- It will provide advanced standing in higher level courses in the field.

**Course description:** Students will develop a broad range of skills and knowledge about the manufacturing, engineering and related service industries. For example: metal fabrication, metal manufacturing and metal machining. Students will gain skills in the use of hand and power tools, technical drawing and engineering measurement.

**Career opportunities:** This course provides training for entry level employment in the manufacturing, metals and engineering and related industries.
MICRO BUSINESS OPERATIONS

Duration: 2 years

Options: Year 11 Year 12

Unit value: 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate III in Micro Business Operations
Certificate III in Micro Business Operations

Work placement: YES - MANDATORY

Depending on units completed in this course, you may be eligible for advanced standing in other
courses and other training package qualifications.

Course description: This course is for students who intend to go into small business as an independent contractor
and/or micro business operator. This course provides the skills and knowledge required to
investigate micro business opportunities, develop a micro business proposal, organise finances and
resource requirements for the micro business, and comply with regulatory, taxation and insurance
requirements for a micro business.

Career opportunities: Micro business operator, independent contractor.

Video Conference Delivery | Institute Wide Online | Face to Face | Flexible Delivery | Block Delivery | Virtual World Delivery
MOTOR SPORTS (AUTOMOTIVE)

Duration: 1, 2 or 3 years

Options: Year 10** Year 11 Year 12

Unit value: available) 2 units 2 or 4 units 2 or 4 units (Specialisation units

Qualification: Statement of competencies achieved towards Certificate II Automotive Mechanical Certificate II Automotive Mechanical

Work placement: YES - MANDATORY

Articulation: This course may articulate into further study: Certificate II Automotive Electrical Technology, Automotive Mechanical, Automotive Vehicle Body (Vehicle Painting).

This course may articulate into further study under a traineeship or apprenticeship up to Diploma level in skill areas: Motor Sports Mechanic, Light Vehicle, Heavy Vehicle, Road Transport, Motorcycle, Auto Electrical.

Course description: This course aims to provide students with the opportunity to gain a range of skills suitable for employment in the automotive industry, with a focus on the motor sports industry.

Career opportunities: Repair and maintenance of motor sport vehicles, performance enhancement of motor sport vehicle.
**MUSEUM PRACTICE**

- **Duration:** 1 year
- **Options:** Year 11, Year 12
- **Unit value:** 2 units, 2 units
- **Qualification:** Statement of competencies achieved towards Certificate II Museum Practice, Certificate II Museum Practice
- **Work placement:** Yes
- **Articulation:** Certificate IV Museum Practice

**Course description:** This course will provide students with skills, knowledge and understanding to perform a range of tasks in museums (art, history and science), galleries (art, public) and other public centres and to provide effective customer service and to assist with presentation of public activities and events. Students will become familiar with contemporary issues and be able to address access, participation and cultural equity issues.

**Career opportunities:** Education and visitor service assistant, Aboriginal or Torres Strait Islander museum assistant, art worker in the Gallery and Museum sector.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

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# MUSIC INDUSTRY

**Duration:** 1 or 2 years

<table>
<thead>
<tr>
<th>Options</th>
<th>Year 10**</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit value:</strong></td>
<td>2 units</td>
<td>2 or 4 units</td>
<td>2 or 4 units</td>
</tr>
</tbody>
</table>

| Qualification: | Statement of competencies achieved towards Certificate III Music Certificate III Music |

| Work placement: | No |


**Course description:** This course is for students who want to work in the music industry as performers in a band or musical event. You can develop music literacy knowledge and skills in music writing, composition and performance and develop other skills related to the music industry such as: audio/sound, research, innovation and creative thinking and writing, micro business skills, implementing copyright arrangements and working safely and effectively in the music industry.

**Career opportunities:** Relevant job roles may include working as performer in a band or musical event.
MUSIC INDUSTRY (INTRODUCTION)

Duration: 1 or 2 years
Options: Year 10** Year 11 Year 12
Unit value: 2 units 2 units 2 units
Qualification: Certificate II Music
Work placement: No
Articulation: Certificate III Music
Certificate III Music Business
Certificate III Technical Production
Course description: In this course, students will develop and apply a basic knowledge of music, the performing arts and creative arts industry. Students can gain skills and knowledge in music literacy or musical performance or audio/sound production. This is a preparatory course for work in the music industry or for further education in music.
Career opportunities: Road crew member, performer at a local community level.
OPAL CUTTING AND POLISHING

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate II Opal Cutting and Polishing Certificate II Opal Cutting and Polishing

Work placement: YES - MANDATORY but it is permissible for this to be undertaken concurrently with the course delivery in a simulated environment.


Course description: This course will provide an introduction to the opal mining industry. Students will develop the ability to cut and polish opals at a basic level.

Career opportunities: Opal cutter and/or polisher, miner - pathway for industry sector employment.
OUTDOOR RECREATION

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 3 units 2 or 3 units

Qualification: Statement of competencies achieved towards Certificate II Outdoor Recreation or Certificate II Outdoor Recreation

Work placement: YES - MANDATORY

Articulation: Advanced standing in selected units within the Certificate III in Outdoor Recreation.

Course description: This course provides students with the skills and knowledge to perform core activities in outdoor recreation and to assist with the conduct of a range of outdoor activities. You will learn to use a diverse range of equipment and to work as part of a team in field locations such as camps, indoor recreation centres or facilities and in differing environments such as water, dry land and mountainous terrains.

Career opportunities: Outdoor activity assistant, outdoor participant.
PLUMBING

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units

Qualification: Statement of competencies achieved towards Certificate III Plumbing Certificate III Plumbing

Work placement: Strongly recommended

Articulation: This course provides advanced standing into: Certificate III Plumbing, Certificate III Roof Plumbing and Certificate III Fire Protection.

Course description: The aim of this course is to provide instruction, demonstration and practical experience to gain skills and knowledge for employment in the plumbing industry. Six specialist streams are covered: water, sanitary, drainage, mechanical services, roof and gas services.

Career opportunities: Plumber, plumber and drainer, plumber and gasfitter, gasfitter, roof plumber.

Video Conference Delivery ★ Institute Wide Online ★ Face to Face ★ Flexible Delivery ◊ Block Delivery ★ Virtual World Delivery

★ Bathurst Bourke Brewarrina Broken Hill Cobar Condobolin Coonamble Cowra Dubbo Dunedoo Forbes Gilgandra Grenfell Lightning Ridge Lithgow Menindee Mudgee Nyngan Orange Parkes Walgett Warren Wellington Wilcannia
# PRIMARY INDUSTRIES (AGRICULTURE)

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1, 2 or 3 years</th>
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</thead>
<tbody>
<tr>
<td>Options:</td>
<td>Year 10** Year 11 Year 12</td>
</tr>
<tr>
<td>Unit value:</td>
<td>2 units 2 or 4 units 2 or 4 units (Specialisation units available)</td>
</tr>
<tr>
<td>Qualification:</td>
<td>Statement of competencies achieved towards Certificate II Agriculture Certificate II Agriculture Statement of competencies achieved towards Certificate III Agriculture</td>
</tr>
<tr>
<td>Work placement:</td>
<td>YES - MANDATORY</td>
</tr>
<tr>
<td>Articulation:</td>
<td>Students achieving units of competency in this course can apply to have units recognised in other Rural Production Training Package Qualifications (eg Horticulture, Conservation and Land Management)</td>
</tr>
<tr>
<td>Course description:</td>
<td>This course aims to provide students with skills and knowledge, with an agricultural focus, suitable for employment in a primary industries environment. Students gain skills in farm operations and equipment, the production and care of livestock and/or crops and in sustainable land management.</td>
</tr>
<tr>
<td>Career opportunities:</td>
<td>Farm assistant, mixed farming enterprise assistant, station hand.</td>
</tr>
</tbody>
</table>

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

Available to students in:
- Bathurst
- Bourke
- Brewarrina
- Broken Hill
- Cobar
- Condobolin
- Coonamble
- Cowra
- Dubbo
- Dunedoo
- Forbes
- Gilgandra
- Grenfell
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- Mudgee
- Nyngan
- Orange
- Parkes
- Walgett
- Warren
- Wellington
- Wilcannia
- Young
PRINTING & GRAPHIC ARTS (DESKTOP PUBLISHING)

Duration: 1 year
Options: Year 11 Year 12
Unit value: 2 units 2 units
Qualification: Statement of competencies achieved towards Certificate II Printing and Graphic Arts (Desktop Publishing)
Work placement: No
Articulation: Certificate III Printing and Graphic Arts (Graphic Design Production)
Certificate III Printing and Graphic Arts (Graphic Pre-Press)
Certificate III Printing and Graphic Arts (Printing)
Certificate III Printing and Graphic Arts (Screen Printing)

Course description: This course provides students with skills to assist in the production of professionally designed and presented documents, using desktop publishing software.

Career opportunities: Assistant desktop publisher, pre-press worker.
PROPERTY SERVICES (AGENCY)

Duration:

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units (Specialisation units available)

Qualification: Statement of competencies achieved towards Certificate III Property Services (Agency)
Certificate III Property Services (Agency)
Statement of competencies achieved towards Certificate III Property Services (Operations)

Work placement: Strongly recommended

Articulation: Certificate IV Property Services (Real Estate)
Certificate IV Property Services (Stock and Station Agency). There are also some units common to other Property Services, Business and Financial Services qualifications at this level.

Course description: This course is for students who want to acquire the skills to work in a real estate/property agency or a stock and station agency. When you complete the course you can apply for a certificate of registration issued by the NSW Office of Fair Trading to work in the real estate or stock and station property sector.

Career opportunities: Real estate agency support staff.

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery
RESOURCES & INFRASTRUCTURE

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Certificate I Resources and Infrastructure Work Preparation
Statement of competencies achieved towards Certificate II Resources and Infrastructure Work Preparation
Certificate II Resources and Infrastructure Work Preparation.

Work placement: YES – MANDATORY. (Students must be 16 years old to undertake work placement)

Articulation: Certificate II in Civil Construction
Certificate II Metalliferous Mining - Processing
Certificate III Metalliferous Mining - Processing

Course description: This course will provide an introductory qualification to the resources and infrastructure industry. This course is for students seeking entry level work within the mining industry. By completing the course, you will be able to work safely, control local risk and perform basic technical skills.

Career opportunities: Mining industry worker, civil construction worker.
# RETAIL SERVICES

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<th>Duration</th>
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<tr>
<td>Options</td>
<td>Year 10**, Year 11, Year 12</td>
</tr>
<tr>
<td>Unit value</td>
<td>2 units, 2 or 4 units, 2 or 4 units, (Specialisation units available)</td>
</tr>
<tr>
<td>Qualification</td>
<td>Certificate I Retail Services, Statement of competencies achieved towards Certificate II Retail, Certificate II Retail, Certificate II Retail (Community Pharmacy), Certificate II Retail (Wholesale), Statement of competencies achieved towards Certificate III Retail</td>
</tr>
<tr>
<td>Work placement</td>
<td>YES - MANDATORY</td>
</tr>
<tr>
<td>Articulation</td>
<td>Advanced Standing Certificate II Community Pharmacy, Certificate III Retail</td>
</tr>
<tr>
<td>Course description</td>
<td>This course is for students who want to work in a retail sales and services environment at a junior level. You will learn how to communicate effectively with colleagues and customers, apply safe working practices and perform stock control and point-of-sale procedures. You will also learn how to minimise theft, operate retail technology and organise and maintain work areas. This will take place through a combination of individual and team based learning strategies that include practical activities, role plays and simulations.</td>
</tr>
<tr>
<td>Career opportunities</td>
<td>A range of positions in retail sales; customer service administrator.</td>
</tr>
</tbody>
</table>

- Video Conference Delivery
- Institute Wide Online
- Face to Face
- Flexible Delivery
- Block Delivery
- Virtual World Delivery

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**SCREEN AND MEDIA**

**TRA**

**Video Conference Delivery | Institute Wide Online | Face to Face | Flexible Delivery | Block Delivery | Virtual World Delivery**

**Duration:** 1 or 2 years

**Options:**
- Year 10**
- Year 11
- Year 12

**Unit value:**
- 2 units
- 2 units
- 2 units

**Qualification:**
- Certificate II Creative Industries (Media)
- Statement of competencies achieved towards Certificate III Media
- Certificate III Media

**Work placement:** Strongly recommended

**Articulation:** Certificate III Media and pathways into higher level TAFE courses.

**Course description:** This course aims to develop students’ technical, vocational and interpersonal skills relevant to employment in film, television, radio or digital media industries.

**Career opportunities:** Community radio production assistant, community television production assistant, camera/lighting assistant, community radio program maker/presenter, interactive media author assistant, editing assistant.

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SIGNAGE (SIGNCRAFT)

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate III Signage
Certificate III Signage

Work placement: No

Articulation: This course provides advanced standing in Certificate III Signage

Course description: This course is for students who wish to work in the Sign Industry. You will learn about the processes, as well as the specialised skills of the industry. You will also learn about the relationship of this trade to others in the building and construction industry.

Career opportunities: Tradesperson in the sign industry, signwriter, sign manufacturer.

- Video Conference Delivery
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- Virtual World Delivery

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Walgett
Warren
Wellington
Wilcannia
SOFT FURNISHING

Duration: 1 or 2 years
Options: Year 10** Year 11 Year 12
Unit value: 2 units 2 units 2 units
Qualification: Statement of competencies achieved towards Certificate II Soft Furnishing
Certificate II Soft Furnishing
Work placement: No
Articulation: Certificate III Soft Furnishing
Course description: Students will learn how to select fabric, use hand and power tools, setup, operate and maintain sewing machines and steam presses. The following areas will be covered: hand sewing techniques, curtain/blind making techniques, machine sewing techniques and window dressing techniques.
Career opportunities: Soft furnishing worker, window covering manufacturer. With further study and experience, you may become a Soft Furnishing tradesperson, manager of a soft furnishing workshop or be self employed in the industry.
TELECOMMUNICATIONS TECHNOLOGY

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate II Telecommunications Technology

Work placement: Strongly recommended

Articulation: Certificate III Telecommunications Technology

Course description: This course provides students with skills and knowledge for entry level employment in a range of industries including: telecommunications, information technology and electronics. There are three streams available: Technician, Digital Reception and Networking.

Career opportunities: Cabler and installer, data cabler, IP base network installer, a subscription TV installer, telecommunications equipment operator, TV and digital TV antenna installer.

Video Conference Delivery  I  Institute Wide Online  I  Face to Face  I  Flexible Delivery  I  Block Delivery  I  Virtual World Delivery

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TOURISM (AUSTRALIAN INDIGENOUS CULTURE)

Duration: 1 year

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Certificate I Tourism (Australian Indigenous Culture)

Work placement: No

Articulation: Certificate II Tourism and Events

Course description: This course is for students who want to work in specialist tourism or cultural enterprises that deliver Australian Indigenous experiences. The qualification is designed to reflect the very specific role of an Australian Indigenous person or other individual approved of by local elders who shares aspects of his or her culture with visitors in an informal way.

Career opportunities: A range of job roles in the tourism and hospitality industries with an Indigenous focus: Indigenous storyteller, assistant in an Indigenous cultural centre, assistant Indigenous guide.
## TOURISM AND EVENTS

**TRA** | **ATAR**
---|---

### Duration:
1 or 2 years

### Options:
- Year 10**
- Year 11
- Year 12

### Unit value:
- 2 units
- 2 or 4 units
- 2 or 4 units (Specialisation units available)

### Qualification:
- Statement of competencies achieved towards Certificate II Tourism
- Statement of competencies achieved towards Certificate III Tourism, Certificate III Events
- Statement of competencies achieved towards Certificate III Tourism (Retail Travel Sales), Certificate III Tourism (Tour Wholesaling), Certificate III Tourism (Visitor Information Services)

### Work placement:
YES - MANDATORY

### Articulation:
Advanced Standing in a range of qualifications in the Tourism, Hospitality and Events Training Package

### Course description:
This course aims to provide students with the opportunity to gain skills for employment in a range of sectors in the tourism and events industries. The course focuses on providing customer service, tourism advice and communicating with customers from diverse backgrounds.

### Career opportunities:
- Events coordinator
- Conference assistant
- Tourism consultant
- Reservations clerk
- Group tour coordinator
- Sales officer
- Tour/museum guide
- Conference organiser
- Events manager

### Delivery Information:
- Tourism and Events only available in Mudgee and Dubbo (Face to face)
- In the Virtual World Delivery, students will be immersed in a 3D environment using a real time interface.
TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)

**Duration:** 1 or 2 years

**Options:**
- Year 10**
- Year 11
- Year 12

**Unit value:**
- 2 units
- 2 units
- 2 units

**Qualification:**
- Statement of competencies achieved towards Certificate II Transport and Logistics (Warehousing and Storage)
- Certificate II Transport and Logistics (Warehousing and Storage)

**Work placement:**
- Strongly recommended

**Articulation:**
- Certificate III Transport and Logistics (Warehousing and Storage)

**Course description:**
- Students will learn how to receive and despatch goods, pick and pack orders, stocktake and handle dangerous goods. Students will also develop skills in computers, customer service and quality procedures.

**Career opportunities:**
- Warehouse operative/trainee, transport and logistics trainee.
VISUAL ARTS

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 or 4 units 2 or 4 units

Qualification: Statement of competencies achieved towards Certificate II Visual Arts
Statement of competencies achieved towards Certificate II Aboriginal or Torres Strait Islander Cultural Arts
Certificate II Visual Arts
Certificate II Aboriginal or Torres Strait Islander Cultural Arts
Statement of competencies achieved towards Certificate III Visual Arts

Work placement: Strongly recommended

Articulation: After achieving this qualification, students could progress to a wide range of other qualifications in visual arts and craft, in particular the Certificate III Visual Arts, or the creative industries more broadly.

Course description: Students gain a practical introduction to the visual arts, fine arts, ceramics and contemporary craft area. This course enables students to use a range of skills and techniques to produce art and craft works. Students have the opportunity for imaginative and creative personal development.

Career opportunities: In visual arts, craft and design industries.

Delivery Information: Jewellery Manufacture only available at Lightning Ridge.

Video Conference Delivery ✪ Institute Wide Online ✫ Face to Face ✤ Flexible Delivery ✪ Block Delivery ✫ Virtual World Delivery
WORKPLACE COMMUNICATION

Duration: 1 or 2 years

Options: Year 10** Year 11 Year 12

Unit value: 2 units 2 units 2 units

Qualification: Statement of competencies achieved towards Certificate II Skills for Work and Training
Certificate II Skills for Work and Training

Work placement: YES - MANDATORY Students must be enrolled in another HSC VET course and the work placement requirement will be met through the other HSC VET course.

Articulation: Certificate III Employment, Education and Training
Certificate III Vocational and Study Pathways
Certificate III Preparation for Vocational and Further Study
Certificate IV Tertiary Preparation.

Course description: This course aims to provide students with the opportunity to gain a range of skills suitable for employment in any industry and for further education and training. The course focuses on providing a pathway to work, community participation, and further education and training.

Career opportunities: As the course can be customised for delivery, the employability skills and vocational skills are relevant to any chosen career pathway.
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<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Bathurst Campus</td>
<td>Panorama Avenue (PO Box 143)</td>
<td>02 6338 2424</td>
<td>02 6338 2439</td>
</tr>
<tr>
<td>Bourke Campus</td>
<td>Oxley Street (PO Box 510)</td>
<td>02 6872 2287</td>
<td>02 6872 3052</td>
</tr>
<tr>
<td>Brewarrina Campus</td>
<td>Bourke Street (PO Box 213)</td>
<td>02 6839 2433</td>
<td>02 6839 2473</td>
</tr>
<tr>
<td>Broken Hill Campus</td>
<td>248 Argent Street</td>
<td>08 8082 6888</td>
<td>08 8087 5264</td>
</tr>
<tr>
<td>Cobar Campus</td>
<td>45 Bathurst Street</td>
<td>02 6836 2399</td>
<td>02 6836 3081</td>
</tr>
<tr>
<td>Condobolin Campus</td>
<td>Cnr Turner and High Streets (PO Box 155)</td>
<td>02 6895 3133</td>
<td>02 6895 2087</td>
</tr>
<tr>
<td>Coonamble Campus</td>
<td>Dubbo Street (PO Box 200)</td>
<td>02 6822 1344</td>
<td>02 6822 1494</td>
</tr>
<tr>
<td>Cowra Campus</td>
<td>27-33 Carleton Street</td>
<td>02 6340 1700</td>
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<td>Myall Street (PO Box 787)</td>
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<td>Reid Street (PO Box 23)</td>
<td>08 8091 5974</td>
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</table>
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