



# VOCATIONAL PROGRAMS



# BUSINESS AND ICT

## Certificate I in Business Certificate II in Business

### You will learn about:

- occupational health and safety
- technology and computing skills
- communication
- teams and workplace effectiveness
- organising work priorities

### To enrol in this program you will need:

- an interest in working in business or in an administrative capacity
- a desire to further develop computing and communication skills

### This program:

- leads to other programs in Business

## “Step into Business and Technology”

– selected units from Certificate II in Business and Certificate II in Information Technology

### You will learn about:

- generic skills for the business, finance and information technology industries
- communication
- teams and workplace effectiveness
- occupational health and safety
- financial literacy
- organising information
- computing applications for business

### To enrol in this program you will need:

- an interest in business and information technology
- a desire to further develop computing and communication skills

### This program:

- leads to Certificate III in Business and Information Technology

## Certificate III in Business

### You will learn about:

- introductory finance
- occupational health and safety
- technology and computing skills
- communication
- teams and workplace effectiveness

### To enrol in this program you will need:

- Certificate II in Business or equivalent experience/knowledge

### This program:

- leads to Certificate IV in Business

## Certificate III in Business Administration

### You will learn about:

- office and financial administration
- occupational health and safety
- technology and computing skills
- communication
- teams and workplace effectiveness

### To enrol in this program you will need:

- Certificate II in Business or equivalent experience/knowledge

### This program:

- leads to Certificate IV in Business

## Certificate III in Micro Business Operations

### You will learn about:

- all aspects of micro business operations

### To enrol in this course you will need:

- an interest in becoming a micro business operator and setting up your own business

### This subject:

- leads to Certificate IV programs
- employment

## Certificate III in Customer Contact

### You will learn about:

- customer service, phone techniques, verbal and written communication
- computer usage, including typing, database, email and internet searching
- job seeking within the contact centre environment

### To enrol in this subject you will need:

- interpersonal and communication skills
- ability to meet commitment demands of the course
- basic computer skills

### This subject:

- leads to employment

### Certificate II Library and Information Services

#### You will learn about:

- organising information
- customer service
- computer and research skills
- working effectively in a library, archive, museum or gallery environment

#### To enrol in this program you will need:

- commitment to study and aptitude to work in the library and information environment

#### This program:

- leads to Certificate III in Library and Information Services

### Certificate III Library and Information Services

#### You will learn about:

- the skills required to work in a role in libraries/information services
- how to perform a range of skilled tasks using discretion and judgement, and select, adapt and transfer skills to different situations

#### To enrol in this course you will need:

- effective communication skills
- demonstrated basic computer skills
- commitment to study and aptitude to work in the library and information environment

#### This subject:

- leads to Certificate IV programs
- employment

### Certificate III in Financial Services (Accounts Clerical)

#### You will learn about:

- manual and computerised bookkeeping
- communication
- other work skills relevant to working in the financial services sector.

#### To enrol in this subject you will need:

- an interest in finance
- sound communication skills
- mathematical skills

#### This subject:

- leads to Certificate IV and Diploma programs
- employment

### Certificate I in Information Technology Certificate II in Information Technology

#### You will learn about:

- the foundation skills and knowledge to be an effective ICT user or employee

#### To enrol in this program you will need:

- to be able to operate a personal computer

#### This program:

- leads to Certificate III in Information Technology

### Certificate III in Information Technology

#### You will learn about:

- the skills and knowledge for an individual to be competent in introductory ICT technical functions
- how to achieve a degree of self sufficiency as an advanced ICT user

#### To enrol in this program you will need:

- Certificate II in Information Technology or equivalent skills

#### This program:

- leads to Certificate IV in Information Technology

### Certificate I in Retail Services Certificate II in Retail

#### You will learn about:

- communication in the workplace
- working effectively in a retail environment
- interacting with customers
- operating retail equipment
- balancing a cash register
- advising on and selling products and services

#### To enrol in this program you will need:

- an interest in working in the retail environment

#### This program:

- leads to other programs in retail and business





# COMMUNITY SERVICES

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## Certificate I in Active Volunteering

**You will learn about:**

- being an effective volunteer
- occupational health and safety processes
- developing work priorities
- creating client relationships

**To enrol in this program you will need:**

- an interest in volunteering

**This subject:**

- leads to Certificate II in Active Volunteering
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## Certificate II in Community Services

**You will learn about:**

- health and safety including participating in occupational health and safety processes
- working with others in preparing for work in the community sector and working effectively with young people, older people and disability work
- administration including undertaking basic administrative duties
- first aid including gaining your first aid certificate

**To enrol in this program you will need:**

- to be involved in a suitability process
- participate in work placement

**This program:**

- leads to Certificate III in Community Services
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## Certificate II in Community Services

*(focus is on Aged Care/Disability)*

**You will learn about:**

- working with the aged or people with disabilities and meeting their needs
- working with others
- manual handling
- employers' expectations of carers

**To enrol in this program you will need:**

- basic level Maths and English
- a National Police check

**This program:**

- leads to further training and employment in the Aged or Disability Care industries
- 

## Certificate II in Community Services

*(focus is on Children's Services)*

**You will learn about:**

- health and safety including following basic food safety procedures
- working with others including preparing for work in the community sector
- the importance of children's play, health and development
- administration including undertaking basic administrative duties
- first aid, including gaining your First Aid Certificate

**To enrol in this program you will need:**

- a desire to work with children
- to pass a safety clearance (if applicable)
- to be involved in a suitability process
- participate in work placement

**This program:**

- leads to Certificate III in Community Services
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## Certificate III/IV in Community Services Work

**You will learn about:**

- the skills required to undertake a role as a support worker, caseworker or client contact officer in the community services area
- specialist areas including mental health issues, domestic violence, disability or child protection

**To enrol in this program you will need:**

- Certificate II in Community Services work or equivalent skills/knowledge
- to be involved in a suitability process
- participate in work placement

**This program:**

- leads to Certificate IV and Diploma in Community Services
-

### Certificate III/IV in Disability

#### You will learn about:

- the skills required to work in the community and/or residential facilities supporting people with disabilities
- maintaining and maximising the independence and wellbeing of people with disabilities

#### To enrol in this program you will need:

- to participate in a process to determine your suitability for studying at this level, including identifying literacy, numeracy and interpersonal communication skills
- to be able to satisfy a Department of Education Good Character Check or Police Check prior to placement
- participate in a work placement

#### This program:

- leads to Certificate IV and Diploma in Disability

### Certificate III in Children's Services

#### You will learn about:

- working as part of a team to provide care for children 0-12 years
- using individual children's profiles to develop appropriate programs that will assist children to achieve their development outcomes
- working with families
- be guided in work by organisational policies and procedures

#### To enrol in this program you will need:

- to be involved in a suitability process
- to be able to satisfy a Department of Education Good Character Check or Police Check prior to placement
- participate in a work placement

#### This program:

- leads to Diploma in Children's Services

### Certificate III in Education Support

#### You will learn about:

- assisting teaching staff in kindergarten, early childhood, primary, secondary school and colleges
- preparing teaching support materials, supporting and guiding students in their learning and with general classroom non-teaching duties
- assisting and participating in activities that enhance the physical, social, emotional and intellectual development of school children

#### To enrol in this program you will need:

- to be involved in a suitability process
- to be able to satisfy a Department of Education Good Character Check
- to have effective literacy, numeracy and information technology skills
- participate in a work placement

#### This program:

- possible university articulation



## CREATIVE ARTS

### Certificate II in Live Production, Theatre and Events

### Certificate III in Live Production, Theatre and Events

#### You will learn about:

- basic audio, lighting, staging, theming and various elements of production
- the interaction between performers, technicians and business
- providing technical support to performers, working as part of an 'in house' production team with industry conventions and practices

#### To enrol in this program you will need:

- an interest in and enthusiasm for the Performing Arts

#### This program:

- leads to Certificate IV programs

## Certificate I in Creative Industries

*(focus is on Media)*

### You will learn about:

- design for CD, DVD, internet, mobile devices and print
- digital imaging (2D graphics) and photographic manipulation
- 2D and 3D graphics and animation
- digital audio and video
- small business operations
- illustration and desktop publishing

### To enrol in this program you will need:

- a good level of English, computer experience, an interest in art
- an interest in art

### This program:

- leads to further training, apprenticeship and employment in the industry
- 

## Certificate I in Creative Industries

*(focus is on Music)*

### You will learn about:

- playing solo and in bands
- promotion
- networking
- establishing repertoire

### To enrol in this program you will need:

- a good level of English, Music

### This program:

- leads to Certificate II in Music and further training at Polytechnic or University and employment in the industry
- 

## Certificate II in Creative Industries

*(focus is on Media)*

### You will learn about:

- the production of interactive digital or screen media
- video production and authoring of interactive sequences using industry equipment and software

### To enrol in this program you will need:

- an interest in interactive digital or screen media

### This program:

- leads to Certificate III in Media
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## Certificate III in Media

### You will learn about:

- the skills required to perform the role of skilled operator in the film, television, radio or interactive digital media industries

### To enrol in this program you will need:

- competent computer skills

### This program:

- leads to Certificate IV in Media
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## Certificate IV in Screen and Print Media

### You will learn about:

- advanced skills in cinematography, computer editing, directing and producing

### To enrol in this program you will need:

- to have completed Certificate III in Media

### This program:

- can lead to a Diploma or direct work in the industry
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## Certificate II in Music

### You will learn about:

- training for work in the music industry in the areas of recording and live sound production

### To enrol in this program you will need:

- experience and interest in music

### This program:

- leads to Certificate III and IV in music
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## Certificate III in Music

### You will learn about:

- training for work in the music industry in the areas of performance composition, recording, live sound production and the music business

### To enrol in this program you will need:

- experience and interest in music

### This program:

- leads to Certificate IV in Music
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## Certificate III in Music – selected units (Rosny College)

### You will learn about:

- lyric writing, composition, arrangement and copyright

### To enrol in this program you will need:

- two to three years playing or singing experience

### This program:

- leads to Certificate IV in Music or the Associate Diploma of Rock Studies at University of Tasmania
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### Certificate I in Visual Arts and Contemporary Crafts Certificate II in Visual Arts and Contemporary Crafts

#### You will learn about:

- career pathways in visual arts, craft and design experiencing a diversity of studio practices including ceramics, sculpture, drawing and painting

#### To enrol in this program, you will need:

- an interest in creative arts

#### This program:

- leads to Certificate IV in Visual Arts and Contemporary Crafts

### Introduction to Applied Fashion Design and Technology - selected units from Certificate I in Textiles Clothing and Footwear

#### You will learn about:

- working as a fashion designer, pattern maker or sample machinist
- basic sketching
- design theory
- product development

#### To enrol in this program you will need:

- an interest in textiles and design

#### This program:

- leads to Certificate II and III in Fashion Design and Technology

### Certificate II in Applied Fashion Design and Technology

#### You will learn about:

- the fashion industry and basic design
- basic sketching and design processes
- selecting fibres and fabrics and product development

#### To enrol in this program you will need:

- an interest in design, textiles and fashion

#### This program:

- leads to Certificate III in Fashion Design and Technology

### Certificate III in Applied Fashion Design and Technology

#### You will learn about:

- skills in design, pattern making and garment construction

#### To enrol in this program, you will need:

- an interest in design, textiles and fashion
- communication skills
- computer skills

#### This program:

- leads to Certificate IV in Fashion Design and Technology



## HEALTH AND WELLBEING

### Introduction to Working in Health

– selected units from Certificate III in Aged Care and Certificate III in Health Services Assistance

#### You will learn about:

- an introduction to career pathways in various fields of health services
- workplace learning to give you a taste of the health industry
- developing employability skills within the industry

#### To enrol in this program, you will need:

- an interest in caring for others

#### This program:

- leads to Certificate III programs in Health
- may provide eligibility to study the Diploma of Nursing (Enrolled Nursing) in Year 12

## Certificate III in Aged Care

### You will learn about:

- care and support requirements when working with older people
- supporting people with dementia
- occupational health and safety requirements in aged care employment
- infection control and first aid
- the implementation of individual care plans for the health and well being of older people
- you will participate in work placement in aged care facilities

### To enrol in this program you will need:

- to participate in a selection process
- to be able to satisfy a Department of Education Good Character Check or Police Check prior to work placement

### This program:

- leads to employment in the Aged Care industry or Certificate IV in Aged Care.

## Certificate III in Aged Care and Home and Community Care

### You will learn about:

- working in residential facilities under direct or regular supervision within clearly defined organisation guidelines and services plans
- carrying out activities to maintain personal care and caring for people in an aged care setting

### To enrol in this course you will need:

- acceptable literacy and communication skills

### This subject:

- leads to Certificate IV programs
- leads to employment

## Certificate II in Health Support Services

### You will learn about:

- infection control
- occupational health and safety
- specific skills associated with the health care industry

### To enrol in this program you will need:

- an interest in working in the health care industry
- to participate in a selection process

### This program:

- will skill you to work in a range of non direct patient care positions in a health care facility

## Introduction to Nursing – selected units from Certificate III in Health Services Assistance

### You will learn about:

- body systems, infection control, communication in Health Services, medical terminology, first aid, hygiene, OHS and manual handling

### To enrol in this program you will need:

- an interest for further studies in nursing or employment in the health industry

### This program:

- provides a pathway into Certificate IV in Health or other nursing qualifications

## Certificate I in Public Safety (Defence Force Cadets)

### You will learn about:

- Australian Defence Force, ceremony and uniform, drill, navigation and bushwalking, team work and leadership, OHS, workplace communication, interview skills

### To enrol in this program you will need:

- an interest in Australian Defence Force or a service career.

### This program:

- is a preparation course for entry into Army, Navy, Air Force, Tas Police, Fire, Ambulance

## Certificate II in Community Recreation

### You will learn about:

- aspects of the recreation industry
- factors affecting performance and health
- fitness and nutritional guidelines
- meeting client needs
- risk management
- career options and development

### To enrol in this program you will need:

- an interest in sport, recreation or fitness
- a desire to specialise in an area of your own interest within the sport and recreation industry

### This program:

- leads to careers or further qualifications in sports coaching, umpiring, administration, fitness instruction and training, allied health services, community recreation programs and centre management, Physical Education teaching

## Certificate III in Fitness

### You will learn about:

- working with clients as a fitness instructor
- conducting group activities such as aerobic classes, gym instructing or aqua classes
- basic anatomy and physiology, exercise physiology and development fitness programs

### To enrol in this program you will need:

- an ability to undertake biology/science units
- at least basic levels of literacy and numeracy

### This program:

- leads to Certificate IV in Fitness

## Certificate I in Sport and Recreation

### You will learn about:

- the sectors of the recreation industry
- communication and dealing with clients
- first aid and occupational health and safety
- equipment care and maintenance
- computing and technology
- job options and opportunities

### To enrol in this program you will need:

- an interest in sport, recreation and fitness
- a desire to develop your own skills and learn about the sport and recreation industry and the job opportunities
- administration, fitness training, community programs, Physical Education or Outdoor Education teaching, eco-tourism or adventure leadership

### This program:

- leads to further qualifications in community and outdoor recreation and fitness
- is an introductory course useful for careers, further study or volunteer work in sports

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## Certificate II in Sport and Recreation

### You will learn about:

- the sectors of the recreation industry
- communication and dealing with clients
- first aid and occupational health and safety
- equipment care and maintenance
- computing and technology
- job options and opportunities
- sports coaching and instruction
- team work and event organisation in the sport and recreation industry
- sports training and administration

### To enrol in this program you will need:

- an interest in sport, recreation and fitness
- a desire to develop your own skills and learn about the sport and recreation
- industry and the job opportunities

### This program:

- leads to further qualifications in community and outdoor recreation and fitness
- administration, fitness training, community programs, Physical Education or Outdoor Education teaching, eco-tourism or adventure leadership

## Introduction to Fitness Sport and Recreation Stage 1 - selected units from

### Certificate II in Sport and Recreation and Certificate III in Fitness

### You will learn about:

- broad exposure to the fitness and recreation industries and the skills and knowledge required to be successful in this industry
- the skills required for a pathway into sport and recreation certificate courses and Certificate III in Fitness

### To enrol in this program you will need:

- an interest in the fitness, sport and recreation industries

### This program:

- Stage 1 would normally be undertaken in Year 11 and Stage 2 in Year 12 but this is not a prerequisite for the program
- leads to Certificate III qualifications

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## Introduction to Fitness Sport and Recreation Stage 2 - selected units from

### Certificate II in Sport and Recreation and Certificate III in Fitness

### You will learn about:

- broad exposure to the fitness and recreation industries and skills and knowledge required to be successful in this industry
- the skills required for a pathway into sport and recreation certificate courses and Certificate III in Fitness

### To enrol in this program you will need:

- an interest in the fitness, sport and recreation industries

### This program:

- Stage 1 would normally be undertaken in Year 11 and Stage 2 in Year 12 but this is not a pre-requisite for the program
- leads to Certificate III program

## Introduction to Outdoor Recreation

### - selected units from Certificate II in Outdoor Recreation

### You will learn about:

- safe practices and procedures in outdoor environments through participation in a range of adventure activities

### To enrol in this program you will need:

- an interest in adventure-based learning experiences

### This program:

- will complement your main training focus by giving you confidence-building experiences at heights, in remote places, in confined spaces and around aquatic environments

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## Certificate II in Outdoor Recreation

### You will learn about:

- working with others in an outdoor environment
- communication and dealing with clients
- first aid and occupational health and safety
- equipment care and maintenance
- computing and technology
- job options and opportunities

### To enrol in this program you will need:

- an interest in the outdoor environment
- a desire to improve your skills in areas related to outdoor activities outdoor activities e.g. bush walking, camping, skiing, water sports, rock climbing

### This program:

- leads to employment opportunities in eco-tourism, adventure tourism and a variety of jobs working in the outdoors
  - leads to qualifications related to Outdoor Education teaching
-

## Certificate II in Nail Technology

### You will learn about:

- interacting with customers
- providing manicure and pedicure services
- applying acrylic and gel nail enhancement
- applying nail art and identifying skin and nail conditions

### To enrol in this program you will need:

- to be involved in a suitability process
- effective literacy and communication skills
- commitment to study and aptitude to work in the beauty industry

### This program:

- leads to programs in beauty services
- leads to employment or self-employment options

## Certificate III in Beauty Services

### You will learn about:

- pedicures, advanced facials, specialised makeup, lash and brow tinting, acrylic and gel nail enhancements

### To enrol in this program you will need:

- effective literacy and communication skills
- to be involved in a suitability process
- the ability to work intimately with clients
- commitment to study and aptitude to work in the beauty industry

### This program:

- leads to Certificate IV programs in Beauty Therapy
- leads to employment/apprenticeship

## Certificate II in Hairdressing

### You will learn about:

- hairdressing tasks
- interacting with customers and customer service
- hairdressing work practices and developing hairdressing industry knowledge

### To enrol in this program you will need:

- effective English language, literacy and communication skills

### This program:

- leads to Certificate III qualifications employment/apprenticeship

## Certificate III in Hairdressing - Statement of Attainment in selected units

Contact Claremont College for details

### Discover Your Personal Style - selected units from Certificate II in Hairdressing and Certificate III in Beauty

#### You will learn about:

- career pathways in the following areas:
  - beauty
  - nail technology
  - hairdressing
  - modelling
  - interpersonal communication

### To enrol in this program you will need:

- an interest in hair and beauty

### This program:

- leads to further pathways in hair and beauty

### Make Up Your Mind - selected units from Certificate II in Hairdressing and Certificate III in Beauty

#### You will learn about:

- career pathways in the following areas:
  - make-up
  - beauty
  - interpersonal communication

### To enrol in this program you will need:

- an interest in make-up and beauty

### This program:

- leads to further pathways in the beauty industry



# PRIMARY INDUSTRY AND INFRASTRUCTURE

## Introduction to Viticulture - selected units from Certificate I in Food Processing

### You will learn about:

- establishment
- propagation
- irrigation
- harvesting
- pruning
- canopy management
- pest and disease management of a vineyard

### To enrol in this you will need:

- no specific entry requirements

### This program:

- will lead to entry into the Wine Industry workforce
- will develop skills to establish your own vineyard
- will be delivered in the evenings and some Saturdays

### Certificate II in Food Processing Certificate III in Food Processing (focus is on Wine Industry)

#### You will learn about:

- basic knowledge and skills required to work in vineyards, wineries and cellar door outlets

#### To enrol in this program you will need:

- the physical capability to undertake the work involved
- basic literacy and numeracy skills
- access to a suitable workplace

#### This program:

- leads to Certificate IV or Diploma of Production Horticulture with an emphasis on viticulture
- 

### Certificate III in Engineering - Technical

#### You will learn about:

- computer-aided drafting (CAD) in an engineering environment
- latest software and industry-relevant applications

#### To enrol in this program you will need:

- an interest in maths and computing

#### This program:

- leads to Diploma qualifications in Engineering
- 

### Introduction to Marine Studies - selected units from Certificate I in Engineering and Certificate I in Sport and Recreation

#### You will learn about:

- powerboat handling and water safety
- general maintenance
- weather patterns
- basic navigation

#### To enrol in this program you will need:

- an interest in boats and water-based activities

#### This program:

- can lead to Certificate I in Transport and Distribution (Maritime Operations)

### Certificate II in Sampling and Measurement

#### You will learn about:

- what it is like to be employed in the industry

#### To enrol in this program you will need:

- an interest in science

#### This program:

- leads to Certificate III in Laboratory Skills
- 

### Certificate III in Laboratory Skills

#### You will learn about:

- the skills required to be a laboratory assistant
- sampling and testing
- applying well developed technical skills and basic scientific knowledge

#### To enrol in this program you will need:

- effective English language, literacy, numeracy and computer skills

#### This program:

- leads to Certificate IV in Laboratory Techniques
- 

### Certificate II in Racing (Stablehand)

#### You will learn about:

- working in the horse-racing industry
- feeding, grooming, exercising and transporting horses

#### To enrol in this program you will need:

- some personal protective equipment including appropriate clothing and approved riding helmet
- basic literacy and numeracy

#### This program:

- leads to Certificate III in Racing
- 

### Certificate I in Conservation and Land Management Certificate II in Conservation and Land Management

#### You will learn about:

- the skills required to work in one of the following fields:
  - conservation earthworks
  - indigenous land management
  - lands, parks and wildlife
  - natural area restoration
  - weed management
  - vertebrate pest management

#### To enrol in this program, you will need:

- completion of Year 10 or equivalent
- average strength, good health and reasonable physical fitness
- a liking for outdoor work

#### This program:

- leads to Certificate III in Conservation and Land Management
- 

### Certificate III in Conservation and Land Management

#### You will learn about:

- occupational health and safety
- responding to emergencies
- observing environmental work practices and workplace communications

#### To enrol in this program you will need:

- completion of Year 10 or equivalent
- average strength, good health and reasonable physical fitness
- a liking for outdoor work

#### This program:

- leads to Certificate IV in Conservation and Land Management
-

## Certificate I in Rural Operations Certificate II in Rural Operations

### You will learn about:

- the basic skills and knowledge for a career start in agriculture through a combination of classroom lessons, practice and assessments

### To enrol in this program you will need:

- basic literacy, numeracy and communication skills
- an interest in agriculture

### This program:

- leads to Certificate II and III programs
- 

## Certificate II in Agriculture

### You will learn about:

- the basic skills and knowledge for your chosen farming stream such as dairy, beef, wool, sheep, cropping and general agriculture
- safe and efficient work habits

### To enrol in this program, you will need:

- basic literacy, numeracy and communication skills
- an interest in agriculture

### This program:

- leads to Certificate III in Agriculture
- 

## Certificate III in Agriculture

### You will learn about:

- the skills and knowledge required for tradesperson level

### To enrol in this program you will need:

- basic literacy, numeracy and communication skills
- an interest in agriculture

### This program:

- leads to Certificate IV program
- 

## Certificate I in Horticulture

### You will learn about:

- the basic skills and knowledge for a career start in Horticulture through a combination of classroom lessons, practise and assessments

### To enrol in this program you will need:

- basic literacy, numeracy and communication skills
- an interest in Horticulture

### This program:

- leads to Certificate II program
- 

## Certificate II in Horticulture

### You will learn about:

- basic skills and knowledge required for your chosen Horticulture stream such as retail or production nursery, landscaping, arboriculture, parks and gardens and general horticulture
- safe and efficient work habits

### To enrol in this program you will need:

- basic literacy, numeracy and communication skills
- an interest in horticulture

### This program:

- leads to Certificate III in Horticulture
- 

## Certificate III in Horticulture

### You will learn about:

- skills and knowledge required for work at the tradesperson level

### To enrol in this program you will need:

- basic literacy, numeracy and communication skills
- an interest in horticulture

### This subject:

- leads to Certificate IV in Horticulture
- 

## Certificate II in Animal Studies

### You will learn about:

- general animal care including the provision of food, water and shelter for a range of animals
- animal rescue
- assisting with surgery preparations
- providing information on companion animals products and services
- the support of animals in native animal parks, veterinary clinics, RSPCA centres and zoos

### To enrol in this program you will need:

- there are no pre-requisites for this course

### This program:

- may be an entry point into industry in the areas of veterinary nursing, zoo or native animal parks, the companion animal industry and animal rescue
- 

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

### You will learn about:

- boat handling
- safe work practices
- maritime rules and regulations
- emergency survival and fire fighting
- navigation and radio operation

### To enrol in this program you will need:

- an interest in working outdoors in a marine environment
- a desire to improve your skills and knowledge of boat handling

### This program:

- leads to employment in the tourism, aquaculture, fishing and recreation industries
  - leads to further qualifications at the Australian Maritime College or the Australian Navy
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## TECHNOLOGY AND TRADES

### Certificate I in Automotive

#### You will learn about:

- general workplace and automotive skills

#### To enrol in this program you will need:

- an interest in automotive
- basic maths, science, literacy and comprehension skills

#### This program:

- leads to Certificate II in Automotive

### Certificate I in Automotive

*(focus is on Motor Vehicle Bodyworks)*

#### You will learn about:

- vehicle systems
- vehicle body principles
- vehicle painting
- panel repair
- use of workshop equipment
- occupational health and safety and first aid

#### To enrol in this program you will need:

- basic level Maths and English

#### This program:

- leads to further training, apprenticeship and employment in the motor vehicle bodyworks industry

### Certificate II in Automotive Vehicle Servicing

#### You will learn about:

- routine servicing of cooling systems, diesel or petrol fuel injection systems, exhaust and breaking systems, final drive assemblies, steering and suspension systems and transmissions specialising in light and heavy vehicles and motorcycles

#### To enrol in this program you will need:

- basic skills in literacy, numeracy, computer, comprehension

#### This program:

- leads to apprenticeship/employment

### Certificate II in Automotive Mechanical

#### You will learn about:

- routine servicing of cooling systems, diesel or petrol fuel injection systems, exhaust and breaking systems final drive assemblies, steering and suspension systems and transmissions specialising in light and heavy vehicles and motorcycles

#### To enrol in this program you will need:

- basic skills in literacy, numeracy, computer, comprehension

#### This program:

- leads to apprenticeship/employment

### Introduction to Certificate II in Automotive Vehicle - Statement of Attainment for selected units

#### You will learn about:

- the skills and knowledge for paint preparation, panel preparation and vehicle preparation

#### To enrol in this program you will need:

- to participate in a suitability assessment
- basic skills in literacy, numeracy, computer, comprehension

#### This program:

- leads to Certificate II/III in chosen stream

### Introduction to Plumbing – Selected units from Certificate I in Construction, Certificate II in Drainage and Certificate II in Metal Roofing

#### You will learn about:

- occupational health and safety
- water supply (hot and cold)
- plumbing materials and equipment
- hand and power tools
- welding

#### To enrol in this program you will need:

- an interest in the plumbing or building industry

#### This program:

- provides a pathway into Certificate III in Plumbing, apprenticeships or employment

### Certificate I in Construction Certificate II in Construction

#### You will learn about:

- the basic skills required for a career in the Construction and Allied Trades

#### To enrol in this program you will need:

- an interest in construction
- to be involved in a suitability process

#### This program:

- leads to apprenticeship/employment

### Certificate I in Furnishing

#### You will learn about:

- working safely in the furniture making industry
- effective communication and team work skills
- calculation and measuring skills to construct basic timber furnishing products

#### To enrol in this program you will need to:

- have an interest in working in the furniture making industry

#### This program:

- leads to further pathways and qualifications in furniture making or construction

## Certificate II in Furniture Making

### You will learn about:

- the skills and knowledge required to perform basic tasks in the area of furniture making (wood machining and cabinet making)

### To enrol in this program you will need:

- communication, organisation, team and problem solving skills

### This program:

- leads to apprenticeship/employment
- 

## Certificate I in Engineering

### You will learn about:

- the knowledge and skills in the area of metal fabrication, welding and fitting and machining

### To enrol in this program you will need:

- experience with metals would be an advantage but is not a pre-requisite

### This program:

- leads to Certificate II in Engineering
- 

## Certificate II in Engineering

### You will learn about:

- the knowledge and skills in the area of metal fabrication, welding and fitting and machining
- the skills needed by the metal manufacturing, maintenance and engineering industries

### To enrol in this program you will need:

- sound level maths, science and English (good reading and comprehension skills)
- be involved in a suitability process

### This program:

- leads to apprenticeship/employment
- 

## Certificate I in Manufacturing (Pathways)

### You will learn about:

- skills that are essential for employment
- skills that relate directly to manufacturing products in timber or metals

### To enrol in this program you will need:

- basic literacy, numeracy, and comprehension skills
- to be involved in a suitability process
- an interest in manufacturing and working with tools

### This program:

- leads to Certificate II programs in Construction or Engineering
  - leads to an apprenticeship
- 

## Certificate I in ElectroComms Skills

### You will learn about:

- identifying and using a range of components, accessories, materials, tools, equipment, technologies and customs for carrying out work in the Electrotechnology Communications industry

### To enrol in this program you will need:

- sound level English and Maths skills

### This program:

- leads to Certificate II program in Electrotechnology
- 

## Introduction to Certificate II in Electrotechnology (Career Start) - Statement of Attainment for selected units

### You will learn about:

- the skills required to gain an apprenticeship in electrotechnology (electrical, refrigeration, electronics and telecommunications trades)

### To enrol in this program you will need:

- high level language, maths and science skills

### This program:

- leads to apprenticeship/employment
- 



# TOURISM AND HOSPITALITY

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## Certificate I in Hospitality

### You will learn about:

- introductory skills and knowledge required to work in the food and beverage sector of the hospitality industry

### To enrol in this program you will need:

- an interest in the hospitality industry and to participate in a selection process

### This program:

- provides a pathway into certificate II in Hospitality or employment in the industry
- 

## Certificate I in Hospitality (Kitchen Operations)

### You will learn about:

- an introduction to hospitality and cookery

### To enrol in this program you will need:

- an interest in the area
- to be involved in a suitability process

### This program:

- leads to Certificate II program in Hospitality
-

### Certificate II in Tourism

**You will learn about:**

- jobs roles and career pathways in the tourism industry

**To enrol in this program you will need:**

- to be involved in a suitability process

**This program:**

- leads to Certificate III programs
- 

### Introduction to Hospitality – Selected units from Certificate II in Hospitality

**You will learn about:**

- career pathways in hospitality, tourism and cookery

**To enrol in this program you will need:**

- an interest in the area
- to be involved in a suitability process

**This program:**

- leads to other Certificate programs in Hospitality
- 

### Certificate II in Hospitality

**You will learn about:**

- being multi-skilled in the hospitality industry

**To enrol in this program you will need:**

- to be involved in a suitability process

**This program:**

- leads to Certificate III in Hospitality
- 

### Certificate II in Hospitality (Kitchen Operations)

**You will learn about:**

- commercial cookery within the hospitality industry

**To enrol in this program you will need:**

- to be involved in a suitability process

**This program:**

- leads to Certificate III programs in Hospitality
- 

### Certificate III in Tourism (Visitor Information Services)

**You will learn about:**

- the skills and knowledge required for working in the Tourism industry in a variety of positions, including as an information officer, booking agent, ticketing officer, site guide and local guide

**To enrol in this program you will need:**

- completion of Certificate II in Tourism
- participation in a selection interview
- a genuine interest in the Tourism industry

**This program:**

- leads to Certificate IV program
- 

### Certificate III in Hospitality

**You will learn about:**

- providing and coordinating quality customer service in the hospitality industry, with a specialisation in food and beverage service
- working in accordance with legislative requirements for occupational health, safety, security and hygiene
- coaching others in job skills
- job opportunities and career pathways in the hospitality industry
- you will participate in work placement

**To enrol in this program you will need to:**

- have completed Certificate II in Hospitality or had employment in the industry
- be involved in a suitability process

**This program:**

- leads to Certificate IV in Hospitality or employment in the industry
- 



## FOUNDATION PROGRAMS

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### Certificate I in Access to Work and Training

**You will learn about:**

- developing the skills, knowledge and confidence to obtain employment or go onto further training
- career pathways of interest through 'taster' courses in vocational areas, including barista, textiles, sustainable housing, horticulture, carpentry, automotive and others (will vary depending on campus)
- first aid, workplace health and safety, driver education, communications skills

**To enrol in this program you will need**

- to talk to a course counsellor about which Certificate I Vocational Program most suits your needs

**This program:**

- will give you the skills to undertake Certificate I or II programs or pursue other study options
-

## Course in Preliminary Spoken and Written English

### You will learn about:

- the basic skills of English

### To enrol in this program you will need:

- an interest/need to improve spoken and written English skills

### This program:

- leads to Certificate I in Spoken and Written English or English as a Second Language
- 

## Certificate I in Spoken and Written English

### You will learn about:

- foundation skills in English for simple speaking, reading and writing tasks required for everyday life in Australia

### To enrol in this program you will need:

- preliminary skills or completion of Preliminary Course in Spoken and Written English

### This program:

- leads to Certificate II in Spoken and Written English or English as a Second Language
- 

## Certificate II in Spoken and Written English

### You will learn about:

- developing English skills in speaking, reading and writing for study, work and life

### To enrol in this program you will need:

- some previous English study or Certificate I in Spoken and Written English

### This program:

- leads to Certificate III in Spoken and Written English or English as a Second Language 2
- 

## Certificate III in Spoken and Written English

### You will learn about:

- developing your English skills for study, for everyday life and for work

### To enrol in this program you will need:

- previous English study or Certificate II Spoken and Written English

### This program:

- leads to further study
  - assists in finding employment
- 

## Certificate I in Workplace Skills

### You will learn about:

- generic skills and knowledge required for employment including industrial relations, application and selection processes, workplace literacy, numeracy, communication skills and OHS requirements. There is a significant work placement component to this program.

### To enrol in this program you will need:

- an interest in gaining skills for employment

### This program:

- provides a pathway into certificate I or II industry based training packages.
- 

## Start Program (referral only)

This program is designed for 15–19 year old early school leavers who have been referred and who are ready to re-engage with learning and work related skills in a non-traditional setting. It has a very practical and project based approach. On successful completion you will achieve Certificate II in Workplace Practices and units from Certificate I in Access to Work and Training and/or Certificate II in Skills for Work and Training.

This course is available to students by referral only – please contact 1300 655 307 for more details.

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