



TasTAFE Registered Training Organisation (RTO) 60142 manages the qualifications delivered and assessed at all campuses unless otherwise indicated.

The Tasmanian Secondary Colleges RTO 60100 manages the qualifications delivered and assessed at Claremont, Launceston and Rosny Colleges unless indicated with \*.

# Seafood Training Tasmania (Inc) RTO 7074 manages the delivery and assessment of these programs.

Lilydale District High School RTO 4576 manages the qualifications delivered and assessed at that site.

### MIXED FIELD PROGRAMS

		South													TCE Requirements				Page Number
		North													TCE Credit Points				
		North West													TCE Credit Points				
		North													TCE Credit Points				
		South													TCE Credit Points				
		Flexible Learning Network													TCE Credit Points				
		eLearning Programs													TCE Credit Points				
		Tasman District School													TCE Credit Points				
		South East TTC / Triabunna Campus													TCE Credit Points				
		South East TTC / Sorell Campus													TCE Credit Points				
		Huon Valley TTC													TCE Credit Points				
		JRLF/BridgewaterTTC													TCE Credit Points				
		Claremont Campus (TasTAFE)													TCE Credit Points				
		Drysdale Campus (TasTAFE)													TCE Credit Points				
		Campbell St Campus (TasTAFE)													TCE Credit Points				
		Clarence Campus (TasTAFE)													TCE Credit Points				
		Bathurst St Campus (TasTAFE)													TCE Credit Points				
		Bender Drive Campus (TasTAFE)													TCE Credit Points				
		Rosny College													TCE Credit Points				
		Hobart College													TCE Credit Points				
		Elizabeth College													TCE Credit Points				
		Claremont College													TCE Credit Points				
		St Helens /St Marys Schools & TTC													TCE Credit Points				
		Port Dalrymple School & TTC													TCE Credit Points				
		Dorset TTC/Ed & Training Centre													TCE Credit Points				
		Deloraine School and TTC													TCE Credit Points				
		Launceston City Campus (TasTAFE)													TCE Credit Points				
		Alanvale Campus (TasTAFE)													TCE Credit Points				
		Newstead College													TCE Credit Points				
		Lilydale School													TCE Credit Points				
		Launceston College													TCE Credit Points				
		KMHS City Campus													TCE Credit Points				
		Smithton School & TTC													TCE Credit Points				
		Sheffield School													TCE Credit Points				
		Burnie Campus (TasTAFE)													TCE Credit Points				
		Hellyer College													TCE Credit Points				
		Devonport Campus (TasTAFE)													TCE Credit Points				
		Don College													TCE Credit Points				
		WRK110112													TCE Credit Points				
		WRK210112													TCE Credit Points				
		PPP205113													TCE Credit Points				
		PRJ205113													TCE Credit Points				
		SDI15C													TCE Credit Points				
		referral only													TCE Credit Points				
		10087NAT													TCE Credit Points				
		10088NAT													TCE Credit Points				
		FSK10113													TCE Credit Points				
		FSK10213													TCE Credit Points				
		FSK20113													TCE Credit Points				
		10089NAT													TCE Credit Points				

\*\*\* subject awaiting accreditation I St Marys/St Helens Schools will work collaboratively to ensure the needs of students are catered for.

It is expected that the programs listed in this matrix will be offered at the campuses shown for 2014, subject to normal approval processes for the delivery of nationally recognised training. The provision of a program at a campus will depend on the viability of that program. The program names and codes may be subject to change due to Training Package / Accredited Course updates and therefore some course codes may be different for 2014 delivery. Up-to-date information on nationally recognised VET programs is available at [www.training.gov.au](http://www.training.gov.au). Up-to-date information on TQA subjects is available from [www.tqa.tas.gov.au](http://www.tqa.tas.gov.au). For up-to-date course offerings please refer to the online version of the course guide at [www.education.tas.gov.au](http://www.education.tas.gov.au)

# TQA subjects

## Work Readiness 1

WRK110112

## Work Readiness 2

WRK210112

### You will learn about:

- workplace arrangements and expectations that affect employees
- communication skills suitable for sharing information in a workplace
- basic numeracy skills relevant to the workplace
- skills needed for successful job seeking
- workplace skills expected of any new employee.

### You do this by studying:

- workplace literacy, numeracy and communications technology
- safety in the workplace
- expected performance in the workplace
- skills needed for successful job-seeking.

### Learning activities may include:

- job search, applications and interview skills - including resumes
- work experience and workplace visits - including observations and surveys
- exploring workplace behaviours and employer expectations.

### To enrol in this subject you need:

- no previous experience.

### This subject:

- aims to provide a holistic approach to work-readiness.

### Learning activities may include:

- participation in individual and group activities
- keeping records of your learning and qualifications
- developing resumes, personal folio and job applications.

### To enrol in this subject you need:

- no previous experience.

### This subject:

- enables you to satisfy the TQA requirement for *Pathway Planning*
- is delivered through your college tutor (home) group.

## Project Implementation 2

PRJ205113

### You will learn about:

- negotiating and planning a project
- project management
- developing a project which results in a culminating event.

### You do this by studying:

- setting goals and making a plan to achieve them
- how to manage tasks within a specific time frame/budget
- how to access information from a variety of sources
- how to reflect upon your own performance and that of others
- how to communicate effectively with others.

### Learning activities may include:

- working in a team/working independently
- problem solving
- organising information and resources
- negotiating effectively with others
- using technology and resources in a variety of ways.

### To enrol in this subject you need:

- no previous experience.

### This subject:

- can be an extension project within another learning area.

## Student Directed Inquiry 3

SDI15C

### You will learn about:

- learning skills, dispositions and ways of thinking essential for self-directed learners
- project management
- accountable communication
- quality production.

### You do this by studying:

- an area of interest to you as a year-long inquiry project
- the skills required for good project management
- how to present work in written and oral forms.

### Learning activities may include:

- preparing a proposal
- maintaining a journal
- carrying out an inquiry based project
- producing an analytical report on the project
- making a presentation to an assessment panel.

### To enrol in this subject you need:

- the capacity to work independently and as a member of a team.

### This subject:

- provides excellent preparation for university study
- is ideal for self-directed learners.

## Personal Pathway Planning 2

PPP205113

### You will learn about:

- personal pathway planning processes
- identifying and using personal development strategies
- learning and thinking skills
- recording and communicating ideas and information.

### You do this by studying:

- your strengths and abilities and how to build on them
- study skills to help you obtain the best qualification you can
- short, medium and long-term goals
- strategies for obtaining employment.

# VET programs

## Youth 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 phone 1300 655 307 for more details.

## Certificate I in Access to Work and Training (Introductory)

I0087NAT

## Certificate I in Access to Work and Training

I0088NAT

### 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, communication skills.

### You do this by studying:

- units relating to planning for education and employment
- project based learning
- workplace health and safety
- calculations and measurements
- communication.

### Learning activities may include:

- excursions
- group work
- classroom activities
- experiential learning
- some work experience may be offered.

### To enrol in this program you 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 other Certificate I or II programs or pursue other study options.

## Certificate I in Access to Vocational Pathways

FSK10113

## Certificate I in Skills for Vocational Pathways

FSK10213

## Certificate II in Skills for Vocational Pathways

FSK20113

### You will learn about:

- essential skills for successful performance in the workplace.

### You do this by studying:

- workplace information and tasks
- communication skills suitable for sharing information in a workplace
- numeracy and literacy skills relevant to the workplace
- skills needed for successful job seeking.

### Learning activities may include:

- completing a job application and interview
- participating in work placement
- work site excursions
- language, literacy and numeracy tasks associated with vocational learning.

### To enrol in this program you need

- an interest in gaining foundation skills identified by employers as essential for successful performance in the workplace and/or
- a desire to undertake further vocational training.

### This program:

- other VET programs
- employment.

## Certificate II in Skills for Work and Training

I0089NAT

### You will learn about:

- identifying realistic learning and work goals
- training and career pathways that suit your interests and abilities
- how to prepare yourself for work or further training to meet your goals.

### You do this by studying:

- what skills and knowledge employers are looking for
- how to communicate with customers and other people at work
- team skills needed to work well with other people
- appropriate training pathways
- occupational health and safety and first aid.

### Learning activities may include:

- completing a job application and interview
- conducting short projects
- using workplace measurement and maths calculations
- participating in work experience
- assisting with landscape construction or concreting
- researching and applying beauty industry information
- cooking and presenting food
- selling products or services.

### To enrol in this program you need

- to talk to a course counsellor about which Certificate vocational program most suits your needs.

### This program:

- will give you the opportunity to work with other people in a group and improve your communication skills and self-esteem
- will help you to gain skills to retrain or enter the workforce (including entry level vocational skills) or go on to further education and training.



