Get connected with
TRAINING @ TAFE WESTERN
2014 Course Directory

SHORT COURSES | NATIONALLY RECOGNISED QUALIFICATIONS | RECOGNITION FOR EXISTING SKILLS
CUSTOMISED TRAINING FOR BUSINESS | COMPLIANCE AND LICENCING | SKILLSETS

ENROL NOW

Call 1300 823 393, drop into your local college
or enrol online at www.wit.tafensw.edu.au and
search by course name, TAFE code or location
A message from the Institute Director

TAFE Western is one of Australia’s leading providers of vocational education and training. At TAFE Western we can help students to change their lives, as well as help businesses to unlock the potential of their employees.

Listed in our new Training @ TAFE Western directory is our latest range of courses and qualifications that provides you with flexible training options; delivered by industry relevant experts; using state of art equipment and facilities wherever you live in western NSW.

We offer, not only an extensive range of government funded courses, but also short courses, training for licencing compliance, university pathways or workforce development programmes. From full-time to part-time, fully online, face-to-face or through connected classrooms and mobile learning units, there are course options that you can study where you live; meeting your skills training needs when you need it.

Whether you are just starting out in your career, returning to work after a break, looking to win that next promotion, or want to grow your business by building the capacity of your workforce, TAFE Western can provide the skills training – helping you get the job that is right for you.

When you enrol at TAFE Western you access not only high quality training, but also a range of services designed to help you, or your employees, successfully complete your course. Our disability consultants can help with pre-course counselling and advice for the most appropriate classroom support and assessment modifications. TAFE Western also has a team of Aboriginal student support officers who work directly with Aboriginal students to help them succeed in their studies.

If you are unsure what step to take next, we can also help with practical, expert advice through our team of career advisors who can help you choose the right course that will put you on a pathway to either further education, or to employment.

Training @ TAFE Western for students and employers

Turn the page for courses for students, services for employers, short courses, skillsets, career planning, apprenticeships, traineeships, getting recognition for skills you already have, fee information and information on how to enrol.

I wish you the very best in your training and education.

Kate Baxter, Institute Director, TAFE Western

RHIANNE FORREST, TAFE WESTERN’S 2013 OUTSTANDING GRADUATING STUDENT

“TAFE taught me lifelong knowledge and communication skills”

Rhiann Forrest, an enthusiastic and caring young woman who is committed to health care, was named TAFE Western’s Most Outstanding Graduating Student after successfully completing her Certificate III Health Services Assistant course at TAFE Western as part of her Higher School Certificate. Rhiann who lives in Ungarie had a four hour return drive to attend class each week in Parkes.

Rhiann said “TAFE training has taught me lifelong knowledge and communication skills and given me the confidence and the strength to believe in myself.

“TAFE Western has changed my work and life situation as I now have employment and skills that not only help in my professional career but also in diverse work environments.”

Rhiann’s Certificate III qualification enables her to work part-time while attending the University of Canberra’s School of Nursing. Rhiann believes TAFE Western has played a significant role in assisting her to achieve her personal and professional aspirations.
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**Look out for QR Codes**

Use your QR code reader app to scan these with your phone for more information.
Recognition of Prior Learning

Your prior experience, skills and knowledge in industry is valuable and can be recognised through TAFE Western’s Recognition of Prior Learning (RPL) services. Industry skills and experience can count towards part of your new qualification, or even the full qualification, reducing the amount of time you may need to undertake further study.

There are options for RPL for all of the courses featured in this directory.

Talk to us to find out more. Call course information on 1300 823 393 or visit www.wit.tafensw.edu.au for more details.

“'I had 15 years’ experience as a heavy diesel mechanic, but had no formal qualifications. When I saw the trade skills recognition programme advertised, it seemed like a good idea to get a qualification. Receiving the Certificate III in Automotive Mechanical Technology (Heavy Vehicle) through TAFE Western’s trade skills recognition programme was straightforward, and I only needed to do 2½ days of extra training to be able to complete the process. Obtaining the qualification has led to me getting a pay rise, and it will make it easier for me to change jobs in the future.'”

Rob Thurlow, Heavy Diesel Mechanic, C&A Forrest Haulage

“'I had got as far as I could as a service technician but wanted to go further with my career. The trade skills recognition programme seemed a good idea as I could convert the skills I already had to become a qualified plant mechanic. This meant that I could go up a pay grade and have better career prospects. The process seemed a bit daunting to begin with, but once I got under way it was straightforward.'”

Mark Gwynne, Plant Mechanic, Westrac

Government Funded Training Courses

TAFE Western provides an extensive range of courses at a subsidised fee as one of the preferred providers of vocational education and training for the NSW Government. Our government funded courses usually commence in February and July each year but many courses commence at other times to provide employers and students with maximum flexibility.

We have a range of courses that you can study online, via a connected classroom, by distance or even using one of our state of the art mobile learning units. See the section on TAFE Western Connect on page 5 for more information.

Non Government Subsidised Courses

TAFE Western has an extensive range of non government funded courses that offer individuals and employers access to skills training.

Concessions and discounts are not applicable for non government subsidised courses, but some of these courses offer Study Now Pay Later options (VET-FEE HELP. See page 6). See detailed conditions of TAFE NSW fees on our website.

Nationally Recognised Training

TAFE Western offers an extensive range of nationally recognised training courses as part of the national vocational education system in Australia.

With over 500 qualifications available, courses include full certificate qualifications from Certificate I to Advanced Diploma, nationally recognised skillsets which offer clusters of units of competency or NSW accredited courses. Choosing TAFE Western as your Registered Training Organisation (RTO) gives you an opportunity to select the course that best suits your needs. We can also provide a ‘one stop shop’ for our large employer partners.
Short Courses

TAFE Western has short courses that offer individuals and employers opportunities to access flexible and responsive training. Courses include nationally recognised certificates, skillsets, short courses and WorkCover licencing. Our short courses are conducted throughout the year allowing you to enrol when you need to update your skills or become industry compliant.

Short courses can also be customised for business and industry and can be planned at times and dates to suit your needs. See page 7 for more information on customised training.

Look out for the Short Courses @ TAFE Western calendar available at our TAFE Western colleges or download the calendar from our website www.wit.tafensw.edu.au

Note: Short courses range in price and do not attract government training subsidies. Students are not eligible for concessions or discounts.

Apprenticeships

TAFE Western is the region’s specialist trade apprenticeship training organisation with over 50 years’ experience in trade training. We currently support over 1000 employers with 2000 apprentices in a range of industries including engineering, automotive, building trades and electrical, horticulture, hospitality, hair and beauty.

TAFE Western is a proven performer in apprenticeship training and students and employers are guaranteed a high quality apprenticeship experience.

Features of our apprenticeship training include:

- Teams of fully qualified apprenticeship trainers with current industry experience and extensive experience in delivery of apprenticeship training
- Excellent facilities and state of the art equipment such as our automotive training centre in Dubbo, or our industry standard hospitality kitchens that ensure your apprentices gain the best quality training
- High quality learning resources to support apprentices to successfully complete their apprenticeship
- Tailored support services for apprentices that will help them successfully complete their apprenticeship training including our student hubs, libraries, disability and Aboriginal support services, as well as career counsellors
- Regular feedback on apprentice progress and visits by trainers to workplaces to complete workplace evidence requirements
- A commitment to work in partnership with apprentice employers and our Group Training partners to offer high quality support and mentoring for apprentices
- Partnerships with Australian Apprenticeship Services to provide an integrated approach for employers
- Flexible delivery and accelerated study options for mature aged apprentices
- Innovative and responsive trade skills recognition programmes.

For all apprenticeship courses look out for the Apprenticeship icon throughout this course directory.

Employers requiring more information about apprenticeship training options with TAFE Western should call our Sales Team on 1300 823 393 or email TAFEBCUSales@tafensw.edu.au

DAVID CUMMINGS, TAFE WESTERN’S 2013 APPRENTICE OF THE YEAR

David Cummings excelled at his TAFE studies, a Certificate III in Electrotechnology, and has gone on to successfully compete in the WorldSkills Australia competition at regional and national level. David was chosen as a Skillaroo to represent Australia at the WorldSkills International competition in Germany earlier this year.

“TAFE Western has been a great influence in my life,” said David. “It has given me a career that offers financial freedom and the ability to do things I enjoy.”

Since starting work in 2009, David has been fortunate to travel overseas every year and experience different cultures. “Having the opportunity of being involved and successful with WorldSkills couldn’t have happened without the support that I received from TAFE Western, and particularly my teacher, Dave Arnold.”

David is looking forward to continuing to learn new skills and obtain new qualifications through TAFE.
Traineeships

TAFE Western is a specialist traineeship provider for many employers, with over 1500 trainees currently being supported by TAFE Western across NSW.

TAFE Western’s traineeships are for one or two years and are available for new entrants and existing workers. Traineeships cover the non-trade areas such as: business administration, civil construction, agriculture, horticulture, shearing, food processing, animal studies, mining and drilling, water and waste, hospitality, laboratory, childcare, aged care, community services, disability care, financial services, management and real estate.

A traineeship combines work and training in a formal employment and training contract between a trainee and an employer. The employer provides the trainee with paid employment combined with structured training working in partnership with a Registered Training Organisation such as TAFE Western. Our traineeship delivery can be tailored to suit the needs of the employer and trainee and can include face-to-face workshops, online units, on the job training and workplace assessment.

Features and benefits of our traineeship services and benefits to employers include:

- We can help you access government training incentives
- Teams of quality traineeship assessors with extensive industry experience and national qualifications
- Our flexible and innovative approach to design training and assessment services to meet workplace needs
- Excellent learning resources for all trainees
- A commitment to individualised and tailored workplace assessment
- Access to online courses and flexible delivery through our state of the art connected classroom and video conference facilities
- Consistent monitoring of trainee progress
- Partnerships with Australian Apprenticeship Services to provide an integrated approach for employers

Employers requiring more information about traineeship options with TAFE Western should call our Sales Team on 1300 823 393 or email TAFEBCUsales@tafensw.edu.au

Brooke Billing with Kate Baxter

Broken Hill Student Wins Aboriginal Trainee of the Year

“TAFE has given me direction and fulfilment”

Broken Hill College graduate, Jamie Billing was announced recently as TAFE Western’s Aboriginal Trainee of the Year as well as Aboriginal Student of the Year at the 2013 Outstanding Graduating Student Awards held in Bathurst. Jamie also won the Aboriginal and Torres Strait Islander Student of the Year at the Western Region Training Awards.

Jamie, a former butcher, carpet layer, bar manager and talented semi-professional photographer, strove hard to overcome personal barriers to complete the Certificate IV in Aboriginal Primary Health Care (Practice) at Broken Hill College. He showed great personal drive and determination to go beyond what was required of him in class to fully understand terminology, content and practical application of the knowledge required in his course.

Jamie said “Training with TAFE Western has put me in a position I never thought I would be in. I left school 20 years ago and was a bit hesitant to go back to the classroom, but I needed to take control of my life and TAFE has allowed me to do that. I now have direction and fulfilment in my life. I love my job with Maari Ma Health Aboriginal Corporation and at some time in the future I would like to go back to study to be a doctor.”

TVET

There are vocational courses that you can do with TAFE Western while you are still at school. These are targeted to careers, trades and employment.

- TAFE courses for secondary school students
- School based training and apprenticeships
- Flexible delivery options

Look out for: T

Employers requiring more information about traineeship options with TAFE Western should call our Sales Team on 1300 823 393 or email TAFEBCUsales@tafensw.edu.au
TAFE Western Connect

TAFE Western Connect gives you more choices in the training that you can undertake where you live.

TAFE Western Connect is your gateway to more than one hundred vocational courses, in addition to those already available at your local college. Through TAFE Western Connect you can fit your learning around your lifestyle with training when you need it, where you need it:

• Courses delivered using mobile learning units bringing the classroom to where you live
• Courses delivered by connected classroom linking students and their teacher across the region
• New online courses in all subject areas allowing you to study when and where it suits you.

Keep a look out for TWC course symbols throughout this directory or visit www.tafewesternconnect.tafensw.edu.au for a full list of courses available near you.

Recognition for Trade Skills

TAFE Western’s Trade Skills Recognition Programme is for people who have been working in a trade or industry, for at least four years, who do not hold a formal qualification, but have gained skills on the job.

TAFE Western will assess your skills and recognises the skills you already have. If you need to undertake some skills gap training an action plan will be developed for you with the cost and steps it will take for you to gain recognition.

Call us on 1300 823 393 or email TAFEBCUSales@tafensw.edu.au to find out more.

Student Hub - One Place to Connect

As a student at TAFE Western you can take advantage of a great range of student services that will help you complete your training successfully:

• Libraries providing access to information resources, computers and the internet. Our librarians are happy to help you research the information you need to complete your assignment
• Free careers advice for all students, helping you get the job that is right for you
• If you need to share a problem then TAFE Western’s personal counselling service is confidential and available at a time that is convenient for you
• TAFE Western has consultants who are able to tailor support and training for people who may have a disability to ensure they have access, support and equal opportunities whilst studying
• Our Aboriginal Student Support Officers set up support for Aboriginal students including the Indigenous Tutorial Assistance Scheme
• There are scholarships available for all eligible students who are enrolling in a higher award, but may be experiencing financial difficulties
• Learner support is available to any student who needs assistance with reading, writing, English as a second language, maths, science, computing or communication skills
• TAFE Western’s online study support service – yourtutor
• Apprentice Support Programme working in partnership with Skillset, offering mentoring and support to apprentices
• An approved organisation in the Work and Development Order (WDO) scheme which provides a non-monetary way for people to reduce their fine debt.

“TAFE Western Connect is the perfect study option for me as I don’t have to travel to Cobar or Dubbo – my training comes to me here in Bourke. I attend classes regularly joining my teacher in Dubbo and other students in western NSW using the connected classroom at the Bourke College. My teacher also brings the trailer to Bourke and then I try out the new skills that we have learned in class, which helps me put the knowledge into context.”

Lynelle Quakawoot, student Children’s Services
ZACHARY ARCHER
VOCATIONAL STUDENT OF THE YEAR

Zachary Archer is a true TAFE success story. In 2009, he undertook a Certificate II General Education to support his literacy and numeracy skills. Since then he has studied at TAFE and worked part-time in retail; successfully completing a Certificate IV in IT (Networking) in 2012. Not long after completion, Zachary gained full time employment in the IT Support Office at Red Bend Catholic College in Forbes.

Zachary has strong roots in his community. He works for Landcare, fixing their computers, updating their programmes and websites and also planting trees and helping with school excursions. He is also involved with Life Education and the University of the Third Age and is the first person Elders call upon for help with computers.

“TAFE and its teachers have recognised in me an ability to achieve in my studies,” said Zachary. “TAFE Western has encouraged me to pursue those studies and stretched and challenged my abilities. Every time I achieved something I was rewarded and challenged further to reach my full potential.”

Study Now, Pay Later - VET FEE-HELP

Financial assistance is available for students wanting to study eligible Diploma level courses and above at TAFE Western.

VET FEE-HELP is an Australian government loan scheme to assist eligible full-fee paying students to pay tuition fees for certain courses.

There is a 20% loan fee that applies to all VET courses. Students can pay the loan back once they reach the minimum income threshold level for repayment which is $49,095 for the financial year of 2013 – 2014 (indexed each year against inflation).

To access VET FEE-HELP students need to:

• Check the conditions and obligations of the loan, as well as eligibility requirements – go to the Australian Government Study Assist website studyassist.gov.au for more information
• Complete the VET FEE-HELP application form and provide all additional information as required including tax file number.

ENROL WITH TAFE WESTERN AND YOU GET FREE ONLINE HELP FOR YOUR STUDY AND ASSIGNMENTS WITH YOURTUTOR

TAFE Western’s free online study support service is for all the little things you might get stuck on, at times when your teacher can’t be around to help. And, it’s available free of charge from 3pm to 11pm Sunday through to Friday.

The online tutor service will provide valuable support to all students, particularly those who do not have face-to-face classes, or are not coming to a college regularly as they are studying an online course or studying via distance education.

Students can get help with writing, grammar, referencing research tools and texts, researching information, business studies, maths, science questions and more.

Are you working out calculations for Carpentry? Then you can ask yourTutor for maths help. Are you writing a report for your Aged Care course? Then yourTutor can help with essay and report writing.

To log in go to yourtutor.com.au/wit and use your TAFE Western Username as your yourTutor username (usually yourfirstname. yourlastname).
Customised Training Solutions

TAFE Western provides an extensive range of training services across western NSW as well as supporting some of our customers on a national basis. One of our core objectives is to add value by customising our training programmes to suit the needs of local enterprises, industry, community groups and government organisations.

The benefits of customised training with TAFE Western:

- We understand the industry that you work in and can offer advice and insight to your training needs
- We offer advice on your organisation’s eligibility for funding incentives to help your training dollar go further
- We provide high quality, cost-effective and performance enhancing programmes for your staff
- Courses can be delivered at times to suit your workplace
- Training can be delivered on site to reduce travel time for your staff
- We have a fleet of mobile learning units that travel around the region bringing specialist teachers, equipment and resources to you
- We offer a wide range of courses available online or via video conference and connected classrooms linking communities across the region
- TAFE Western has a team of specialist Client Account Managers who can support your business with one point of contact for all your training
- TAFE Western can also help employers get more for their training dollar by partnering with them to access Government funding which may extend training budgets and can provide guidance in meeting compliance, legislative and industry specific training requirements.

To arrange a consultation about a customised course contact our Sales Team on 1300 823 393 or email TAFEBCUSales@tafensw.edu.au

Workforce Development

Whether your organisation is large or small, TAFE Western's professional client account managers and sales officers are available to work with you to develop a programme to address your organisation’s specific training needs.

In addition to short course programmes and customised training TAFE Western’s work force development options will help your organisation grow and realise the potential of your employees.

From consultancy advice to a business partnership – if you have a training objective, we can work with you to achieve it.

Through our workforce development consultancy service, TAFE Western can complete a training needs analysis for your staff and deliver flexible training programmes according to your needs, whenever and wherever you want.

Key benefits of partnering with TAFE Western include:

- Flexibility, responsiveness and innovation
- Convenience with one dedicated point of contact
- Access to a range of funding options to support your business

Recognition of our quality training is your assurance that what we do, we do well.

Our qualified trainers are among the best in the country, with expertise in a vast range of industry areas. TAFE Western has met ISO 9001 benchmark and all ASQA national standards for Registered Training Organisations.

TAFE Western currently provides a range of training solutions for some of the region’s largest employers including: DELTA Electricity, Centennial Coal, Cadia Hill Gold Mine, North Parkes Mine, Xstrata Coal, the Manildra Group, Fletchers, Western Region Health, Bernardi’s IGA, Thales, Moolarben Coal, Jeff Hort Engineering, New Gold Peak Mines, Skillset and Centroc councils.

To contact TAFE Western’s client account managers email TAFEWesternBCU@tafensw.edu.au

CUSTOMISED TRAINING SOLUTIONS

TAFE Western has been working with the Bernardi Group to undertake workplace assessment in their retail stores for trainees completing a Certificate III in Retail Operations, and school based trainees undertaking the Certificate II in Retail Services. A training pathway to the Certificate IV in Retail Management for supervisors is also being developed.

“Although it was noted that this was going to be a massive job it was not until I started working alongside TAFE Western staff that I truly understood what the task involved in mapping our documents, manuals, and employee learning materials into a cohesive program customised to our business need,” said Dianne Colles, HR manager for the Bernardi’s Group.

“To put it plainly, the work that resulted was amazing! TAFE Western was able to decipher the course requirements, discern how our documentation could be mapped to the required course competencies as well as identify the gaps in the Bernardi Group documentation – and all in record time as there was a very tight timeline to meet. Thanks to the work of TAFE Western our trainees of 2013 are enjoying their course of study the Bernardi Group way – and the Bernardi Group look forward to our ongoing partnership with TAFE Western.”
Partnerships with Job Services Australia Providers

TAFE Western supports Job Services Australia Providers (JSA’s) to:

• Provide innovative training solutions to increase job seeker skills or meet shifting industry requirements, legislation and compliance
• Offer an extensive range of nationally recognised qualifications, accredited skillsets, short course programmes or recognition of existing skills
• Access funding for programmes such as Strategic Skills Program (SSP), Workplace English Language and Literacy (WELL) and Skills for Employment and Education (SEE)
• Help you plan your training programmes to meet the needs of your clients for successful outcomes
• Assess clients referred to ensure they are placed in the appropriate course
• Develop training programmes that meet both 13 and 26 week educational outcome criteria
• Provide practical “hands on” and relevant training through our well-equipped workshops and classrooms to maintain job seeker interest. A work experience component can also be incorporated into the training
• Provide a single point of contact for all communication related to planning training to ensure your requirements are being met and issues resolved quickly
• Provide attendance records for monitoring job seeker participation and provide reports on individual skills and employment readiness

To arrange a consultation about a customised JSA course contact our Sales Team on 1300 823 393 or email TAFEBCUSales@tafensw.edu.au
COURSE OPTIONS
@ TAFE WESTERN

There are hundreds of options for skills training with TAFE Western.
We offer, not only an extensive range of government funded courses,
but also short courses, training for licencing compliance and university
pathway programmes. From full-time to part-time, fully online, face-to-
face or through connected classrooms and mobile learning units, we
offer different programmes that you can study where you live, meeting
your skills training needs when and where you need it.

Courses are tagged with an icon to assist you to identify the right course
for you. To find out more course details, specific entry requirements, and
to enrol online go to our website wit.tafensw.edu.au.

If you need help or more information call 1300 823 393 or email
courseinformationwit@tafensw.edu.au

To make it easy for you to identify and choose the right course for
you use the course icon guide to the right.

See Short Courses @ TW
for full details and dates
of our 2014 short courses.

Apprenticeships
TAFE apprenticeship fee for apprentices

Customised Course
These courses can be customised to meet needs of
business, industry and JSA’s

Government Funded
TAFE fee for approved government subsidised courses

Nationally Recognised Training
Nationally recognised courses from Skillsets and
Certificate I to Advanced Diploma

Non Government Subsidised Courses
Concessions and discounts are not applicable
for non government subsidised courses

Short Course
Fee for service with no concessions

TAFE Western Connect
Courses conducted using blended training options,
online, mobile training, connected classroom

Traineeships
TAFE fee for new entrant trainee and fee for service for
existing worker trainees

VET FEE-HELP
VET FEE-HELP support for eligible courses

See page 48 for TAFE Western enrolment and fee information.
TAFE Western has a commitment to deliver high quality training programmes for Aboriginal peoples. TAFE Western enrols over 7000 Aboriginal students a year and is the largest single provider of vocational education and training for Aboriginal people in Australia.

Features of our targeted programmes include courses that:

- Are designed to offer sustainable employment opportunities and increase the level of nationally recognised educational qualifications for Aboriginal people
- Are designed by our Aboriginal Community Consultants to meet the needs of community and to be culturally appropriate
- Are delivered in partnership with key government agencies, as well as industry and community partners, to maximise employment opportunities
- Have fee concessions on all government funded programmes
- Have scholarships to assist Aboriginal students with study expenses
- Have access to funds for travel and accommodation

GET YOUR SKILLS RECOGNISED
Your experience, skills and knowledge can count towards part of a qualification or a full qualification.
Talk to us to find out more. Call 1300 823 393.

WINHANGANHA CENTRE
TAFE Western’s new ‘Winhanganha’ Aboriginal Learning Centre in Orange focuses on training in health and children’s services.

“Winhanganha” is a Wiradjuri word which means ‘knowledge, think and remember’. The new multi-function centre boasts:

- New clinical health services training facilities to complement and extend the existing nursing facilities
- New children’s services teaching spaces with an external play area
- New student learning spaces
- Multi-purpose rooms for use by students and the community

YARRADAMARRA CENTRE
TAFE Western’s Yarradamarra Centre in Dubbo provides opportunities for people to study various courses including general education, music, Aboriginal performing arts and languages.

The name ‘Yarradamarra’ is a Wiradjuri word which means ‘to dream’ and the centre is a haven for local Aboriginal talent. The Yarradamarra Centre was built in response to needs identified by Aboriginal community members and is assisting in ‘closing the gap’ on the disadvantage Aboriginal people experience in education.

The centre features:

- A huge 500 square metres of floor space, which incorporates a music and video studio
- An indoor performance venue catering for 100 people
- An outdoor amphitheatre for staged events
- General purpose classrooms
- A foyer and meeting space that was purpose-built as a traditional Aboriginal communal area
Examples of our innovative targeted Aboriginal programmes:

**ISMILE - NEW DENTAL ASSISTING TRAINING PROGRAMME**

New ISMile Dental Assisting training programme in Orange, in partnership with the Australian Government, Western NSW Local Health District, Bila Mungu Aboriginal Health Services Inc and Charles Sturt University provides Aboriginal students with; a pathway to either a career in oral health or other areas in the health industry; or entry into degree-based courses at university such as oral health therapy and dentistry.

For more information and to get an application form call us on 1300 823 393.

**CERTIFICATE IV ABORIGINAL AND TORRES STRAIT ISLANDER PRIMARY HEALTH CARE (PRACTICE) QUALIFICATION FREE**

An opportunity exists for Aboriginal and Torres Strait Islander Health Workers to gain recognition for existing skills.

Participants will complete a skillset of units to gain the new training package qualification:

**HLT40213 Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care Practice**

Note: participants in this programme must be currently employed or have completed training to commence work as an Aboriginal or Torres Strait Islander Health Worker.

Participants will undertake a training needs analysis, resulting in an individual learning plan. Training will involve a combination of workshops, flexible learning, some work placement and workplace assessment and includes learner support.

TAFE NSW, in collaboration with John Pearson Consulting (JPC) has secured funding via Health Workforce Australia (HWA) to provide free training to your existing Aboriginal Health workers anywhere in NSW at no cost to you, or your existing employees.

**SHORT COURSES**

TAFE Western offers short courses customised to client needs to help retention of Aboriginal staff, increase knowledge of Aboriginal communities and cultural competencies. Our short courses for skill development include:

- Aboriginal Cultural Awareness
- Aboriginal Cultural Education
- Aboriginal Mentoring
- Indigenous Governance

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

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**NATIONALLY RECOGNISED COURSES**

These courses offer Aboriginal and non-Aboriginal students opportunities to increase knowledge and skills about Aboriginal Cultures, tourism, languages and music.

- **10218NAT Certificate I Aboriginal Languages**
- **10217NAT Certificate II Aboriginal Languages**
- **10216NAT Certificate III Aboriginal Languages**
  (Wiradjuri, Gamilaroi, Gamilaraay, Yuwaalaraay)
- **SIT10112 Certificate I Tourism**
  (Australian Indigenous Culture)
- **CUS20109 Certificate II Music (Elders Choir)**
- **CUS30109 Certificate III Music**
- **CUS40109 Certificate IV Music**
- **91436NSW Diploma in Aboriginal Studies**

These courses offer targeted skills development focusing on the Aboriginal health sector.

- **HLT31812 Certificate III Dental Assisting**
- **HLT33212 Certificate III Aboriginal or Torres Strait Islander Primary Care**

These specialist Aboriginal programmes offer targeted training opportunities for the community and government services sector.

- **CHC40912 Certificate IV Social Housing**
- **CHC50812 Diploma in Social Housing**
- **10098 Certificate III Vocational and Study Pathways (IPROWD)**
- **10596 SOA Business Governance (Indigenous) Preparation**
There are diverse occupations within the arts and design industry including art curator, professional photographer, painter and graphic designer. Many artists or designers work for themselves, whilst others work in the business world in advertising, marketing, animation and games design.

Technology, images and sound have come together with the growth of new media. There are more choices than ever in the media and entertainment industries. Some jobs are highly creative, whilst others require technical skills.

**ARTS, MEDIA AND MUSIC SHORT COURSES**

1 day workshops $220

- Studio Lighting Skills
- Video Production – Digital Video Camera Operations
- 3D Modelling and Rendering
- Singing & Song Writing
- Studio Recording for Beginners
- Home Recording Skills

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

Fulltime or part time VET FEE-Help courses for visual artists which offer a range of elective options and also provide pathways for students to university.

**CUV50111** Diploma in Visual Art

**CUV60211** Advanced Diploma in Visual Arts

Flexible online courses for people who work or who aspire to work in the arts administration area in museums, galleries, theatres or community arts organisations.

**CUV30411** Certificate III Arts Administration

**CUV40511** Certificate IV Arts Administration

Fulltime, 18 week courses providing pathways to careers in design or preparing students for study in design at a higher level.

**CUV30311** Certificate III Design Fundamentals

**CUV40311** Certificate IV Design

A fulltime one year course for students to gain skills in photo imaging and to gain experience in a photographic work environment.

**CUV40411** Certificate IV Photo Imaging

Part time courses providing skills in basic design and preparation for work in a creative and clothing production environment in the fashion industry.

**LMT21707** Certificate II in Applied Fashion Design and Technology

**LMT31407** Certificate III Applied Fashion Design and Technology

Fulltime or part time courses which gives you a range of technical and theoretical skills to work in the production of cutting and polishing opals or the production orientated clothing and fashion industry.

**CUV20311** Certificate II Opal Cutting and Polishing

**LMT20607** Certificate II Clothing Production (Intermediate)

**LMT20707** Certificate II Clothing Production (Complex or Multiple Processes)

**LMT30507** Certificate III Clothing Production

**LMT40307** Certificate IV Clothing Production

Fulltime, 18 week courses to gain skills to pursue employment or further training in animation, digital art, media authoring or web design.

**CUF30107** Certificate III Media

**CUF50107** Diploma Screen and Media

**CUF40207** Certificate IV Interactive Digital Media

Fulltime, 18 or 36 week courses to develop skills in music performance and composition and build your knowledge about the music industry. For the higher level courses students build skills in freelance, soloist or group performance and music composition.

**CUS30109** Certificate III Music

**CUS40109** Certificate IV Music

**CUS50109** Diploma in Music

**CUS60109** Advanced Diploma in Music
Business Administration

Business administration is a highly versatile vocation. Graduates will have the knowledge to run their own business, or find a role as an executive assistant, office or administration manager in almost any industry.

BUSINESS AND MANAGEMENT SHORT COURSES

- Organise and Coordinate Meetings – Introduction
- Customer Service
- Effective Workplace Communications
- Introduction to BAS and GST
- Business Writing
- Introduction to MYOB
- Meetings Simplified
- Specialising in Business to Business
- Working Office Functions
- Professional Correspondence
- Effective Meeting Procedures
- Introduction to MYOB and Payroll
- Get skills for a job in business
- Governance Induction Skill Set
- Using Computers in an Office Environment
- Skills for a job in retail
- The New Manager
- Operate Retail Equipment

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

NATIONALLY RECOGNISED COURSES

These business courses are available as part time, full time or traineeship study options in a number of locations. They offer opportunities to develop the skills and knowledge to gain employment in a range of business areas with a focus on business technology, business communication, working in a team environment and maintaining financial records.

17900  SOA Medical Reception
11092  SOA Medical Pack
11086  SOA Paralegal Pack
17820  SOA Processing and Maintaining Financial Records in an Office Environment

BSB20112  Certificate II Business
BSB30110  Certificate III Business
BSB30412  Certificate III Business Administration
BSB40212  Certificate IV Business
BSB30307  Certificate III Micro Business Operations
BSB31012  Certificate III Business Administration (Legal)
BSB31112  Certificate III Business Administration (Medical)
BSB30912  Certificate II Business Administration (Education)
BSB40907  Certificate IV Governance
BSB40407  Certificate IV Small Business Management
BSB41307  Certificate IV Marketing

These business courses are available as flexible or part time study options and offer students with substantial employment experience the opportunity to develop advanced business skills in a range of business functions.

BSB50407  Diploma in Business Administration
BSB60207  Advanced Diploma in Business
BSB60407  Advanced Diploma Management

VIRTUAL ADVISOR PROGRAM
FREE ONLINE COURSE

Learn how to grow your business or community organisation online. Combines webinars and four hours of one-on-one mentoring. Enrol anytime

www.wit.tafensw.edu.au
The Apprentice to Business Owner programme is free of charge and supports eligible tradespeople who are seeking to, or have recently established a business, to succeed. Chefs, hairdressers, builders and other tradespeople may decide to operate as a subcontractor, sole operator or small business once they have finished their apprenticeship training. If this is you, you may need to develop small business management skills, in addition to your specific trade skills to establish and run a successful business.

TAFE Western is running a new course funded under the AtoB programme that will help you gain the skills and confidence to successfully set up your own business and comply with business and employment regulations. For information call 1300 823 393 or email courseinformationWIT@tafensw.edu.au

### Financial Services

This course, available part time or with traineeship study options, will give you the skills to work in the financial services industry, or enhance current skills, and has a focus on financial records, financial administration and superannuation.

- **FNS20111** Certificate II Financial Services
- **FNS30111** Certificate III Financial Services

These accounting courses, available as part time or fulltime study in a number of locations, will give you the skills for professional job roles in the financial services and other financial roles across a range of industries.

- **FNS30311** Certificate III Accounts Administration
- **FNS40611** Certificate IV Accounting
- **FNS50210** Diploma in Accounting
- **FNS40211** Certificate IV Bookkeeping

### Management Skills

Management is necessary for each and every organisation and a great career choice for those who love to motivate others and see businesses succeed.

TAFE Western offers an extensive range of management qualifications and our flexible and innovative approach gives students lots of options including face-to-face workshops, traineeships, recognition for skills you may already have, online and workplace assessments.

#### NATIONALLY RECOGNISED COURSES

These management courses, available fulltime or part time and offering RPL credit, will help build your skills as a front line manager with a focus on management of teams, WHS, and leadership skills.

- **BSB40812** Skillsets from the Certificate IV in Frontline Management Practice
- **BSB40812** Certificate IV in Frontline Management
- **BSB51107** Diploma in Management

These project management and human resources courses, available fulltime or part time and offering RPL credit are for people who want to focus on the skills to design, implement and manage complex projects or people.

- **BSB41513** Certificate IV Project Management Practice
- **BSB51413** Diploma Project Management
- **BSB41013** Certificate IV Human Resources Management
- **BSB50613** Diploma in Human Resource Management
- **BSB60907** Advanced Diploma Management (Human Resources)
Real Estate

The property services industry provides careers for those who are goal driven and love the idea of helping others achieve their real estate dreams. TAFE Western’s real estate qualifications will provide students with the knowledge and skills needed to satisfy the education and training regulations for licensing with the NSW Office of Fair Trading allowing you to work as a real estate agent.

NATIONALLY RECOGNISED COURSES

This 28 hour course is available as 4 x 1 day workshops, by distance or online, and gives you the introductory skills to work in the real estate industry.

17677 SOA in Property Services (Real Estate Salesperson)

This 28 hour course is available via distance and gives you the introductory skills to work in the real estate industry.

CPP40307 Certificate IV Property Services (Real Estate)

Retail

Almost every organisation has a retail component and the retail industry provides a wide range of employment options either as a part time job, or as a rewarding full time customer service orientated career.

NATIONALLY RECOGNISED COURSES

These courses for the retail industry, available fulltime, part time and offering RPL credit or traineeship study options provide skills to gain work in retail with a focus on customer service, safe working practices, stock control and operate retail technology and equipment.

SIR10107 Certificate I Retail
SIR20212 Certificate II Retail Services
SIR30212 Certificate III Retail Operations

These courses for the retail industry, available fulltime, part time and offering RPL credit or traineeship study options provide skills for the retail supervisor or manager. They have a focus on stock management, merchandising, store presentation, leadership and a safe working environment.

SIR30312 Certificate III Retail Supervision
SIR40212 Certificate IV Retail Management
SIR50112 Diploma Retail Management

Library Services

These are flexible courses, offering RPL credit and providing the skills to become a Library Technician.

CUL30111 Certificate III Information and Cultural Services
CUL40111 Certificate IV Library, Information and Cultural Services
CUL50111 Diploma Library and Information Services

Refer to the course icon guide on page 9. View all course details and specific entry requirements at www.wit.tafensw.edu.au or phone 1300 823 393 or drop into your local TAFE Western College.

All information correct at time of going to print and may be subject to change.
The civil construction and engineering sectors engage in the building, repair and management of roads, railways, dams, bridges and aerodrome runways. Civil Construction also includes construction of utilities, bridges, water, and tunnels. This sector is linked to mining, civil engineering and Local Government.

TAFE Western is a specialist provider of civil construction and earthworks training, our TAFE Western earthworks team have extensive industry experience and our earthworks equipment can be moved across western NSW to provide flexible options.

CIVIL CONSTRUCTION SHORT COURSES

- Licence to Perform Dogging
- Licence to Operate a Forklift Truck
- Licence to Operate a Slewing Mobile Crane
- Civil Construction Earthmoving
- Civil Construction Dozer Operations
- Earth Moving Machinery Operations

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

NATIONALLY RECOGNISED COURSES

A part time course, conducted one weekend per month for 6 months, that provides skills to construct earth works on rural properties including dam construction and other soil and water conservation activities.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC32310</td>
<td>Certificate III Conservation Earthworks</td>
</tr>
</tbody>
</table>

Recognition or traineeship courses offering opportunities to gain recognition for skills in the civil construction industry.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RII30809</td>
<td>Certificate III Civil Construction (Plant Operations)</td>
</tr>
<tr>
<td>RII30912</td>
<td>Certificate III Civil Construction Road Construction and Maintenance</td>
</tr>
</tbody>
</table>

A recognition or apprenticeship course offering opportunities for supervisors working in the civil construction industry with workplace assessment and online study options.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RII40712</td>
<td>Certificate IV Civil Construction Supervision</td>
</tr>
</tbody>
</table>

A part time course, offered as 5 x 3 day blocks per year, for two years, with focus on road and bridge design, structural engineering, surveying and CAD design. Students can also access online resources and activities to support their learning. Students need to be working in the civil construction or design industry.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RII50509</td>
<td>Diploma in Civil Construction Design</td>
</tr>
</tbody>
</table>
Now the fastest growing industry in Australia, a quarter of all new jobs created in the next five years will be in health care and social assistance.

Working in community services requires excellent people skills, compassion and expertise to make a real difference to people from all walks of life, especially the vulnerable – children, the aged, the ill and the underprivileged.

**CHILDREN’S SERVICES SHORT COURSES**

- Identify and Respond to Children and Young People at Risk
- Science with Young Children
- Sustainability for Beginners
- Developmental Milestones
- Intentional Teaching
- Course in First Aid Management of Anaphylaxis

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

A fulltime or part time course for people who want to work as an early childhood educator in a centre based or family day care. This is the nationally regulated entry level qualification for working in early childhood education and care.

**CHC30113 Certificate III Early Childhood Education and Care**

This course is offered with flexible study options over 3 years including weekend workshops. It provides the skills to work as an early childhood educator or authorised supervisor in centre based child care.

**CHC50113 Diploma of Early Childhood Education and Care**

**Welfare**

There are many opportunities for people, who want to give something back to the community and the world at large, to do some incredibly valuable work. Counselling is the art of listening and skillful questioning to assist people make sense of their lives or make quality decisions for the future. Rather than just ‘giving advice’, counsellors guide people to find the right path for them and can also refer to specialists for medical, psychological or community support.

**WELLFARE SHORT COURSES**

- Communication/Conflict Resolution
- Coaching in the workplace
- Professional case notes
- Provide behaviour support in the context of individualised plans
- The Occasional Counsellor
- Responding to suicide
- Responding to loss and grief
- Participating in Management Committees
- Running quick meetings that are not boring
- Understanding Complex Trauma
- DV: Understanding power and control in relationships
- Delivering Supervision to Staff – How and Why
- Responding to critical situations

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**Children’s Services**

Working with children is one of the most rewarding careers there is. The educational programmes and activities that childcare educators provide not only help children transition to school but become a vital and on-going influence in their future development.

Under new national regulations, everyone working in the early childhood sector must have a formal qualification, or be working towards one, by the end of 2013. The minimum qualification will be the Certificate III in Early Childhood Education and Care. In fact, at least half the staff in a given centre will need to hold a diploma of Early Childhood Education and Care. In fact, at least half the staff in a given centre will need to hold a Diploma of Children’s Services.

TAFE Western’s Children’s Services team can offer a range of flexible and professional development options for the early childhood sector.
### NATIONALLY RECOGNISED COURSES

A VET FEE-Help course for counselling workers who want to enhance skills in counselling, communication, cultural diversity, and working in a case management framework.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>CHC51712</td>
<td>Diploma in Counselling</td>
</tr>
<tr>
<td>CHC52008</td>
<td>Diploma in Community Services</td>
</tr>
<tr>
<td>CHC52108</td>
<td>Diploma in Community Services (Financial Counselling)</td>
</tr>
</tbody>
</table>

These courses are available fulltime, or part time, and offer RPL credit. Gain skills in providing welfare services in community based organisations, disability, residential and outreach services.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30112</td>
<td>Certificate III Community Services Work</td>
</tr>
<tr>
<td>CHC40708</td>
<td>Certificate IV Community Services Work</td>
</tr>
<tr>
<td>CHC40413</td>
<td>Certificate IV Youth Work</td>
</tr>
<tr>
<td>CHC40512</td>
<td>Certificate IV Mental Health</td>
</tr>
<tr>
<td>CHC30408</td>
<td>Certificate III Disability Work</td>
</tr>
<tr>
<td>CHC30512</td>
<td>Certificate IV Disability</td>
</tr>
<tr>
<td>CHC40312</td>
<td>Certificate IV Disability</td>
</tr>
<tr>
<td>CHC40313</td>
<td>Certificate IV Child, Youth and Family Intervention</td>
</tr>
<tr>
<td>CHC50412</td>
<td>Diploma in Community Services (Alcohol and Other Drugs and Mental Health Course)</td>
</tr>
</tbody>
</table>

These courses are available fulltime, or part time, and offer RPL credit. Skills development for workers who provide services to address mental health, alcohol and other drug issues.

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>CHC40412</td>
<td>Certificate IV Alcohol and Other Drugs</td>
</tr>
<tr>
<td>CHC50412</td>
<td>Diploma in Community Services (Alcohol and Other Drugs)</td>
</tr>
</tbody>
</table>

These courses are available fulltime, or part time, and offer RPL credit, are for workers managing or coordinating public and community housing services for tenants or residents.

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC40912</td>
<td>Certificate IV Social Housing</td>
</tr>
<tr>
<td>CHC50812</td>
<td>Diploma in Social Housing</td>
</tr>
</tbody>
</table>

Refer to the course icon guide on page 9. View all course details and specific entry requirements at [www.wit.tafensw.edu.au](http://www.wit.tafensw.edu.au) or phone 1300 823 393 or drop into your local TAFE Western College. All information correct at time of going to print and may be subject to change.
Now, more than ever, Information Communication Technology (ICT) is embedded in all aspects of today’s world. Across all industries and in our personal lives, IT infrastructure and personal computing is there, every day, everywhere.

### NATIONALLY RECOGNISED COURSES

These short nationally recognised computer courses are available part time or flexibly across a range of locations with a strong focus on building your personal digital literacy skills.

- **17818 SOA Using Advanced Software Functions (in an Office Environment)**
- **10520 SOA Digital Literacy Skill Set**
- **10521 Digital Literacy eCitizen Skill Set**
- **ICASS00025 SOA Visual Communications Specialist Skill Set**
- **ICASS00015 SOA Computing and Application Fundamentals Skill Set**

These courses, available fulltime or part time and offering RPL options, provide you with the skills across a wide range of ICT areas.

- **ICA1011 Certificate I Information, Digital Media and Technology**
- **ICA2011 Certificate II Information, Digital Media and Technology**
- **ICP30112 Certificate III Printing and Graphic Arts**
- **ICA3011 Certificate III Information Technology Digital Media and Technology**

5 flexible options available to specialise for this course. Choose from Multi Media, Applications, Support, Web Technologies and Network Administration.

- **ICA4091 Certificate IV Digital and Interactive Games (Programming)**
- **ICA4091 Certificate IV Digital and Interactive Games (Art)**

These courses, available fulltime provide skills in design, development and programming of basic digital games, with some options for art design options.

- **ICA4031 Certificate IV Web Based Technologies (Design and Development)**
- **ICA50611 Diploma Web site Development**

This course available fulltime or part time and offering RPL credit, provides skills in designing, developing and building web sites using a range of web site technologies.

### COMPUTER AND INFORMATION TECHNOLOGY SHORT COURSES

- Microsoft Office Skills
- Introduction to Adobe Photoshop
- Adobe Photoshop Level 1
- Adobe Photoshop Level 2
- LINUX – An Introduction
- Advanced Spreadsheet Operations
- Intermediate Spreadsheet Operations
- Keyboarding and Touch Typing Introduction
- Advance Word Processing
- Intermediate Word Processing
- Understanding your IPAD
- One on One Computer tutorials
- Typing Tests to meet Australian Standards
- An Introduction to Microsoft Word
- Microsoft Excel 2010 Basic Training
- Microsoft Outlook
- MS Project
- Building a Website using WordPress
- Introduction to Windows 8
- Getting started with SketchUp for 3D Modelling
- Create Your Own Minecraft Mods
- Visual basic – Level 1

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

### ADOBE EXAM CENTRE

TAFE Western is now an Adobe Certified Associate (ACA). This certification which allows you to demonstrate proficiency in Adobe digital communication tools. Become a certified associate and stand apart from your peers, boost your confidence and expand your career opportunities.

Adobe exam certification available in:
- Photoshop
- Illustrator
- Dreamweaver
- Premiere
- InDesign

Email TAFEBCUSales@tafensw.edu.au for information.
GET YOUR SKILLS RECOGNISED

Your experience, skills and knowledge can count towards part of a qualification or a full qualification. Talk to us to find out more. Call 1300 823 393.
Education and training professionals can gain employment in a range of industry areas. All Registered Training Organisations (RTOs) require staff with nationally recognised training qualifications. Many large employers also offer employment and opportunities for industry trainers.

TAFE Western is a specialist provider of education and training programmes offering a range of flexible options for all courses that can be customised to meet your needs.

NATIONALLY RECOGNISED COURSES

A flexible or online course to upgrade from TAA to TAE10 qualification. Students must provide a certified copy of their TAA40104 together with evidence of their currency in training and assessing.

18827 TAA to TAE10 upgrade

Course offers part time, flexible or in the workplace to gain the skills to work as an enterprise trainer and assessor. Courses designed to meet needs of industry and employers. Prices vary depending on locations and course numbers.

18836 Enterprise Trainer and Assessor Skill Set

TAEASS401B – Plan assessment activities and processes
TAEASS402B – Assess competence
TAEASS403B – Participate in assessment validation
TAEDEL301A – Provide work skill instruction

Course available part time, flexible or in the workplace to gain the skills to work as an enterprise trainer and assessor. Courses designed to meet needs of industry and employers. Prices vary depending on locations and course numbers.

18834 Assessor Skill Set

TAEASS401B – Plan assessment activities and processes
TAEASS402B – Assess competence
TAEASS403B – Participate in assessment validation
TAEDEL301A – Provide work skill instruction

Course available part time, flexible or in the workplace to gain the skills to work with individuals or small groups.

11957 Enterprise Trainer – Mentoring Skillset

TAEDEL301A – Provide work skill instruction
TAEDEL404A – Mentor in the workplace

Flexible online, RPL or group workshops for RTO and industry trainers and assessors to gain a fuller understanding of LLN issues in training and assessment practice.

11954 SOA in Address Adult Language, Literacy and Numeracy Skills

TAELENN411 – Address adult language, literacy and numeracy skills

A course in a number of locations with 5 x 2 day workshops to develop the skills to be able to train and assess in the vocational educational and training sector.

TAE40110 Certificate IV in Training and Assessment

A flexible or online course, to upgrade from BSZ40198 to the latest TAE40110 qualifications, to be able to train and assess in the vocational educational and training sector.

TAE40110 Certificate IV in Training and Assessment

An online option to develop the skills to be able to train and assess in the vocational educational and training sector.

TAE40110 Certificate IV in Training and Assessment

Course offered in the workplace, or as a commercial option with some limited government subsidised places until November 2013 to gain the skills to work as a training and assessment practitioner with a Registered Training Organisation (RTO).

TAE50111 Diploma in Vocational Education and Training

Course available part time, flexibly, online, as a traineeship or offering RPL credit, to gain the skills to work in a range of educational settings including public and independent schools and community education settings.

CHC 30812 Certificate III Education Support

CHC40213 Certificate IV Education Support

Course offered as a fulltime study option in a number of locations to develop a broad range of skills to gain entry and succeed in tertiary education and employment.

91455NSW Certificate IV Tertiary Preparation Support

This VET FEE-HELP online course provides the skills and knowledge to analyse and apply adult literacy and numeracy teaching practices, develop English language skills of adult learners and implement and evaluate delivery strategies.

TAE70111 Graduate Diploma of Adult Language, Literacy and Numeracy Practice
TAFE Western is an expert in innovative and responsive strategies to develop foundation skills training for specific industry areas and student target groups.

These new foundation skills products will include:

- Professional development opportunities for trainers and assessors using TAFE Western’s specialist foundation skills training unit
- New training programmes for key industry areas to build the skills of current workers
- New training programmes to assist job seekers to gain employment

**SKILLS FOR EDUCATION AND EMPLOYMENT**

This programme is for people whose English language or reading, writing or maths skills are making it difficult for them to find a job.

If your speaking, reading, writing, study and job seeking skills are making it difficult for you to find work, go to Centrelink or your Job Services Australia Provider (JSA) and ask about free training in the Skills for Education and Employment Program (SEE) at TAFE Western.

If you are interested in this training, the Department of Human Services or your Job Services Australia Provider (JSA) can check if you are eligible and refer you to your local TAFE Western College. TAFE Western can help you find out what you need to learn and how to go about it.

Phone 1300 662 848 or email see_tafewestern@tafensw.edu.au for more information.

**FOUNDATION SKILLS SHORT COURSES**

- Mathematics and Science for Further Study
- Tutorial Support
- Workplace Communication Skills
- Job Seeking Skills
- Mentoring

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9.

**NATIONALLY RECOGNISED COURSES**

These courses offer you a range of study options to develop the skills to read, write and interpret written information in preparation for work, further studies and personal purposes:

- 91422NSW Certificate II Spoken and Written English
- 91423NSW Certificate III Spoken and Written English
- 1079NAT Certificate II Foundation English Skills
- 11954 SOA Adult Language, Literacy and Numeracy (Skills)
- 10097NAT Certificate I Preparation for Work and Study
- 1087NAT Certificate I Access to Work & Training (Introductory)
- FSK10113 Certificate I Access to Vocational Pathways
- 10362NAT Certificate I Spoken and Written English
- FSK10213 Certificate I Skills for Vocational Pathways
- 10088NAT Certificate I Access to Work and Training
- 10089NAT Certificate II Skills for Work and Training
- 10363NAT Certificate II Spoken and Written English
- FSK20113 Certificate II Skills for Work and Vocational Pathways
- 10090NAT Certificate II Skills for Work & Training in the Community Sector
- 10077NAT Certificate II Skills For Work And Study
- 10076NAT Certificate II Foundations for Vocational and Further Study
- 9145NSW Certificate III Preparation for Vocational and Further Study
- 10080NAT Certificate II Routine English Language Skills
- 22075VIC Certificate II Auslan
- 10079NAT Certificate II Foundation English Language Skills
- 10081NAT Certificate III English for Further Study
- 10091NAT Certificate III Employment and Training
- 10223NAT Certificate III Pathways to Further Study
- 110364NAT Certificate III Spoken and Written English
- 10224NAT Certificate IV Tertiary Preparation
The hair and beauty industries are all about making people look good and feel good about themselves. The best hairdressers and beauticians are part psychologist, part miracle worker, with exceptional technical expertise and unrivalled knowledge of products, trends and the latest tools of the trade.

Hairdressing

Hairdressers never stop learning. Every day comes with an opportunity to test new skills. With TAFE Western’s range of short courses, hairdressers can quickly master advanced classic styles for weddings and events, or the latest fashion trends, keeping their skills up to date when they need to.

HAIRDRESSING SHORT COURSES

- Basic Long Hair Techniques
- Creative Hair Colouring
- Creative Hair Cutting
- Hair Cutting and colouring

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

NATIONALLY RECOGNISED COURSES

Our flexible hairdressing courses provide full time, traineeship and apprenticeship study options and provide skills to work in or manage a hairdressing salon. Gain skills in hair cutting and colouring, client communication and customer service.

- SIH20111 Certificate II Hairdressing
- SIH30111 Certificate III Hairdressing
- SIH40111 Certificate IV Hairdressing
Beauty

The beauty industry is constantly evolving with the development of breakthrough products, innovative techniques and highly sophisticated technology. Scientific research into anti-ageing and rejuvenating skin and hair care is at an all-time high and the line between health practitioners and beauticians is beginning to blur. It is an exciting time to be in the industry.

**Beauty Short Courses**

- Hair and Make-up Stylist
- Brazilian Waxing
- Spray Tanning
- Micro Dermabrasion
- Indian Head Massage
- Hot Stone Massage
- Peforin Waxing Treatments
- Nail Enhancements

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

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**NATIONALLY RECOGNISED COURSES**

Our high quality beauty courses available as fulltime, traineeship and apprenticeship study options give you the skills to work as a beautician in a retail or salon environment.

- **SIB20110 Certificate II Retail Make-up and Skin Care**
- **SIB30110 Certificate III Beauty Services**
- **SIB40110 Certificate IV Beauty Therapy**

Our higher level beauty courses are supported by VET FEE-Help. They provide a range of opportunities for students to progress their career in the beauty industry. Gain skills in advanced beauty therapy treatments, use of essential oils and epilation. There are options to gain additional small business management skills.

- **SIB50110 Diploma Beauty Therapy**
- **SIB50110 Diploma in Beauty Therapy**
  (Upgrade from Cert IV)
Now the fastest growing industry in Australia. A quarter of all new jobs created in the next five years will be in the health care industry or community services. Working in this industry requires people skills, compassion and expertise to make a real difference to people from all walks of life, especially the vulnerable – the aged, the ill and the underprivileged.

**HEALTH SHORT COURSES**

- Basic Footcare Skillset
- Basic Footcare – Aged Care
- Dementia Support Skillset
- First Aid Management of Anaphylaxis
- Emergency Management of Asthma (in the workplace)
- Aged Care Funding Instrument Training Programme (ACFI)
- Conducting Aged Care Funding Instrument Training Assessments
- Provide First Aid
- Palliative Approach Skillset
- Medication Administration for Enrolled Nurses
- Professional Development Update-Enrolled Nurses

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

TAFE Western is the specialist provider of enrolled nursing training in Western NSW, our nursing trainers and facilities provide high quality training opportunities and our partnership with NSW Health supports the arrangements for your clinical health placement. These courses are supported by VET FEE-HELP.

- HLT51612 Diploma in Enrolled Nursing
- HLT61107 Advanced Diploma in Enrolled Nursing

Our health care courses available fulltime, or as a traineeship, offer RPL options for aged care, Aboriginal health and the health industry.

- CHC30312 Certificate III Aged Care
- CHC40108 Certificate IV Aged Care
- HLT32512 Certificate III Health Services Assistant
- HLT31812 Certificate III Dental Assisting

Provide skills for people who currently work or want to work in residential aged care facilities, Aboriginal health, dental care and the health industry.

- HLT33212 Certificate III Aboriginal and or Torres Strait Islander Primary Health Care
- HLT42512 Certificate IV Allied Health Assistance
- HLT40213 Certificate IV Aboriginal Torres Strait Islander Primary Health Care Practice
- CHC40608 Certificate IV Leisure and Health
- HLT42512 Certificate IV Allied Health Assistance
Australia’s love affair with food and the hospitality industry is strong. Australians are spending more on eating out, going to cafés and staying in hotels, both here and overseas.

The hospitality industry is one of the largest in Australia and it is growing. The right mix of skills and experience can lead to exciting careers working as an industry professional, with qualifications that can take you anywhere around Australia or internationally.

Our extensive range of hospitality and tourism training courses available as fulltime, part time, traineeship or apprenticeship study options can assist you to progress your career in the hospitality industry in the food, beverage, tourism, wine or accommodation areas.

Our higher level hospitality courses give you the skills to work as a senior manager in the hospitality industry. These courses focus on planning, marketing, equipment maintenance, business compliance, financial operations, managing teams and supervisory skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIT50312</td>
<td>Diploma Hospitality</td>
</tr>
<tr>
<td>SIT60312</td>
<td>Advanced Diploma Hospitality</td>
</tr>
</tbody>
</table>

Our range of fulltime event management courses are designed to give you the skills to coordinate or manage meetings, conferences and cultural events. They focus on key administrative and operational areas. Students can then progress to higher level courses with career opportunities as an event, festival or arts manager or in corporate events.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>SIT30612</td>
<td>Certificate III Events</td>
</tr>
<tr>
<td>SIT50212</td>
<td>Diploma Events</td>
</tr>
<tr>
<td>SIT60212</td>
<td>Advanced Diploma Events</td>
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</tbody>
</table>

Our tourism courses are designed to give you the skills to coordinate travel and tourist events in a range of services.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SITSS00006</td>
<td>SOA Airfare Construction</td>
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<td>SITSS00027</td>
<td>SOA Visitor Information Services</td>
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<tr>
<td>SITSS00020</td>
<td>SOA Licensed Travel Agency</td>
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<td>SIT31312</td>
<td>Certificate III Travel</td>
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<tr>
<td>SIT40212</td>
<td>Certificate IV Travel and Tourism</td>
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<tr>
<td>SIT50112</td>
<td>Diploma Travel and Tourism</td>
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<tr>
<td>SIT60112</td>
<td>Advanced Diploma Travel and Tourism</td>
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<tr>
<td>SIT30512</td>
<td>Certificate III Guiding</td>
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<tr>
<td>SIT40112</td>
<td>Certificate IV Guiding</td>
</tr>
<tr>
<td>SIT20112</td>
<td>Certificate II Tourism</td>
</tr>
<tr>
<td>SIT30112</td>
<td>Certificate III Tourism</td>
</tr>
<tr>
<td>SIT10112</td>
<td>Certificate I Tourism (Indigenous Culture)</td>
</tr>
<tr>
<td>SIT20512</td>
<td>Certificate II Holiday Parks and Resorts</td>
</tr>
<tr>
<td>SIT31212</td>
<td>Certificate III Holiday Parks and Resorts</td>
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<tr>
<td>SIT40812</td>
<td>Certificate IV Holiday Parks and Resorts</td>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>SIT30512</td>
<td>Certificate III Catering Operations</td>
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<td>SIT40112</td>
<td>Certificate IV Catering Operations</td>
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<tr>
<td>SIT20512</td>
<td>Certificate II Commercial Cookery</td>
</tr>
<tr>
<td>SIT31212</td>
<td>Certificate III Commercial Cookery</td>
</tr>
<tr>
<td>SIT40812</td>
<td>Certificate IV Commercial Cookery</td>
</tr>
</tbody>
</table>

Come along and enjoy learning new skills in the kitchen, impress your friends and family with new recipes and techniques. Masterclass program out February 2014 for Orange and Mudgee.
TAFE Western’s client account managers can partner with Local Government organisations to provide tailored solutions. They can work with you to listen, provide advice on training strategies and customise training packages to suit the needs of your organisation, and even broker funding opportunities to help cover the cost of the training.

Supporting Local Government to meet training needs. We can:

- Build a partnership with you to provide innovative training solutions to increase staff skills or meet shifting industry requirements and compliance
- Work with your organisation to analyse your training needs, or the training needs of your employees and help integrate these into training outcomes
- Customise training to suit your needs through a range of nationally recognised qualifications, accredited skillsets, short course programmes, apprenticeships and traineeships, workplace training or recognition for existing skills

Courses tailored for Local Government include:

- Business administration
- Management
- Civil construction
- Community services
- Water and waste services
- Trade skills
- Local government
- Library services.

Contact TAFEWesternBCU@tafensw.edu.au

PARTNERSHIP WITH CENTROC

TAFE Western is currently working in partnership with Centroc and local councils to provide cost effective and high quality training in the Load Shifting area.

TAFE Western can also offer courses at times scheduled to meet the needs of other Local Government organisations. Talk to our Client Account Manager to find out how we can make it easy to access the right training solution for the needs of your organisation.

Courses tailored for Local Government include:

- Business administration
- Management
- Civil construction
- Community services
- Water and waste services
- Trade skills
- Local government
- Library services.

Contact TAFEWesternBCU@tafensw.edu.au
There is a diverse range of jobs in the industry designing, assembling, installing, repairing and packaging products.

**MANUFACTURING SHORT COURSES**

Our manufacturing team can design short courses or provide nationally recognised skillsets to meet the needs of industry and Job Services Australia (JSAs) providers.

Topics include:
- Quality assurance
- Competitive manufacturing
- Workplace safety
- Laboratory testing

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

A range of traineeship or customised course options designed to support Local Government and utility organisations to build the skills of employees in water treatment and waste management.

- NWP30107 Certificate III Water Operations
- NWP40107 Certificate IV Water Operations
- CPP20411 Certificate II Waste Management
- CPP30711 Certificate III Waste Management
- CPP40911 Certificate IV Waste Management

A range of traineeship or customised course options for the food processing sector.

- FDF20111 Certificate II Food Processing
- FDF30111 Certificate III Food Processing
- FDF40110 Certificate IV Food Processing
- MSS30312 Certificate III Competitive Systems and Practices

A range of traineeship or customised course options to build the skills of laboratory workers in the health, mining and rural industries.

- MSL30109 Certificate III Laboratory Skills
- MSL40109 Certificate IV Laboratory Techniques

**MANILDRA FLOUR MILLS**

TAFE Western works in partnership with many of the region’s large manufacturing employers. One of our long standing partners is Manildra Flour Mills.

“TAFE Western has been Manildra Flour Mills preferred training provider for more than 12 years. In that time we have found TAFE Western to provide an excellent standard of workplace training in a timely and cost effective manner. The level of customer service is terrific. Additional courses have been developed specifically to meet our needs and are delivered within a time frame that meets our needs.”

John Chilcott Manager, Human Resources and Safety

Manildra Group of Companies
MINING AND DRILLING @ TAFE WESTERN

TAFE Western is a specialist provider of training for the mining industry with partnerships with Newcrest Mining, Xstrata, North Parkes, Centennial Coal, Peak Gold, Moolarben Coal, Wilpinjong and Tomingley mines.

Our range of mining and drilling training options using state of the art mining equipment simulators provide high quality, flexible and innovative solutions for our industry partners, as well as for people looking for employment in these industry sectors.

Our extensive range of mining courses offers flexible and high quality training options for our mining partners, and also equips individuals with skills to move into the mining industry.

MINING SHORT COURSES

- Resourcing Future Leaders
- Supervisors Compliance
- General Mine Induction
- WHS for Industry
- Communication for Industry
- Risk Control for Industry
- Mining Skills for Migrants

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

MINING EQUIPMENT TRAINING SIMULATOR

TAFE Western has two Mining Equipment Training Simulators to up-skill students wanting to gain employment in the mining industry. One simulator is based in Orange and the other is a mobile unit used for courses across western NSW, taking the training where it is needed.

The simulators provide students with real-life experience making them ‘work ready’ in operating a haul truck and interacting on a mine site.

The simulators are available for hire to industry clients wishing to evaluate new worker aptitude or challenge test experienced operators.

Simulator Consoles include:

- Haul Truck Models Caterpillar 777D and Caterpillar 973D
- Loaders – Caterpillar 992G
- Dozer – Caterpillar D11R
- Excavator/Shovel – O&K RH200
- Underground Bogger – LHD – Atlas Copco ST 600
- Drill Rig – Atlas Copco Rocket Boomer

Our specialist drilling courses offer skills for people who want to work in the drilling industry or provide skills recognition opportunities for experienced drillers.

| RII20109 Certificate II Resources and Infrastructure |
| RII20509 Certificate II Resource Processing |
| RII30411 Certificate III Resource Processing |
| RII40509 Certificate IV Resource Processing |
| RII20409 Certificate II Underground Metalliferous Mining |
| RII30311 Certificate III Underground Metalliferous Mining |
| RII20209 Certificate II Surface Extraction Operations |
| RII30112 Certificate III Surface Extraction Operations |
| RII40109 Certificate IV Surface Extraction Operations |

| RII20909 Certificate II in Drilling Operations |
| RII31809 Certificate III in Drilling Operations |
| RII40909 Certificate IV Drilling Operations |
TAFE Western’s Australian Outdoor Education Training and Recognition Unit is the largest specialist provider of outdoor recreation and fitness training in Australia. Our industry equipment, team of highly trained teachers and innovative outdoor recreation and fitness programmes are recognised across Australia as setting the benchmark for training in this industry area.

Tailored Training Options
We can deliver the training you require when you want it by tailoring education programmes that suit the needs of your business. Including:

- Training staff in client service skills
- Team building activities for corporate customers
- Adventure based learning a hands on, out of classroom interactive strategy aimed at engaging disengaged students
- Skillsets in a range of outdoor recreation subject areas such as abseiling and rafting
- Training for fitness instructors

School Programmes
TAFE Western is a specialist provider of vocational training for students in years 11 and 12 who are completing a Certificate III Outdoor Recreation programme as part of their HSC programme. Over 200 students each year complete our 10 day workshops offering the opportunity to build skills in the outdoor recreation industry and then progress to future employment.

A range of online, workplace, distance or RPL study options are available for our outdoor recreation courses. These provide you with the skills to work in the outdoor recreation industry as an instructor or guide.

SIS30410 Certificate III Outdoor Recreation
SIS40310 Certificate IV Outdoor Recreation
SIS50310 Diploma in Outdoor Recreation

These courses give you the skills and knowledge to work as an exercise instructor in gyms, fitness facilities, pools, community facilities and outdoor environments. In our higher level course gain the skills to manage a fitness business.

SIS30310 Certificate III Fitness
SIS40210 Certificate IV Fitness

Your experience, skills and knowledge can count towards part of a qualification or a full qualification. Talk to us to find out more. Call 1300 823 393.
**RURAL SKILLS @ TAFE WESTERN**

Agricultural industries are changing rapidly, with environmental and economic sustainability now a main focus. There are new fields of expertise in organic farming, recycling, land management and water conservation, driving demand for skilled professionals.

**Agribusiness**

TAFE Western has a new range of agribusiness short courses. These innovative and flexible courses are designed to provide rural and hobby farm business owners with the hands on skills and knowledge to achieve their goals and outcomes for profitable and sustainable farming systems.

Our specialist agribusiness trainers have extensive industry experience and knowledge and can support participants to achieve a successful agribusiness.

**AGRIBUSINESS SKILLS SHORT COURSES**

- Rural Property Development Planning
- Farm Enterprise Selection
- Farm Water Design and Maintenance
- Rural Lifestyle/Community Marketing
- Family Business Wealth Planning
- Farm Fencing Design
- Regenerative Grazing Management
- Holistic Management

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

Conducted as flexible study option with 2-day workshops conducted each month over 12 months. Learn about holistic management of agricultural production systems, rural based business, and publicly owned land resources. Gain skills to manage a business ecologically, financially and socially sustainably.

- 11065 SOA Holistic Management
- 10428 Diploma Holistic Management – Sustainable Rural Lands – Business and Communities

**Agriculture**

TAFE Western is a specialist provider of agriculture training with part time, full time, flexible, traineeships and RPL study options. Courses focus on skills needed for careers in livestock, cropping or mixed farming enterprises. Our higher level courses focus on supervisory or team leader roles in the agriculture industry.

**NATIONALLY RECOGNISED COURSES**

You can select a range of part time or traineeship study options that provide pathways to jobs in agriculture.

- AHC20110 Certificate II Agriculture
- AHC30110 Certificate III Agriculture
- AHC40110 Certificate IV Agriculture

TAFE Western has been a part of this industry for many years. The Institute has Rural Skills Centres at Dubbo and Orange, and delivers training across central and western NSW. A partnership with Australian Wool Innovation has placed the Institute as Australia’s largest and most significant training provider for shearing and wool handling.

- 10364 SOA Introduction to Wool Harvesting
- 10597 SOA Apply Electronic Identification Technology to Livestock Systems
- AHC21410 Certificate II Wool Handling
- AHC33010 Certificate III Wool Clip Preparation
- AHC41310 Certificate IV Wool Classing
- AHC21310 Certificate II Shearing
- AHC32910 Certificate III Shearing
Animal Studies

ANIMAL STUDIES SHORT COURSES

TAFE Western is launching a new range of short specialist courses for the animal studies and veterinary industry in 2014 courses.

- Introduction to Ultrasound for Animal Breeding
- Introduction to Grooming
- Computer Systems for Veterinary Nurses
- Medication and Anaesthesia Skills
- Work Health Safety for Veterinary Nurses
- Microchipping
- Managing Your Pet
- Understanding Animal Behaviour

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

Our animal studies courses give you opportunities to work with animals in a veterinary clinic. You can also access RPL or traineeship options if you are already employed in the care of animals in a veterinary clinic, animal shelter, kennel or cattery or pet shop.

ACM20110 Certificate II Animal Studies
ACM30410 Certificate III Companion Animal Services
ACM40410 Certificate IV Veterinary Nursing

Chemicals

Chemicals on the farm can be dangerous. Common agricultural chemicals (agrichemicals) include fuels, solvents, pesticides, herbicides, fungicides, fertilisers and veterinary chemicals. Care is needed when storing, transporting, using and disposing of chemicals to ensure the safety of farm workers, as well as the safety of the environment.

TAFE Western offers flexible options for participants wanting to update or gain the required chemical accreditation.

Chemical Application and Agricultural Manual Fumigation courses are conducted at the same times to provide maximum flexibility for participants.

CHEMICAL SHORT COURSES

- Chemical Application
- Agriculture Manual Fumigation

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9
Forestry

Forestry is a growth industry in Australia and employs over 100,000 workers. TAFE Western offers courses to match the needs of workers in the industry.

Courses range from Forestry Development and Management to Chainsaw operations.

TAFE Western has established strong relationships with a number of forestry employers including Highland pine and StructaFlore both based in Oberon.

There is an optional cost for ear muffs and a helmet. It is recommended that participants in our forestry courses have their first aid certificate.

**FORESTRY SHORT COURSES**

- Chainsaw Operations – Trim, Cross Cut and Rip
- Chainsaw Operations – Basic Tree Felling
- Chainsaw Operations – Intermediate Tree Felling
- Chainsaw Operations – Advanced Tree Felling

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

These courses are conducted in partnership with our industry partners and incorporate workplace training and assessment.

FP120305 Certificate II Sawmilling and Forestry
FP130305 Certificate III Sawmilling and Forestry

Horticulture

Our extensive range of horticulture courses include apprenticeships, traineeships, short courses, skillsets and nationally recognised options. The courses offer you the opportunity to gain skills in horticulture, landscaping, nursery operations, green keeping, parks and gardens, turf construction, irrigation, chemical use, and machinery operations.

**HORTICULTURE SHORT COURSES**

- Landscaping for Home Gardens
- Ornamental Blacksmithing
- Propagation of Native Plants
- Irrigation for Home Gardens

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

TAFE Western offers a range of horticulture training options including short courses, skillsets and nationally recognised options. Recognition options also available.

AHC20410 Certificate II Horticulture
AHC30710 Certificate III Horticulture
AHC40410 Certificate IV Horticulture
AHC50310 Diploma in Production Horticulture
AHC31010 Certificate III Parks and Gardens
AHC30910 Certificate III Landscape Construction
AHC31310 Certificate III Sports Turf Management
AHC20510 Certificate II Arboriculture
AHC21112 Certificate II Irrigation
Floristry

Our floristry courses give you the skills and knowledge to work in floristry design, develop floristry construction techniques and sales skills for work in a retail florist shop, studio or e-business.

FLORISTRY SHORT COURSES

- Introduction to Floristry – Basic Wiring
- Wedding Floristry Introduction
- Masterclass Wedding Floristry Intermediate

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

NATIONALLY RECOGNISED COURSES

SFL20110  Certificate II Floristry (Assistant)  NRT
SFL30110  Certificate III Floristry  NRT

Short floristry courses can also be offered to give you the skills in flower arranging for home or special occasions.

Land Conservation

Courses provide pathways to a range of careers in indigenous land management, national parks maintenance, soil and water conservation, wildlife and natural resources management.

NATIONALLY RECOGNISED COURSES

Our extensive range of conservation and land management courses are available as flexible, part time, or RPL options.

AHC31910  Certificate III in Weed Management  NRT
AHC21010  Certificate II in Conservation and Land Management  NRT
AHC31410  Certificate III Conservation and Land Management  NRT
AHC51110  Diploma in Conservation and Land Management  NRT
AHC51210  Diploma in Community Coordination and Facilitation  NRT

Refer to the course icon guide on page 9. View all course details and specific entry requirements at www.wit.tafensw.edu.au or phone 1300 823 393 or drop into your local TAFE Western College. All information correct at time of going to print and may be subject to change.
TAFE Western is a specialist provider of trade training with state of the art industry standard equipment and facilities supported by our team of experienced and nationally qualified trade trainers.

**Automotive**

Australians are passionate about their cars. There are over 16 million cars and motorcycles registered in Australia and they all need to be serviced and repaired.

The automotive industry is also on the road to a greener future and technological innovation will be a key feature as cars evolve to meet the needs of a low carbon economy. The demand for highly skilled technicians in all areas of the industry will grow as the government subsidises the long anticipated green-car revolution.

**AUTOMOTIVE SHORT COURSES**

- Automotive Air Conditioning Technology
- Diesel Emissions Awareness Training
- Small Motor Maintenance
- RMS AGIS Examiner – Gas Light Vehicle
- RMS ASCIC Proprietor – Light Vehicle
- RMS ASCIC Examiner – Light Vehicle
- RMS AUVIS Proprietor – Light Vehicle
- RMS AUVIS Proprietor/Examiner – Light Vehicle
- RMS ASCIC Proprietor/Examiner – Light Vehicle
- RMS HVAIS Proprietor – Heavy Vehicle
- RMS HVAIS Examiner – Heavy Vehicle
- RMS HVAIS Proprietor/Examiner – Heavy Vehicle

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

TAFE Western is a proven performer in automotive apprenticeship training. Students and employers are guaranteed a high quality apprenticeship experience. Our extensive range of apprenticeship options give you a range of career choices from light vehicle mechanic, heavy vehicle mechanic, motorcycle mechanic, motorsport mechanic, panel beater or vehicle painter.

- **AUR20512 Certificate II Automotive Servicing Technology**
- **AUR20812 Certificate II Outdoor Power Equipment Technology**
- **AUR30712 Certificate III Outdoor Power Equipment Technology**
- **AUR30312 Certificate III Automotive Electrical**
- **AUR30412 Certificate III Agricultural Mechanical Technology**
- **AUR31212 Certificate III Mobile Plant Technology**
- **AUR31112 Certificate III Heavy Commercial Vehicle Mechanical Technology**
- **AUR30612 Certificate III Light Vehicle Mechanical Technology**
- **AUR30812 Certificate III Motorcycle Mechanical Technology**
- **AUR32112 Certificate III Automotive Body Repair Technology**
- **AUR32412 Certificate III Automotive Refinishing Technology**
- **AUR30912 Certificate III Motorsport Technology**

**AUTOMOTIVE TRADE SKILLS RECOGNITION**

Upgrade from Light Vehicle Mechanic to Heavy Vehicle Mechanic in two easy steps:

- Attend an interview and do trade test (cost $620)
- Then you will be provided with a plan to complete any skills gap training or complete assessments. Additional costs may apply.
Building and Construction

People will always need homes and businesses will always need offices. Along with shops, restaurants, schools, and hospitals the list is huge and somebody has to build, plumb, maintain and renovate them.

Whether you work in the domestic or corporate sector, building and construction are a sought after set of skills that are transportable across Australia.

TAFE Western can also offer customised trade training using skillsets from nationally recognised trade courses which offer job seekers or school leavers introductory skills which can provide a pathway to an apprenticeship.

BUILDING AND CONSTRUCTION SHORT COURSES

- Elevated Work Platform
- Scaffolding Basic Level
- Demolition Supervisor
- Non Friable Asbestos Removal
- Asbestos Removal (Supervisor)
- Introduction to CAD1
- General Construction OHS Induction in NSW

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

TRADE SKILLS BUILDING AND CONSTRUCTION RECOGNITION PROGRAMME

If you have been working in the building industry for at least 4 years, but do not have a national qualification, then our trade skills recognition programme will give you options to have your skills recognised, helping you gain a formal qualification. Benefits of the trade skills recognition programme include:

- Getting a qualification for skills you already have
- Reducing the amount of formal study you may need to complete
- Improved job prospects or career pathway
- Being able to apply for a NSW Office of Fair Trading licence

Interview fee $185. Following interview you are provided with an individual plan to complete skills gap training and assessments. Cost may apply.

Metal Sheds and Awnings Licence

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<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>19295</td>
<td>SOA Erectional Prefabricated Metal Framed Home Additions &amp; Structures</td>
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Fencing Licence

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<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>CPC10111</td>
<td>Certificate I Construction</td>
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Minor Trade Licence

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<th>Course Description</th>
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<tbody>
<tr>
<td>CPC10111</td>
<td>Certificate I Construction – Non Structural Repair Work licence Kitchen/Bathroom Bench Installation licence</td>
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Carpentry Licence

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<th>Course Description</th>
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<tr>
<td>CPC30211</td>
<td>Certificate III Carpentry</td>
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Concreting Licence

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<tbody>
<tr>
<td>CPC30311</td>
<td>Certificate III Concreting</td>
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</tbody>
</table>

NATIONALLY RECOGNISED COURSES

TAFE Western is a proven performer in building trades apprenticeship training. Students and employers are guaranteed a high quality apprenticeship experience. Our extensive apprenticeship options give you a range of career choices including carpenter, bricklayer, tiler, plasterer, shopfitter, painter and decorator, signwriter or licenced builder.

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<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>CPC30211</td>
<td>Certificate III Carpentry</td>
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<tr>
<td>CPC30111</td>
<td>Certificate III Bricklaying/Blocklaying</td>
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<tr>
<td>CPC31311</td>
<td>Certificate III Wall and Floor Tiling</td>
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<td>CPC31211</td>
<td>Certificate III Wall and Ceiling Lining</td>
</tr>
<tr>
<td>CPC31811</td>
<td>Certificate III Shopfitting</td>
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<tr>
<td>CPC30611</td>
<td>Certificate III Painting and Decorating</td>
</tr>
<tr>
<td>CPC32111</td>
<td>Certificate III Signage</td>
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<tr>
<td>CPC40110</td>
<td>Certificate IV Building and Construction</td>
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<tr>
<td>91509NSW</td>
<td>Course in Owner Builder Compliance</td>
</tr>
</tbody>
</table>

A flexible online or face to face course to get the skills and knowledge to gain your builders licence.

A flexible distance and online course that provides successful students with a Certificate in Owner-Builder Compliance which you must present as part of your application for an Owner-Builder Licence to the Department of Fair Trading. A WorkCover Construction Induction Card is a prerequisite.

91509NSW Course in Owner Builder Compliance
Electrotechnology

The Electrotechnology industry services domestic and commercial buildings as well as industrial areas such as mining and manufacturing. TAFE Western has the ability to provide a range of electrotechnology training from electrical licencing, skillsets and high quality apprenticeships.

**ELECTROTECHNOLOGY SHORT COURSES**

- Disconnection/Reconnection (Appliances)
- Disconnection/Reconnection (Motors)
- Disconnection/Reconnection (Water Heaters)
- Restricted safely testing of electrical cord connected equipment and cord assemblies
- Commercial Installation Practice
- Domestic Wiring Practice
- Service Main Wiring Practice

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

TAFE Western is a proven performer in electrical apprenticeship training. Students and employers are guaranteed a high quality apprenticeship experience. Our extensive apprenticeship option gives you a range of career choices including electrician and air conditioning and refrigeration mechanic.

**UEE30811 Certificate III Electrotechnology – Electrician**

**UEE32211 Certificate III Air Conditioning and Refrigeration**

These courses offer study options to gain work as an electrical fitter in the electrical machine service industry, to work on electrical control equipment and the manufacture of switchboards.

**UEE33011 Certificate III Electrical Fitting**

**UEE30611 Certificate III Electrical Machine Repair**

**UEE30711 Certificate III Switchgear and Controlgear**

**UEE40411 Certificate IV Electrical Instrumentation (UEE40411)**

You can enrol in the full Certificate IV course or you can do our specialist SOA courses in Instrumentation, PLCs and Management Cluster.

**SOA Instrumentation**

**UEENEE101A – Use instrumentation drawings, specification, standards and equipment manuals**

**UEENEE102A – Solve problems in pressure measurement components and systems**

**UEENEE103A – Solve problems in density level measurement components and systems**

**UEENEE104A – Solve problems in flow measurement components and systems**

**UEENEE105A – Solve problems in temperature measurement components and systems**

An online and face to face course to build your skills in managing PLCs.

**SOA PLC’s**

**UEENEE150A – Develop, enter and verify discrete control programs for programmable controllers**

**UEENEE151A – Develop, enter and verify word and analogue control programs for programmable logic controllers.**

A 5 day course to give you the skills to manage OHS, energy efficiency and sustainable practice.

**20236 Management Cluster**

**UEENEEE117A – Implement and monitor energy sector OHS policies and procedures**

**UEENEEE124A – Compile and produce an energy sector detailed report**

**UEENEEE145A – Implement and monitor energy sector environmental and sustainable policies and procedures**
Engineering

The engineering industry is the second largest employer in Australia, with a workforce of over a million people, and growing. TAFE Western offers a range of engineering courses including short courses, skillsets or apprenticeship programmes.

ENGINEERING SHORT COURSES

- Basic Hydraulics
- Intermediate Hydraulics
- Manufacturing Cut and Destruct – Oxy-acetylene Equipment
- Ornamental Blacksmithing
- Magnetic Particle Testing
- Welding Certificate Consultancy Service
- Basic Welding Skills
- Manual Metal Arc Welding (MMAW)
- Gas Metal Welding (GMAW)
- Gas Tungsten Arc Welding (GTAW)

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

WELDING CERTIFICATION

Welding certification courses can be conducted to meet industry needs. Prices vary due to locations and course numbers. A 5 day course designed for experienced welders working or seeking employment in the manufacture or repair of boiler, pressure vessel, pressure piping or high quality welded applications.

17431 SOA in Welding to AS1796 Certification 1-9
MEM05026C – Apply welding principles. At least one of the Group 2 Specialisation Units must be completed

17622 Assessment for AS1796 Welding Certificates 1-9

NATIONALLY RECOGNISED COURSES

Our extensive range of engineering courses are available as part time, traineeship or full time block release apprenticeship programmes. These courses provide a pathway to a range of career options including welder, fabricator, mechanical fitter and machinist. Courses can also be customised for Job Services Agencies wanting to assist job seekers gain employment in the engineering industry.

MEM10105 Certificate I Engineering
MEM20105 Certificate II Engineering (Production Technology)
MEM20205 Certificate II Engineering (Mechanical Trade)
MEM30205 Certificate III Engineering (Mechanical Trade)
MEM30305 Certificate III Engineering (Fabrication Trade)
MEM30305 Certificate III Engineering (Fabrication Trade Heavy Fabrication)
Plumbing

TAFE Western is the plumbing specialist with extensive facilities and equipment at our Plumbing Training Centre in Orange, one of our focuses is on green plumbing skills to ensure that plumbers can support new sustainability trends.

NATIONALLY RECOGNISED COURSES

TAFE Western is a proven performer in plumbing apprenticeship training and students and employers are guaranteed a high quality apprenticeship experience.

CPC10233  Certificate III Plumbing
CPC32612  Certificate III Roof Plumbing

GET YOUR SKILLS RECOGNISED

Your experience, skills and knowledge can count towards part of a qualification or a full qualification. Talk to us to find out more. Call 1300 823 393.

PLUMBING SHORT COURSES

- Backflow Prevention
- Backflow Prevention Awareness
- Drainage (Waste)
- Gas Fitting
- Thermostatic Mixing Valves
- Water Plumbing
- Green Plumbers Environmental Solutions

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

Refer to the course icon guide on page 9. View all course details and specific entry requirements at www.wit.tafensw.edu.au or phone 1300 823 393 or drop into your local TAFE Western College. All information correct at time of going to print and may be subject to change.
The Transport and logistics industry is an important industry for western NSW. TAFE Western plays a key role in providing the skills training for employment in the transport industry and provides flexible training and assessment options if you are already working.

**TRANSPORT AND LOGISTICS SHORT COURSES**

- Blue Card
- Warehousing
- Forklift
- Chain of Responsibility

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

**NATIONALLY RECOGNISED COURSES**

Our warehousing, logistics and driving operations courses are available as customised skills for job agencies or industry and delivered as work based traineeship options.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>NG</th>
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<td>Certificate IIWarehousing Operations</td>
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<tr>
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<td>Certificate II Driving Operations</td>
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<td>Driving Operations</td>
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<td></td>
<td>(Heavy General Freight)</td>
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</tbody>
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**HEAVY VEHICLE TRANSPORT SIMULATOR**

TAFE Western’s Heavy Vehicle Simulator offers a high quality training experience. It will assist you to gain experience driving a heavy vehicle truck. You can try a range of scenarios to build your skills and knowledge about response time and safe, defensive driving strategies. Customised transport courses can be provided for industry and those looking for a career in the training industry.

**GET YOUR SKILLS RECOGNISED**

Your experience, skills and knowledge can count towards part of a qualification or a full qualification. Talk to us to find out more. Call 1300 823 393.
WORKCOVER LICENCING AND SAFETY @ TAFE WESTERN

WorkCover Licencing

TAFE Western is an approved provider of WorkCover High Risk Licencing courses, the high quality of TAFE Western’s team of trainers and WorkCover assessors and equipment ensures that all students are trained to meet industry standards.

Courses Include:
- 19335 – Dogging
- TLILIC2001A – Licence to operate a forklift truck
- TLILIC3008A – Licence to operate a slewing mobile crane (up to 20 tonnes)
- TLILIC4009A – Licence to operate a slewing mobile crane (up to 60 tonnes)
- CPCCLSF2001A – Licence to erect, alter and dismantle scaffolding (basic level)
- TLILIC2005A – Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

See Short Courses @ TW for all details on courses and dates.

Contact our Sales Officers on TAFEBCUSales@tafensw.edu.au if you are interested in WorkCover Licencing Courses for your business.

Workplace Health and Safety

TAFE Western offers a range of training options designed to help business and industry meet their workplace safety responsibilities. Options include nationally recognised WHS courses and customised training for industry and WHS consultancies. TAFE Western’s team of specialist WHS trainers can provide advice on WHS issues and conduct workplace audits.

WORKPLACE HEALTH AND SAFETY SHORT COURSES

- Health and Safety Representative (HSR)
- Enter and Work in Confined Spaces
- Confined Spaces Refresher
- Fire Extinguishers, Fire Blankets and Hose Reels
- Work Safely at Heights

See Short Courses @ TAFE Western for details on courses and dates. Scan QR code on page 9

NATIONALLY RECOGNISED COURSES

Online, flexible, weekly workshops or fast track courses to enable you to specialise in the management of WHS or for managers with significant responsibility for WHS.

BSB30712 Certificate III Work Health and Safety

A range of course options to suit student needs including a 5 day Fast Track programme, workshops conducted weekly, or monthly which will provide an opportunity to upgrade skills in WHS. The course provides career options to become a WorkCover trainer and assessor or safety officer in industry or a supervisor with significant WHS responsibility in a high risk environment.

BSB41412 Certificate IV in Work Health and Safety

BSB51312 Diploma Work Health and Safety

BSB60612 Advanced Diploma Work Health and Safety
ENROLLING @ TAFE WESTERN

STEP 1

Select the course you want to do.

Call course information on 1300 823 393 if you need further information or would like to talk to someone to see if the skills you already have can be recognised.

For customised courses for your business email TAFEBCUSales@tafensw.edu.au

STEP 2

Check you meet the course entry requirements.

Entry requirements are the minimum qualifications, knowledge, skills, experience this can be found on website www.wit.tafensw.edu.au. Search by course name or TAFE Code, or national number.

STEP 3

Check that the course study options and locations suit your needs and make sure you are aware of the course cost.

Study options and location details are included on each course information page on the website. Search by course name or TAFE Code.

When you enrol in a course you will have to pay a commercial fee or the TAFE NSW Fee and there may be additional course related charges.

STEP 4

Enrolment

Call course information on 1300 823 393, drop into your local college or enrol online at www.wit.tafensw.edu.au

Please note that you are not enrolled until you have completed and signed the enrolment form and paid the correct course cost or received an approved exemption.

COURSE COSTS

When you enrol, you will need to pay the course cost or TAFE NSW fee, unless you qualify for a fee exemption or Concession fee or if the course is eligible for VET FEE-Help. You will not be regarded as being enrolled without the payment of, or approved exemption from, the TAFE NSW fee, or payment of the Concession fee.

International students and temporary visa holders may be required to pay a tuition fee in addition to the TAFE NSW fee.

New enrolling students who will be participating and/or attending TAFE Western must have a NSW residential address or be employed within NSW to be eligible to access government subsidised training places in TAFE NSW.

Other Enrolment Conditions

See the detailed conditions of enrolment including refunds, concessions and cancellation policies on our website.
One Place to Connect

The Student Hub is your one stop shop for all the information and support you need to study with TAFE Western. Our services are located together, so you can get answers to all your questions – in the one place.

Call in and talk to our knowledgeable and friendly staff about the range of services available to you. At the Student Hub, you can get information on:

**ABORIGINAL SUPPORT SERVICES**
Our Aboriginal Student Support Officers work directly with Aboriginal students and provide mentoring, advice, direction and access to tutorial support to help you complete your studies and achieve your employment aspirations.

**DISABILITY SUPPORT SERVICES**
Teacher Consultants – Disability provide individual learning support for people with a disability who are enrolled in TAFE courses. Teacher Consultants specialise in physical, intellectual, sensory or psychiatric disabilities and can provide adaptive equipment and technology or disability assistants to support your needs while you are studying.

**COUNSELLING AND CAREER SERVICES**
Counsellors can assist students and prospective students to identify career goals and the courses and pathways to success in work and life. Counsellors can also assist you to deal with issues affecting your studies such as study problems and personal challenges. Anyone who is currently enrolled with TAFE, or planning to enrol, can access this free and confidential service.

**LIBRARY SERVICES**
TAFE Western libraries offer a wide range of electronic and print based resources, facilities and specialised services to support your learning. Whether you come to a TAFE campus every day, or study via TAFE Western Connect and only visit the campus occasionally, or not at all, TAFE Western Librarians can help you with your study needs.

**ONLINE STUDY HELP**
TAFE Western offers yourtutor, an online study support service for all the little things you might get stuck on, at times when your teacher can’t be around to help. It’s available free of charge from 3pm to 11pm Sunday through to Friday.

**HOW TO ENROL**
The Student Hub is the place to go to get course information and advice, organise your enrolment, talk about payment options or check if you are entitled to a concession or exemption from fees. Call in soon to your nearest Student Hub – it’s the One Place to Connect.
Refer to the course icon guide on page 9. View all course details and specific entry requirements at www.wit.tafensw.edu.au or phone 1300 823 393 or drop into your local TAFE Western College. All information correct at time of going to print and may be subject to change.

TAFE Western Colleges

Committed to serving Western NSW with high quality training options.

BATHURST
Panorama Avenue
2795
Phone: 02 6338 2424
Fax: 02 6338 2439

BOURKE
Oxley Street
(PO Box 510)
2840
Phone: 02 6830 1200
Fax: 02 6830 1202

BREWARRINA
Bourke Street
(PO Box 213)
2839
Phone: 02 6830 5300
Fax: 02 6830 5331

BROKEN HILL
248 Argent Street
2880
Phone: 08 8082 6888
Fax: 08 8082 6864

COBAR
45 Bathurst Street
(PO Box 411)
2835
Phone: 02 6836 5900
Fax: 02 6836 5981

CONDOBOLIN
Cnr Turner and High Streets
(PO Box 155)
2877
Phone: 02 6891 9000
Fax: 02 6891 9087

COONAMBLE
Dubbo Street
(PO Box 200)
2829
Phone: 02 6827 1600
Fax: 02 6827 1694

COWRA
27-33 Carleton Street
2794
Phone: 02 6340 1700
Fax: 02 6340 1788

DUNEDOO
Digilah Street
(PO Box 6)
2844
Phone: 02 6370 3300
Fax: 02 6370 3303

DUBBO
Myall Street
(PO Box 787)
2830
Phone: 02 6883 3444
Fax: 02 6883 3466

FORBES
Cnr Browne and Harold Streets
(PO Box 145)
2871
Phone: 02 6853 9100
Fax: 02 6853 9111

GRENFELL
Cnr Rose and East Streets
2810
Phone: 02 6349 1000
Fax: 02 6349 1033

GILGANDRA
Wamboin Street
(PO Box 48)
2827
Phone: 02 6847 8700
Fax: 02 6847 8760

LIGHTNING RIDGE
Kaolin Street
(PO Box 575)
2834
Phone: 02 6829 9800
Fax: 02 6829 9805

LITHgow
2 Hill Street
(PO Box 297)
2790
Phone: 02 6352 0444
Fax: 02 6352 0466

MENINDEE
Bear Street
2879
Phone: 08 8091 4148
Fax: 08 8082 6864

MUDGEE
Cassilis Road
(PO Box 297)
2850
Phone: 02 6378 2666
Fax: 02 6378 2685

NYNGAN
Cobar Street
(PO Box 69)
2825
Phone: 02 6835 1800
Fax: 02 6835 1832

ORANGE
March Street
(PO Box 1059)
2800
Phone: 02 6391 5777
Fax: 02 6391 5613

PARKES
25 Bushman Street
2870
Phone: 02 6862 8100
Fax: 02 6862 8150

WALTERS
42 Arthur Street
(PO Box 186)
2832
Phone: 02 6828 6200
Fax: 02 6828 6286

WARREN
Burton Street
(PO Box 174)
2824
Phone: 02 6847 7500
Fax: 02 6847 7541

WELLINGTON
3 Maughan Street
(PO Box 92)
2820
Phone: 02 6840 2100
Fax: 02 6840 2180

WILCANNIA
Reid Street
(PO Box 23)
2836
Phone: 08 8091 5974
Fax: 08 8091 5974

Our virtual college enabling us to offer training across NSW and Australia.
- Online
- Flexible
- Connected classroom
See www.wit.tafensw.edu.au for more details.
Traineeships
Short Course
VET FEE-HELP
TAFE Western Connect

View all course details and specific entry requirements at www.wit.tafensw.edu.au
Phone 1300 823 393 or drop into your local TAFE Western College.

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