“It’s not the study that’s the challenge - it’s finding time!”

**Study @ your own pace @ your own place**

Can’t make it to class at your local TAFE college? Work irregular hours? Have family commitments or is travel too difficult?

Then studying with the Open Training and Education Network (OTEN) may be the answer for you. Whether you’re looking for your first job, a promotion, a career change or you just need extra knowledge and skills, OTEN can help. OTEN is a business unit of Western Sydney Institute, providing specialist distance education and training services. TAFE NSW understands that everyone has different vocational and educational needs and is committed to helping you develop real skills for life.

The excellence of TAFE NSW – Western Sydney Institute’s training services, the innovative programs and the dedication of staff have been recognised by the prestigious NSW Large Training Provider of the Year Award in both 2009 and 2010. With a qualification through OTEN and TAFE NSW – Western Sydney Institute, you’re getting the best of the best!

**OTEN... more than you imagine!**
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OTEN Course Information

W: www.oten.edu.au
E: oten.courseinfo@tafensw.edu.au
T: 1300 362 346 or 02 9715 8333

Monday to Friday 8:30am – 5:00pm AEST (Australian Eastern Standard Time)

OTEN welcomes course enquiries from people who are deaf, or hearing or speech impaired through the National Relay Service (NRS). Contact the NRS on 1300 555 727. See page 11 for more about the NRS.

Disclaimer

The material contained in this document is intended to provide students with general information on Open Training and Education Network (OTEN) courses and should be used as a guide only. Whilst every reasonable effort has been made to ensure that the information contained in this document was accurate and current at the time of publication, no warranty is given that the information contained herein is free from error or omission. Course costs may be subject to change without notice and some changes may occur as courses are updated, added or replaced. No person should rely exclusively on the content of this document.

For the most up to date information on courses, fees and enrolment information visit our website www.oten.edu.au or phone Course Information on 1300 362 346. It is the responsibility of the prospective student to check program entry requirements and selection methods prior to making any arrangement to apply for enrolment at TAFE NSW.

To the extent permissible by law TAFE NSW and the State of New South Wales by its Department of Education and Training exclude all liability for any loss or damage (including indirect, special/or consequential loss or damage) arising from the use of, or reliance on, the information contained in this document.
Studying at OTEN

Take your time ... or accelerate your learning – It’s your choice!

Whether you’re starting out or need a career stepping stone, OTEN provides you with the opportunity to accelerate your learning if that’s what you need. That’s why highly motivated self-starters find OTEN a great place to study.

On the other hand, you may need your study to fit around your other life commitments so OTEN gives you the flexibility to study when it suits you. Studying by distance at OTEN means studying at your own pace. It’s all about you!

OTEN offers around 220 qualifications and courses, and accepts enrolments from students all over NSW, from other Australian States and overseas. Most courses are delivered right to your door - online, on CD, or via printed learning materials with audio and video components. Some courses also have face-to-face sessions - in the workplace, workshops or practicals.

This Course and Career Guide gives you general information about applying and enrolling with OTEN, a brief description of our qualifications and courses, and the support services we offer to help you succeed in your studies.

If you are not sure which course will meet your goals, speak to our Counselling and Careers Service. We have also developed a Career Pathways brochure which provides general advice about career planning – whether you have just finished school, want to upgrade your skills or make a complete career shift. There’s also a list of helpful websites and vocational pathways, which show you how to progress towards the career you want. You can find the Career Pathways brochure on our website.

When you think you have found the course that best suits your needs, read the Course Information Leaflet for more information. This is available:

W: www.oten.edu.au

T: 1300 362 346 or 02 9715 8333

Visit: 51 Wentworth Road, Strathfield, NSW, 2135

Course Information Leaflets outline entry requirements, learning outcomes, the qualification or award you will gain, any prerequisites and other requirements for studying the course. It is important to be sure that the course is what you need to meet your personal and vocational goals.

Some courses have specific entry requirements. If you have the equivalent skills and knowledge gained from work or other life experiences, you may be considered for Special Admission. Contact us for more information or help.
How do I enrol?

A step-by-step guide to completing your enrolment application

Step 1
Check to see if you need to complete additional forms such as a Course Application, Selection Application, Resource Checklist or Practical Application.

If you do – ensure you meet the entry requirements and include these additional forms or documentation when you submit your enrolment application; otherwise your enrolment may be delayed.

Are you re-enrolling into the same course?
You can re-enrol quickly and easily online via Student e-Services. See Step 4.

Step 2
You may be eligible for recognition of any previous study undertaken or relevant work experience.
You are encouraged to apply for recognition when enrolling (although you can apply at any time during your enrolment). There is a check box on your OTEN Enrolment Application form (or enrolment screen, if you are enrolling online) to request that any relevant previous study at TAFE NSW is credited towards the course in which you are applying to enrol.

Step 3
To complete your enrolment application, you need to:
• complete all sections, including the student statistics page, and sign the OTEN Enrolment Application form (or indicate your acknowledgement if enrolling online). Complete any other forms needed for your course.
• include your credit card details or attach the appropriate payment. Please do not send cash. If you are applying for the TAFE NSW Concession fee or an exemption from the TAFE NSW fee (see page 5), you need to provide your Centrelink CRN (Customer Reference Number) or appropriate documentation to support your application.

Please note: If OTEN has difficulties delivering your learning materials, the phone number you provide may be used by OTEN’s mailing agent to provide secure delivery of your learning materials.

Step 4
To submit your enrolment application, you can:
• go online www.oten.edu.au (available for some courses if you are paying by credit card)
• fax to 02 9715 8411 if you are paying by credit card
• mail to OTEN Student Services – Enrolments, Locked Bag 2012, Strathfield NSW 2135
• visit OTEN Course Information (between Monday and Friday 8.30am – 5.00pm) at 51 Wentworth Road, Strathfield NSW 2135.

If you are re-enrolling into the same course,
• re-enrol through Student e-Services at www.tafensw.edu.au. Log on using your DET Portal ID and password and follow the prompts
• you may also call the OTEN Re-enrolment Hotline Monday to Friday 8:30am – 5:00pm on 1300 881 114.

TAFE NSW does not accept cash payments.
We accept payment by:
• credit card, Visa and MasterCard
• personal or bank cheque, or money order payable to OTEN
• EFTPOS, in person at the OTEN Course Information counter.
What fees and charges do I need to pay?

Each year, TAFE NSW sets a schedule of affordable fees, across the range of its qualifications and courses – from Statements of Attainment to Advanced Diplomas.

Fees and charges may be:

- the TAFE NSW fee
- the OTEN Student Materials and Handling Charge
- additional enrolment related charges including:
  - course related charges (purchase of protective clothing and materials charges)
  - Student Association membership
  - licence fees
  - car parking (semester or annual fee)
- the WSI PLUS fee – for courses that do not attract a government subsidy (shown for relevant courses within this Guide)
- tuition fees – international students and some temporary visa holders are required to pay tuition fees

Fees and charges specific to your course are listed on the Course Information Leaflet.

### 2011 TAFE NSW FEES

<table>
<thead>
<tr>
<th>Qualification Level</th>
<th>Annual Fee $ AU</th>
<th>Fee for 1 Semester or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Diploma</td>
<td>1528</td>
<td>764</td>
</tr>
<tr>
<td>Diploma</td>
<td>1274</td>
<td>637</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>958</td>
<td>479</td>
</tr>
<tr>
<td>Certificate III</td>
<td>704</td>
<td>352</td>
</tr>
<tr>
<td>Certificate II</td>
<td>450</td>
<td>225</td>
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<tr>
<td>Certificate I</td>
<td>450</td>
<td>225</td>
</tr>
<tr>
<td>Statements / Short Courses</td>
<td>450</td>
<td>225</td>
</tr>
<tr>
<td>Apprentices and Trainees</td>
<td>424</td>
<td>212</td>
</tr>
</tbody>
</table>

### Concession Fees

<table>
<thead>
<tr>
<th>Concession Description</th>
<th>Annual Fee $ AU</th>
<th>Fee for 1 Semester or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government benefit recipients</td>
<td>52</td>
<td>52</td>
</tr>
<tr>
<td>Aboriginal and Torres Strait islander students</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Students with a Disability (first course p.a)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special Access Courses</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Other course and enrolment-related charges may apply.

Please note: Fees for WSI PLUS courses, international students and temporary visa holders may differ from the fees above. All Graduate Certificate and Graduate Diploma qualifications are offered on a commercial basis.

### Instalments

You may choose to pay the TAFE NSW fee in two instalments. The first instalment and the OTEN Student Materials and Handling Charge are paid on enrolment. TAFE NSW will send you an invoice for payment of the second instalment.

If you do not finish the course within 12 months and want to complete the course, you will need to re-enrol and pay the TAFE NSW fee and the OTEN Student Materials and Handling charge again.
OTEN Student Materials and Handling Charge

This annual charge partially offsets the costs of developing your distance learning resources, postage and handling, written correspondence, exams and tests. This charge must be paid when you submit your enrolment application, even if you are applying for a Concession fee or for an exemption from the TAFE NSW fee. This charge is included in the advertised WSI PLUS course fee. You do not pay this charge again if you are enrolling in a WSI PLUS course.

OTEN Student Materials and Handling Charge

$50 per enrolment application per year if you live in Australia

$120 per enrolment application per year if you live overseas

Course related charges

Some courses may have additional charges which cover the costs of practicals, consumables, services or basic tools used by the student. Check your Course Information Leaflet carefully.

Trainees and apprentices

Trainees and apprentices pay a capped annual fee for their enrolment at TAFE NSW. You will need to provide a copy of your apprenticeship/traineeship approved letter of registration with your enrolment application.

Temporary Visa Holders (TVH)

If you hold a temporary visa, subject to certain conditions, you may be eligible to apply to enrol with OTEN. Depending on the type of visa sub-class you hold, you may also need to pay tuition fees. When you apply to enrol you must declare your TVH status and provide a certified copy* of your passport showing your visa sub-class or documentation from the Department of Immigration and Citizenship (DIAC).

Your enrolment application will not be accepted if you cannot complete your studies before your visa expires. OTEN is not responsible for the non-completion of your course if you are required to leave Australia.

Concessions and exemptions from the TAFE NSW fee

TAFE NSW Concession fee

The TAFE NSW Concession fee applies only to courses where the TAFE NSW fee is payable and if you live in NSW. If you receive a Commonwealth benefit or allowance, you may be eligible to pay the annual TAFE NSW Concession fee, rather than the full TAFE NSW fee. Installment payments are not available for the Concession fee. You must also pay the annual OTEN Student Materials and Handling Charge.

To find out whether you are eligible for a Concession fee check:

W: www.oten.edu.au

Refer to the: OTEN Enrolment Application form

If you are applying for a concession because you receive a Centrelink payment, please make sure you can provide your CRN (Customer Reference Number) or a recent letter from Centrelink.

Exemptions from the TAFE NSW fee – Applies only to courses where the TAFE NSW fee is payable.

Special Access Courses – For some Access and Preparation courses, there is no TAFE NSW fee. To enrol in these, you pay only the OTEN Student Materials and Handling Charge. These courses include programs in literacy, numeracy, career opportunities, employment skills and work readiness.

Aboriginal and Torres Strait Islander students are exempt from paying the TAFE NSW fee. You pay only the OTEN Student Materials and Handling Charge, plus any other course related charges.

Students receiving a disability support pension from Centrelink or the Department of Veterans’ Affairs are entitled to receive one full fee exemption from the TAFE NSW fee for one course per year and are eligible for the TAFE NSW Concession fee for subsequent enrolments during the year.

If you are applying for an exemption because you receive a Centrelink disability payment, please make sure you can provide your CRN (Customer Reference Number).

Students who are clients of a Teacher/Consultant for students with a disability, and who are not eligible for an exemption under any other category, are entitled to receive one full fee exemption from the TAFE NSW fee for one course per year and are eligible for the TAFE NSW Concession fee for subsequent enrolments during the year.

*Certified means that your original documents have been sighted, and a copy signed by a teacher or Course Information Officer at OTEN or another TAFE NSW staff member, or by a Justice of the Peace (JP) or any Officer of the Court. The original signed certified copy must be provided.
There are no concessions and fee exemptions for WSI PLUS courses.

**WSI PLUS fees**
These charges cover the cost of practicals, consumables, services or basic tools used by a student.

**Financial assistance to study**
Financial assistance to study may be available through Centrelink for eligible students. For more information, you need to contact Centrelink:

- **W:** www.centrelink.gov.au
- **T:** 132 490 for Youth Allowance, Austudy or Pensioner Education Supplement, 132 317 for ABSTUDY

**International students**
- **living in Australia** on an International Student Visa (sub-class 570 to 576) you can study a range of TAFE NSW courses or units with OTEN, in addition to your main course of study with your provider. If you are a TAFE NSW international student, discuss any application to enrol at OTEN with your College International Student Coordinator first.
- **living overseas** – you can study by distance from anywhere in the world. Different fees apply.

**VET FEE-HELP**
Want to study now but can’t afford the upfront tuition fees? VET FEE-HELP is a loan scheme administered by the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) and is available for students who enrol in selected high level qualifications of Diploma or above which are offered on a fee-for-service basis. VET FEE-HELP assists eligible, full fee-paying students in these courses to pay all or part of their tuition fees. Students repay the debt through the tax system once they reach the minimum income threshold. To find out more about VET FEE-HELP and courses for which VET FEE-HELP is available, contact Course Information on 1300 362 346.
Refunds

Refund of the TAFE NSW fee or Concession fee
A refund of the TAFE NSW fee or Concession fee may be given in the following exceptional circumstances:
• you have overpaid the TAFE NSW fee
• you enrolled in a course that has been cancelled by OTEN
• you have paid the TAFE NSW fee but now receive an eligible Commonwealth benefit or allowance commencing within two weeks of your enrolment date or the dispatch of your learning materials
• you are offered and accept a place in a course at University or at the same/another TAFE NSW campus within the first three weeks of enrolment
• you enrol in a course only to repeat a failed unit but are then granted a pass in that unit by the result review process
• you apply within four weeks from your enrolment date and have not actively participated in your studies (see Active Participation section for more information)
• you made a full year payment of the TAFE NSW fee and withdrew or completed your course within 6 months of your enrolment. In this case you may be eligible for a refund of half of the TAFE NSW fee. There are no half refunds of the TAFE NSW Concession fee.
• the campus delegate is of the opinion that you would be unreasonably disadvantaged if you are not granted a refund. For example, if you meet with a serious misadventure and you are unable to continue with your enrolment.

Your request for a refund must be in writing, addressed to the OTEN Refunds Committee.

There is no refund of the OTEN Student Materials and Handling Charge.

Refund of course related charges
A refund of course related charges may be given:
• if OTEN cancels a practical or workshop
• if you paid for a practical or workshop and notify OTEN within a minimum of seven working days, prior to the practical or workshop, of your inability to attend. If OTEN outlays payment for services which are non-refundable, the student will incur the cost and only a refund of any remaining monies will be issued
• in exceptional circumstances. You need to support your request, in writing, to the Head Teacher.

A refund will not be paid:
• if materials, equipment or resources received remain the property of the student
• if you do not attend or do not give adequate prior notification that you cannot attend a practical session or workshop
• if you have actively participated in a course.

Active participation is...
• submitting an application for recognition of prior learning
• accessing activities and unit support pages on the Online Learning Support (OLS) website
• submitting assessments
• attending practical sessions, if applicable
• attending exams or tests
• completing units or making satisfactory progress in learner support
• contacting your teaching section for support and assistance.

WSI PLUS fee
There are no refunds once you are enrolled in a WSI PLUS course. However, a substitute delegate may participate. If OTEN cancels a course your fee will be refunded.

You need to advise WSI Business Unit - OTEN on phone 02 9715 8089 if you wish to nominate an alternative student.
Recognition

Did you know that you will be given credit for all your previous Australian Qualifications Framework (AQF) qualifications and units, relevant to your course? You can also gain credit for any relevant previous study at TAFE NSW related to the course in which you are applying to enrol. Credit for your previous study moves you closer to finishing your course.

You should also seek recognition if you have relevant and current work experience or have completed studies through other educational providers that relates to the course in which you are applying to enrol.

It’s best if you apply for recognition at the same time as applying to enrol so it can be assessed as soon as you are enrolled.

Recognition may be given for one or more units up to a full qualification.

Recognition or credit for previous studies or work experience reduces the time you need to study and you may gain your qualification faster or gain entry to a higher level qualification.

For information on applying for recognition:

W: www.oten.edu.au
under Find a course or qualification and search for the course in which you are interested

E: oten.recognitionhelp@tafensw.edu.au

T: 1300 362 165 or (+61 2) 9715 8486

For advice on having the qualifications you gained overseas recognised by TAFE NSW, contact the OTEN Multicultural Education and Support Unit.

E: oten.multicultural@tafensw.edu.au

T: 1800 637 535 or (+61 2) 9715 8676

F: (+61 2) 9715 8549

Co-enrolment

Want to accelerate your studies or achieve more flexibility with your timetable or units of study? Co-enrolment with OTEN may be helpful.

Matthew enrolled in a hospitality course at his local college. He attended class full-time during the day. With only three units to complete he was offered a full-time job with a prestigious restaurant. As the job was a great opportunity he accepted it, but wanted to complete his training. Unfortunately, his college only offered two of the three units at the times when he could attend. One of his friends suggested that he contact OTEN because he might be able to complete the remaining unit with them. He was overjoyed to learn that the unit he wanted to study was available by distance education at OTEN.

Interested in co-enrolment?
Talk to a teacher or contact OTEN Course Information.

W: www.oten.edu.au

E: oten.recognitionhelp@tafensw.edu.au

T: 1300 362 346 or 02 9715 8333 Monday to Friday 8:30am – 5:00pm AEST
(Australian Eastern Standard Time)
What happens when I am enrolled?

After your enrolment has been approved you will receive a Tax invoice/Receipt and a letter confirming your enrolment. The Confirmation of Enrolment Letter includes your student DET User ID and Password so you can access online learning materials. You will then receive email correspondence from your teachers about course work requirements.

Your learning materials will either be mailed to you, or for online study, information on how to access your online account will be emailed to you. For most courses, you will also receive an OTEN Student Guide and Diary which provides comprehensive information about our support services, online services such as submitting assessments, and general enrolment and study conditions.

Can I use library facilities at other colleges?

You will need a TAFEcard to visit and use the facilities of TAFE NSW colleges, borrow from their libraries and sit for an exam or a test.

You can obtain your TAFEcard from any TAFE NSW college. You will need to show proof of enrolment at OTEN.

How long will it take to complete a course?

You are encouraged to start studying as soon as you receive your online access and learning materials. Although studying with OTEN is self-paced, a course time frame does apply (see the Course Information Leaflet). If you apply for recognition, you may not need to study some units in your course and you may finish your course earlier. If your course has practicals, workshops or exams, these will be on set dates – check course assessment schedules.

Will my study involve assessment?

Most courses involve assessments, which may include written or online activities, tests, assessment tasks, exams or practicals. When you begin your studies with OTEN, you will be given detailed information about how you will be assessed and how your results will be recorded and reported.

At OTEN, not all of your assessments will have fixed dates. To study by distance and complete your course within the time frame or earlier you will need to plan a schedule for submitting your work and meeting your study goals.

If your course has tests or exams you may apply to sit for these at a TAFE NSW college.

If you live interstate or overseas, you may sit tests or exams with private supervision. Private supervisors are reviewed for their suitability by OTEN to conduct test or exam supervision. Exams are scheduled by TAFE NSW. You will be required to attend one of these sitting dates and times for each exam. Tests may also be taken on a day and at a time that has been agreed to by a TAFE NSW college and you. Any charge for private supervision is your responsibility.

Transferring your studies and co-enrolment

If you are enrolled at another TAFE NSW College and OTEN offers the same course or units, you can apply to transfer to OTEN.

In some circumstances, you can be enrolled at another TAFE NSW college and co-enrol in some units at OTEN. You do not have to pay the TAFE NSW fee (or Concession fee) for a co-enrolment but you must pay the OTEN Student Materials and Handling Charge and may need to pay any relevant course related charges.

Note: You cannot be enrolled in the same unit at OTEN and a TAFE NSW college at the same time.

For more information about co-enrolment and or transferring your course to OTEN, visit www.oten.edu.au. These services do not apply to WSI PLUS courses or the Selected Study Program.
Your rights and responsibilities

It is a condition of enrolment with OTEN that you actively participate in your studies. Active participation means submitting an application for recognition of prior learning, accessing activities and unit support pages on the Online Learning Support (OLS) website, submitting assessments, attending practical sessions, if applicable, attending exams or tests and completing units or making satisfactory progress in learner support and any other student interactions for the unit. If you do not participate, future enrolment applications may be declined.

OTEN will do its best to ensure that you have the opportunity to complete your course within the time frame, subject to satisfactory participation. However, OTEN reserves the right to withdraw any course, offer a replacement course or alter dates for the whole or part of the course.

TAFE NSW strives to provide you with the opportunity to study, learn and develop skills in a safe and supportive environment. When you enrol, you agree to follow TAFE NSW instructions and rules. Your rights and responsibilities are provided in the OTEN Student Guide and Diary and on the Online Learning Support (OLS) website.

If you use TAFE NSW internet websites or use computers that are the property of TAFE NSW, you must abide by the Online Communication Services - TAFE NSW Code of Expected User Behaviour.

If you do not follow TAFE NSW regulations in regard to behaviour, there are a number of disciplinary actions which may be followed, including suspension from study. More information is available in any TAFE NSW library.

Your privacy and protection of personal information

When you enrol at TAFE NSW, the collection, storage, use and disclosure of the personal information you provide is protected under the Privacy and Personal Information Protection Act 1998 and will only be used as outlined in the Student Privacy notification which you agree to when you enrol.

Any health information provided is protected under the Health Records and Information Privacy Act 2002. We protect your personal and private information and will not disclose it without your approval.

The Government Information (Public Access) Act 2009 gives you the right to access many documents held by NSW government agencies including TAFE NSW. We allow you to access your information and make corrections if necessary. For more information, call the Department’s Information Access Unit on (02) 9561 8151.

Anti-discrimination and vilification

It is unlawful for a person to do anything publicly that could encourage or incite hatred, serious contempt or severe ridicule against you or others on any grounds. If you feel you have been discriminated against, contact your teacher or a TAFE NSW counsellor.

Making a complaint

TAFE NSW seeks to resolve difficulties, grievances and complaints in a prompt, impartial and just manner, and we hope that most complaints can be dealt with informally. If you have a problem or wish to make a complaint, you may report it to any staff member, verbally or in writing. There is a Complaint Form available online from our website at www.oten.edu.au or from teaching and customer service staff.
What support does OTEN offer?

At OTEN, studying by distance doesn’t mean you’ll be alone.
As an enrolled student with OTEN you can access a range of support services from OTEN or through TAFE NSW colleges, as well as online services which are easily accessed through the DET Portal. Your DET User ID and Password are provided in your Confirmation of Enrolment letter/email after you are enrolled.

Online Learning Support website
OTEN provides all enrolled students with additional online study support and general information during their studies via the Online Learning Support (OLS) website. The OLS may deliver your learning materials or provide additional resources to help with your assessments. You can download and submit your assessments online, check the status of your course and unit progress, and contact your teaching section via email.
If you do not have the internet at home, you can access the OLS through computers at TAFE NSW colleges, public libraries and other private internet facilities. You will need your DET User ID and Password to access the internet at a TAFE NSW college.

TAFE NSW Libraries
As an OTEN student, you can visit libraries at any TAFE NSW college. TAFE NSW libraries have extensive resources, facilities and support services for students. These include print and electronic resources (videos, journals, exam papers, audiovisual and multi-media titles) and computers. Libraries may also provide a range of training sessions tailored to your needs. You can access resources through the TAFE NSW library catalogue from college libraries or online. You will need a TAFEcard or you may be able to register as a library borrower using your OTEN Enrolment Confirmation letter. Interstate students may also access the TAFE Libraries – National Reciprocal borrowing scheme. This allows students of participating TAFE libraries to register and borrow materials in person from any other participating TAFE library in any other state.
To access this service and for any other enquiries email us at WSI.OTENLibraryServices@tafensw.edu.au

Student support
OTEN offers a comprehensive range of student support services, including Tutorial Support for people with special learning needs and people with a disability.

Support for students with a disability
Contact sources for students with a disability include:
- T: 1300 362 890 or 02 9715 8601
- F: 02 9715 8549
- E: oten.equityhelp@tafensw.edu.au

Deaf and Hearing Impaired
Contact sources for students with a disability include:
- TTY: 02 9715 8609
- F: 02 9715 8549
- T: 02 9715 8378 or 0408 608 193 (text messages only)

The National Relay Service
OTEN welcomes enquiries through the National Relay Service (NRS). The NRS helps people who are deaf or who have a hearing or speech impairment get in contact with OTEN by phone. For more information visit www.relayservice.com.au. Calls to the service cost about the same as a local call. All calls to OTEN are secure and relayed with strict confidentiality.
For Teletypewriter (TTY) or computer with modem users phone 133 677 then request the OTEN number you need.
For Speak and Listen (speech to speech relay) users phone 1300 555 727 then request the OTEN phone number you need.

TAFE NSW Learning Centres
Haven’t studied for a while? Need some support in reading, writing and everyday maths to help with your studies? As an OTEN student you may visit the Learning Centre at a TAFE NSW college. Call your local college to check whether they have a Learning Centre.
Counselling and Career Development Service
Support is available before you apply to enrol with OTEN. You can contact the Counselling and Career Development Service to discuss your study options. Counsellors can also help you with your career and educational planning and progress, including study skills or any personal matters that make it hard for you to study.

The Counselling and Careers Development Service can assist prospective and enrolled students to research and identify suitable careers and jobs which match individuals’ interests and aspirations. An interactive software tool called Career Voyage is used by TAFE NSW Counsellors to help young people and adults make good career and course decisions. The tool is easy to use and suitable for most people. It can help you measure your occupational interest as well as connect you to courses and jobs. This tool may be accessed online.

For further information please contact your OTEN Counsellor.
- T: 1300 655 993 or 02 9715 8446
- E: oten.counselling@tafensw.edu.au
- W: www.oten.edu.au

Support for Aboriginal and Torres Strait Islander students
OTEN’s Aboriginal Education and Training Unit provides educational advice and cultural support for Aboriginal and Torres Strait Islander students as they progress with their OTEN studies.

If you would like more information:
- T: 1300 888 010 or 02 9715 8679
- E: oten.equityhelp@tafensw.edu.au
- W: www.oten.edu.au

Support for Migrants
The Multicultural Education Coordinator and the teachers at the Multicultural Education Unit at OTEN (MEU) provide advice to prospective and enrolled students from language backgrounds other than English. They provide assistance with choosing a course to help you enter the workforce. They can advise you about overseas qualifications and translating and interpreting services.

The MEU runs English for Specific Purposes (ESP) programs, combining English language study with units of competencies from vocational courses. These courses are also offered under the Language Literacy and Numeracy Program (LLNP) to eligible jobseekers to help them improve their English language skills and study units from the Employment, Education and Training course 9068 together with vocational units from a wide range of courses.

- T: 1800 637 535 or 02 9715 8676
- E: oten.multicultural@tafensw.edu.au
- W: www.oten.edu.au

University Pathways
At TAFE NSW - Western Sydney Institute we offer you the flexibility to fast-forward your career with Pathways. Choosing to study at TAFE NSW before going on to university can see you graduating and entering a competitive workforce sooner – and not with one, but two, nationally recognised qualifications! Coming to TAFE NSW first is an economical and practical option for those seeking to update industry skills, or for those who do not qualify for direct entry to university. Arrangements are in place for TAFE NSW graduates to gain advanced standing in many university programs. Visit our website http://wsi.tafensw.edu.au/unipathways.htm or contact the University of your choice for details about advanced standing for your course area.

careersconnect@WSI

careersconnect@wsi provides a specialised employment site, for the use of Western Sydney Institute students, providing access to current job opportunities.

For students – the site can be accessed via the following link: http://careersconnect.wsi.tafensw.edu.au

This service provides the vital link between industry and our students. If you are looking to employ a TAFE NSW – Western Sydney Institute student, then this is the service for you.

For employers - the site can be accessed via the following link: http://careersconnect.wsi.tafensw.edu.au/employers
Mature Age Students

As a mature age worker your value in the Australian job market is increasing all the time. Studying at TAFE NSW can increase your opportunities and career options. The experience, knowledge and skills you have gained over the years is an asset. OTEN can help you to make the most of what you already have, take advantage of the opportunities that are out there right now, and take the next step towards a successful future.

Are you ...

• Returning to the workforce after a long break bringing up a family or caring for an elderly parent? TAFE NSW can help you to update your skills and become more confident and competitive in the job market.

• Looking for specialist skills right now? TAFE NSW can offer short courses that focus on specific skills which increase your employability and chances of promotion.

• Switching industries? At TAFE NSW you can retrain to move into an industry, where there is plenty of opportunity for a successful career.

• Retraining for a new start or a new career? Are you already well qualified but looking for training to take you further? Have you recently arrived in Australia and need to have your overseas qualifications recognised? TAFE NSW can help you build on your existing qualifications and get you to where you want to go. You can apply for Recognition of Prior Learning.

For more information, please ask for advice at enrolment time, visit the Skills Recognition website at http://www.skillsrecognition.gov.au or call 1300 362 346.

You can still be at school

The TAFE-delivered Vocational Education and Training (TVET) program allows Year 11 and 12 students to study units or modules from TAFE NSW courses as part of the Higher School Certificate (HSC). TVET courses give you credit towards your HSC and towards an Australian Qualifications Framework (AQF) qualification which is recognised by employers, TAFE NSW and other vocational education and training providers across Australia. TVET courses may also lead to traineeships.

For more information on the TVET program at OTEN:

W: www.oten.edu.au under Qualifications and Careers
T: 1300 554 014 or 02 9715 8153
E: oten.tvet@tafensw.edu.au
Training assistance

There are many schemes offering incentives to study, or if you are an employer, to engage your employees in further training. New programs are frequently implemented.

For more information:

T: 02 9715 8402
E: oten.governmentprograms@tafensw.edu.au

Traineeships

Traineeships combine work with training so you can earn as you learn. Opportunities are available for new and existing employees to gain a nationally recognised Australian Qualifications Framework (AQF) qualification. Courses offered as traineeships are indicated in the Course list.

For more information about OTEN traineeships visit the OTEN website at:

W: www.oten.edu.au

Qualifications and Careers

T: 1300 362 418 or 02 9715 8406
E: oten.traineeships@tafensw.edu.au

Adult Migrant English Program (AMEP)

OTEN offers English language tuition free to AMEP eligible clients. For more information about AMEP and your eligibility for the program:

T: 1300 360 176 press 1 and ask for the AMEP section or 02 9715 8020
E: oten.esol@tafensw.edu.au

Language, Literacy and Numeracy Programme (LLNP)

OTEN can help eligible jobseekers develop their English language skills or improve their reading, writing and numeracy skills. Jobseekers need a referral from Centrelink or a Job Services Australia Agency. English for Speakers of Other Languages (ESOL) courses are available at all levels of English. Jobseekers with an intermediate level of English may be able to study an advanced English course that combines vocational units with language skills through the Multicultural Education Unit (MEU).

For more information about LLNP:

T: 1300 360 087 or 02 9715 8782
E: oten.llnp@tafensw.edu.au

For employers

OTEN can assist you to take advantage of a range of government-funded incentive programs to develop the skills of your workforce. Our Senior Training Consultants can help you identify potential funding and assist with your funding application – as well as provide the training required.

Funding courses may include:

• Strategic Skills Program (SSP)
  This program can fund part-qualification training in industry-identified skills shortage areas.

• Apprenticeship and Traineeship
  > New Entrant Traineeship
  > Existing Worker Traineeship
  > Disabled Australian Apprenticeship Wage Support
  > School Based Apprenticeship
  > School Based Traineeship

• Workplace English Language and Literacy (WELL)
  This program is designed to improve communication within the workplace. WELL Program funding is available for job-related workplace language and literacy training.

• Productivity Places Program
  This program is an Australian Government Initiative and is designed for job seekers and existing workers.

To find out more about how OTEN can help

E: oten.governmentprograms@tafensw.edu.au
T: 02 9715 8402

For more information on Australian Workforce Development Solutions please see page 23.
Course List

This course list provides a comprehensive reference of qualifications and programs offered by OTEN in 2011. This list is correct at the time of printing, however some changes may occur as courses are updated, added or replaced.

Courses listed in this section are grouped alphabetically in vocational areas so that you can get an idea of the types of career and training pathways available. There is also an A-Z list of courses in the index at the back of this Guide. If you want to know more about career pathways and options, we have prepared a handy Career Pathways brochure. You can find this on our website www.oten.edu.au.

It is important to us that you have all the information you need to choose the course that is right for you. Please read the Course Information Leaflet or if you need more help, contact Course Information or one of our Career Counsellors.

To find your Course Information Leaflet:
- W: www.oten.edu.au
- E: otten.courseinfo@tafensw.edu.au
- T: 1300 362 346 or 02 9715 8333
- Visit: 51 Wentworth Road
  Strathfield, NSW, 2135

OTEN delivers Nationally Recognised Training (NRT) courses and qualifications identified by the symbol NRT. These may be:
- Australian Qualifications framework (AQF) qualifications – which are used throughout Australia and have been developed in conjunction with industry and the community. Each qualification is based on the level of outcome and not on the length of the course
- Statements of Attainment – are not in themselves an AQF qualification, but the units achieved may be credited towards an AQF qualification. Statements of Attainment do not have a National Code but the units within a Statement of Attainment are nationally recognised
- TAFE NSW accredited courses

Glossary of terms used in this listing

NRT – Nationally Recognised Training – indicates that the course is nationally recognised, that is, an AQF qualification, Statement of Attainment or TAFE NSW accredited course.

National Code – is assigned to a nationally accredited qualification or a course which is recognised throughout Australia.

Advanced Standing – indicates that a specified qualification is needed or recommended before applying to enrol in the qualification.

HSC – Higher School Certificate

CIL – Course Information Leaflet

Equivalent – demonstration through qualifications work or other life experiences equal to the entry requirements. For more information on equivalences visit the TAFE NSW website at www.tafensw.edu.au

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Aboriginal Studies, General Education, and WorkSkills

Diploma of (NRT)
Aboriginal Studies
Course No: 6570
National Code: 91436NSW
Description: For Aboriginal People - a culturally appropriate pathway for mature aged Aboriginal people to articulate into further education and vocational training. If you are working in an Aboriginal organisation with Aboriginal communities, or you have an interest in this area, this course offers an insight into Aboriginal culture and history, and how to evaluate the issues that affect Aboriginal communities.
Entry Requirements: NSW HSC or equivalent.
Career Opportunities: This diploma is recognised as meeting the requirements to teach Aboriginal Studies in TAFE NSW.

Certificate I in (NRT)
Access to Work and Training
Course No: 9071
National Code: 91349NSW
Description: Work and Training skills will be developed depending on the units you study. This course will assist you to develop skills for entering into employment, retraining, community participation or articulating into further education or vocational training. It will also assist women returning to the workforce, mature aged students, young people, people with disabilities and others who have faced barriers to education and employment.
Entry Requirements: There are no formal education requirements.
Career Opportunities: Depending on the units you study, you will develop the skills and knowledge needed to access work and other training opportunities.

Certificate III in (NRT)
Aboriginal Education Support - Aboriginal
Course No: 8893
National Code: 91396NSW
Description: For Aboriginal people who wish to develop skills and knowledge of contemporary issues in Aboriginal and Torres Strait Islander communities, use appropriate Aboriginal and non-Aboriginal communication strategies to negotiate, deal with conflict and liaise within the school and community, maintain effective relationships with Aboriginal and non-Aboriginal people in the school and the community and to work effectively in a team.
Entry Requirements: You must be able to read, comprehend and discuss printed information in English and write simple statements in English. You must also have access to a relevant workplace either as a paid worker or in a voluntary capacity.
Career Opportunities: Enhanced employment and/or further study pathways.
Statement of Attainment in (NRT) Employment, Education and Training
Course No: 9068
Description: Work and Training skills are developed through this course offered to people from a language background other than English and provides a pathway to community participation, employment, further education and training or towards achieving personal educational goals. It also offers a wide range of vocational options including Accounting & Financial Services, Aged Care, Business, Community Services and Children's Services.
Entry Requirements: There are no formal entry requirements. You must be able to read, comprehend and discuss printed information in English and write simple statements in English.
Career Opportunities: Enhanced employment opportunities and career choices, access to further education.

Certificate III in (NRT) Employment, Education and Training
Course No: 9073
National Code: 91350NSW
Description: Work and Training skills - this course enables you to develop the higher level skills providing a pathway to community participation, employment, further education and training towards achieving your personal educational goals.
Entry Requirements: Certificate II in vocational/technical/general educational training or equivalent or work experience that includes specific job training. You must be able to read, comprehend and discuss printed information in English and write simple statements in English.
Career Opportunities: Enhanced employment opportunities and career prospects.

Certificate IV in (NRT) English for Academic Purposes
Course No: 7159
National Code: 91459NSW
Description: English language skills for those whose first language is not English. This course will help you learn how to research, prepare and present written and oral text needed for tertiary study. This qualification is recognised by most universities as the English criteria for entry.
Entry Requirements: NSW HSC or equivalent, with a minimum level of English skills equivalent to level 3 of the International Second Language Proficiency Ratings (ISLPR).
Career Opportunities: Increased English language skills for access to further tertiary studies.

Certificate III in (NRT) English for Further Study
Course No: 4194
Description: English language skills for adults whose first language is not English. This course provides English language skills and the socio-cultural knowledge to enhance your access to and participation in further education.
Entry Requirements: You should have a minimum English skill equivalent to level 2 of the International Second Language Proficiency Rating (ISLPR) or level 4 of the International English Language Testing System (IELTS). Requires a pre-enrolment assessment.
Career Opportunities: Increased English language skills for access to further vocational studies.

Certificate III in (NRT) English for Further Study
Course No: 4178
Description: English language skills for adults whose first language is not English. This course provides English language skills and the socio-cultural knowledge to enhance your access to and participation in further education.
Entry Requirements: You should have a minimum English skill equivalent to level 2 of the International Second Language Proficiency Rating (ISLPR) or level 4 of the International English Language Testing System (IELTS). Requires a pre-enrolment assessment.
Career Opportunities: Increased English language skills for access to further vocational studies.

Certificate III in (NRT) ESOL
Course No: 6544
Description: English language skills that provide students from a Language Background Other than English with skills and the socio-cultural knowledge needed to enhance their access to, and successful participation in further education, employment and the Australian community.
Entry Requirements: You should have a minimum English language proficiency of International Second Language Proficiency Rating (ISLPR) I or International English Language Testing System (IELTS) 3.
Career Opportunities: Employment, further education and greater involvement in the wider community.
### Aboriginal Studies, General Education, and WorkSkills

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Entry Requirements</th>
<th>Career Opportunities</th>
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<tbody>
<tr>
<td><strong>Certificate II in ESOL</strong>&lt;br&gt;Course No: 6545&lt;br&gt;National Code: 91344NSW</td>
<td>English language skills that provide students from a Language Background Other than English with skills and the socio-cultural knowledge needed to enhance their access to, and successful participation in further education, employment and the Australian community.</td>
<td>You should have a minimum English skill equivalent to level 1 of the International Second Language Proficiency Ratings (ISLPR) or level 3 of the International English Language Testing System (IELTS).</td>
<td>Employment, further education and greater involvement in the wider community.</td>
</tr>
<tr>
<td><strong>Certificate III in ESOL (Access)</strong>&lt;br&gt;Course No: 6524&lt;br&gt;National Code: 91343NSW</td>
<td>English Language skills that will provide students from a Language Background Other than English with skills and the socio-cultural knowledge needed to enhance their access to, and successful participation in further education, employment and the Australian community.</td>
<td>You should have a minimum English skill equivalent to level 0 of the International Second Language Proficiency Rating (ISLPR) or level 1 of the International English Language Testing System (IELTS).</td>
<td>Employment, further education and greater involvement in the wider community.</td>
</tr>
<tr>
<td><strong>Certificate I in General and Vocational Education</strong>&lt;br&gt;Course No: 6522</td>
<td>Academic Skills for people who have not previously achieved a NSW School Certificate. This qualification assists you to develop general education, employability and industry specific knowledge and skills at a year 10 equivalent standard.</td>
<td>There are no formal educational requirements. There are language, literacy and numeracy standards you are expected to have achieved. You should be able to demonstrate competence at Level 3 of the National Reporting System (NRS) in reading, writing, oral communication and numeracy prior to course entry. A pre-enrolment assessment is conducted.</td>
<td>Employment, further education and greater involvement in the wider community.</td>
</tr>
<tr>
<td><strong>Certificate II in Investigating Aboriginal Cultures</strong>&lt;br&gt;Course No: 6568</td>
<td>This course offers you an opportunity to recognise and increase your knowledge and awareness of aspects of Aboriginal culture, and the issues facing Aboriginal people.</td>
<td></td>
<td>Employment, further education and greater involvement in the wider community.</td>
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<tr>
<td><strong>TAFE Statement in HSC Studies</strong>&lt;br&gt;Course No: 19361</td>
<td>This course enables a student to gain the NSW Higher School Certificate (HSC) qualification. Students may choose from a number of study programs to achieve their study goal such as to gain the HSC qualification or to enter university or to prepare for work. The results achieved will be reported to the NSW Board of Studies (BOS). The BOS is responsible for developing the curriculum, setting the final examinations and issuing the HSC qualification.</td>
<td>NSW School Certificate or a Certificate II in General and Vocational Education, or equivalent. Requires a pre-enrolment assessment.</td>
<td>Assistance to gain entry to employment and further education and training.</td>
</tr>
<tr>
<td><strong>Statement of Attainment in Investigating Aboriginal Cultures</strong>&lt;br&gt;Course No: 6568</td>
<td>This course offers an opportunity to recognise and increase your knowledge and awareness of aspects of Aboriginal culture, and the issues facing Aboriginal people.</td>
<td>NSW HSC or equivalent.</td>
<td>Assistance to gain entry to employment and further education and training.</td>
</tr>
</tbody>
</table>
Statement of Attainment in (NRT)
Investigating Aboriginal Issues (Historical and Contemporary)
Course No: 6569
Description: This course offers you an opportunity to recognise and increase your knowledge and awareness of aspects of Aboriginal culture, and the issues facing Aboriginal people both historical and contemporary.
Entry Requirements: NSW HSC or equivalent.
Career Opportunities: Employment, further education and greater involvement in the wider community.

Course in Language, Literacy and Numeracy
Course No: 2244
National Code: 91471NSW
Description: Literacy and Numeracy skills for people who want to improve their reading, writing and mathematical skills.
Entry Requirements: There are no formal entry requirements.
Career Opportunities: Access to further study or a job.

Transcript of Results
Plain English writing at work
Course No: 32000
WSI PLUS fee: $490
Description: This course provides you with the skills and knowledge to plan and produce simple, plain English business letters, reports, newsletters and web pages.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: People in the workplace who need to write documents.

TAFE NSW Attendance Certificate in Preparation for HSC English Paper 1
Course No: 26897
WSI PLUS fee: $200
Description: This course provides additional learning materials and examination preparation and support for the Area of Study component of the compulsory Year 12 English courses. Students enrolling in the course will receive personalised tutorial support and assignment feedback from qualified and experienced HSC English teachers.
Results in their HSC English course are automatically included in the calculation of students’ final marks and therefore have a strong bearing on students’ Australian Tertiary Entrance Rank (ATAR). This course provides excellent value tuition for all NSW HSC students, especially those who wish to improve their chances of admission into their first preference university courses.
Entry Requirements: Students must be enrolled in the HSC.

Certificate I in (NRT)
Preparation for Work and Study
Course No: 6516
National Code: 91346NSW
Description: Literacy and numeracy skills that will assist you to develop reading, writing and numeracy skills for accessing further education, training or employment or retraining/entry to the workforce.
Entry Requirements: There are no formal entry requirements.
Career Opportunities: Access to further study or a job.

Statement of Attainment in (NRT)
Preparation for Work and Study - Stage 2
Course No: 6515
Description: Literacy and Numeracy skills for adults who want to improve their reading, writing, spelling and maths skills. It also includes basic computing skills, career guidance and job seeking skills and you may be able to develop specific vocational skills.
Entry Requirements: There are no formal entry requirements.
Career Opportunities: Access to further study or a job.

Statement of Attainment in (NRT)
Preparation for Work and Study - Stage I
Course No: 6514
Description: Literacy and Numeracy skills for adults who want to improve their reading, writing and maths skills in order to go on to further study or to get a job. If you have experienced barriers to education due to cultural or language difference, health or isolation, or if you did not finish your schooling, this may be the best course for you.
Entry Requirements: There are no formal entry requirements.
Career Opportunities: Access to further study or a job.
Aboriginal Studies, General Education, and WorkSkills

Certificate IV in (NRT)

Skills for Career Development

Course No: 9040
National Code: 91407NSW

Description: This course is designed to support a range of people in achieving their personal, career and further study goals.

Entry Requirements: NSW HSC or equivalent.

Career Opportunities: You will develop various skills in communication, supervisory and organisational skills to enhance your career/study goals.

Statement of Attainment in (NRT)

Skills for Work and Training

Course No: 9069

Description: Work and Training skills for people who wish to access employment, education and training to enhance their career and employment opportunities. Develop communication skills for accessing and maintaining employment. Gain skills to retrain or enter the workforce with vocational competencies and prepare for further education and training.

Entry Requirements: There are no formal educational requirements. However, you must be able to read, comprehend and discuss printed information in English and write simple statements in English and must have completed a Certificate I in vocational/technical/general vocational training or equivalent.

Career Opportunities: You will develop various skills in communication, supervisory and organisational skills to enhance your career and study goals.

Transcript of Results

Writing and Editing for Publication

Course No: 32000
WSI PLUS fee: $300

Description: This course provides high level writing skills to plan and produce effective workplace documents. It also gives an understanding of editing documents, plus writing for the news media and for the World Wide Web.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: People in the workplace who need to write specific documents, in particular those which will be published.
TAFE NSW Attendance Certificate in Writing for Publication - Category Romance

Course No: 27079
WSI PLUS fee: $585

Description: This course covers the techniques and skills used for romance writing, presentation of your work for publication and marketing your publication.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Those who want to start writing for publication and/or general interest.

TAFE NSW Attendance Certificate in Writing for Publication - Short Stories

Course No: 4845
WSI PLUS fee: $480

Description: This course covers the techniques and skills used for short story writing, presentation of your work for publication and marketing your publication.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Those who want to start writing for publication and/or general interest.

TAFE NSW Attendance Certificate in Writing for Publication - Writing for Children

Course No: 23952
WSI PLUS fee: $480

Description: This course provides you with techniques for writing and editing stories for children, as well as how to present your work for publication.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Those who wish to write and market their own books for children.
Accounting and Financial Services

This growth sector offers career opportunities in business and financial areas of government and industry corporations. You may produce and analyse financial reports, design and implement financial systems for improved productivity and learn how to ensure that government taxation requirements and business laws are met. Careers include bookkeeping, payroll services, accounts payable, office management and financial services. Accounting and finance also provides a good background for marketing and sales professionals.

Advanced Diploma of Accounting (NRT)

Course No: 19194
National Code: FNS60204
Description: This is designed to reflect the role of employees working in accounting and seeking professional identification.
Entry Requirements: NSW HSC or equivalent. Preferred pathways: evidence of competency in the majority of units in the Diploma of Accounting or other relevant qualifications, or Diploma of Accounting or relevant workplace experience.
Career Opportunities: Accountant, Office Manager, Senior Financial Clerk.

Transcript of Results

Australian Taxation Update

Course No: 32000
WSI PLUS fee: $890
Description: This course will provide you with the skills to prepare income tax returns for individuals and a range of organisational structures in accordance with statutory requirements.
Entry Requirements: Unit FNSACCT502B is a Pre-requisite for Unit FNSACCT601B
Career Opportunities: Overseas qualified accountants wishing to upgrade their skills and knowledge to Australian Taxation requirements, those in the financial services industry wanting to add value to their qualifications.

Diploma of Accounting (NRT)

Course No: 19193
National Code: FNS50204
Description: Consists of basic financial management skills, costing, taxation law and business law. Participants will also learn to produce and analyse financial reports and develop management techniques for a small team.
Entry Requirements: NSW HSC or equivalent. Preferred pathways: evidence of competency in the majority of units in the Certificate IV in Financial Services or other relevant qualifications, or Certificate IV in Financial Services, or relevant workplace experience.
Career Opportunities: Accountant, Office Manager, Senior Financial Clerk.

This training package is under review which may result in future course changes.

Certificate IV in Financial Services (Bookkeeping) (NRT)

Course No: 17778
WSI PLUS fee: $1980 Full Certificate, $850 for RPL Assessment, $205 Gap Training
Description: This qualification is designed to reflect the role of contract bookkeepers and employees performing in the role of bookkeeper for organisations and who perform duties such as:
• establishing and maintaining accounting systems
• assisting with Business Activity Statements and other office taxes
• payroll
• developing management systems for organisations.
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts and environments. They apply solutions to a defined range of problems, and analyse and evaluate information from a variety of sources in relation to a variety of tasks.
They may provide guidance to others with some limited responsibility for the output of others.
Entry Requirements: NSW HSC or equivalent, or Certificate III.
Career Opportunities: Contract bookkeepers and employees performing in the role of bookkeeper for organisations.

This training package is under review which may result in future course changes.
Certificate IV in Financial Services (Accounting)
Course No: 19192
National Code: FNS40604
Description: For people who work in a financial services environment, undertaking such duties as; completing Business Activity Statements (BAS), preparing budgets, reporting accounting information, preparing and monitoring budgets, classifying, recording and reporting of accounting information.
Entry Requirements: Preferred pathways: relevant workplace experience, or NSW School Certificate or equivalent, or other relevant qualifications.
Career Opportunities: Accounts/Costing Clerk, Office Manager.
This training package is under review which may result in future course changes.

Certificate III in Financial Services (Accounts Clerical)
Course No: 19191
National Code: FNS30304
Description: Entry-level employees who perform routine duties such as accounts payable/accounts receivable, payroll, cashier, preparation of trial balance, bookkeeping, EFT/e-business, purchases and sales, manual and computerised systems and preparation of financial reports.
Entry Requirements: There are no formal educational requirements.
Career Opportunities: Accounts Clerk, Bookkeeper, Accounts Receivable/Payable Clerk, Payroll Clerk.
This training package is under review which may result in future course changes.

Diploma of Financial Services (Banking)
Course No: 9077
National Code: FNS51204
Description: Provides you with a wide range of generic business and specialist skills. On completion of this qualification you can apply for jobs and work in banking or retail financial services, in the branch environment, small business banking or commercial and retail lending.
Entry Requirements: NSW HSC or equivalent.
Career Opportunities: Lending Officer, Branch Manager, Customer Service Officer.
This training package is under review which may result in future course changes.

Increasing Business Productivity

Australian Workforce Development Solutions
TAFE NSW - Western Sydney Institute provides business and Government agencies with exceptional solutions that improve productivity through increased skills development. Our approach takes account of your systems, procedures, culture and work practices and builds on the strengths of your business.

wsi.tafensw.edu.au
www.awds.edu.au
Building and Construction

Are you looking to develop skills to get into the building and construction industry, or are you a tradesperson wanting to increase your skills? OTEN offers nationally recognised qualifications which are valued across the building and construction industry. In Australia, construction is part of a globally competitive industry, and is based on state-of-the-art technology and innovative design techniques. It is one of the Australian economy’s largest industries, employing about 860,000 people, or 8.6 per cent of the total workforce.

OTEN offers nationally recognised qualifications which are valued across the building and construction industry. In Australia, construction is part of a globally competitive industry, and is based on state-of-the-art technology and innovative design techniques. It is one of the Australian economy’s largest industries, employing about 860,000 people, or 8.6 per cent of the total workforce.

Diploma of Architectural Technology

Course No: 6440
National Code: 91260NSW

Description: This provides the knowledge and skills required to work effectively as an Architectural Drafter in the residential sector in accordance with SEPP 65, as well as the industrial and commercial building sectors.

Entry Requirements: NSW HSC or equivalent. Advanced Standing - Certificate IV in Architectural Technology or equivalent.

Career Opportunities: Architectural Draftsperson, CAD Technician, Building Information Modeller.

Certificate IV in Building and Construction (Building)

Course No: 18740
National Code: CPC40108

Description: This qualification is for people wanting to become builders and managers of small to medium building businesses. This provides the knowledge and skills required to coordinate the overall construction of low rise buildings, including selected contractors, overseeing the work and its quality, and liaising with the client. This course includes a practical session. (Limited places available)

Entry Requirements: NSWS HSC or equivalent or a relevant Certificate III. You must have completed WorkCover approved OHS General Induction Training.

Career Opportunities: Builder (with a relevant Trade qualification), Building Associate, Construction Estimator.

Certificate IV (NRT)

Building & Construction (Estimating)

Course No: 19332
National Code: CPC40308

Description: This is for people wanting to work in the building and construction industry. It will provide learners with the skills and knowledge to work as construction estimators/schedulers for low rise buildings.

Entry Requirements: NSW School Certificate (or equivalent), graduates of AQF 3 (CIII) programs or mature aged applicants. To gain entry into this course you are required to hold the OHS Induction Training (White Card). This addresses the requirement from “The National Code of Practice for Induction Training for Construction Work” that a White Card must be held in order to enter a construction worksite. TAFE NSW workshops are classified as construction worksites, and form an integral part of your training for this course.

Career Opportunities: Construction estimators/schedulers for low rise buildings.

Certificate IV (NRT)

Building & Construction (Site Management)

Course No: 19290
National Code: CPC40508

Description: This course is for people wanting to work as builders site managers/supervisors. It will provide learners with the skills and knowledge to manage building and construction sites for low rise residential and commercial buildings.

Entry Requirements: NSW School Certificate (or equivalent), graduates of AQF 3 (CIII) programs or mature aged applicants. To gain entry into this course you are required to hold the OHS Induction Training (White Card). This addresses the requirement from “The National Code of Practice for Induction Training for Construction Work” that a White Card must be held in order to enter a construction worksite. TAFE NSW workshops are classified as construction worksites, and form an integral part of your training for this course.

Career Opportunities: Builders, site managers/supervisors for low rise residential and commercial buildings.

Transcript of Results

Building Consultancy

Course No: 32000
WSI PLUS fee: $1135 or $320 per unit

Description: Provides construction knowledge and skills relating to work as a Building Consultant performing residential pre-purchase property inspections.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Builders or those with appropriate qualifications who want to work as building consultants.

TAFE Statement in

Building on Your Foundations - CPD (Program for Licensed Contractors)

Course No: 6499
WSI PLUS fee: $220

Description: A Continuing Professional Development (CPD) course for licensed builders and pool builders. In this course, you will develop new skills or develop and improve existing skills related to your licence category.
**Diploma of Building Surveying**

Course No: 18736  
National Code: CPC50108  

**Description:** Completion of this qualification provides you with the knowledge and skills to become a building surveyor, capable of undertaking inspections for residential and domestic scale buildings with local, government or as an accredited certifier. Contact and apply to the Building Professionals Board (BPB) in NSW or other state authorities for accreditation requirements for private certifiers. This course includes practical sessions.

**Entry Requirements:** NSW HSC or equivalent.

**Career Opportunities:** Building surveyor or development assessment officer.

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**Walter Weinzerl**  
Diploma of Building Surveying OTEN  

Walter’s day-to-day contact with the Development Officers at his workplace sparked his interest in Building Surveying. Determined to change career paths, Walter enrolled in the Diploma of Building Surveying with TAFE NSW - Western Sydney Institute’s Open Training and Education Network (OTEN). Achieving the outstanding overall result of 91.89%, Walter has achieved first place in the State in his course. “I did like the flexibility the course gave me. It allowed me to study at my own pace, which was important to me as this in turn allowed me to arrange my studies around family and work commitments. I found all modules extremely interesting and more than relevant to the work I am currently carrying out.” Walter was presented with the 2009 TAFE NSW State Medal for his course.

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**Transcript of Results**

**Kitchen, Laundry & Bathroom - Licensing (Carpenters, Joiners, Tilers)**

Course No: 32000  
WSI PLUS fee: $2550 OR $320 per unit.

**Description:** This course would benefit qualified carpenters, joiners or tilers who wish to obtain a license for renovation, repair or installation work in Kitchen, Laundry and Bathroom Renovation with the Office of Fair Trading (OFT).

**Entry Requirements:** Qualification to obtain trade licence in carpentry, joinery or tiling.

**Career Opportunities:** Carpenters, Joiners or Tilers.

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**Transcript of Results**

**Kitchen, Laundry & Bathroom - Licensing (Plumbers)**

Course No: 32000  
WSI PLUS fee: $1000 or $320 per unit.

**Description:** This course contains modules required for licensing in Kitchen, Laundry and Bathroom Renovation with the Office of Fair Trading (OFT) for plumbers.

**Entry Requirements:** Plumbing license.

**Career Opportunities:** Plumbers.

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**Transcript of Results**

**Inspect Buildings - Dangerous Goods**

Course No: 32000  
WSI PLUS fee: $1070

**Description:** This course provides introductory skills for individuals to inspect sites or workplaces for regulatory compliance for the storage of dangerous goods and chemicals.

**Entry Requirements:** There are no formal educational entry requirements for this course.

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**Transcript of Results**

**Inspect Buildings - Fire Safety**

Course No: 32000  
WSI PLUS fee: $600

**Description:** This course provides you with information about the types of fire safety systems, how they operate and how to use these systems in emergencies. Building plans are studied to assist in interpreting Building Code of Australia compliance.

**Entry Requirements:** There are no formal educational entry requirements for this course.
Business, Management and Property Services

There is huge scope for rewarding career paths in the business world, from accounting and marketing to business administration. OTEN has nationally recognised qualifications which give you the skills to make your mark in today’s ever-changing workplace. The NSW Office of Fair Trading recognises many of the courses offered as a pathway to licensing.

Australians’ love of real estate has generated into career opportunities for those interested in property services and OTEN offers a range of qualifications in this booming industry.

Certificate IV in Advertising
Course No: 17852
National Code: BSB40107
Description: This provides you with the knowledge and skills to work in advertising across a wide range of industry contexts. It is suitable for people with some vocational experience in assisting advertising team leaders, supervisors or managers to conduct advertising activities but without formal advertising qualifications.

Entry Requirements: Preferred pathways: Certificate III in Business Administration or other relevant qualification, or evidence of competency in the majority of units in Certificate III in Business Administration or other relevant qualifications.

Career Opportunities: Advertising Assistant, Account Coordinator, Art Director, Assistant Account Planner, Copywriter, Media Assistant, Media Buyer, Media Planner.

Certificate IV in Business
Course No: 17804
National Code: BSB40207
Description: This provides you with the knowledge and skills to effectively operate as an Administrator or Project Officer in a wide range of business contexts. You will develop skills to apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

Entry Requirements: Preferred pathways: evidence of competency in the majority of units in Certificate III in Business Administration or other relevant qualification, or Certificate III in Business Administration or other relevant qualification, or relevant workplace experience assisting in administrative or operational support.

Career Opportunities: General Clerk, Administration Assistant, Data Entry Operator, Receptionist.

Certificate III in Business Administration
Course No: 17807
National Code: BSB30407
Description: Develop knowledge and skills to pursue employment/further training in a range of business areas such as exercising initiative in a business environment, organising workplace information, producing business documents, maintaining financial records, delivering and monitoring a service to customers, creating electronic presentations and organising schedules.

Entry Requirements: Preferred pathways: evidence of competency in the majority of units in Certificate II in Business Administration or other relevant qualification, or Certificate II in Business Administration or relevant workplace experience.

Career Opportunities: General/ Administrative Clerk, Accounts Receivable/Payable Clerk, Junior Personal Assistant, Receptionist.

Certificate IV in Business
Course No: 17808
National Code: BSB40507
Description: This provides you with administrative skills and knowledge in a wide variety of administrative roles. You will be able to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Entry Requirements: Preferred pathways: evidence of competency in the majority of units in Certificate III in Business Administration or other relevant qualifications, or Certificate III in Business Administration or relevant workplace experience.

Career Opportunities: General/ Administrative Clerk, Accounts Receivable/Payable Clerk, Junior Personal Assistant, Receptionist.
Career Opportunities: Accounts Receivable Clerk, Accounts Payable Clerk, Data Entry Operator, Junior Personal Assistant, Medical Records Officer, Receptionist, Office Administration Assistant, Office Administrator, Word Processing Operator.

Certificate III in Business Administration (Medical)
Course No: 17810
National Code: BSB31107
Description: Provides managerial level training for clerks and administrative workers. It provides a basis for a wide range of careers and occupations associated with the medical and related environment.
Entry Requirements: Preferred pathways: evidence of competency in the majority of units in Certificate II in Business or other relevant qualification, or Certificate II in Business, or relevant workplace experience.
Career Opportunities: Medical Receptionist, Medical Records Clerk, Medical Secretary.

Transcript of Results
Capability Building for Middle Managers
Course No: 32000
WSI PLUS fee: $245
Description: Students will develop the skills and knowledge needed to build capacity within an individual, group, community, or organisation in order to promote better performance, efficiency and effectiveness. They will develop the ability to recognise the need for capability building, seek existing opportunities and select and implement appropriate strategies to build capability based on one’s sphere of influence and ability.
Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Anyone wishing to gain the skills and knowledge required to build capacity within themselves or another individual, group, community, or organisation in order to promote better performance, efficiency and effectiveness.

Transcript of Results
Effective Business Negotiation
Course No: 32000
WSI PLUS fee: $490
Description: The course provides you with negotiation and resolution skills to suit a range of business situations enabling you to communicate and maintain successful business relationships.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: All people in a workplace where interaction may lead to conflict and where negotiation is used. Middle management, Managers.

Certificate IV in Frontline Management
Course No: 17822
National Code: BSB40807
Description: For people who are working in or wish to work in the first line of management across a range of organisational and industry contexts. You may have existing qualifications or technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions, even though you report to a manager.
Entry Requirements: Preferred pathways: evidence of competency in the majority of units in Certificate III in Frontline Management or other relevant qualification, Certificate III in Frontline Management, or relevant workplace experience.
Career Opportunities: Team Leader/Supervisor, Front Desk/Frontline Manager.
Business, Management and Property Services

Certificate IV in (NR T) Human Resources
Course No: 17841
National Code: BSB41007
Description: For people who want to learn about human resources administration, occupational health and safety, training and workplace behaviour, and how to recruit and select staff.
Entry Requirements: Preferred pathways: relevant workplace experience, or NSW HSC or equivalent, or other relevant qualifications.
Career Opportunities: Human Resource Manager/Supervisor, Human Resource Officer, Line Manager/Clerk.

Diploma of (NR T) Human Resources Management
Course No: 17842
National Code: BSB50607
Description: Provides you with the skills and knowledge required to work in human resources as a manager or specialist or as a team leader with human resource management responsibilities.
Entry Requirements: Preferred pathways: evidence of competency in the majority of units in Certificate IV in Business (Human Resources) or other relevant qualification, or Certificate IV in Business (Human Resources), or relevant workplace vocational experience.
Career Opportunities: Human Resource Manager/Supervisor, Human Resource Officer, Line Manager/Clerk.

TAFE NSW Attendance Certificate in Justices of the Peace
Course No: 24749
WSI PLUS fee: $210
Description: This online course covers the role and duties of a New South Wales Justice of the Peace.
Entry Requirements: There are no formal educational requirements.
Career Opportunities: Justice of the Peace.

Diploma of (NR T) Management
Course No: 17831
National Code: BSB51107
Description: For people who manage the work of others or who add value to, or review, management practices. Their role may be in any industry or organisational setting. Typically, people in these roles will have considerable experience in their respective industries or vocational areas. In addition to their managerial skills, they will also have an informed perspective of the specific work requirements of the areas they manage.
Entry Requirements: Preferred pathways: evidence of competency in the majority of units in Certificate IV in Frontline Management or other relevant qualification, or Certificate IV in Frontline Management, or relevant workplace experience.
Career Opportunities: Business Administration Manager.

Managing Organisational Communication
Course No: 9066
WSI PLUS fee: $685
Description: This course provides higher level skills in the area of organisational communication for managers and professionals from public or private sectors who wish to enhance their communication, knowledge and employability.
Entry Requirements: Students should have completed post secondary education, or have middle management experience.
Career Opportunities: Managers and professionals from public or private sectors who wish to enhance their communication, knowledge and employability. Also, career change minded persons.

Statement of Attainment in (NR T) Managing Organisational Change
Course No: 32000
WSI PLUS fee: $355
Description: This course provides you with the skills and knowledge for planning and introducing change and possible strategies to manage change effectively.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: Middle managers, Management.

VET FEE-HELP is available for this course.
Graduate Certificate in Management Communication
Course No: 9076
WSI PLUS fee: $1995
Description: This course will assist managers to plan, motivate, lead and take responsibility for communication processes. The units of competency within the course focus on developing skills in a range of areas including working with diversity, change management and team building.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: Middle management, career change minded persons.
Certificate IV in
Marketing
Course No: 17855
National Code: BSB40307
Description: This provides you with the knowledge and skills to work in marketing roles across a wide range of industry contexts. This course is suitable for people with some vocational experience in assisting marketing team leaders, supervisors or managers to conduct marketing activities but without formal marketing qualifications.
Entry Requirements: Preferred pathways: Certificate III in Business or other relevant qualification, or evidence of competency in the majority of units in Certificate III in Business or other relevant qualifications.
Career Opportunities: Direct Marketing Officer, Market Research Assistant, Marketing Coordinator, Marketing Officer, Public Relations Officer.

Diploma of (NRT)
Marketing
Course No: 17856
National Code: BSB51207
Description: This provides you with the knowledge and skills to work in marketing management roles, specifically with managerial skills to ensure marketing functions are effectively conducted in an organisation or business area. It is suitable for people with vocational marketing experience but not the role of marketing team leader/supervision or management and without formal marketing qualifications; or with vocational marketing experience in marketing team leader/supervision or management, seeking to consolidate skills and knowledge in managing the marketing function within an organisation but without formal marketing qualifications.
Entry Requirements: Preferred pathways: Certificate IV in Marketing or other relevant qualification, or evidence of competency in the majority of units in Certificate IV in Marketing or other relevant qualifications.
Career Opportunities: Market Research Analyst, Sales Representative/Manager, Product/Marketing Manager.

Transcript of Results

Medical Records Coding
Course No: 32000
WPI PLUS fee: $795
Description: This course teaches you medical terminology and the coding of diseases and procedures.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: Clinical coder.

Transcript of Results

Medical Terminology
Course No: 32000
WPI PLUS fee: $460
Description: At the completion of this selected studies program, students will be familiar with a broad range of medical terms including diagnoses, procedures, and common abbreviations. Medical terminology skills will be developed in context and used in documents and case studies relevant to various healthcare scenarios.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: Medical Receptionist, Ward Clerk, Medical Office Assistant, Clerical Officer, Medical Records Clerk, Dental Assistant, Pharmacy Assistant, Medical Interpreter.

Transcript of Results

Processing and Maintaining Financial Records (in an office environment)
Course No: 17820
WPI PLUS fee: $730
Description: This Statement of Attainment is intended for learners to enable them to process financial transactions in an office environment. It is suitable for those who are interested in working with accounts payable and receivable and payroll, or those who wish to update or renew their skills in order to re-enter the workplace.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: Clerical Officer, Accounts receivable and payable, Junior Payroll Officer, Junior Clerk.

Processing and Maintaining Financial Records (in an office environment)
Course No: 17820
WPI PLUS fee: $730
Description: This Statement of Attainment is intended for learners to enable them to process financial transactions in an office environment. It is suitable for those who are interested in working with accounts payable and receivable and payroll, or those who wish to update or renew their skills in order to re-enter the workplace.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: Clerical Officer, Accounts receivable and payable, Junior Payroll Officer, Junior Clerk.

Processing and Maintaining Financial Records (in an office environment)
Course No: 17820
WPI PLUS fee: $730
Description: This Statement of Attainment is intended for learners to enable them to process financial transactions in an office environment. It is suitable for those who are interested in working with accounts payable and receivable and payroll, or those who wish to update or renew their skills in order to re-enter the workplace.
Entry Requirements: There are no formal educational entry requirements for this course.
Career Opportunities: Clerical Officer, Accounts receivable and payable, Junior Payroll Officer, Junior Clerk.

Transcript of Results

Powers of Attorney
Course No: 11222
WPI PLUS fee: $210
Description: This course enables Licensed Conveyancers and employees of the Public Trustee or a trustee company as outlined in the Trustee Companies Act, 1964, to provide legal services under the Powers of Attorney Act, 2003 allowing this group to certify enduring Powers of Attorney.
Entry Requirements: This course is restricted to Licensed Conveyancers or employees of the Public Trustee or a trustee company within the meaning of the Trustee Companies Act 1964.
Career Opportunities: Conveyancers.
Wayne Crotty
Advanced Diploma of Property (Valuation)
OTEN
A keen interest in property markets and a desire to obtain a trade qualification led Wayne to enrol in his course at the Open Training and Education Network (OTEN). Wayne utilised his training in Property (Valuation) to gain employment as a Property Valuer. With an overall final mark of 90.15%, Wayne achieved first place in the State in his course. “Distance education provided the perfect family, work and study balance, without deadlines, which allowed me to work at my own pace at my own place. The qualification satisfied the requirements to be registered as a Valuer. The teacher support was exceptional and motivational which led to successful completion of the course.” Wayne was presented with the 2009 TAFE NSW State Medal for his course.

Certificate III in (NRT) Property Services (Agency)
Course No: 17671
National Code: CPP30207
Description: Entry level training for people wanting to develop knowledge, skills and attitudes required to work as a new entrant property operative in a supporting role across the range of disciplines in the sector. This qualification can be studied as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: Business Manager, Real Estate Agent, Agency manager, Property Auctioneer, Licensed Real Estate Agent/Broker, Manager/Supervisor, Property, Stock and Business Agents Licensing Facility.

Certificate IV in (NRT) Property Services (Agency Broking)
Course No: 17675
National Code: CPP40507
Description: This course provides the necessary skills and knowledge appropriate for people working in the Business Broking industry as an operative in the appraising, listing and sale of businesses.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: Real Estate Receptionist, Sales Support Officer, Property Officer, Real Estate Salesperson, Real Estate Property Manager.

Statement of Attainment in (NRT) Property Services (Buyer’s Agent Licence)
Course No: 17682
WSI PLUS fee: $1120
Description: This course satisfies licensing requirements under the Property, Stock and Business Agents Act, 2002 to act as a buyer’s agent only. A Buyer’s Agent represents purchasers in a property transaction for an agreed fee. You must be at least 18 years of age to apply for this licence. The skills and knowledge you gain in this course are primarily for the urban residential sector of the industry.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: A buyer’s agent (those who are interested in representing purchasers in a property transaction).

Certificate IV in (NRT) Property Services (On-Site Residential Property Manager’s Licence)
Course No: 17683
WSI PLUS fee: $1120
Description: This course satisfies licensing requirements under the Property, Stock and Business Agents Act, 2002 in NSW and the statutory registration and licensing requirements by the NSW Office of Fair Trading, to act as an On-site Residential Property manager. You must be at least 18 years of age to apply for this licence.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: On-Site Residential Property Manager.

Statement of Attainment in (NRT) Property Services (On-Site Residential Property Registration)
Course No: 17681
WSI PLUS fee: $445
Description: This course satisfies the training requirements for a Registered On-Site Manager Certificate of Registration from the NSW Office of Fair Trading.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: The student will develop the skills and knowledge for entry level to work for an On-site Residential Property Management Facility.
Certificate IV in (NRT) Property Services (Operations)
Course No: 17685
National Code: CPP40607
Description: For people working in the operational sector of the property and development industry for upgrading their skills and knowledge for supervisory roles in their field of operation.
Entry Requirements: NSW HSC or equivalent, or Certificate III in Property Services (Operations) or equivalent. Refer to the Course Information Leaflet for prerequisite units for obtaining a licence.

Statement of Attainment in (NRT) Property Services (Real Estate - Auction)
Course No: 17691
WSI PLUS fee: $290
Description: This course satisfies the training requirements for a licensed real estate agent to upgrade their qualifications to auction residential and rural properties.
Entry Requirements: NSW School Certificate or equivalent. Must hold a current Real Estate Agent’s Licence.
Career Opportunities: Real Estate Auctioneer.

Certificate IV in (NRT) Property Services (Real Estate)
Course No: 17672
National Code: CPP40307
Description: Provides the skills and knowledge required for auctioneering and management of all types of real estate properties, as well as how to list properties for sale and rent.
Entry Requirements: NSW School Certificate or equivalent, or relevant experience.
Career Opportunities: Assistant Real Estate Agent/Broker, Licensee Operative, Real Estate Agent, Commissioned Property Worker, Registered Salesperson, Property Manager.

Statement of Attainment in (NRT) Property Services (Stock and Station Salesperson)
Course No: 17678
WSI PLUS fee: $445
Description: This course satisfies the training requirements for a Stock and Station Salesperson Certificate of Registration from the NSW Office of Fair Trading.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: Entry Level Stock and Livestock Agency Trainee, Registered Rural Property Operative, Salesperson, Property Manager, Assistant Salesperson/Property Manager.

TAFE NSW Attendance Certificate in Property Services Continuing Professional Development
Course No: 28228
WSI PLUS fee: $120
Description: Successful completion of one unit of this online course will provide participants with the 12 CPD points needed to meet the NSW Office of Fair Trading’s annual requirement for CPD in the areas of property, real estate, strata management, stock and station agency.
Call Property Services on (02) 9715 8057 to find out which units are available.

Certificate II in (NRT) Retail
Course No: 17484
National Code: SIR20207
Description: For people who work at an entry level in the retail industry or for those who have no prior retail experience. It delivers competencies in a range of activities and functions requiring basic retail operational knowledge and limited practical skills. The focus will be on retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets.
Entry Requirements: There are no formal educational requirements.
Career Opportunities: Sales Assistant, Retail Customer Service/ Administration Assistant.
Business, Management and Property Services

Transcript of Results

RTA Older Driver Assessor Course

Course No: 32000
National Code: TAAASS401C / TAAASS402C
WSI PLUS fee: $440

Description: This course is for individuals who wish to become qualified assessors for the RTA Older Driver program. It is aimed at driving instructors wishing to become accredited assessors of older drivers and who need to meet a number of criteria. One of these is a requirement to have approved qualifications in assessment such as national competency units TAAASS401C and TAAASS402C.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Driving Instructor.

Certificate IV in Small Business Management

Course No: 17824
National Code: BSB40407
WSI PLUS fee: $1600

Description: For people who intend to enter into small business and also those who are already practitioners. This course provides you with a comprehensive introduction to the principles and practices of small business management, which you can apply to your particular work context or career plans. It includes the management of the establishment, planning, promotion, finances, operation and workforce of a small business.

Entry Requirements: Preferred pathways: relevant workplace experience, or other relevant qualifications.

Career Opportunities: Small Business Owner/Manager.

Statement of Attainment in Designing and Managing Documents and Files (in An Office Environment)

Course No: 17819
WSI PLUS fee: $510

Description: This course will provide you with the knowledge and skills to produce simple word processed documents and spreadsheets including charts. You will also learn how to manage, send and receive electronic mail and communicate online.

Entry Requirements: There are no formal educational requirements for entry into this course.

Career Opportunities: Clerical Officer, Administration Assistant, Receptionist.

Statement of Attainment in Using Advanced Software Functions (in an Office Environment)

Course No: 17818
WSI PLUS fee: $495

Description: This Statement of Attainment is intended for learners updating their skills in the use of commercial software packages or re-skilling into a newer version of a software application.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Administration, secretarial and clerical support.

Statement of Attainment in Using Computers in an Office Environment

Course No: 17817
WSI PLUS fee: $500

Description: This course will provide you with the knowledge and skills to produce simple word processed documents and spreadsheets including charts. You will also learn how to manage, send and receive electronic mail and communicate online.

Entry Requirements: There are no formal educational requirements for entry into this course.

Career Opportunities: Workplace Trainer/Facilitator/Assessor.

Certificate IV in (NRT)

Strata/Community Title Registered Manager

Course No: 17679
WSI PLUS fee: $445

Description: This course satisfies the training requirements for a Strata/Community Title Registered Manager Certificate of Registration from the NSW Office of Fair Trading. It is intended for individuals and organisations providing training and assessment services within the vocational education and training sector. You must have access to a workplace so that you can practise what you are learning. Graduates of this qualification will be qualified to deliver training in their industry area or area of subject matter expertise and to conduct competency-based assessment in a range of contexts.

Entry Requirements: NSW HSC or equivalent and access to a workplace or simulated workplace activities is needed to do this course.

Career Opportunities: Introductory course for people wishing to enter the property industry as a strata/community title registered manager.

Certificate IV in (NRT)

Training and Assessment

Course No: 18827
National Code: TAE40110
WSI PLUS fee: Fee will apply depending on delivery mode

Description: Meets the needs of individuals and organisations providing training and assessment services within the vocational education and training sector. You must have access to training and assessment opportunities in your workplace so that you can practise what you are learning. Graduates of this qualification will be qualified to deliver training in their industry area or area of subject matter expertise and to conduct competency-based assessment in a range of contexts.

Entry Requirements: NSW HSC or equivalent and access to a workplace or simulated workplace activities is needed to do this course.

Career Opportunities: Workplace Trainer/Facilitator/Assessor.
Communication and Media

Organisations need communication professionals to represent them to the public, in the media and to their customers. You may need to be the face of the organisation in person, in writing or through a growing number of technologies. If you want to help public or private corporations get their message across, then a course in Communication and Media is a great start.

Transcript of Results

Blogs, Wikis, Facebook: A taster

Course No: 32000
WSI PLUS fee: $220
Description: In this unit students will develop the skills and knowledge needed to use a broad range of Information Communication Technologies (ICTs) in an integrated manner to communicate appropriately and effectively with individuals and/or groups in workplace, educational and/or community settings.

Entry Requirements: There are no formal educational entry requirements for this course.

Transcript of Results

Career Change: strategies and skills evaluation

Course No: 32000
WSI PLUS fee: $255
Description: Students will develop the skills and knowledge needed to develop and implement a career plan; apply for suitable employment and to evaluate performance in the job application process. The skills developed are suitable whether entering or re-entering the workforce or applying for positions within the organisation where students already work.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Suitable whether entering or re-entering the workforce or applying for positions within an organisation.

Statement of Attainment in

Communicating in the Media

Course No: 9065
Description: Communication skills for working with the media in a range of industries.
Entry Requirements: NSH HSC or equivalent, or industry experience in communication and/or media workplace experience.
Career Opportunities: Depending on the electives you have chosen, this course develops communication skills and knowledge to enable you to work in a variety of areas in the industry.

VET FEE-HELP

VET FEE-HELP is available for this course.

Diploma of

Communication and Media

Course No: 9075
WSI PLUS fee: $4,995
Description: This course provides the development of communication skills which support employment opportunities as well as further education and training in vocational or higher education settings. These skills may be used in a range of industries and contexts such as in communication roles in public and private organisations, as an information officer, publicity officer or arts officer, event facilitator, publicity officer, community development officer, event facilitator in a non-government organisation, professional technical communicator, small media information officer or media assistant.
Entry Requirements: NSW HSC or equivalent or appropriate industry experience under supervision in a communication and/or media role.
Career Opportunities: Information Officer, Local government Administrative/Information Officer, Publicity Officer, Media/Communication Assistant, Media Producer/Director Assistant.

Certificate IV in

Communication and Media

Course No: 9074
National Code: 91404NSW
Description: Provides the skills and knowledge you need if working, or applying for a job, or if you wish to increase your communication and media skills. It helps you to develop a broad range of skills in communication and media, workplace and media writing, interpersonal skills and the use of communication technology tools for a range of industries.
Entry Requirements: NSW HSC or equivalent or appropriate industry experience under supervision in a communication and/or media role.
Career Opportunities: Information Officer, Local government Administrative/Information Officer, Publicity Officer, Media/Communication Assistant, Media Producer/Director Assistant.
Community Services, Children’s Services and Health

Caring for others is highly rewarding. Join the ranks of dedicated and highly valued professionals in Australia’s fastest growing areas – Community Services, Children’s Services and Dental Care.

Community Services and Health has been the fastest growing industry for the past five years. With 157,000 new jobs created, it has increased at one and a half times the rate of industry overall.

This industry is central to the development of all Australians, providing essential services and support to the whole population from pre-birth and childhood through to old age and for people with a disability.

The need for skilled health and community workers is ever present, and offers a challenging and intensely rewarding career for those with the right personal qualities and training.

Certificate III in (NRT) Aged Care

Course No: 18167
National Code: CHC30208

Description: Provides skills in personal care and support to older people in residential and community aged care facilities. If clinical placement in a public or private hospital or medical facility is part of this course, you will need to undergo screening and be vaccinated against infectious diseases (at your own cost). Please contact the college for further details. You will be required to submit a Prohibited Employment Declaration enabling you to take part in work based or practical activities.

Entry Requirements: NSW School Certificate or equivalent, or relevant experience may also be considered.

Career Opportunities: Assistant in Nursing, Support Worker, Carer, Personal Care Assistant.

Certificate IV in (NRT) Alcohol and Other Drugs Work

Course No: 18175
National Code: CHC40408

Description: Enables you to work as a support or care worker of clients with alcohol and other drugs issues in community based organisations, residential rehabilitation centres or with outreach services with the knowledge and skills to apply appropriate interventions and implement alcohol and drug health promotions. You will be required to submit a Prohibited Employment Declaration enabling you to take part in work based or practical activities.

Entry Requirements: NSW HSC or equivalent, or NSW School Certificate or equivalent and relevant experience.

Career Opportunities: Case Worker, Community Support Worker, Detoxification Worker, Drug and Alcohol Worker, Family Support Worker, Outreach Worker, Support Worker.

Transcript of Results

Alcohol and Other Drugs use in Sport

Course No: 32000
WSI PLUS fee: $325

Description: This program is designed to help sports players understand the harmful effects of alcohol and other drug use. It also prepares sports players to be able to assess someone with AOD issues and provide intervention.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Football and soccer sports players, managers and sporting clubs. Employees working in sporting clubs e.g. leagues clubs, soccer clubs, RSL.

Certificate IV in (NRT) Audiometric Assessment

Course No: 18272
National Code: HLT41307

Description: This course provides the skills needed to perform hearing screenings and assessments to identify hearing impairment, and take appropriate action. At this level you do not prescribe or dispense hearing aids and you are not qualified to work as an independent practitioner. You will be required, on joining this course, to submit a Prohibited Employment Declaration enabling you to take part in any work based or practical activities. You can do this qualification as part of a traineeship.

Entry Requirements: NSW HSC or equivalent, and have access to suitable and supervised placement for clinical work.

Career Opportunities: Audiometrist, Screening Audiometrist.

Samantha Price

Certificate IV in Alcohol and Other Drugs Work OTEN

Samantha has worked in the welfare sector for ten years and chose to study this course to further her knowledge of working with people affected by Drugs and Alcohol. She is now undertaking a Master's Degree in Gestalt Therapy, and hopes to work as a Counsellor. Achieving an outstanding overall result of 94.16, Samantha placed first in the State in her course, earning her a 2009 TAFE NSW State Medal.

“This industry challenges and excites me, I love being part of clients’ growth processes and personal journeys. The course sparked other areas of interest for me such as mental health and indigenous studies, which could be a possibility for me in the future.”
Certificate or equivalent.

**Entry Requirements:**
- There are no formal educational entry requirements for this course.

**Career Opportunities:**
- family members/carers.

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**Transcript of Results**

**Caring for the Elderly**

**Course No:** 32000

**WSI PLUS fee:** $435

**Description:**
This program is designed to help people who are caring for elderly family members at home or at a residential care facility. It provides skills and knowledge about supporting and voicing their needs, rights and issues.

**Entry Requirements:**
- There are no formal educational entry requirements for this course.

**Career Opportunities:**
- Child Care Worker, Child Care Assistant, Family Day Carer, Nanny.

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**Transcript of Results**

**Children’s Services**

**Course No:** 32000

**WSI PLUS fee:** $450

**Description:**
The aim of this course is to increase the skills and knowledge of workers who wish to work within the children’s services industry and obtain relevant units of competency. It also provides an opportunity for students - who are unsuccessful in their applications to enrol in Certificate III and Diploma of Children’s Services - to undertake some studies to support further applications.

**Entry Requirements:**
- There are no formal educational entry requirements for this course.

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**Transcript of Results**

**Children’s Services (Early Childhood Education and Care)**

**Course No:** 18208

**National Code:** CHC50908

**Description:**
For people who want to be qualified childcare workers. Workers at this level have responsibility for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care, and for the supervision of other staff/volunteers. In most states this is the highest qualification required at a Director or Service Manager level. You will be required to submit a Prohibited Employment Declaration enabling you to take part in work based or practical activities.

**Entry Requirements:**
- Refer to the Course Information Leaflet for pre-requisite units.

**Career Opportunities:**
- Child Care Worker Team Leader, Group/Program Leader, Service Manager/Director, authorised Supervisor (Children’s Services), Children’s Services Coordinator, Child Development Worker.

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**Transcript of Results**

**Community Services**

**Course No:** 18179

**National Code:** CHC50408

**Description:**
This qualification applies to workers providing services to clients in relation to mental health and alcohol and other drug issues. The qualification includes counselling, referral, advocacy and education/promotion/services. Requires high level specialist knowledge, skills and competencies especially in regard to rights affecting clients, the range of services available to them and health issues related to mental health issues and alcohol and drug use and misuse.

**Entry Requirements:**
- Be currently working in a community support AOD worker role and have a relevant recognised qualification at Certificate IV or above; Or 2. Be recognised as competent against the Certificate IV in AOD or 3. Have work experience in the sector involving: The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills; a wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required; the exercise of discretionary judgement and decision making under general guidance.

**Career Opportunities:**
- Community Services Worker, Community Support Worker.
Community Services, Children’s Services and Health

Career Opportunities: AOD Worker, Community Rehabilitation and Support Worker, Community Support Worker, Mental Health Community Worker, Mental Health Outreach Worker, Mental Health Rehabilitation Support Worker, Mental Health Support Worker.

Diploma of Community Services (Mental Health)
Course No: 18177
National Code: CHC50308
Description: This qualification applies to workers providing services to clients in relation to mental health issues. It includes: counselling, referral, advocacy and education/promotion services; requires high level specialist knowledge and skills in regards to laws affecting clients, the range of services and health issues.

Entry Requirements: 1. Be currently working in a community support Mental Health work role and have a relevant recognised qualification at Certificate IV or above. Or 2. Be recognised as competent against the Certificate IV in Mental Health; Or 3. Have work experience in the sector involving: The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills; a wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required; the exercise of discretionary judgement and decision making under general guidance.

Career Opportunities: Community Rehabilitation and Support Worker, Community Support Worker, Mental Health Community Worker, Mental Health Outreach Worker, Mental Health Rehabilitation Support Worker, Mental Health Support Worker.

Certificate IV in Dental Assisting (Pathway to Clinical Work)
Course No: 18281
National Code: HLT43007
Description: For qualified Dental Assistants. Depending on the units you select to study, you will learn the skills needed to provide oral health education or prepare patients for general anaesthesia and conscious sedation.

Entry Requirements: NSW School Certificate or equivalent plus Advanced Standing - Certificate III in Dental Assisting and you must be working in the industry.

Career Opportunities: Dental Assistant.

Certificate IV in Dental Assisting (includes the mandatory electives for dental radiography work)
Course No: 18282
Description: For qualified Dental Assistants. You will learn radiography theory and develop skills for taking oral radiographs under instruction from a dental operator.

Entry Requirements: NSW School Certificate or equivalent plus Advanced Standing - Certificate III in Dental Assisting and you must be working in the industry with access to radiographic facilities.

Career Opportunities: Dental Assistant.

Certificate III in Dental Assisting (Pouring Dental Impressions)
Course No: 18280
National Code: HLT31807
Description: For those who want to, or are working as a Dental Assistant. You can do this qualification as part of a traineeship. Please contact the college as entry procedures vary for trainees.

Entry Requirements: NSW School Certificate or equivalent. You must be a practising dental assistant, or be able to gain supervised experience in the workplace as a dental assistant.

Career Opportunities: Dental Assistant.

TAFE NSW Attendance Certificate

Dental Assisting
Course No: 24044
WSI PLUS fee: $430
Description: This course enables employed dental assistants to increase their skills by learning how to pour dental impressions. This course requires a minimum number of students to run. It also includes one practical session.
Entry Requirements: Employed as a Dental Assistant.

Career Opportunities: Dental Assistant.

Certificate III in Disability

Course No: 18171
National Code: CHC30408

Description: For people wanting to gain entry into disability work and who will be working under direct or regular supervision within clearly defined organisation guidelines and service plans. The course focuses primarily on direct care. You will be required to submit a Prohibited Employment Declaration enabling you to take part in work based or practical activities. Please contact the college as you may need to complete an Expression of Interest.

Entry Requirements: NSW School Certificate or equivalent.

Career Opportunities: Care Assistant, Community Access Coordinator/Care, House or Support Worker, Disability Service/Support Officer/Worker, Family Support Worker, Field Officer, Home Care Assistant, In-Home Respite Care Worker, Personal Care Assistant/Care Giver, Residential.

Certificate IV in Disability

Course No: 18172
National Code: CHC40308

Description: Enables you to work in a multi-disciplined team or lead a disabilities support team. It addresses work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients’ homes. You will be required to submit a Prohibited Employment Declaration enabling you to take part in work based or practical activities.

Entry Requirements: NSW HSC or equivalent, or NSW School Certificate. Relevant life and work experience may also be considered.

Career Opportunities: Behavioural Support/Developmental Officer, Disability Officer (day support), Disability Support Officer/Worker Employment Coordinator (disability), Job Coordinator. Lifestyle Support Officer, Project Officer (life enhancement team), Residential Care Officer, Senior Personal Care Assistant, Social Educator/Trainer, Supervisor.

Transcript of Results

First Aid

Course No: 32000
WSI PLUS fee: $150

Description: This course will be of benefit to people who are interested in obtaining the senior first aid unit (HLTFA301B). On completion of this course you will have the knowledge and skills needed to administer first aid on a casualty. This course requires a minimum number to run and involves a practical session.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Behavioural Support/Developmental Officer, Disability Officer (day support), Disability Support Officer/Worker Employment Coordinator (disability), Job Coordinator. Lifestyle Support Officer, Project Officer (life enhancement team), Residential Care Officer, Senior Personal Care Assistant, Social Educator/Trainer, Supervisor.

Diploma of Hearing Device Prescription and Evaluation

Course No: 18273
National Code: HLT51307

Description: This course enables you to work as an Audiometrist or hearing aid Audiometrist who screens for and assesses hearing impairment. Audiometrists prescribe and dispense hearing aids excluding implantable and bone anchored hearing aids.

Entry Requirements: NSW HSC or equivalent.

Career Opportunities: Hearing Aid Audiometrist.

Certificate III in Home and Community Care

Course No: 18169
National Code: CHC30308

Description: For people to work in client homes and other community settings under regular supervision within clearly defined organisational guidelines and service plans. You will carry out activities to maintain personal care and/or other activities of living for people in their own homes or in other community settings; carry out activities related to an individualised plan and report directly to a supervisor and you are not responsible for other workers.

Entry Requirements: NSW School Certificate or equivalent (equivalent from another educational authority). Relevant life and work experience may also be considered.

Career Opportunities: Care Assistant/Worker, Personal Care Assistant, Community Care Worker, Support Worker.

Transcript of Results

Identify and respond to children and young people at risk

Course No: 32000
WSI PLUS fee: $140

Description: This course provides you with a pathway to complete the unit of competency CHCCHILD401A, Identify and respond to children and young people at risk, from the Community Services Training Package (CHC08). This unit of competency meets the compulsory reporting requirements under section 27 of the Children and Young Persons (Care and Protection) Act, 1998.

Entry Requirements: You will be required, on joining this course, to submit a Prohibited Employment Declaration.

Career Opportunities: This course is for workers in NSW who are mandatory reporters or who work in child related employment.
Community Services, Children’s Services and Health

Certificate IV in (NRT) Mental Health
Course No: 18176
National Code: CHC40508
Description: This supports you to work in a range of community services focused on rehabilitation and support for people affected by mental illness and psychiatric disability, implementing community based activities focusing on mental health, mental illness and psychiatric disability, and mental health promotion work. You will be required to submit a Prohibited Employment Declaration enabling you to take part in work based or practical activities.
Entry Requirements: NSW HSC or equivalent or NSW School Certificate or equivalent and relevant experience.
Career Opportunities: Community Rehabilitation and Support Worker, Community Support Worker, Mental Health Outreach Worker, Mental Health Rehabilitation Support Worker.

Certificate IV in (NRT) Optical Technology
Course No: 18279
National Code: HLT43707
Description: This course enables you to work as an optical mechanic or optical technician making spectacle and/or lenses. This course does not qualify you to practise optical dispensing under supervision in NSW. You can do this qualification as part of a traineeship. This course includes practical sessions.
Entry Requirements: NSW School Certificate or equivalent. You will also need access to an optical lens surfacing laboratory.
Career Opportunities: Optical Mechanic/Technician.

Transcript of Results
Pre-requisite Community Services Units
Course No: 32000
WSI PLUS fee: $175
Description: This course provides you with a pathway to enrol in the Diploma Community Services. The two units of competency are minimum entry requirements for the diploma as specified in the Community Services Training Package.
Entry Requirements: You will be required, on joining this course, to submit a Prohibited Employment Declaration.
Career Opportunities: Community Services Workers, Welfare Workers, Support Workers, Case Managers.

Certificate III in (NRT) Sterilisation Services
Course No: 9362
National Code: HLT31107
Description: This course enables you to work under direct supervision performing sterilisation and disinfecting tasks. You can do this qualification as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent. You will also need to have a suitably qualified supervisor to supervise and assess tasks in the workplace.
Career Opportunities: Sterilising Assistant, Sterilising Aide.

Sterilisation for Body Art/Piercing
Course No: 32000
WSI PLUS fee: $410
Description: This program covers the skills and knowledge required to run the practical aspects of sterilisation for people wishing to work within the body art/piercing industry. To do this program you must be working in or have access to sterilisation equipment used within the body art/piercing/tattoo studio industry.
Entry Requirements: Working in and have access to sterilisation equipment used within the body art/piercing/tattoo studio industry.
Career Opportunities: Body art studios, body piercing industry, tattoo studios.

Transcript of Results
Sterilisation for Linen Services
Course No: 32000
WSI PLUS fee: $355
Description: This program covers the skills and knowledge required to run the practical aspects of sterilisation for linen services. The student will be able to sterilise and handle sterile linen without compromising the sterility of stock.
Entry Requirements: To do this program you must have access to sterilisation equipment used within the linen service industry.
Career Opportunities: Linen service.

Certificate III in (NRT) Sterilisation Services
Course No: 9362
National Code: HLT31107
Description: This course enables you to work under direct supervision performing sterilisation and disinfecting tasks. You can do this qualification as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent. You will also need to have a suitably qualified supervisor to supervise and assess tasks in the workplace.
Career Opportunities: Sterilising Assistant, Sterilising Aide.
Electrical, Engineering, Manufacturing and Metals

The manufacturing and engineering industry employs a workforce approaching one million people. It is one of the largest employers in Australia and is among the top 20 paying industries.

There is a wide range of sectors and jobs within the industry. Think of all the people needed to conceive, design, assemble and install manufactured products. To engineer literally means ‘to make things happen’. Engineering know-how converts science knowledge into technology, then turns technology into successful innovation.

The Electro Communications and Energy Utilities Industry employs more than half a million Australians – 460,000 in electrotechnology and 45,000 in energy utilities. Both areas play a key role in underpinning the nation’s economy.

Advanced Diploma of (NRT) Electrical - Technology
Course No: 17908
National Code: UEE61307
Description: For people working in the field of electrical engineering, you will learn to design and validate/evaluate electrical equipment and systems and provide technical advice/sales.
Entry Requirements: There are no formal educational requirements. You must be in relevant employment or have access to an appropriate workplace.
Career Opportunities: Technical Officer, Para Professional Engineer, Engineering Technologist.

Advanced Diploma of (NRT) Electrical Engineering
Course No: 17794
National Code: UEE60107
Description: This course is for people working in the field of Electrical Engineering/Technician. This course provides competencies to design and validate/evaluate electrical equipment and systems, manage risk, estimate and manage projects and provide technical advice/sales. It includes ERAC requirements for an ‘Electrician’s licence’.
Entry Requirements: There are no formal educational requirements. You must be in relevant employment or have access to an appropriate workplace.
Career Opportunities: Technical Officer, Para Professional Engineer, Engineering Technologist.

Entry Requirements: There are no formal educational requirements. You must be in relevant employment or have access to an appropriate workplace.
Career Opportunities: Improves job prospects in Electrotechnology field.

Certificate III in (NRT) Electrotechnology Electrician
Course No: 17751
National Code: UEE30807
Description: For people who want to become an electrician. Meets the NSW Office of Fair Trading licensing requirements for working with low voltage fixed wiring and equipment.
Entry Requirements: There are no formal educational requirements, but to succeed you need the equivalent of four/five years of secondary school education. You must be in relevant employment i.e. working full time with a licensed electrician.
Career Opportunities: Electrical Mechanic, Licensed Electrician.

Certificate II in (NRT) Public Safety (Firefighting Operations)
Course No: 1280
National Code: PUA30701
Description: This course is for rural and part-time firefighters who are seeking a national qualification in Public Safety.
Entry Requirements: There are no educational requirements. You must be employed or gain experience with a public safety agency.
Career Opportunities: Firefighter.
Electrical, Engineering, Manufacturing and Metals

Certificate IV in (NRT)
Public Safety (Firefighting Supervision)
Course No: 1281
National Code: PUAA40301
Description: This course provides you with the knowledge and skills to supervise and monitor the performance of others in a wide range of firefighting operations.
Entry Requirements: NSW School Certificate or equivalent. You must be employed or gain experience with a public safety agency.
Career Opportunities: Firefighter.

Diploma of (NRT)
Electrical Engineering
Course No: 17788
National Code: UEE50407
Description: For people wanting to develop the technical skills needed to work as an Electrical Engineering Technician, to develop, select, commission, maintain and diagnose faults/malfunctions on advanced electrical equipment and systems.
Entry Requirements: There are no formal educational requirements. You must be in relevant employment or have access to an appropriate workplace.

Statement of Attainment in (NRT)
Public Safety (Firefighting)
Course No: 2352
Description: This course is designed to enable learners who are employed in the Firefighting Industry to acquire the competencies needed for safe and effective work practices in the fighting of structural fires and wildfires. It is also designed to provide participants with the knowledge and skills to supervise and monitor the performance of others in a wide range of firefighting operations.
Entry Requirements: NSW School Certificate (or equivalent from another educational authority). Where units of competency within this qualification have prerequisite requirements, the learner must have been assessed as competent within a fire context prior to undertaking training or assessment.
Career Opportunities: Completion of this qualification can lead to promotion within the firefighting agencies. After completion of this course, a student can undertake further studies to obtain one of the Public Safety Training Safety (Fire Sector) qualifications.

Statement of Attainment in (NRT)
Public Safety (Station Officer - Pre Entry Program)
Course No: 19438
Description: Completion of this program provides eligibility for students to sit the NSW Fire Brigade Station Officer pre-entry examinations.
Entry Requirements: There is no formal entry requirement for this course.
Career Opportunities: NSW Fire Brigade Station Officer.

TAFE NSW Attendance Certificate in
Re-Licensing for Electricians
Course No: 27213
WSI PLUS fee: $150
Description: This course provides update skills and knowledge to electricians whose licences have lapsed. On completion you can apply to NSW Office of Fair Trading for a Qualified Supervisor Certificate-Electrical.
Entry Requirements: Candidates must be referred by Office of Fair Trading.
Career Opportunities: Electrician (General).

TAFE NSW Attendance Certificate in
Safety Checking Electrical Appliances
Course No: 9989
WSI PLUS fee: $300
Description: This is a WorkCover approved program for non-electrical qualified people. This course provides you with the training to carry out inspection, testing and tagging of low voltage electrical appliances, using a Portable Appliance Tester (PAT).
This is in accordance with the Occupational Health and Safety Act, 2001 and WorkCover Codes of Practice. Studying this course, meets the AS/NZS 3760 standard Inservice safety inspection and testing of electrical equipment. This course requires a minimum number of students to run. It also includes a practical session.
Entry Requirements: There are no formal educational requirements.
Career Opportunities: Electrician (General).
Green Skills, Agriculture and Horticulture

All agricultural and natural resource industries now have a strong focus on environmental and economic sustainability. There are new fields of expertise in organic farming, recycling, land management and water conservation.

Employment in the industry is on the rise and is predicted to continue growing over the next 10 years. Increasing demand for skilled professionals ensures that employment opportunities exist now and into the future for those with the right 'green' skills and qualifications.

Certificate III in (NRT) Agriculture
Course No: 797
National Code: RTE30103

Description: For people in the rural industry with some expertise, who wish to develop and apply advanced technical and husbandry skills in the workplace. This course includes practical sessions.

Entry Requirements: NSW School Certificate, or equivalent, or Certificate II in Agriculture, or equivalent, or relevant experience.

Career Opportunities: Farmer, Farm Manager, Senior Agriculture Property Worker.

Certificate III in (NRT) Asset Maintenance (Pest Management - Technical)
Course No: 1405
National Code: PRM30204

Description: For people who want to work as Pest Control Operators. This course includes practical sessions.

Entry Requirements: NSW School Certificate, or equivalent, or relevant experience.

Career Opportunities: Pest Control Operator.

TAFE NSW Attendance Certificate in Beekeeping
Course No: 27597
WSI PLUS fee: $560

Description: This course provides you with the skills and knowledge to set up and operate a beehive. You will learn about bee colony structure and handling, bee products, flora, nutrition, crop pollination, diseases, parasites and pests. You are provided with hands on training at a 2-day practical. Learners will gain an overview of the beekeeping industry and legislative requirements.

Entry Requirements: There are no formal educational requirements.

Career Opportunities: Beekeeper.

Certificate II in (NRT) Conservation and Land Management
Course No: 6414

Description: For people wanting to work for Landcare, environmental practice and natural resource management. If you wish to undertake Group 3 and 4 units in this course you must hold NSW HSC, or equivalent, or a Certificate II or higher qualification in Conservation and Land Management, or have considerable industry experience.

Career Opportunities: Environment Worker, Conservation Worker, Bushland Regenerator.

Entry Requirements: There are no formal educational requirements. Some units have legislative requirements for a Shooter’s Licence (NSW) or an Explosive User's Permit. In order to obtain these, you must complete a suitability check with NSW Police.

Career Opportunities: Depending on the units achieved - skilled operator in land management for local government, National Parks and Wildlife, bush regeneration organisations, Landcare.

TAFE NSW Attendance Certificate in Conservation and Land Management (Natural Area Restoration and Management)
Course No: 8986
National Code: RRD30102

Description: For workers or those wanting to work as a skilled operator in natural resource management, especially in an outdoors environment.

Entry Requirements: NSW School Certificate or equivalent, or Certificate II in Conservation and Land Management, or relevant experience. Some units have legislative requirements for a Shooter’s Licence (NSW) or an Explosive User’s Permit. In order to obtain these, you must complete a suitability check with NSW Police.

Career Opportunities: Forestry / National Parks, Wildlife / Bushland Worker.

Certificate III in (NRT) Conservation and Land Management (Natural Area Restoration and Management)
Course No: 6485
National Code: RRD20102

Description: Entry level training for workers or those wanting to work as an operator in natural resource management, especially in an outdoor environment. This course includes practical sessions.

TAFE NSW Attendance Certificate in Farming Small Areas - Select and Develop
Course No: 27606
WSI PLUS fee: $470

Description: This course provides an introduction to farming on a small rural property. Students will be able to select and manage a small farm appropriate to their needs. Students will be able to develop improvements such as sheds, yards, fencing and water and acquire appropriate farm machinery. This course requires a minimum number of students to run. It also includes practical sessions.
Entry Requirements: There are no formal educational requirements.

Career Opportunities: Small Area Farmer.

Certificate II in (NRT) Horticulture

Course No: 1514
National Code: RTF20103

Description: With appropriate practical experience you will gain the skills and knowledge to work, under supervision, in the horticulture industry, as a skilled operator or assistant to a tradesperson. This course includes a practical session.

Entry Requirements: There are no formal educational requirements.

Career Opportunities: Garden Labourer, Horticulture Assistant, Landscaping Assistant, Arboriculture Assistant, Retail and/or wholesale Nursery Assistant.

Certificate III in (NRT) Horticulture

Course No: 1586
National Code: RTF30103

Description: With appropriate practical experience you will gain the skills and knowledge to work at managerial level in the horticulture industry, in a broad range of horticultural practices. You will also gain some specialised skills in one or more of the seven industry sectors; arboriculture, floriculture, landscape, parks and gardens, turf, retail nursery, and wholesale nursery. This course includes a practical session.

Entry Requirements: NSW Higher School Certificate, or equivalent, or completion of a Certificate III or Certificate IV in Horticulture, or any of the Certificate III or IV in Horticulture (Sector) qualifications.

Career Opportunities: Depending on units completed - Horticulturist/Manager in Amenity Horticulture industry, Horticultural Enterprise/ Business Manager in Parks and Gardens/Landscape/Turf/Nursery/Arboriculture/Floriculture industries.

Statement of Attainment in (NRT)

NSW Urban Pest Control (Licensing)

Course No: 1377
WSI PLUS fee: $1235

Description: This course provides vocational education and training for Pest Control Operators. It provides learners with the minimum skills and knowledge needed to enable them to detect pest damage and the presence of pests, to carry out appropriate treatments and to advise clients on pest prevention and control. On completion participants can apply for their Pest Control Licence from WorkCover. It also includes practical sessions.

Entry Requirements: NSW School Certificate or equivalent, or relevant workplace experience.

Career Opportunities: Pest Control Operator.

Diploma of (NRT) Horticulture

Course No: 1589
National Code: RTF50103

Description: With appropriate practical experience you will gain the skills and knowledge to work at managerial level in the horticulture industry, in a broad range of horticultural practices. You will also gain some specialised skills in one or more of the seven industry sectors; arboriculture, floriculture, landscape, parks and gardens, turf, retail nursery, and wholesale nursery. This course includes a practical session.

Entry Requirements: NSW Higher School Certificate, or equivalent, or completion of a Certificate III or Certificate IV in Horticulture, or any of the Certificate III or IV in Horticulture (Sector) qualifications.

Career Opportunities: Depending on units completed - Horticulturist/Manager in Amenity Horticulture industry, Horticultural Enterprise/ Business Manager in Parks and Gardens/Landscape/Turf/Nursery/Arboriculture/Floriculture industries.

Transcript of Results

Pest Control - CPD (Continuing Professional Development)

Course No: 32000
WSI PLUS fee: $295

Description: This course provides participants with the choice of a wide variety of units of competency from the Pest Management training package that satisfy the annual continuing professional development. Completion of any of these two units of competence in one year will enable participants to work towards certification in the Pest Control industry or maintain current certification.

Entry Requirements: There are no formal educational entry requirements for this course.

Career Opportunities: Primarily, though not exclusively, trades people / builders, pest controllers and those employed in fumigation across a variety of industries.

Transcript of Results

Operate Tractors

Course No: 32000
WSI PLUS fee: $440

Description: This program is offered to those participants wishing to gain competency to operate tractors with or without attached equipment.

Entry Requirements: There are no formal educational entry requirements for this course.


Transcript of Results

Green Skills, Agriculture and Horticulture
Statement of Attainment in (NRT)

**Pest Inspection - Timber**

Course No: 7218  
WSI PLUS fee: $735

**Course in**: Smarttrain - Chemical Application  
Course No: 9016  
National Code: 91186NSW  
WSI PLUS fee: $350 for full course, $295 for reaccreditation, $125 for recognition

**Description**: This course provides training for those who require knowledge and skills both to carry out timber pest inspection procedures carefully, to write accurate reports that will withstand legal scrutiny, and to provide advice on control of timber pests or carry out timber pest control.

**Entry Requirements**: NSW School Certificate or equivalent.

**Career Opportunities**: Licensed pest controllers who wish to go into Timber Pest Control.

Statement of Attainment in (NRT)

**Pest Management Studies**

Course No: 1446

**Description**: On successful completion of this course, you will have achieved the unit Install Physical Termite Barriers, PRPMP42A.

**Entry Requirements**: NSW School Certificate, or equivalent, or relevant workplace experience.

**Career Opportunities**: Pest Control Operator.

Certificate III in (NRT)

**Production Horticulture**

Course No: 1994  
National Code: RTE31603

**Description**: On completion of this qualification, you will be able to apply for jobs and work with minimum supervision in production horticulture, such as viticulture, cut flowers or fruit and vegetables production.

**Entry Requirements**: NSW School Certificate, or equivalent, and relevant experience, or completion of Certificate II in Production Horticulture or equivalent, or relevant experience.

**Career Opportunities**: Supervised worker in a range of production horticulture industries.

Course in (NRT)

**Smarttrain - Chemical Application**

Course No: 9016  
National Code: 91186NSW  
WSI PLUS fee: $350 for full course, $295 for reaccreditation, $125 for recognition

**Description**: This course is accredited by the Environment Protection Authority. You will be able to apply pesticides using hand operated and powered equipment with ready to use products and solutions of diluted pesticides. This course is also offered as a reaccreditation and recognition program.

**Entry Requirements**: There are no formal educational requirements. However, you must have language, literacy and numeracy skills that enable you to read and understand chemical labels and Material Safety Data Sheets (MSDS).

**Career Opportunities**: Chemical Applicator in agriculture, horticulture or conservation and land management.

Statement of Attainment in (NRT)

**Urban and Rural Fumigation**

Course No: 7219  
WSI PLUS fee: $705

**Description**: This course provides vocational education and training for rural and urban pest control operators in the specialised area of Fumigation. It provides learners with the minimum skills and knowledge needed to enable them to clarify the nature of the problem, plan, treat, monitor, ventilate, record and conduct fumigation operations with high regard for health and safety issues. On completion students can apply for their Fumigation Licence from WorkCover.

**Entry Requirements**: There are no formal educational requirements. You must have industry experience or the capacity to gain relevant fumigation experience in a rural or urban setting to meet the WorkCover requirements for a licence.

**Career Opportunities**: Pest Fumigator.
Information and Communication Technology

Information and communication technology (ICT) is embedded in all aspects of today’s rapidly changing world.

Currently, the industry is experiencing an accelerated convergence of technologies. Technologies which formerly sat within one industry sector are blurring at the borders, leading to new and dynamic job roles.

This field offers exciting jobs and careers that are not just confined to a single industry but are an essential element in any business so your skills are transportable across a variety of job sectors, including entertainment, construction, education, primary industries, retail, manufacturing and government.

Certificate I in Information Technology
Course No: 19000
National Code: ICA10105
Description: You will have an introductory knowledge of computer hardware, computer systems, computer software and current applications of computer technology.
Entry Requirements: There are no formal educational requirements.
Career Opportunities: Junior Office Assistant.

Certificate II in Information Technology
Course No: 19001
National Code: ICA20105
Description: Provides foundation skills for various areas of the information technology industry. It covers a range of application software selected from word processing, spreadsheet, database and presentation graphics.
You can do this course as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: Junior Office Assistant.

Certificate III in Information Technology (Applications)
Course No: 19002
National Code: ICA30105
Description: Provides you with the skills and knowledge for introductory ICT technical functions. It is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.
You can do this course as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: ICT Support Technicians, Clerical/Software Support.

Certificate IV (NRT)

Certificate III in Information Technology (Applications)
Course No: 19002
National Code: ICA30105
Description: Provides you with the skills and knowledge for introductory ICT technical functions. It is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.
You can do this course as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent.
Career Opportunities: ICT Support Technicians, Clerical/Software Support.

Certificate IV
(NRT)

Information Technology (General) (SPEC: Communications and Documentation/Software/Client Support)
Course No: 19037
National Code: ICA40105
Description: Provides you with general all round training in basic networking, software and client support for individuals working in small-to-medium enterprise. It involves participation in teams and may include group or team coordination.
You can do this course as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent, or a Certificate III in Information Technology.

Diploma of Information Technology (Project Management)
Course No: 19012
National Code: ICA50205
Description: Provides you with the skills and knowledge in end-to-end project management processes and activities in an information technology context. This course has a strong ICT base with the potential for inclusion of a range of broader ICT and business units to suit particular project needs.
Entry Requirements: NSW HSC or equivalent, or a relevant Certificate IV in Information Technology.
Career Opportunities: E-Business Project Manager, E-commerce Production Support Manager, IT Business Manager, Online Production Coordinator, Project Director/Manager, Quality Assurance Manager - IT projects.

Certificate III in Information Technology (Support)
Course No: 19004
National Code: ICA30105
Description: Provides you with introductory ICT ‘technical’ functions. It is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT ‘user’.
You can do this course as part of a traineeship.
Entry Requirements: NSW School Certificate or equivalent.
Certificate IV in (NRT) Information Technology (Support) (Database Administration)

Course No: 19006
National Code: ICA40205

Description: Provides you with the skills and knowledge to provide database administration and support in a commercial organisation. This qualification also provides an entry pathway into the Diploma of Information Technology (Database Design and Development).

You can do this course as part of a traineeship.

Entry Requirements: NSW School Certificate or equivalent.

Career Opportunities: ICT Customer Support Officer, Database Administrator, Database Sales/Marketing Specialist, Database Customer Support/Liaison Officer, Information Centre Specialist.

Certificate IV in (NRT) Information Technology (Support) (Help Desk)

Course No: 19005
National Code: ICA40205

Description: Provides the skills in defining, diagnosing and rectifying user needs and problems related to the use of hardware and software. There is also a selection of network oriented electives that could support a networked environment.

You can do this course as part of a traineeship.

Entry Requirements: NSW School Certificate or equivalent.


TAFE NSW Attendance Certificate in Project Management

Course No: 27094
WSI PLUS fee: $1034

Description: This course introduces project management concepts from basic project management to more human resources and risk management.

Entry Requirements: Some understanding of general project management principles.

Career Opportunities: ICT Project Manager.

TAFE NSW Attendance Certificate in Project Management - Microsoft Project (Introduction)

Course No: 26629
WSI PLUS fee: $1029

Description: This course is aimed at people who have a basic knowledge of project management principles but who require training in the use of related software. This course offers a practical introduction to the software package Microsoft Project 2003.

Entry Requirements: Some understanding of general project management principles.

Career Opportunities: Business Administration Manager.
Over the ocean blue! Freedom, adventure – and often some danger, but especially if you’re not properly trained. To improve your sea-going capability in navigation, communication, emergency survival, or for the international Super Yacht Industry, OTEN offers a range of WSI PLUS courses. We can help you to prepare for certificates offered by the Royal Yachting Association (RYA) and Yachting Australia (YA).

Interested in a career on commercial vessels? Our courses can also assist you to train as a Coxswain, Coastal Master or Marine Engine Driver. Let us help you get the knowledge and skills to meet maritime licensing and regulatory requirements.

Qualifications in automotive, warehousing and logistics may be studied through other colleges within Western Sydney Institute. See wsi.tafensw.edu.au for information.

**TAFE NSW Attendance Certificate in Celestial Navigation**

<table>
<thead>
<tr>
<th>Course No</th>
<th>WSI PLUS fee</th>
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<tbody>
<tr>
<td>23873</td>
<td>$300</td>
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</table>

**Description:** This course will be of benefit to people who are interested in the art of Celestial Navigation. On completion of this course you will be able to plot your geographic position from the observation of celestial bodies. Meets the requirements of the Yachting Australia Ocean Yachtmaster shore based course.

**Entry Requirements:** There are no formal educational requirements. You need to have completed Coastal Navigation.

**Career Opportunities:** Ocean going mariners.

**Transcript of Results**

**Maritime (Emergencies - Fire)**

<table>
<thead>
<tr>
<th>Course No</th>
<th>WSI PLUS fee</th>
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<tbody>
<tr>
<td>32000</td>
<td>$300</td>
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</table>

**Description:** Successful completion of this unit enables the student to gain basic Maritime fire fighting skills.

**Entry Requirements:** There are no formal educational requirements.

**Career Opportunities:** Marine Police, Customs Officers and other maritime workers.

**Transcript of Results**

**Maritime (Emergencies - Sea Survival)**

<table>
<thead>
<tr>
<th>Course No</th>
<th>WSI PLUS fee</th>
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<tbody>
<tr>
<td>32000</td>
<td>$300</td>
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</table>

**Description:** Survive at sea in the event of vessel abandonment using techniques individually or in groups, with or without a life jacket and with or without a life raft.

**Entry Requirements:** There are no formal educational requirements.

**Career Opportunities:** General public or those that only need the TDMMF1107B unit.

**Transcript of Results**

**Maritime (General Purpose Hand)**

<table>
<thead>
<tr>
<th>Course No</th>
<th>WSI PLUS fee</th>
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<tbody>
<tr>
<td>32000</td>
<td>$860</td>
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</table>

**Description:** Successful completion of this entry level qualification enables students to present to the NSW Maritime Authority to qualify to work as a deckhand (general purpose hand) on charter boats and other commercial vessels in NSW.

**Entry Requirements:** There are no formal educational requirements.

**Career Opportunities:** Deck Hand on commercial vessels and charter boats.

**Transcript of Results**

**Maritime (Master 5 Coastal Navigation)**

<table>
<thead>
<tr>
<th>Course No</th>
<th>WSI PLUS fee</th>
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<tbody>
<tr>
<td>32000</td>
<td>$410</td>
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</table>

**Description:** This program is offered to those participants wishing to gain competency in the Master 5 Unit for Navigation - to plan and conduct a coastal passage and determine position within these limits of the responsibility of a Master 5.

A candidate will be able to gain recognition for this unit if enrolling in a future Master 5 course or if they have enrolled in the Master 5 course in the past and still need to complete this unit they can do so and then provide evidence to a maritime authority on its completion.

**Entry Requirements:** There are no formal educational requirements.

**Career Opportunities:** Recreational boaters, Mariners, Yachting Crew.

**Transcript of Results**

**Maritime (Meteorology)**

<table>
<thead>
<tr>
<th>Course No</th>
<th>WSI PLUS fee</th>
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<tbody>
<tr>
<td>32000</td>
<td>$200</td>
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</table>

**Description:** This program has been created to offer separately the unit ‘TDMMH707B Apply weather information when navigating a small vessel within the limits of responsibility of a Master 4’. This unit may be of interest to mariners wanting to broaden their knowledge about practical meteorology and weather forecasting at sea.

**Entry Requirements:** There are no formal educational requirements.

**Career Opportunities:** Any mariners or those interested in meteorology and the weather in general.
Transcript of Results

Maritime (Radar Operation)
Course No: 32000
WSI PLUS fee: $410

Description: This course has been created to offer separately the Unit TDMMH2007A Use radar and other wheelhouse equipment to maintain safe navigation within the limits of responsibility of a Master 4.

This Unit may be of interest to mariners wanting to broaden their knowledge about the use of radar for coastal navigation and collision avoidance.

Entry Requirements: There are no formal educational requirements. However, knowledge of coastal navigation to at least the level of Yachtmaster or Master 5 would be a great advantage.

Career Opportunities: Mariners, Sailors, Masters, Skippers, Watch-Keepers, Mates.

Transcript of Results

Maritime Emergencies - Fire and Sea Survival
Course No: 32000
WSI PLUS fee: $535

Description: Successful completion of this unit enables the student to gain basic Maritime Sea Survival and fire fighting skills.

Entry Requirements: There are no formal educational requirements.

Career Opportunities: General public, those in the industry already needing to fulfill OH&S requirements e.g. Marine Police, Customs Officers and other maritime workers.

TAFE NSW Attendance Certificate in RYA/YA Coastal Skipper and Yachtmaster (Theory)
Course No: 27095
WSI PLUS fee: $765

Description: This course helps people worldwide to study for the Royal Yachting Association's (RYA) and Yachting Australia's (YA) theory (shore-based) component of the Coastal Skipper/Yachtmaster Offshore Certificate. Topics include those items covered in the RYA/YA syllabus. On successful completion you can sit for the practical component of the RYA/YA in order to gain the certificate. The certificate is endorsed by the Marine and Coastguard Agency (MCA) in the United Kingdom for work in the Super Yacht Industry internationally.

Entry Requirements: There are no formal educational requirements. However, for those wishing to eventually gain the full RYA/YA Yachtmaster Offshore Certificate they will need to obtain a Senior First Aid Certificate (also offered at OTEN), Marine Radio Operators Certificate (also offered at OTEN).

Career Opportunities: Recreational and Commercial Mariners, Yachting Crew, others with keen interest in yachting and boating in general.

TAFE NSW Attendance Certificate in RYA/YA Day Skipper Theory Course
Course No: 27297
WSI PLUS fee: $765

Description: This course will be of benefit to people worldwide who are planning to attempt the Royal Yachting Association (RYA) and Yachting Australia (YA) theory or shore-based component of the Day Skipper Certificate. Topics in this course include those items covered in the RYA/YA syllabus such as (but not limited to) collision regulations, skippering skills, boat handling, general seamanship, navigation, safety awareness, meteorology and signals. This program provides you with the knowledge to sit for the practical component of the RYA/YA syllabus in order to gain the certificate. This program can also be used as a prerequisite for the Yachtmaster theory course and the candidate may then wish to combine this study with the sea going requirements set out by RYA/YA.

Entry Requirements: There are no formal educational requirements. However, for those wishing to eventually gain the full RYA/YA Yachtmaster Offshore Certificate they will need to obtain a Senior First Aid Certificate (also offered at OTEN), Marine Radio Operators Certificate (also offered at OTEN).

Career Opportunities: Recreational and Commercial Mariners, Yachting Crew, others with keen interest in yachting and boating in general.
Maritime, Transport and Distribution

TAFE NSW Attendance Certificate in Sea Survival
Course No: 22 057
WSI PLUS fee: $21

Description: This course meets the wet drill component of Yachting Australia’s Sea Safety and Survival Course. It can be an exciting and highly effective team building experience. Survive at sea in the event of vessel abandonment using techniques individually or in groups, with or without a life jacket and with or without a life raft. Completing this course alone does not qualify you for the full YASSSC. This course requires a minimum number of students to run.

Entry Requirements: There are no formal educational requirements.

Career Opportunities: Recreational boaters.

Statement of Attainment in (NRT)
STCW95 Sea Safety (AMSA Accredited Certificate of Safety Training)
Course No: 19814

Description: This course is a pre-requisite for personnel wishing to work on Merchant Vessels in a variety of occupations. Australian Maritime Safety Authority (AMSA) approved STCW95 short courses for working offshore or in International waters.

Entry Requirements: There are no formal educational requirements for entry to the course.

Career Opportunities: Supports a variety of occupations at sea, e.g. Hairdresser, Nurse, Deckhand.

Certificate II in (NRT)
Transport and Distribution (Coastal Maritime Operations - Coxswain)
Course No: 17447
National Code: TDM20307

Description: This course provides the practical skills and knowledge required to work as a Coxswain, after achieving licensing, on board small commercial vessels – less than 12m in length and with engines up to 250kW, operating within the limits of Sheltered and Inshore waters. You can do this qualification as part of a traineeship.

Entry Requirements: There are no formal educational requirements.

Career Opportunities: Coxswain.

Certificate III in (NRT)
Transport and Distribution (Coastal Maritime Operations - Master Class 5)
Course No: 17448
National Code: TDM30407

Description: This course provides you with the practical skills and knowledge to work as a Master Class 5/Skipper Grade 2 who is able to take charge of a commercial vessel of less than 24m in length, operating up to 100 nautical miles from the coast. This course includes practical sessions.

Entry Requirements: NSW School Certificate or equivalent. There are licensing and regulatory requirements which are outlined on the Course Information Leaflet.

Career Opportunities: Coastal Master Class 5.

Certificate IV in (NRT)
Transport and Distribution (Coastal Maritime Operations - Master Class 4)
Course No: 17457
National Code: TDM40207

Description: This course prepares you to work as an engineer onboard a commercial vessel with a propulsion power less than 1500 kW up to 30 nautical miles from the coast or 750 kW up to 600 nautical miles from the coast. This course includes practical sessions.

Entry Requirements: NSW School Certificate or equivalent. There are licensing and regulatory requirements which are outlined on the Course Information Leaflet.

Career Opportunities: Marine Engine Driver - Grade 1.
Certificate III in (NRT) Transport and Distribution (Marine Engine Driving - Grade 2)

Course No: 17456
National Code: TDM30207

Description: This course prepares you to work as an engineer of vessels with propulsion machinery of maximum continuous power of less than 750 kW up to 15 nautical miles from the coast or 500 kW up to 200 nautical miles from the coast. This course includes practical sessions.

Entry Requirements: NSW School Certificate or equivalent. There are licensing and regulatory requirements which are outlined on the Course Information Leaflet.

Career Opportunities: Marine Engine Driver - Grade 2.

Certificate II in (NRT) Transport and Distribution (Marine Engine Driving - Grade 3)

Course No: 17455
National Code: TDM20207

Description: This course prepares you to work as an engineer of vessels with propulsion machinery of maximum continuous power of less than 500 kW up to 15 nautical miles from the coast or 250 kW up to 100 nautical miles from the coast. This course includes practical sessions.

Entry Requirements: NSW School Certificate or equivalent. There are licensing and regulatory requirements which are outlined on the Course Information Leaflet.

Career Opportunities: Marine Engine Driver - Grade 3.

Certificate I in (NRT) Transport and Distribution (Maritime Operations)

Course No: 17446
National Code: TDM10107

Description: Completing this qualification allows you to apply to the Maritime Authority for licensing to work as a General Purpose Hand. This course includes practical sessions.

Entry Requirements: NSW School Certificate or equivalent. There are licensing and regulatory requirements which are outlined on the Course Information Leaflet.

Career Opportunities: Deck Hand.
Tourism, Hospitality and Events

Tourism and Hospitality is one of Australia’s leading industries. It employs nearly 500,000 people and contributes $22.4 billion to Australia’s export earnings.

When you train for the tourism and hospitality industry you create a portable career that offers you experiences not only across Australia but also overseas. You will have the opportunity to learn valuable and transferable skills, meet a diverse range of people and to experience other cultures.

---

TAFE Statement in (NRT) Australian Game Meat, Hygiene and Handling
Course No: 57 25
WSI PLUS fee: $175

Description: This course is for professional game animal harvesters. The main components of the course cover a range of competencies with due regard to humane handling, health, safety, hygiene, quality, productivity and regulatory requirements when culling game animals.

Entry Requirements: For people intending to apply to the Meat Industry Authority (Safe Food NSW), National Parks and Wildlife Service and Health Department for a licence to cull game animals.

Career Opportunities: Professional Game Animal Harvester.

Statement of Attainment in (NRT) Canteen Operations - School
Course No: 19571
WSI PLUS fee: $485

Description: This course is for people who work or intend working in the areas of food preparation in school canteens. It will enable canteen supervisors and workers to prepare healthy food and follow the national dietary guidelines for children. It also helps to meet the national requirements for Food Safety Training for people working in Hospitality and Food related areas.

Entry Requirements: NSW School Certificate or equivalent. You will also need access to the internet.

Career Opportunities: School Canteen Manager, Canteen Operators, Food Safety Officers.

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Statement of Attainment in (NRT) Develop and Implement a Food Safety Program
Course No: 17988
WSI PLUS fee: $450

Description: This course is aimed at people who intend developing food safety programs for large complex organisations and who intend to advise food organisations on developing a food safety program. After successfully completing this course you will be able to develop, coordinate, implement and assess a food safety program.

Entry Requirements: NSW School Certificate or equivalent. You will also need access to the internet.

Career Opportunities: Food Safety Officers.

---

Statement of Attainment in (NRT) Events
Course No: 18052
National Code: SIT30607

Description: This qualification provides you with the skills and knowledge to be competent in an administrative or operational events support role. The work would be undertaken in an office environment where event planning and organisation takes place, at an event site or a combination of both.

Entry Requirements: NSW School Certificate or equivalent. The NSW Liquor and Gaming Regulation require students to be 18 years of age or older if they are undertaking units that involve the service of alcohol and/or gaming operations. You will also need access to the internet.

Career Opportunities: Event Assistant, Administrative Assistant, Event Operations Assistant, Event Operative, Conference Assistant, Exhibition Assistant.

---

60 SECONDS WITH...

Emma Hancock  
Certificate II in Tourism (Operations) OTEN

Emma studied her course by distance education as a part of her Higher School Certificate. Passionate about travelling, Emma is now pursuing this area of interest by studying a Bachelor of Business Administration in International Tourism and Event Management at The International College of Management.

“I am a passionate traveller and liked that I was able to learn about something I was interested in. I also liked that I could do it through distance education. This gave me considerable flexibility.”

Emma was presented with the TVET Student of the Year – Highly Commended at the 2010 TAFE NSW – Western Sydney Institute Student Excellence Awards.

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Statement of Attainment in (NRT) Food Safety Supervisor

Course No: 19589
WSI PLUS fee: $300

Description: On completion of this course you will have the skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. This course allows students to meet the 'Food Safety Supervisor' regulatory requirements.

Entry Requirements: There are no formal educational requirements.

Career Opportunities: Food Safety Officers.

Certificate I in (NRT) Hospitality

Course No: 18111
National Code: SIT10207

Description: This course provides you with the skills to work in hospitality settings including restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

Entry Requirements: NSW School Certificate or equivalent. The NSW Liquor and Gaming Regulation require students to be 18 years of age or older if they are undertaking units that involve the service of alcohol and/or gaming operations.

Career Opportunities: Bar Useful, Coffee Shop Assistant, Waiter, Food and Beverage Runner, Housekeeping Assistant, Porter.

Course in (NRT) Hotel Licensees

Course No: 17978
National Code: 91473NSW
WSI PLUS fee: $410

Description: Successful completion of this course enables eligible people to obtain a Hotelier’s Licence and fulfils the requirements of the NSW Liquor Act, 1982. You will learn the skills, knowledge and attitude necessary to perform the functions of a hotel licensee and/or the manager.

Entry Requirements: There are no formal educational requirements. You must be eligible to hold a liquor, restaurant or night club licence.

Career Opportunities: Manager or Owner of licensed premises.

Certificate IV in (NRT) Meat Processing (Meat Safety)

Course No: 3087
National Code: MTM40207

Description: This course provides people working in the meat industry with the means of obtaining accreditation as a meat safety inspector or if you are seeking accreditation for promotion. You can do this qualification as part of a traineeship.

Entry Requirements: There are no formal educational requirements. You must have access to a licensed meat processing establishment.


Certificate IV in (NRT) Meat Processing (Quality Assurance)

Course No: 3088
National Code: MTM40307

Description: This course provides people with the competencies required for safe, effective work practice as a skilled quality assurance officer. The course offers the opportunity to integrate on and off-the-job training.

Entry Requirements: Certificate II or Certificate III in Meat Processing from the Abattoirs or Smallgoods sector. You must have access to a licensed smallgoods manufacturing or abattoir establishment.

Career Opportunities: Food Safety Supervisor/Manager, Quality Assurance Officer.

Statement of Attainment in (NRT) On-Premises Licensees (Restaurant and Public Entertainment Venue)

Course No: 17979
WSI PLUS fee: $440

Description: This course provides you with the skills, knowledge and attitude necessary to obtain a restaurant or nightclub licence, and perform the functions of a restaurant or nightclub licensee and/or manager. Successful completion of this course fulfils the requirements of the NSW Liquor Act, 1982.

Entry Requirements: There are no formal educational requirements. You must be eligible to hold a liquor, restaurant or night club licence.

Career Opportunities: Manager or Owner of a licensed restaurant or nightclub.

Certificate IV in (NRT) Responsible Conduct of Gambling

Course No: 4515
WSI PLUS fee: $120

Description: This course is a legal requirement for staff working or seeking employment in the gambling areas of licensed premises including hotels and clubs. It provides the skills and knowledge required to identify the impact of problem gambling on the community and how to deal with the problems associated with excessive gambling and offer assistance and advice to gamblers and their families.

Entry Requirements: There are no formal educational requirements. You must be 18 years of age or older to join this course.

Career Opportunities: Gaming Attendant.
Tourism, Hospitality and Events

Statement of Attainment in Responsible Service of Alcohol (NRT)

**Course No:** 6650
**WSI PLUS fee:** $120

**Description:** Provides you with the skills, knowledge and attitudes to serve alcohol in a responsible manner.

**Entry Requirements:** There are no formal educational requirements. You must be 18 years of age or older to join this course.

**Career Opportunities:** Bar Attendant.

---

Nicole Stephens
Certificate II in Tourism (Operations) OTEN

Nicole completed her course by distance education through OTEN as a part of her Higher School Certificate. A passion for tourism fuelled her motivation in completing her course, which she hopes will be a strong starting point for her career.

“This course has given me the foundation knowledge of the industry that I love, and has provided me with the confidence to achieve in any tourism related job. The work placement within this course also allowed me opportunities for internships and part-time jobs, and invaluable industry connections, which I still have after completing this course.”

Nicole was presented with the TVET Student of the Year at the 2010 TAFE NSW – Western Sydney Institute Student Excellence Awards and is now studying for a Bachelor of Business in Hotel and Resort Management at Southern Cross University, Coffs Harbour.

---

Certificate II in Tourism (NRT)

Course No: 18047
National Code: SIT20107

**Description:** This is for people who want to work as an office assistant or receptionist within tourism enterprises, a meet and greet guide or attendant at a museum or other attraction. You will learn sales, operational and customer service skills.

**Entry Requirements:** NSW School Certificate or equivalent. You must be 18 years or older to undertake particular units.

**Career Opportunities:** Tourism Office Assistant/Receptionist, Museum/Attractions Meet and Greet Guide/Attendant.

---

Certificate III in Tourism (NRT)

Course No: 18048
National Code: SIT30107

**Description:** This is for people who want to work in a tourism office where the planning of tourism products and services takes place; in the field where tourism products are delivered such as a tour operator or a combination of both. You will develop skills in tourism sales, operations and tour delivery.

**Entry Requirements:** NSW School Certificate or equivalent. You must be 18 years or older to undertake particular units.

**Career Opportunities:** Reservation Sales Agent, Operations Consultant, Attendant/Guide in a museum or attraction, Cellar Door Salesperson/Guide in a winery, Guide and Salesperson in an Indigenous cultural centre.

---

Certificate IV in Tourism (NRT)

Course No: 18055
National Code: SIT40207

**Description:** This qualification provides you with the skills and knowledge to be competent in a broad range of highly developed technical tourism sales and marketing, operational or tour delivery skills or specialisation in a narrower range of skills that specifically relate to either tourism operations or marketing coordination. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered, or a combination of both. The field includes any destination, any local or regional area, any tourist precinct, any site, attraction or onboard any form of transportation.

**Entry Requirements:** NSW School Certificate or equivalent. The NSW Liquor and Gaming Regulation require students to be 18 years of age or older if they are undertaking units that involve the service of alcohol and/or gaming operations. You will also need access to the internet.

**Career Opportunities:** Senior Operations Coordinator, Operations Supervisor, Reservations Sales or Call Centre Supervisor, Senior/Supervisory Retail Consultant, Sales Coordinator/Executive, Marketing Coordinator, Product Coordinator, Promotions Officer.

---

Statement of Attainment in Workplace Hygiene (NRT)

Course No: 17986
WSI PLUS fee: $150

**Description:** This provides the necessary knowledge to handle food safely in restaurants, hotels, clubs, commercial catering establishments, bars, takeaway shops, food factories, butcher shops and food stores. You will learn about the major causes of food poisoning and food spoilage, laws and regulations that apply to the hygienic handling of food, enterprise standards for the hygienic handling of food, drinks and procedures for identifying and minimising food hygiene risks.

**Entry Requirements:** There are no formal educational requirements.

**Career Opportunities:** All food handlers e.g. Butcher, Caterer.
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The Graduate School of Management at Blacktown College
Phone: 9208 1794
www.gmc.edu.au
Kelli Gray

A brighter future for Indigenous students

A desire to help Aboriginal children reach their full potential was what prompted Kelli Gray to undertake an Education Support Course through TAFE NSW - Western Sydney Institute’s Open Training and Education Network (OTEN).

“I chose this course to further my knowledge and to help Indigenous students with their studies within educational settings. Helping Aboriginal children to reach their full potential is very important to me,” said Kelli.

The 2010 TAFE NSW - Western Sydney Institute Aboriginal and Torres Strait Islander Student of the Year chose to study her course by distance so that she could continue with her home and work commitments.

“The best thing about studying at OTEN is the flexibility it offered me. This made it very easy for me to continue my normal day to day activities whilst doing my course. Also by studying at OTEN I didn’t have to worry about placing my children in day care or worrying who was going to pick my children up from school, as I could always be there for them.”

‘OTEN offered me great support with all of my study needs. I found the course teachers really great to speak to and they gave me so much support it made my study time very easy. I was also able to contact the OTEN Aboriginal Education and Training Unit for other support whenever I needed it, and staff were always happy to help me with my requests.’

The Certificate III in Education Support Course equips people for working with Indigenous students as Aboriginal Education Officers.

“I have personally gained from my studies from learning more about Aboriginal culture. I am very proud of my heritage and I love to learn more about it,” said Kelli.

Kelli, who was a regional finalist for the 2010 NSW Training Awards, is now undertaking further TAFE NSW studies through OTEN and hopes to obtain teaching qualifications at university. She currently works in a volunteer capacity at her local school, assisting Indigenous students with their studies.

Relieving Institute Director Anne Ford said that TAFE NSW - Western Sydney Institute aims to offer a high level of support to all students and specifically caters to Indigenous students.

‘Indigenous students are well supported at OTEN and at all Western Sydney Institute colleges through our Aboriginal Education and Support Units,’ said Ms Ford.