

QUALITY
LinCS
LINKING INDUSTRY
COMMUNITY & STUDENT

2012 Course Guide





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What is Quality LinCS?

The role of Quality LinCS is to partner with industry and employer groups, schools, professional career advisers, community organisations, parents, young people, youth service providers and other government and community organisations to assist all young people within the Quality LinCS region, aged 13-19 years to gain the skills, experience and professional guidance to help them achieve a successful transition through school, and from school to further education, training and employment.

Information for students

What is Vocational Education and Training (VET)?

VET stands for Vocational Education and Training. VET is education and training that gives students skills for work, particularly in the trades and industry. It is the kind of education offered by TAFE colleges and a range of other registered training organisations.

How will completing a VET program contribute to my SACE?

VET programs are recognised within the SACE. For specific information consult your schools VET/SACE Coordinator.

What are VET programs?

Each of the Secondary Schools in the region has a Vocational Education & Training Coordinator who will help with any questions related to Vocational Education & Training programs. The programs are divided into three groups:

- School Vocational Education & Training Programs will be advertised through your school curriculum book and are for students enrolled at that school only.
- Regional Vocational Education & Training Programs (information contained in this booklet) tells you about Programs that are available to all students across the Inner South Adelaide Region.
- Other Vocational Education & Training Programs provide their own information from time to time and are advertised within each school, usually through the daily notices. TAFE SA or other Registered Training Organisations (RTO's) that advertise courses through schools, require the student to enroll directly with them.

What are the benefits of VET programs?

- You can explore possible areas of interest which will help you make decisions about further study and work choices.
- Vocational Education & Training qualifications are nationally recognised.
- You can gain credit towards traineeships and apprenticeships, giving you a head start in your chosen employment pathway.
- The Vocational Education & Training programs can make your senior school studies more relevant and interesting. While you complete SACE you are also working towards gaining a training qualification.
- Structured Workplace Learning (SWL) provides opportunities to learn "on the job" whilst undertaking work placement and thus gaining skills and knowledge that employers want, increasing your opportunities for employment.

What is the difference between work experience and Structured Workplace Learning (SWL)?

Work experience offers students a general taste of the world of work. Students observe different aspects of the work carried out and assist with tasks nominated by their supervisor/employer. Structured Workplace Learning (SWL) enables students to gain specific skills on-the-job. The school and the participating employer agree on these skills or 'competencies' beforehand. The skills reflect nationally recognised, industry defined competency standards, which have been developed by industry training bodies. Structured Workplace Learning (SWL) requires you to undertake industry placements related to your area of study in combination with training in the classroom. This might be done as a block release (one or two weeks each term) or one day a week for a term or semester.

What are Australian School-based Apprenticeships (ASBA's)?

ASBA's are apprenticeships and traineeships that begin part-time and connect the employer and the student. There is a minimum requirement of eight hours paid employment per week. These hours can be in block and/or day release and can include weekends and school holidays. The school supports the student by arranging a flexible time table where the ASBA is made part of (not additional) to their studies and by helping the student to manage the combination of employment, vocational training and school subjects. Students benefit by using their apprenticeship as an integral part of their school curriculum with an added incentive to stay at school and achieve their South Australian Certificate of Education (SACE). For more information please contact your Apprenticeship Brokers – John Callaghan 0439 812 742 or Russell Atwell 0437 429 127.

Will undertaking a VET program affect my chances of going to university or TAFE?

TAFE SA recognises the SACE as meeting the entry requirements for most of its courses. It also considers a variety of other qualifications and experiences in its entry and selection processes. Students are encouraged to discuss with their SACE or VET Coordinator how VET can contribute to an Australian Tertiary Admissions Rank (ATAR). Full details of university and TAFE entry requirements for 2012 onwards will be included in the Tertiary Entrance Booklet 2010, 2011, 2012, published in July 2009 by the South Australian Tertiary Admissions Centre. Go to the SATAC website for more information www.satac.edu.au.

Will undertaking a VET program affect my other school subjects?

VET courses vary in the commitment they require from you. You should consider the amount of instruction and out of classroom time required. You will need to be well organised and prepared to catch-up with work missed by liaising closely with your subject teachers.

How do I apply for a VET program?

Please speak to your VET Coordinator at your school who will supply you with a Quality LinCS Application form. This can also be downloaded at our website – www.qualitylincs.com.au. This form must then be sent in to the Quality LinCS office before the deadline stated on the application form.

How much will it cost me?

Course costs vary but approximates are provided in this booklet.

Information for schools**0.2 enrolment transfer**

Throughout this book, many courses make reference to a 0.2 enrolment transfer for Department of Education and Children's Services (DECS) schools. Many DECS schools prefer this 0.2 enrolment transfer process. For non DECS schools, the .2 enrolment equates to \$1,516. Some schools require confirmation of potential 0.2 enrolment transfers prior to the end of Term 4, 2011. Please contact us for further information or clarification.

Withdrawal policy

For all courses due to begin after 1 January 2012, Quality LinCS will instigate a withdrawal policy with regard to brokerage fees only. Withdrawals fees will be applied as follows:

- Withdrawal prior to the beginning of a course – no brokerage fee charged.
- Withdrawal within the first 3 weeks of the commencement of a course - \$50 brokerage fee charged.
- Withdrawal more than 3 weeks after the commencement of a course – full brokerage fees will be payable.

Please note that these charges apply only to brokerage fees charged by Quality LinCS and not to course fees. Individual training providers will each have their own withdrawal policy in relation to their fees and charges. Individual circumstances may be taken into consideration at the discretion of Quality LinCS Executive Officer.

Important website references**SACE VET Recognition register**

<http://www.sace.sa.edu.au/subjects/recognised-learning/recognition-register>

Further Training Pathway Schedule

<http://www.dfeest.sa.gov.au/LinkClick.aspx?fileticket=93ztKsDY1H8%3D&tabid=317&mid=1002>



Agriculture & Horticulture



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|---|---|--|--------------|
| Course title | Certificate I in Animal Studies | | |
| Training provider | TAFESA 40161 | | |
| Delivery site | TAFESA Gilles Plains Campus, 33 Blacks Road, Gilles Plains 5086. | | |
| Qualification title | Certificate I in Animal Studies | | |
| Course code | ACM10110 | | |
| Number of SACE credits and stage | Up to 25 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>This accredited course is designed to provide students with the general animal care information. With a mixture of theory and practical application, the course content includes: Preparing for work in the animal industry, Basic animal behaviour, Basic animal health and nutrition, Occupational health and safety in the animal industry, Workplace communication in the animal care context.</p> <p>Practical activities will include grooming, dog, guinea pig and bird handling, cleaning and feeding. Assessment for the units of competency will include attendance at each day of the course, written assignments, group projects, and animal handling.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | ACMGAS101A | Investigate job opportunities in animal care and related industries | 10 |
| | ACMGAS202A | Participate in workplace communications | 20 |
| | ACMGAS102A | Catch and handle a range of quiet animals | 40 |
| | ACMGAS103A | Assist in the care of animals | 40 |
| | ACMOHS201A | Participate in occupational health and safety processes | 40 |
| | ACMGAS210A | Prepare for and conduct a tour or presentation | 30 |
| | SIRXCLM001A | Organise and maintain work areas | 20 |
| | | Total | 200 |
| Course commencement date | Term 1 | Wednesdays from 8 February to 4 April | |
| | Term 2 | Mondays from 23 April to 25 June | |
| | Term 2 | Thursdays from 3 May to 28 June | |
| | Term 3 | Mondays from 23 July to 17 September | |
| | Term 3 | Tuesdays from 24 July to 18 September | |
| | Term 3 | Wednesdays from 25 July to 19 September | |
| | Term 4 | Mondays from 8 October to 26 November and Thursday 18 October | |
| Length of course | 9 weeks | | |
| Day and time | Various days. Start time 9.30am, finish time 4.30pm. | | |
| Structured work placement | No work placement is required, however, would be an added bonus to learning. | | |
| Special requirements | Closed toe shoes, no jewellery and comfortable clothing to be worn. Hair must be tied back and short nails are required. Gumboots/leather work boots and a complete change of old clothes will be required for large animal sessions. A small personal padlock and key is required for use of onsite day lockers. | | |
| Course costs | Course Fees | \$820 per student. Fee subject to change in 2012. | |
| | Additional Costs | \$5.50 for a TAFE student ID card. | |
| | Total | \$825.50 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Minimum entry requirement is successful completion of Year 10 (this must be verified by the school. Please note that TAFE SA needs to be informed of allergies or phobias. | | |
| Course pathway | <p>There are a range of opportunities available to students who like animal studies, for instance applications for further TAFE SA training in :</p> <ul style="list-style-type: none"> - Cert III in Companion Animal Service or Cert IV in Veterinary Nursing - Apprenticeship or traineeship - Entry-level employment positions may include working as an animal attendant, grooming or boarding assistant. <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | 12 - 22 | | |

| | | | |
|---|---|--|--------------|
| Course title | Certificate II in Animal Studies | | |
| Training provider | TAFESA 40161 | | |
| Delivery site | TAFESA Gilles Plains Campus, 33 Blacks Road, Gilles Plains 5086. | | |
| Qualification title | Certificate II in Animal Studies | | |
| Course code | ACM20110 | | |
| Number of SACE credits and stage | Up to 50 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>This accredited course is a Level II Certificate from the Animal Care and Management Training Package (ACM10). It is intended for initial entry into the animal industry and is designed to provide students with general animal care information whilst also providing pathways to further training.</p> <p>Practical activities will include grooming; dog, cat and bird handling; cleaning and feeding in a simulated work environment.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | ACMGAS201A | Work in the animal care industry | 30 |
| | ACMGAS202A | Participate in workplace communications | 20 |
| | ACMGAS203A | Complete animal care hygiene routines | 30 |
| | ACMGAS204A | Feed and water animals | 40 |
| | ACMGAS205A | Assist in the health care of animals | 40 |
| | ACMGAS206A | Provide basic first aid for animals | 30 |
| | ACMGAS207A | Provide reception services for an animal care facility | 30 |
| | ACMGAS209A | Provide information on companion animals and services | 40 |
| | ACMOHS201A | Participate in OH&S processes | 40 |
| | ACMSPE303A | Provide basic care of native mammals | 40 |
| | ACMSUS201A | Participate in environmentally sustainable work practices | 20 |
| | SIRXFIN001A | Balance point of sale terminal | 20 |
| | | Total | 380 |
| Course commencement date | Semester 1 | Intake starts Friday 10 February 2012 | |
| | Semester 2 | Intake starts Friday 20 July 2012 | |
| Length of course | 18 weeks | | |
| Day and time | Fridays only. Start time 9.00am, finish time 4.30pm. | | |
| Structured work placement | Work placement is not compulsory, but highly recommended. | | |
| Special requirements | Closed toe shoes, no jewellery and comfortable clothing to be worn. Hair must be tied back and short nails are required. Gumboots/leather work boots and a complete change of old clothes will be required for large animal sessions. A small personal padlock and key is required for use of onsite day lockers. | | |
| Course costs | Course Fees | \$1,638.36 per student. Fee subject to change in 2012. | |
| | Additional Costs | \$5.50 for a TAFE student ID card. | |
| | Total | \$1,643.86 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Minimum entry requirement is successful completion of Year 10 (this must be verified by the school. Please note that TAFE SA needs to be informed of allergies or phobias. | | |
| Course pathway | <p>There are a range of opportunities available to students who like animal studies, for instance applications for further TAFE SA training in :</p> <ul style="list-style-type: none"> - Certificate III in Companion Animal Services or Certificate IV in Veterinary Nursing - Apprenticeship or traineeship - Entry-level employment positions may include working as an animal attendant, grooming or boarding assistant. <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | 10 - 22 | | |

| | | | |
|---|---|---|--------------|
| Course title | Certificate I in Food Processing (Viticulture) | | |
| Training provider | Hamilton Secondary College (auspiced with TAFESA 40161) | | |
| Delivery site | Hamilton Secondary College | | |
| Qualification title | Certificate I in Food Processing (Wine) | | |
| Course code | FDF10403 | | |
| Number of SACE credits and stage | 35 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course gives students the opportunity to develop skills and knowledge related to working in the viticulture/wine industry. The course is designed with a practical emphasis and students will undertake a work placement in a winery, and work in vineyards during pruning season. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | FDFCORWCM1A | Communicate workplace information | 20 |
| | FDFCORFSY1A | Follow work procedures to maintain food safety | 29 |
| | FDFCORHS1A | Follow work procedures to maintain health and safety | 40 |
| | FDFCORQAS1A | Follow work procedures to maintain quality | 20 |
| | FDFWUIINDB | Perform effectively in the workplace (induction) | 40 |
| | FDFCORBM2A | Use basic mathematical concepts | 20 |
| | FDFWGGCMBB | Carry out basic canopy maintenance | 20 |
| | FDFCELTRFB | Carry out transfers operations | 20 |
| | FDFWGGHPVB | Hand prune vines | 40 |
| | FDFCELFERA | Perform fermentation operations | 20 |
| | FDFCELRPB | Operate crusher process | 20 |
| | | Total | 289 |
| Course commencement date | 7 February 2012 | | |
| Length of course | 1 year | | |
| Day and time | Tuesdays 9.00am to 3.15pm | | |
| Structured work placement | 5 days | | |
| Special requirements | None | | |
| Course costs | Course Fees | \$375 + 0.2 enrolment transfer for DECS schools or equivalent | |
| | Additional Costs | - | |
| | Total | \$375 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Further education pathways: Certificate II in Food Processing (Wine). For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Unknown | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate I in Racing (Stablehand) | | |
| Training provider | TAFESA 40161 | | |
| Delivery site | Morphettville TAFE facility | | |
| Qualification title | Certificate I in Racing (Stablehand) | | |
| Course code | RGR10108 | | |
| Number of SACE credits and stage | 25 SACE credits. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course held at the TAFESA Horse Skills Centre at Morphettville, offers insights into the Thoroughbred Racing Industry and career pathways in relation to working in stables and caring for horses. Students learn about feeding, grooming and exercising horses. The course is appropriate for students who wish to work as stablehands. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | RGRCMN201A | Follow OHS procedures and observe environmental work practice. | 40 |
| | RGRCMN002A | Investigate job opportunities | 10 |
| | RGRPSH101A | Catch and handle quiet horses under supervision | 70 |
| | RGRPSH102A | Perform basic stable duties | 80 |
| | | Total | 200 |
| Course commencement date | 9 February 2012 | | |
| Length of course | 15 weeks | | |
| Day and time | Thursdays 9.00am to 3.00pm | | |
| Structured work placement | 5 days | | |
| Special requirements | Boots, jeans and long sleeved shirt. | | |
| Course costs | Course Fees | \$1,725 | |
| | Additional Costs | - | |
| | Total | \$1,725 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Leads to Certificate II and III in Racing (Stablehand). Career pathways include working in stables as stablehands, Junior Track Maintenance, Farriers, and Stud Hands. Students who go on to Certificate IV in Racing can become also become Jockeys. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 12 | | |

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|---|---|--|--------------|
| Course title | Introduction to Working with Dogs | | |
| Training provider | TAFESA 40161 | | |
| Delivery site | TAFESA Gilles Plains Campus, 33 Blacks Road, Gilles Plains 5086. | | |
| Qualification title | Certificate II in Racing - Kennel Hand (partial) | | |
| Course code | RGR20208 | | |
| Number of SACE credits and stage | Up to 20 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>This course is designed to provide students with an introduction to the animal and greyhound racing industries. With a mixture of theory and practical application, the course content includes: breeding and rearing puppies, training the young dog, handling for trials and race meetings and fostering after their racing careers. It also includes occupational health and safety in the animal industry and workplace communication in the animal care context.</p> <p>Practical activities will include grooming, dog handling, cleaning and feeding. Assessment for the units of competency will include attendance at each day of the course, written assignments, group projects, and animal handling.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | RGRCMN201A | Follow OH&S procedures and observe environmental work practices | 40 |
| | PCMN002A | Investigate job opportunities in racing and related industries | 10 |
| | RGRPSG201A | Handle greyhounds | 40 |
| | RGPPSG203A | Perform kennel duties | 40 |
| | PUACOM0018 | Communicate in the workplace | 30 |
| | | Total | 160 |
| Course commencement date | Term 2 | 2 May | |
| | Term 4 | 10 October | |
| Length of course | 9 weeks | | |
| Day and time | Term 2 | Wednesdays 9.30am to 4.30pm | |
| | Term 4 | Wednesdays and one Friday (19 October) 9.30am to 4.30pm | |
| Structured work placement | No work placement is required, however, would be an added bonus to learning. | | |
| Special requirements | Closed toe shoes, no jewellery and comfortable clothing to be worn. Hair must be tied back and short nails are required. Gumboots/leather work boots and a complete change of old clothes will be required for large animal sessions. A small personal padlock and key is required for use of onsite day lockers. | | |
| Course costs | Course Fees | \$820 per student. Fee subject to change in 2012. | |
| | Additional Costs | \$5.50 for a TAFE student ID card. | |
| | Total | \$825.50 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Minimum entry requirement is successful completion of Year 10 (this must be verified by the school. Please note that TAFE SA needs to be informed of allergies or phobias. | | |
| Course pathway | <p>There are a range of opportunities available to students who like animal studies, for instance applications for further TAFE SA training in :</p> <ul style="list-style-type: none"> - Certificate II in Animal Studies - Apprenticeship or traineeship - Entry-level employment positions may include working as an animal attendant, grooming or boarding assistant. <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | 12 - 22 | | |



Business Services



| | | | |
|---|--|--|--------------|
| Course title | Aries A+ Computer Technician Hardware & Operating Systems | | |
| Training provider | Hamilton Secondary College (RTO trading as Hamilton Senior Campus) 0561 | | |
| Delivery site | Hamilton Secondary College | | |
| Qualification title | - | | |
| Course code | BSB20107 | | |
| Number of SACE credits and stage | 20 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | A+ is an internationally recognised computer technician certificate course consisting of two semesters, Hardware and Operating Systems, both with on-line curriculum delivery and assessment. Following satisfactory completion of the course, students can choose to sit the industry exams to gain the accredited qualification. | | |
| Nationally accredited training units of competence and nominal hours | <i>Code</i> | <i>Description</i> | <i>Hours</i> |
| | | <i>None available at time of print.</i> | |
| Course commencement date | Week beginning 6 February 2012 | | |
| Length of course | 1 year | | |
| Day and time | Days to be announced. 3.30pm to 6.00pm. | | |
| Structured work placement | None | | |
| Special requirements | None | | |
| Course costs | <i>Course Fees</i> | \$375 + 0.2 enrolment transfer for DECS schools or equivalent | |
| | <i>Additional Costs</i> | - | |
| | <i>Total</i> | \$375 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Further education pathways: Certificate II and III Information Technology. Employment pathways: Computer Technician. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|---|--------------|
| Course title | Certificate II in Business Services | | |
| Training provider | Hamilton Secondary College (RTO trading as Hamilton Senior Campus) 0561 | | |
| Delivery site | Hamilton Secondary College | | |
| Qualification title | Certificate II Business Services | | |
| Course code | BSB20107 | | |
| Number of SACE credits and stage | 40 at Stage 1. Refer to the SACEVET recognition register (see page 3 for website details). | | |
| Course description | This course gives students the opportunity, with the support of their trainer, to set up and run a simulated business. They conduct business by buying and selling products and services from other virtual enterprises. They will learn about office procedures and processes in various departments such as Reception, Purchasing, Marketing, Sales and Finance. Students will use virtual money to buy and sell virtual goods and services within the Virtual Enterprise Australia network. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BSBOHS201A | Participate in OHS Processes | 20 |
| | BSBIND201A | Work effectively in a business environment | 30 |
| | BSBWOR202A | Organise and complete daily work activities | 20 |
| | BSBINM202A | Handle Mail | 15 |
| | BSBWOR204A | Use business technology | 20 |
| | BSBWOR203A | Work effectively with others | 15 |
| | BSBINM201A | Process and maintain workplace information | 30 |
| | BSBITU203A | Communicate electronically | 20 |
| | BSBSUS201A | Participate in environmentally sustainable work practices | 20 |
| | BSBCMM201A | Communicate in the workplace | 40 |
| | BSBCUS201A | Deliver a service to customers | 40 |
| | FNSICGEN305A | Maintain daily financial/business records | 20 |
| | | Total | 290 |
| Course commencement date | 7 February 2012 | | |
| Length of course | 1 year | | |
| Day and time | Tuesdays 8.30am to 4.00pm | | |
| Structured work placement | 5 days | | |
| Special requirements | Students should have a genuine interest in developing office and business skills. | | |
| Course costs | Course Fees | \$375 + 0.2 enrolment transfer for DECS schools or equivalent | |
| | Additional Costs | - | |
| | Total | \$375 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Further education pathways: Certificate III or IV in Business Services, Diploma and Advanced Diploma. Employment pathways: Administrative Assistant, Clerical Worker, Data Entry Operator, Office Junior and Receptionist. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

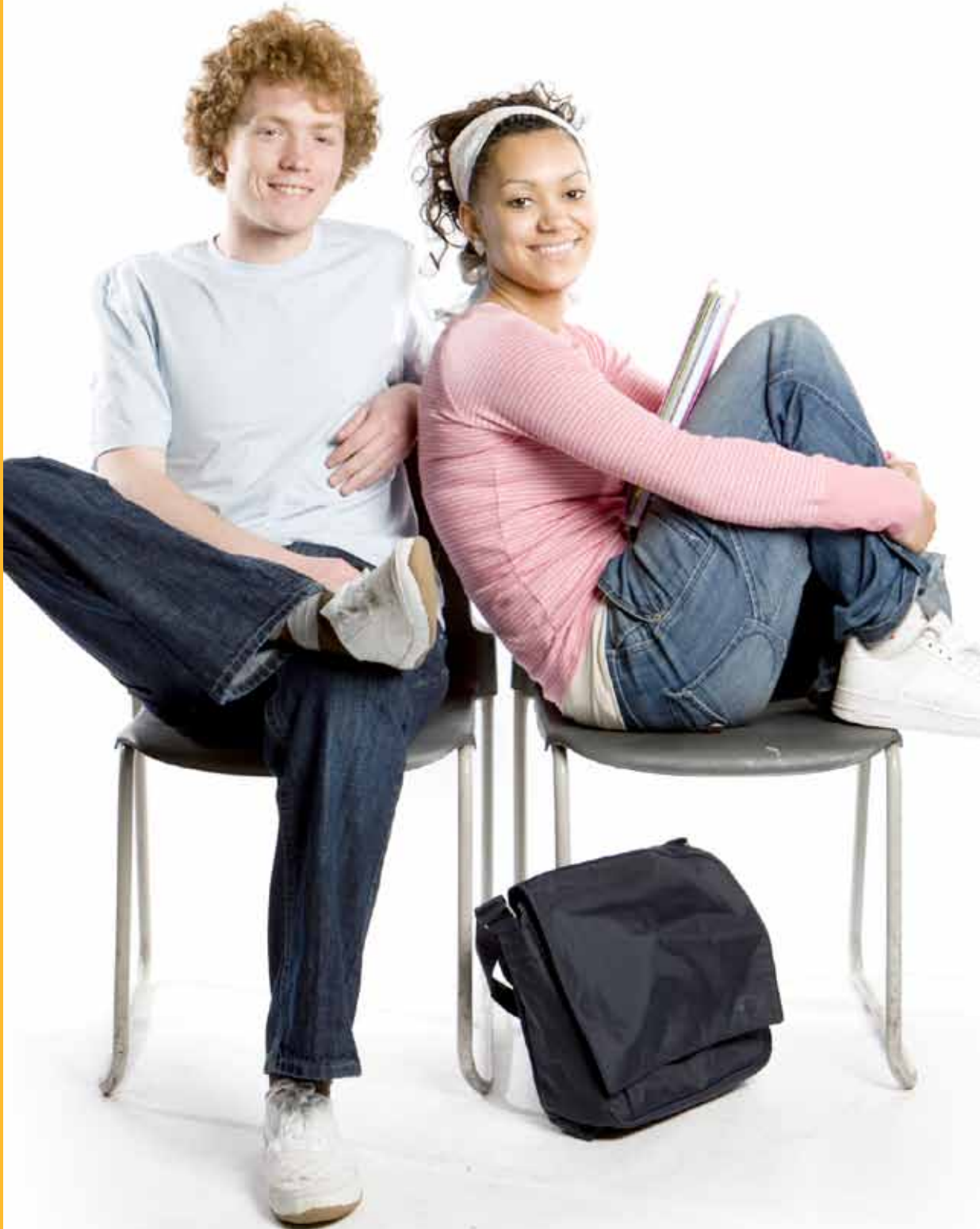
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|---|--|--|--------------|
| Course title | Certificate II & III in Information Technology | | |
| Training provider | Hamilton Secondary College (RTO trading as Hamilton Senior Campus) 0561 | | |
| Delivery site | Hamilton Secondary College | | |
| Qualification title | Certificate II in Information Technology and Certificate III in Information Technology | | |
| Course code | ICA20105 and ICA30105 | | |
| Number of SACE credits and stage | 50 at Stage 1 (Certificate II), 55 credits at Stage 2 (Certificate III). Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>Students will obtain a number of competencies from both Certificate II and Certificate III. To complete both Certificate II and III will require 2 years of study.</p> <p>The Certificate II qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry & could equip an individual to undertake roles such as office assistant or to work in records management; however its usefulness is most likely to be found in supplementing functions in many occupations that require the use of a computer.</p> <p>The Certificate III qualification will lead to a basic personal computer (PC) support, basic network/system administration or first level support desk.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BSBCM106A | Follow workplace safety procedures | 20 |
| | ICAW2001B | Work effectively in an IT environment | 20 |
| | ICAW2002B | Communicate in the workplace | 20 |
| | ICAU2006B | Operate computing packages | 60 |
| | ICAD2012B | Design organisational documents using computing packages | 40 |
| | ICAU2013B | Integrate commercial computing packages | 20 |
| | ICAU2005B | Operate computer hardware | 30 |
| | ICAU2231B | Use a computer operating system | 20 |
| | ICAI2015B | Install software applications | 20 |
| | ICAS2014B | Connect hardware peripherals | 20 |
| | ICPMM321B | Capture a digital image | 40 |
| | ICPMM263B | Access and use the Internet | 20 |
| | ICAS2017B | Maintain system integrity | 20 |
| | ICAD2003B | Receive and process oral and written communication | 20 |
| | | Total | 370 |
| | ICAS3031B | Provide Advice To Clients | 40 |
| | ICAS3234B | Care for Computer Hardware | 20 |
| | ICAT3025B | Run Standard Diagnostic Tests | 20 |
| | ICAD3218B | Create User Documentation | 20 |
| | ICAI3020B | Install and Optimise Operating System Software | 20 |
| | ICAU3004B | Apply Occupational Health and Safety Procedures | 20 |
| | ICAU3019B | Migrate To New Technology | 20 |
| | ICAI3110C | Implement System Software Changes | 20 |
| | ICAU3126B | Use Advanced Features of Computer Applications | 40 |
| | ICAU3028B | Customise Packaged Software Applications For Clients | 60 |
| | ICAB3018B | Develop Macros & Templates for Clients Using Standard Products | 60 |
| | ICAI3021B | Connect Internal Hardware Components | 20 |
| | ICAI4029B | Install Network Hardware To A Network | 40 |
| | ICAI4030B | Install Software To Networked Computers | 40 |
| | ICAI4097B | Install and Configure A Network | 40 |
| | | Total | 480 |
| Course commencement date | 7 February 2012 | | |
| Length of course | Certificate II one year, Certificate III one year. | | |
| Day and time | Tuesday 9.00am to 3.15pm and/or Thursday 9.00am to 3.15pm | | |
| Structured work placement | 5 days | | |

| | |
|-------------------------------------|---|
| Special requirements | An aptitude for working in this technology-rich, problem-solving environment, good oral and written communication skills required. |
| Course costs | <p><i>Course Fees</i> \$375 + 0.2 enrolment transfer for DECS schools or equivalent</p> <p><i>Additional Costs</i> -</p> <p><i>Total</i> \$375 - invoices are to be sent directly to home school</p> <p><i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i></p> |
| Course pre-requisites | For Certificate II, no prior knowledge of computer hardware and software is assumed but would be an advantage. For Certificate III, you must have successfully completed Certificate II. |
| Course pathway | Further education pathways: Certificate IV, Diploma and Advanced Diploma. For more information please see the Further Training Pathway schedule (see page 3 for website details). |
| Minimum and maximum students | - |

| | | | |
|---|---|---|--------------|
| Course title | Certificate II in IT Online | | |
| Training provider | Thebarton Senior College 40117 | | |
| Delivery site | Thebarton Senior College | | |
| Qualification title | Certificate II in Information Technology | | |
| Course code | ICA20105 | | |
| Number of SACE credits and stage | 50 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Students study Microsoft Office applications, computer systems, programming and the IT workplace through Moodle. All students must attend evening classes in Term 4 to complete the hardware and software installation units. Some of the units may change if the new Training Package is introduced before 2012. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | ICAU2006B | Operate Computing Packages | 45 |
| | ICAU2013B | Integrate Commercial Computing Packages | 30 |
| | ICAD2012B | Design Org Docs using computing packages | 40 |
| | ICAU2231B | Use a Computer Operating System | 20 |
| | ICAI2015B | Install Software Applications | 20 |
| | ICPMM263B | Access and Use the Internet | - |
| | ICAW2002B | Communicate in the workplace | 20 |
| | ICAW2001B | Work effectively in an IT environment | 40 |
| | ICAD2003B | Receive and Process oral and written Comms | 20 |
| | BSBCMN106A | Follow Workplace safety procedures | 20 |
| | ICAU2005B | Operate Computer Hardware | 40 |
| | ICAS2014B | Connect Hardware Peripherals | 20 |
| | ICAW2011B | Work Individually or as a team to achieve organisational goals | 20 |
| | | One elective unit yet to be determined | - |
| | | Total | 355 |
| Course commencement date | Week beginning 6 February 2012 | | |
| Length of course | 1 year | | |
| Day and time | One subject done on campus in the evening 4.00pm to 7.00pm in Term 4 | | |
| Structured work placement | 5 days | | |
| Special requirements | Students must have daily access to an internet enabled computer with an internet browser and MS Office on which they can work and an email account they can check from home. | | |
| Course costs | Course Fees | \$300 + 0.4 enrolment for one year course. \$300 per year and 0.2 enrolment if studies over 2 years. | |
| | Additional Costs | - | |
| | Total | \$300 per year (plus 0.2 or 0.4 equivalent). Invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Students should have a working knowledge of files and folders, sending and receiving email with attachments, using a web browser to access web-based information. | | |
| Course pathway | Leads to further study in IT at higher certificate levels. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate IV in Networking | | |
| Training provider | Thebarton Senior College 40117 | | |
| Delivery site | Thebarton Senior College | | |
| Qualification title | Certificate IV in Information Technology (Networking) - (partial) | | |
| Course code | ICA40405 | | |
| Number of SACE credits and stage | 50 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Students will work in a simulated business to develop skills in computer networking, programming and hardware. Some of the Units may change if the new Training Package is introduced before 2012 | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BSBCM304A | Contribute to personal skill development and learning | 30 |
| | ICAW4214B | Maintain Ethical Conduct | 20 |
| | ICAB4224B | Apply mathematical techniques | 40 |
| | ICAD4217B | Create technical documentation | 20 |
| | ICAI3021A | Connect internal hardware components | 20 |
| | ICAS3020A | Install and optimise operating system software | 40 |
| | ICAI3101A | Install and manage network protocols | 40 |
| | ICAI302A | Install and configure a network | 40 |
| | ICAS3120A | Configure and administer a network O/S | 50 |
| | ICAS3032A | Provide network systems admin | 20 |
| | ICAI4029B | Install network hardware to a network | 30 |
| | | Total | 350 |
| Course commencement date | Week commencing 6 February 2012 | | |
| Length of course | 2 years | | |
| Day and time | One evening class 4.00pm to 7.00pm per semester | | |
| Structured work placement | - | | |
| Special requirements | Students must have daily access to an internet enabled computer with an internet browser and MS Office on which they can work and an email account they can check from home. | | |
| Course costs | Course Fees | \$300 + 0.2 enrolment per year (or equivalent) | |
| | Additional Costs | - | |
| | Total | \$300 (plus 0.2 equivalent) - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Students may complete the Certificate through TAFE or Thebarton Senior College (1 semester full time). Certificate IV provides entry to Diploma or Degree courses at TAFE or University. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

Creative Industries



| | | | |
|---|---|---|--------------|
| Course title | Creative Camera A | | |
| Training provider | The Centre for Creative Photography 40029 | | |
| Delivery site | The Centre for Creative Photography, 138 Richmond Road, Marleston 5033 | | |
| Qualification title | Certificate IV in Photo Imaging (partial) | | |
| Course code | CUV40403 | | |
| Number of SACE credits and stage | Up to 15 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This subject provides a comprehensive foundation to the exciting world of photography. Students will learn about all basic digital and film camera functions and how to develop and print their own 35mm black and white film. Topics covered include; cameras, lenses, shutter speeds and apertures, correct exposures, film processing and chemistry, contact sheets and enlarging, test strips and print controls, dodging and burning, photographic retouching and toning. On completion of the VET studies students are eligible to continue their studies and complete the Certificate IV or Diploma in Photo Imaging. A film SLR will be provided for film-based work. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CUVPHI05A | Use a 35mm Camera or Digital equivalent. | 60 |
| | BSBOHS201A | Participate in O.H.S. Processes | 15 |
| | | Total | 75 |
| Course commencement date | Term 2, 30 April 2012. Term 4, 15 July 2012. | | |
| Length of course | 9 weeks | | |
| Day and time | Fridays 9.00am to 12.00pm or 1.00pm to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Students need to bring a digital SLR to class and wear appropriate attire and footwear (chemicals will be used). | | |
| Course costs | Course Fees | \$600 | |
| | Additional Costs | Any digital output to be borne by the student. | |
| | Total | \$600 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None - this is a basic introduction to photographic imaging. | | |
| Course pathway | This is the second subject out of 8 to complete the Certificate IV in Photo Imaging at the Centre for Creative Photography. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 6 - 12 | | |

| | | | |
|---|--|---|--------------|
| Course title | Creative Camera B | | |
| Training provider | The Centre for Creative Photography 40029 | | |
| Delivery site | The Centre for Creative Photography, 138 Richmond Road, Marleston 5033 | | |
| Qualification title | Certificate IV in Photo Imaging (partial) | | |
| Course code | CUV40403 | | |
| Number of SACE credits and stage | Up to 15 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Students will begin to extend their conceptual & technical knowledge with their photographs. Historical and contemporary practices will be discussed. Further development of an individual photographic or multi-media portfolio will continue. Students will be encouraged to explore various techniques and ideas associated with the medium with an emphasis on the cross-fertilisation of disciplines. Topics covered: advanced film processing, black & white concepts, infra-red film, abstraction design, sequencing, hand-held light meters, on-camera flash equipment, portraits, landscapes, history, photographic evaluation. Both film and digital capture are accepted for this unit. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CUVPHI03B | Research and apply information on the traditions, which inform photoimaging practice. | 75 |
| | | Total | 75 |
| Course commencement date | Term 1, 6 February 2012. Term 3, 23 July 2012. | | |
| Length of course | 9 weeks | | |
| Day and time | Fridays 9.00am to 12.00pm or 1.00pm to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Nothing except for appropriate attire and footwear | | |
| Course costs | Course Fees | \$600 | |
| | Additional Costs | Any digital output to be borne by the student. | |
| | Total | \$600 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Creative Camera A | | |
| Course pathway | This is the second subject out of 8 to complete the Certificate IV in Photo Imaging at the Centre for Creative Photography. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 6 - 12 | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate I in Creative Industries - Live Sound & Lighting (Music) | | |
| Training provider | Music SA 40381 | | |
| Delivery site | Music House | | |
| Qualification title | Certificate I in Creative Industries | | |
| Course code | CUF10107 | | |
| Number of SACE credits and stage | 20 credits. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course aims to introduce the principals and equipment behind sound engineering and stage lighting for live modern music. We will be looking at the common equipment used in a sound system and lighting rig using both theory and practical work. Participants will be taken from the absolute basics to where they can specify, construct and operate a small sound and lighting system. Ideal for students wishing to gain and introduction to live sound and lighting in a music industry based environment. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CUFIND201A | Develop and apply creative arts industry knowledge | 20 |
| | ICAU1128B | Operate a personal computer | 30 |
| | BSBOHS201A | Participate in OHS processes | 20 |
| | CUESOU07B | Apply a general knowledge of audio to work activities | 40 |
| | CUESTA05B | Apply a general knowledge of staging to work activities | 20 |
| | CUFLGT101A | Apply a general knowledge of lighting to work activities | 20 |
| | | Total | 150 |
| Course commencement date | Wednesday 8 February 2012 | | |
| Length of course | 32 weeks | | |
| Day and time | Wednesdays 4.00pm to 6.45pm | | |
| Structured work placement | - | | |
| Special requirements | - | | |
| Course costs | Course Fees | \$1,595 | |
| | Additional Costs | - | |
| | Total | \$1,595 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Creative Industries Certificate III in Media Certificate IV in Interactive Digital Media Certificate III in Technical Production Certificate IV and Diploma in Technical Production (TAFE, SAE) Career pathways: Sound Technician, Lighting Technician, Live Sound Mixer. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 16 | | |

| | | | |
|---|--|---|--------------|
| Course title | Certificate II in Creative Industries (Media) | | |
| Training provider | Hamilton Secondary College (RTO trading as Hamilton Senior Campus) 0561 | | |
| Delivery site | Hamilton Secondary College | | |
| Qualification title | Certificate II in Creative Industries (Media) | | |
| Course code | CUF20107 | | |
| Number of SACE credits and stage | 25 at Stage 1. Refer to the SACEVET recognition register (see page 3 for website details). | | |
| Course description | This course gives students the opportunity to develop skills and knowledge related to working in the digital media industry. The course develops skills to integrate digital video, sound, animation and text into one product. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BSBCRT101A | Apply critical thinking techniques | 20 |
| | CUFIND201A | Develop and apply creative arts industry knowledge | 20 |
| | BSBOHS201A | Participate in OHS processes | 20 |
| | CULLB307C | Use multimedia | 30 |
| | CUFSOU204A | Perform basic sound editing | 30 |
| | BSBDES201A | Follow a design process | 40 |
| | CUVVSP12B | Produce digital images | 30 |
| | | Total | 190 |
| Course commencement date | Tuesday 7 February 2012 | | |
| Length of course | 1 year | | |
| Day and time | Tuesdays 9.00am to 3.15pm | | |
| Structured work placement | - | | |
| Special requirements | None | | |
| Course costs | Course Fees | \$375 + 0.2 enrolment transfer for DECS schools or equivalent | |
| | Additional Costs | - | |
| | Total | \$375 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Further education pathways: Certificate III Creative Industries (Media), MAPS Diploma. Employment pathways: scenery and set construction, interactive digital media, camera assistant. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Music - Song Writing & Performance | | |
| Training provider | Music SA 40381 | | |
| Delivery site | Nexus Theatre (Lion Arts Centre) | | |
| Qualification title | Certificate II in Music | | |
| Course code | CUS20109 | | |
| Number of SACE credits and stage | 35 credits. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>A full year program in creative song writing and ensemble music performance. Focusing on contemporary music (rock, pop, hip hop etc) students will examine the different styles of contemporary music and their relevance, learn structured methods to song writing and exploring creativity, ensemble performance, getting the right sound on stage, set up and use of a small P.A., rehearsal techniques and preparing for a performance.</p> <p>Over the full year students will write original songs which they will be given the opportunity to perform for a live recording. The program includes excursions to a high profile music venue (Fowlers Live) and professional recording studio (Chapel Lane Studios/Fat Trax).</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BSBOHS201A | Participate in OHS processes | 20 |
| | BSBWOR203A | Work effectively with others | 15 |
| | CUFIND201A | Develop and apply creative arts industry knowledge | 20 |
| | CUSMLT201A | Develop and apply musical ideas and listening skills | 25 |
| | CUSMPF201A | Play or sing simple musical pieces | 70 |
| | CUSMPF203A | Develop ensemble skills for playing or singing music | 50 |
| | BSBWOR201A | Manage personal stress in the workplace | 40 |
| | BSBWOR202A | Organise and complete daily work activities | 20 |
| | | Total | 260 |
| Course commencement date | Tuesday 7 February 2012 | | |
| Length of course | 32 weeks | | |
| Day and time | Tuesdays 9.30am to 3.30pm | | |
| Structured work placement | - | | |
| Special requirements | Students will be required to complete a minimum of 1 hour per week of individual rehearsals outside of lesson times. It is expected that students participating in the course will have access to or own their own instruments (singers excepted) which they will bring to class. | | |
| Course costs | Course Fees | \$2,050 | |
| | Additional Costs | - | |
| | Total | \$2,050 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | An ability to play a musical instrument or sing is expected. | | |
| Course pathway | Certificate IV Music (Various), Elder Conservatorium, TAFE music performance programs. Career pathways: performer/songwriter, music director, music teacher, rock star. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 16 | | |

| | | | |
|---|---|--|--------------|
| Course title | Certificate III in Music Business - Band Management | | |
| Training provider | Music SA 40381 | | |
| Delivery site | Music House | | |
| Qualification title | Certificate III in Music Business | | |
| Course code | CUS30309 | | |
| Number of SACE credits and stage | 45 credits. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course is designed to give students an insight into the fascinating beast that is the music industry, focusing on band management and event management. Students will gain an insight into the world of music business, exploring areas of creative artist management including career planning, micro business development and event logistics and planning, culminating in the delivery of a live music event. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CUSOHS301A | Follow occupational health & safety procedures | 10 |
| | BSBSMB302A | Develop a micro business proposal | 30 |
| | CUFEMP301A | Implement copyright arrangements | 20 |
| | CUSIND301A | Work effectively in the music industry | 35 |
| | CUSIND302A | Plan a career in the creative arts industry | 35 |
| | CUSADM301A | Administer operations for rehearsals and performances | 35 |
| | CUSMKG301A | Assist with the promotion of creative acts | 35 |
| | CUSMLT301A | Apply knowledge of genre to music making | 40 |
| | CUSEVT301A | Book performance venues | 35 |
| | SITTVAF001A | Provide venue information and assistance | 20 |
| | SITXEVT002A | Provide event staging support | 30 |
| | | Total | 325 |
| Course commencement date | Thursday 9 February 2012 | | |
| Length of course | 32 weeks | | |
| Day and time | Thursdays 9.00am to 3.30pm | | |
| Structured work placement | - | | |
| Special requirements | None. The course focus is on music business. As such students do not need to be musicians themselves, but have an interest in the music industry as a career. Musicians are also encouraged to participate, as these are the same skills they will need to pursue their own careers as a self managed artist in the modern music industry. | | |
| Course costs | Course Fees | \$2,395 | |
| | Additional Costs | - | |
| | Total | \$2,395 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | No prerequisites, however, demonstrated interest in entering the music industry as a career and/or music industry experience is desirable. | | |
| Course pathway | Certificate IV in Music Business Diploma in Music Business (various) Marketing and Event Management programs (various – TAFE and University) Career pathways: artist/band management, event management, marketing and PR, festivals and touring. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 18 | | |

Health & Community Services



| | | | |
|---|---|---|--------------|
| Course title | Certificate III in Aged Care | | |
| Training provider | ATEC Adelaide Training & Employment Centre Inc. 0022 | | |
| Delivery site | Ground Floor, Commonwealth House, Ramsay Walk, Noarlunga Centre. | | |
| Qualification title | Certificate III in Aged Care | | |
| Course code | CHC30208 | | |
| Number of SACE credits and stage | Up to 60 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Certificate III in Aged Care is a direct path for working in the aged care sector in either an aged care facility or in the home and community care field. All learning is undertaken in a fully equipped clinical laboratory and you will gain the skills to work as a Personal Care Assistant, Community Care Worker, Community Support Worker and Home Care Assistant. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CHCAC317A | Support older people to maintain their independence | 20 |
| | CHCAC318A | Work effectively with older people | 30 |
| | CHCAC319A | Provide support to people living with dementia | 55 |
| | CHCCS411A | Work effectively in the community sector | 40 |
| | CHCICS301A | Provide support to meet personal care needs | 50 |
| | CHCICS302A | Participate in the implementation of individualised plans | 15 |
| | CHCICS303A | Support individual health and emotional wellbeing | 30 |
| | CHCOHS312A | Follow safety procedures for direct care work | 30 |
| | CHCPA301B | Deliver care services using a palliative approach | 55 |
| | HLTAP301A | Recognise healthy body systems in a health care context | 70 |
| | CHCCS311C | Deliver & monitor services to clients | 20 |
| | HLTHIR403B | Work effectively with culturally diverse clients and co-workers | 20 |
| | CHCAD401D | Advocate for clients | 20 |
| | HLTFA301B | Apply first aid | 18 |
| | | Total | 453 |
| Course commencement date | February 2012 and July 2012 (dates to be advised) | | |
| Length of course | One semester | | |
| Day and time | Tuesdays 9.00am to 3.00pm | | |
| Structured work placement | In addition to the course 80 hours vocational work placement in an aged care facility | | |
| Special requirements | 80 hour vocational work placement in an aged care facility is required at the end of the training. Closed flat soled shoes, neat casual trousers (work placement shirt supplied). All students must produce a current Police Clearance before their Vocational Work Placement can commence. | | |
| Course costs | Course Fees | \$1,800 - includes personal textbook and logo work shirt, Apply First Aid Certificate, Manual Handling Statement and Vocational Work Placement insurance cover. | |
| | Additional Costs | Replacement cost for lost resources: textbook \$75, logo work shirt \$25. | |
| | Total | \$1,800 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Years 11 or 12 and be physically able to perform tasks in an aged care facility. | | |
| Course pathway | In addition to the pathways within the Aged Care sector such as advanced standing in Certificate IV in Aged Care, this also provides a pathway into the Diploma of Nursing. Some units of competency (including skills and knowledge) are transferable to the disability sector and other areas of community services. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate III in Allied Health Assistance | | |
| Training provider | Healthfirst Training Australia 40256 | | |
| Delivery site | Mitcham Girls High / Healthfirst site, Woodville | | |
| Qualification title | Certificate III in Allied Health Assistance | | |
| Course code | HLT32407 | | |
| Number of SACE credits and stage | Up to 40 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This qualification covers workers who provide assistance to allied health professionals. Workers at this level operate under direct supervision and do not conduct programs or therapeutic interventions. Course includes lectures, research and self paced assignments and online study. Titles for these workers may include physiotherapy assistant, occupational therapy assistant, health administration assistant. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | <i>Core units</i> | | |
| | HLTHIR301A | Communicate and work effectively in health | 40 |
| | HLTOHS200A | Participate in OHS processes | 20 |
| | BSBFLM303B | Contribute to effective workplace relationships | 40 |
| | BDBCMMN305A | Organise workplace information | 20 |
| | HLTIN301B | Comply with infection control policies | 40 |
| | HLTAH301A | Assist with an allied health program | 40 |
| | HLTCSD305B | Assist with client movement | 20 |
| | HLTCSD201B | Maintain high standard of client service | 30 |
| | BSBMED301B | Interpret and apply medical terminology appropriately | 60 |
| | HLTAP301A | Recognise healthy body systems in a health care context | 70 |
| | <i>Electives</i> | | |
| | HLTFA301B | Apply first aid | 18 |
| | HLTHIR403B | Work effectively with culturally diverse clients | 20 |
| | BSBFLM312A | Contribute to team effectiveness | 40 |
| | HLTCOM407A | Provide reception services for a practice | 90 |
| | HLTNA2A | Plan and evaluate meals and menus to meet recommended dietary guidelines | 20 |
| | | Total | 568 |
| Course commencement date | Friday 10 February 2012 | | |
| Length of course | Full course 2 years / partial course 1 year | | |
| Day and time | Fridays, full day | | |
| Structured work placement | 100 hours total. Placement positions to be negotiated. | | |
| Special requirements | Enclosed shoes to be worn in any health venue | | |
| Course costs | Course Fees | \$300 | |
| | Additional Costs | DECS school will be required to transfer 0.2 and others \$1875. | |
| | Total | \$300 for students - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Therapy Assistant, Physiotherapy Assistant, Podiatry Assistant, Occupational Therapy Assistant, Allied Health Assistant. Students who complete this course will be eligible to continue study to HLT42507 Certificate IV in Allied Health Assistance, HLT43207 Certificate IV in Health Administration or HLT43307 Certificate IV in Medical Practice Assisting. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 20 | | |

| | | | |
|---|---|--|--------------|
| Course title | Community Pharmacy Customer Service | | |
| Training provider | The Pharmacy Guild of Australia, SA Branch 0452 | | |
| Delivery site | To be advised | | |
| Qualification title | Certificate II in Community Pharmacy (partial) | | |
| Course code | SIR20107 | | |
| Number of SACE credits and stage | Up to 20 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | A realistic, fun look at the everyday operations of a community pharmacy. The topics covered will be transferable to various industries, but will be flavoured with product knowledge and experience retail community pharmacy. The Trainers and guest presenters will provide relevant information and scenarios relating to the daily workings of a pharmacy. Work placement will be provided and is mandatory for those wanting to complete the course. Part time positions may be available on completion for students who would like to carry on their career in community pharmacy. Don't be put off by the units achieved as all are related back to the pharmacy industry which makes them interesting and enjoyable. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIRXCLM001A | Organise and maintain work areas | 20 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | SIRXOHS001A | Apply safe work practices | 20 |
| | SIRXRSK001A | Minimise theft | 20 |
| | | Total | 145 |
| Course commencement date | Week commencing 16 July 2012 | | |
| Length of course | 10 weeks (one day per week) | | |
| Day and time | To be advised | | |
| Structured work placement | 20 hours | | |
| Special requirements | White shirt and black pants/skirt and closed in black shoes for work placement. | | |
| Course costs | Course Fees | \$695 | |
| | Additional Costs | - | |
| | Total | \$695 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Years 11 and 12 with excellent presentation, competent in speaking the English language, an interest in customer service, health and well being, with a view to gaining a position in pharmacy. | | |
| Course pathway | Completing this course will give the fundamentals to work part time in a pharmacy. Completing the remaining units will give the students the extra training that would be required to be seen as a valuable team member within a pharmacy. Certificate III and IV in Community Pharmacy will take the employee into larger roles within the pharmacy with a view to retail management. A career as a master retailer is then an option as are various careers with links to the industry: company representative, naturopath, pharmacist, merchandiser, buyer, business development manager. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 12 - 20 | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Community Services - Child Care Focus | | |
| Training provider | TAFE SA Adelaide North Elizabeth Campus | | |
| Delivery site | Various child care centres e.g. Warradale, Parkholme, Royal Adelaide Hospital, Campbelltown etc | | |
| Qualification title | Certificate II in Community Services (partial) | | |
| Course code | CHC20108 | | |
| Number of SACE credits and stage | Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>Certificate II in Community Services Work is available to students in year 10, 11, and 12. Students will be able to study two credits of competency from this certificate with a Children's Services focus. Students will gain SACE units and National Accreditation. Students need to be able to complete their study during school time for one day a week. Students with additional learning needs will need to contact their VET coordinator prior to being accepted into this course. The course may be able to be customised to the student's ability. Students will learn how to care and educate young children through hands on practical experience and child theory based research in the area of health, communication, nutrition and working with others, in a very student friendly, fun and educational environment.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CHCCN301A | Ensure children's health and safety | 60 |
| | CHCCCOM201C | Communicate with people accessing the services of the organisation | 15 |
| | | Total | 75 |
| Course commencement date | 13 February 2012 | | |
| Length of course | Semester 1 2012, 14 weeks (8 weeks Term 1 and 6 weeks Term 2) | | |
| Day and time | Monday or Friday | | |
| Structured work placement | Flexible delivery in a workplace - Face to face (2 hours) theory session, remaining time of the day spent working with the children. | | |
| Special requirements | <p>All students working in child care settings must produce a current Police Clearance before there placement can commence. Hat for outdoors and comfortable clothing.</p> | | |
| Course costs | Course Fees | \$476.60 | |
| | Additional Costs | \$65.55 (materials) | |
| | Total | \$542.25 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | <p>Completion of year 9. Minimum level of literacy to be able to cope and manage with the Certificate II subjects.</p> | | |
| Course pathway | <p>Successful completion of the whole of the Certificate II in Community services Work (11 competencies) gives direct entry to the Certificate III in Children's Services and the Diploma in Children's Services or other Community Services program including Support Services, Women's Health and Youth Work. The Diploma in Children's Services is a pathway into a Early Childhood Degree at University. Some Universities allocate spaces to Childrens' Services Graduates each year. For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate III in Aged Care, Certificate III in Home & Community Care and Certificate III in Disability | | |
| Training provider | ATEC Adelaide Training & Employment Centre Inc. 0022 | | |
| Delivery site | Ground Floor, Commonwealth House, Ramsay Walk, Noarlunga Centre | | |
| Qualification title | Certificate III in Aged Care, Certificate III Home & Community Care, Certificate III in Disability | | |
| Course code | CHC30208, CHC30308 and CHC30408 | | |
| Number of SACE credits and stage | Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Undertaking 3 certificates at the same time is the most viable option due to units that cross over the qualifications. As a result, the time required to gain 3 qualifications is markedly reduced. The combination of these Community Services certificates gives students opportunities to gain skills across 3 areas of health in the Community Services sector. Each of the courses has competencies that can be used in aged care facilities, in home care and the disability sector. All learning is undertaken in a fully equipped clinical laboratory and you will gain the skills to work as a Personal Care Assistant, Disability Support Worker, Community care Worker, Community Support Worker and Home Care Assistant. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CHCAC317A | Support older people to maintain their independence | 20 |
| | CHCAC318A | Work effectively with older people | 30 |
| | CHCAC319A | Provide support to people living with dementia | 55 |
| | CHCCS411A | Work effectively in the community sector | 40 |
| | CHCICS301A | Provide support to meet personal care needs | 50 |
| | CHCICS302A | Participate in the implementation of individualised plans | 15 |
| | CHCICS303A | Support individual health and emotional wellbeing | 30 |
| | CHCOHS312A | Follow safety procedures for direct care work | 30 |
| | CHCPA301B | Deliver care services using a palliative approach | 55 |
| | HLTAP301A | Recognise healthy body systems in a health care context | 70 |
| | CHCCS311C | Deliver & monitor services to clients | 20 |
| | HLTHIR403B | Work effectively with culturally diverse clients and co-workers | 20 |
| | CHCAD401D | Advocate for clients | 20 |
| | HLTFA301B | Apply First Aid | 18 |
| | CHCDIS301A | Work effectively with people with a disability | 50 |
| | CHCHC311A | Work effectively in home and community care | 45 |
| | CHCICS304A | Work effectively with carers | 35 |
| | CHCDIS302A | Maintain an environment to empower people with a disability | 90 |
| | CHCDIS322A | Support community participation and inclusion | 80 |
| | CHCDIS323A | Contribute to skills development and maintenance | 40 |
| | CHCICS305A | Provide behaviour support in the context of individualised plans | 35 |
| | | Total | 848 |
| Course commencement date | February 2012 | | |
| Length of course | 2 semesters | | |
| Day and time | Semester 1, Tuesdays 9.00am to 3.00pm. Semester 2, Thursdays 9.00am to 3.00pm. | | |
| Structured work placement | 120 hours vocational placement in an aged care/disability sector or combination of both. | | |
| Special requirements | Closed in flat soled shoes, neat casual trousers (work placement shirt supplied). All students must produce a current Police Clearance before the work placement can commence. | | |
| Course costs | Course Fees | \$2,300 includes upgrade to the nationally accredited Manual Handling unit, logo work shirt, personal textbook, Apply First Aid certificate, vocational work placement insurance cover and free Child Safe Environment Reporting Abuse & Neglect training. | |
| | Additional Costs | Replacement cost for lost resources: textbook \$75, logo work shirt \$25. | |
| | Total | \$2,300 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Years 11 or 12 and be physically able to perform tasks in an aged care/disability facility. | | |
| Course pathway | Pathways within the care sector i.e. advanced standing in: Certificate IV's in Aged Care, Disability & Home & Community Care. This also provides a pathway into the Diploma of Nursing. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|---|--------------|
| Course title | Certificate III in Disability | | |
| Training provider | ATEC Adelaide Training & Employment Centre Inc. 0022 | | |
| Delivery site | Ground Floor, Commonwealth House, Ramsay Walk, Noarlunga Centre | | |
| Qualification title | Certificate III in Disability | | |
| Course code | CHC30408 | | |
| Number of SACE credits and stage | Up to 75 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Certificate III in Disability is a direct path for working in the disability sector. All learning is undertaken in a fully equipped clinical laboratory and you will gain the skills to work as a Disability Support Worker, Personal Care Assistant, Community Care Worker, Community & Home Care Assistant. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CHCCS411A | Work effectively in the community sector | 40 |
| | CHCDIS301A | Work effectively with people with a disability | 50 |
| | CHCDIS302A | Maintain an environment to empower people with disabilities | 90 |
| | CHCDIS322A | Support community participation and inclusion | 80 |
| | CHCDIS323A | Contribute to skills development and maintenance | 40 |
| | CHCICS301A | Provide support to meet personal care needs | 50 |
| | CHCICS302A | Participate in the implementation of individualised plans | 15 |
| | CHCICS303A | Support individual health and emotional wellbeing | 30 |
| | CHCICS305A | Provide behaviour support in the context of individualised plans | 35 |
| | CHCOHS312A | Follow safety procedures for direct care work | 30 |
| | CHCCS311C | Deliver & monitor services to clients | 20 |
| | HLTHIR403B | Work effectively with culturally diverse clients and co-workers | 20 |
| | CHCAD401D | Advocate for clients | 20 |
| | HLTFA301B | Apply First Aid | 18 |
| | | Total | 538 |
| Course commencement date | February and July 2012 | | |
| Length of course | One semester | | |
| Day and time | Thursdays 9.00am to 3.00pm | | |
| Structured work placement | In addition to the course 80 hours, Vocational Placement in disability facility /aged care home. | | |
| Special requirements | 80 hour vocational work placement in a disability facility/aged care home is required at the end of the training. Closed in flat soled shoes, neat casual trousers (work placement shirt supplied). All students must produce a current Police Clearance before their vocational work placement can commence. | | |
| Course costs | Course Fees | \$1,900 includes personal textbook and logo work shirt, Apply First Aid certificate, Manual Handling Statement and Vocational Work Placement insurance cover. | |
| | Additional Costs | \$Replacement cost for lost resources: textbook \$75, logo work shirt \$25. | |
| | Total | \$1,900 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Years 11 or 12 and be physically able to perform tasks in an aged care facility. | | |
| Course pathway | In addition to the pathways within the disability sector, such as advanced standing in Certificate IV in Disability, this also provides a pathway into the Diploma of Nursing. Some units of competency (including skills and knowledge) are transferable to the aged care/home & community care and other areas of community services. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Driver Education | | |
| Training provider | Allan Miller Driving School 40118 | | |
| Delivery site | To be advised | | |
| Qualification title | Certificate II in Driver Competence | | |
| Course code | 30787QLD | | |
| Number of SACE credits and stage | Up to 20 at Stage 1 (to be confirmed - nominal hours not available at time of publication). Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Our Certificate II in Driver Competence is an advanced educational program integrated with practical in-vehicle driver training for Provisional Driver's Licence. Our course provides thorough coverage of defensive driving strategies, educational strategies to assist the students with their decision making and awareness to create better, safer young drivers. This course provides participants with driving skills that will remain with them for life. Note: course content is undergoing re-accreditation review and is subject to change. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | TLIF0075A | Demonstrate awareness of interacting with other road users | 20 |
| | TLIF0076A | Demonstrate awareness of factors to reduce road harm | 20 |
| | TLIF0077A | Demonstrate knowledge of risk factors and consequences in interacting with other road users | 20 |
| | TLIF0078A | Recognise motor vehicle road crash risks and post crash actions | 20 |
| | TLIF0079A | Select a safe vehicle | 20 |
| | TLIF2010A | Apply fatigue management strategies | 30 |
| | QLD192DT01A | Drive a light vehicle | 30 |
| | QLD192DT02A | Carry out preventative vehicle maintenance and respond to break-downs <i>(Please note: nominal hours to not equate to driving lesson hours)</i> | 20 |
| | | Total | 200 |
| Course commencement date | Friday 17 February 2012 | | |
| Length of course | 18 weeks (or equivalent) | | |
| Day and time | Fridays 9.00am to 12.00pm | | |
| Structured work placement | - | | |
| Special requirements | Parents/Qualified Supervising Drivers (QSD) must facilitate weekly supervised practice driving. A course induction session is held at the beginning of the program where the QSD and student must attend. | | |
| Course costs | Course Fees | Approx \$79/week (20 weekly installments) | |
| | Additional Costs | Additional driving lessons if the student does not achieve the course milestones and/or is absent from practical sessions. | |
| | Total | \$1,595 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Participants must hold a current and valid Learner's Permit issued by the Department for Transport, Energy & Infrastructure (DTEI). | | |
| Course pathway | Pathways for this course are: a) directly into driving vocation (e.g. courier/delivery driver). b) support entry into vocation where driving licence is a core requirement (e.g. trade apprenticeship). c) general mobility and independence for any post-school employment or education pathway, and meets community road safety outcomes. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 6 - 24 | | |

| | | | |
|---|---|--|--------------|
| Course title | Certificate III in Health Services Assistance and Certificate III in Allied Health Assistance | | |
| Training provider | TAFE SA 40161 | | |
| Delivery site | William Light R-12 School | | |
| Qualification title | Certificate III in Health Services Assistance and Certificate III in Allied Health Assistance | | |
| Course code | HLT32507 and HLT32407 | | |
| Number of SACE credits and stage | 75 credits at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course will introduce students to multi skilled work roles in the health industry. Students will gain both qualifications over two years, preparing them for pathways into nursing and allied health assistant roles. Employees work under the supervision of a health professional, providing assistance in patient care in hospitals, community health centres, aged care, disability and private practices. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | HLHIR301A | Communicate & work effectively in health | 40 |
| | HLTOHS200 | Participate in OHS processes | 20 |
| | HLTIN301A | Comply with infection control & procedures in health work | 40 |
| | HLTCSD201B | Maintain high standards of client services | 30 |
| | HLTCSD305A | Assist with client movement | 20 |
| | HLTAP301A | Recognise healthy body systems in a health care context | 70 |
| | HLTAH301A | Assist with an allied health program | 40 |
| | BSBFLM303A | Organise workplace information | 20 |
| | BSBMED201A | Use basic medical terminology | 20 |
| | BSBFLM303B | Contribute to effective workplace relations | 40 |
| | HLTFA301B | Apply first aid | 18 |
| | HLTCSD208B | Transport clients | 20 |
| | HLTCSD304B | Support the care of clients | 20 |
| | HLTCSD306B | Respond effectively to difficult or challenging behaviour | 20 |
| | HLTAIN301A | Assist nursing team in an acute care environment | 80 |
| | HLTAIN302A | Provide support in an acute care environment | 30 |
| | HLTSE204B | Follow safe manual handling practices | 20 |
| | | Total | 548 |
| Course commencement date | 17 February 2012 | | |
| Length of course | Two years to complete the full double certificate | | |
| Day and time | Fridays 8.45am to 3.00pm | | |
| Structured work placement | Minimum 10 days | | |
| Special requirements | None | | |
| Course costs | Course Fees | \$1,516.60 per year | |
| | Additional Costs | - | |
| | Total | \$1,560.60 per year - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Allied Health Assistance includes work as physiotherapy assistant, podiatry assistant, occupational therapy assistant, speech pathology assistant, nutrition and dietetics assistant. Health Services Assistance includes nursing assistant, patient care assistant, orderly, ward assistant, aged care assistant, disability assistant and community health assistant. Students who complete this certificate are eligible to continue study at a certificate IV level. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 15 | | |

| | | | |
|---|--|---|--------------|
| Course title | Certificate III in Home & Community Care | | |
| Training provider | ATEC Adelaide Training & Employment Centre Inc. 0022 | | |
| Delivery site | Ground Floor, Commonwealth House, Ramsay Walk, Noarlunga Centre | | |
| Qualification title | Certificate III in Home & Community Care | | |
| Course code | CHC30308 | | |
| Number of SACE credits and stage | Up to 75 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Certificate III in Home & Community Care is a direct path to working in the Aged Care sector in home care and in aged care facilities. All learning is undertaken in a fully equipped clinical laboratory and you will gain the skills to work as a personal care assistant, community care worker, community support worker and home care assistant. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CHCAC318A | Work effectively with older people | 30 |
| | CHCAC319A | Provide support to people living with dementia | 55 |
| | CHCCS411A | Work effectively in the community sector | 40 |
| | CHCDIS301A | Work effectively with people with a disability | 50 |
| | CHCHC311A | Work effectively in home and community care | 45 |
| | CHCICS301A | Provide support to meet personal care needs | 50 |
| | CHCICS302A | Participate in the implementation of individualised plans | 15 |
| | CHCICS304A | Work effectively with carers | 35 |
| | CHCOHS312A | Follow safety procedures for direct care work | 30 |
| | HLTHIR403B | Work effectively with culturally diverse clients and co-workers | 20 |
| | HLTFA301B | Apply First Aid | 18 |
| | CHCICS303A | Support individual health and emotional wellbeing | 30 |
| | CHCPA301B | Deliver care services using a palliative approach | 55 |
| | HLTAP301A | Recognise healthy body systems in a health care context | 70 |
| | | Total | 543 |
| Course commencement date | February and July 2012 | | |
| Length of course | One semester | | |
| Day and time | Tuesdays 9.00am to 3.00pm | | |
| Structured work placement | In addition to the course 80 hours vocational work placement in an aged care facility. | | |
| Special requirements | 80 hour vocational work placement in an aged care facility is required at the end of the training. Closed in flat soled shoes, neat casual trousers (work placement shirt supplied). All students must produce a current Police Clearance before their vocational work placement can commence. | | |
| Course costs | Course Fees | \$1,900 includes personal textbook and logo work shirt, Apply First Aid certificate, Manual Handling Statement and Vocational Work Placement insurance cover. | |
| | Additional Costs | Replacement cost for lost resources: textbook \$75, logo work shirt \$25. | |
| | Total | \$1,900 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Years 11 or 12 and be physically able to perform tasks in an aged care facility. | | |
| Course pathway | In addition to the pathways within the aged care sector, such as advanced standing in Certificate IV in Home & Community Care, this also provides a pathway into the Diploma of Nursing. Some units of competency (including skills and knowledge) are transferable to the disability sector and other areas of community services. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Sport & Recreation | | |
| Training provider | Hamilton Secondary College (RTO trading as Hamilton Senior Campus) 0561 | | |
| Delivery site | Hamilton Secondary College | | |
| Qualification title | Certificate II in Sport & Recreation | | |
| Course code | SRO20106 | | |
| Number of SACE credits and stage | 50 credits at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course gives students the opportunity to gain skills and knowledge to work in the sport and recreation industry. The course also gives students the chance to develop office skills such as the use of business technology, promoting products and services to clients and processing and maintaining workplace information. It is an entry level course leading to further training such as Certificate III Sport and Recreation, traineeships or employment in the sport officiating, sports administration and coaching areas. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BSBWOR202A (C) | Organise and complete daily work activities | 20 |
| | SRXFAD001A (C) | Provide first aid | 10 |
| | SRXGCS002A (C) | Deal with client feedback | 10 |
| | SRXINU001A (C) | Develop knowledge of the sport and recreation industry | 10 |
| | SRXOHS001B (C) | Follow defined Occupational Health and Safety policy and procedures | 10 |
| | BSBINM202A | Handle Mail | 15 |
| | BSBWOR204A | Use business technology | 20 |
| | BSBINM201A | Process and maintain workplace information | 30 |
| | SRXFAC001B | Maintain equipment for activities | 5 |
| | SRXFAC002B | Maintain sport and recreational facilities | 7 |
| | THHGCS02B | Promote products and services to clients | 45 |
| | THTSMA01B | Coordinate the production of brochures and marketing materials | 60 |
| | THTSMA02B | Create a promotional display/stand | 30 |
| | BSBCMN207A | Prepare and process financial/business documents | 40 |
| | SRXCA1001B | Assist in preparing sport and recreation sessions for participants | 6 |
| | SRXCAI002B | Assist in conducting sport and recreation sessions for participants | 8 |
| | SRXCAI003B | Prepare equipment for activities | 7 |
| | SRSOGP003A | Apply rules and regulations to conduct games and competitions | 15 |
| | CHCDIS1B | Orientation to Disability Work | 50 |
| | | <i>C = core</i> | |
| | | Total | 398 |
| Course commencement date | Friday 10 February 2012 | | |
| Length of course | One year | | |
| Day and time | Fridays 9.00am to 3.15pm | | |
| Structured work placement | 5 days | | |
| Special requirements | None | | |
| Course costs | Course Fees | \$375 + 0.2 enrolment transfer for DECS schools or equivalent | |
| | Additional Costs | - | |
| | Total | \$375 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Further education pathways: Certificate III in Sport & Recreation, Bachelor of Business (Recreation Management). Employment pathways: sport officiating, coaching, sports administration, marketing and retail. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Sport Coaching – Community Basketball Accreditation and Education Program | | |
| Training provider | Sport SA | | |
| Delivery site | Pasadena High School | | |
| Qualification title | Certificate II Sport Coaching and selected Certificate III competencies | | |
| Course code | CHC30308 | | |
| Number of SACE credits and stage | Up to 20 at Stage 1 and 20 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Applicants must be playing in a community club. As a playing member of your club you have the opportunity to enrol in a club supported Basketball Coaching and Education Program. This program is endorsed by Basketball SA and developed by Pasadena High School Special Interest Basketball Program (SIBP) and the Sturt, Forrestville and South Adelaide Basketball Clubs. This course also includes a practical component. Players from other community clubs are welcome to apply directly through Pasadena High School. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BSBWOR202A | Organise and complete daily work activities | 20 |
| | HLTFA301B | Apply first Aid | 10 |
| | SISSSCGP201A | Apply legal and ethical coaching practices | 40 |
| | SISXOHS101A | Follow occupational and health and safety polices | 10 |
| | SISXIND101A | Work effectively in sport and recreation environments | 20 |
| | SISXCA1102A | Assist in preparing and conducting sport and recreation sessions. | 8 |
| | SISBBSB201A | Teach fundamental basketball skills | 40 |
| | SISBBSB202A | Teach the basic tactics and strategies of basketball | 20 |
| | SISSCGP306A | Customise coaching for special needs groups. | 10 |
| | | <i>Note: nominal hours are yet to be finalised - the above hours are a guide based on the 2011 course hours.</i> | |
| | | Total | 178 |
| Course commencement date | Semester 1, term 1, week 1 - ongoing enrolments permitted throughout the year | | |
| Length of course | Full year | | |
| Day and time | Thursday 1.30pm to 3.30pm | | |
| Structured work placement | WPL will occur and will be supported in the student's community basketball club. | | |
| Special requirements | Students need to be studying SACE at Senior School Level (Year 11 and 12) and a playing member of a community basketball club. Recommendation for this course is through a club official. Attainment of the required competencies will be undertaken through tutorials at Pasadena High School, through online delivery and in the context of work place learning in the community club. A practical playing component is embedded to facilitate coaching strategies, tactics and skill development during tutorial time with our head coach Brendan Mann, and invited specialist coaches. | | |
| Course costs | Course Fees | 0.2 staffing salary/to be negotiated with non DECS schools | |
| | Additional Costs | \$150 administration costs | |
| | Total | As above - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Current player participating in community basketball club. Recommendation by a player's club official (preferably the player's coach or club's coaching manager). | | |
| Course pathway | Assistant Coaching Coaching Part-time employment in the sports industry For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 20 maximum | | |



Science & Technology



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|---|--|--|--------------|
| Course title | Certificate I in Automotive - Vehicle Servicing | | |
| Training provider | Quality Automotive Training 6194 | | |
| Delivery site | Unit 4, 7 Stephen Street, Melrose Park 5039 | | |
| Qualification title | Certificate I in Automotive - Vehicle Servicing | | |
| Course code | AUR10105 | | |
| Number of SACE credits and stage | Up to 35 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Certificate I prepares and inducts students into automotive and develops the skills and knowledge required to perform routine activities. It also provides participants with experience required to apply for apprenticeships. Participants participate in off-job training at Quality Automotive Training – Melrose Park. The training covers both theory and some practical assignments. 20 days Structured Workplace Placement (SWP) is required for on the job assessment. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | AURC270103A | Apply safe working practices | 20 |
| | AURC272003A | Identify environmental regulations and best practice in a workshop or business | 20 |
| | AURC270789A | Communicate effectively in the workplace | 40 |
| | AURT225667A | Use and maintain basic measuring devices | 15 |
| | AURE218670A | Service, maintain or replace batteries | 10 |
| | AURT200108A | Carry out servicing operations | 20 |
| | AURT270278A | Use and maintain workplace tools and equipment | 20 |
| | AURS238127A | Identify and select automotive parts and products | 100 |
| | | Total | 245 |
| Course commencement date | Tuesday 7 February 2012 | | |
| Length of course | One semester | | |
| Day and time | Tuesdays or Thursdays 8.45am to 4.00pm | | |
| Structured work placement | 20 full days (usually 2 x 2 week blocks) | | |
| Special requirements | Safety footwear and overalls (or similar) | | |
| Course costs | Course Fees | \$900 (2 x \$450) | |
| | Additional Costs | - | |
| | Total | \$900 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Started Year 10 or above | | |
| Course pathway | Apprentice motor mechanic. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 15 | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Automotive Mechanical | | |
| Training provider | Quality Automotive Training 6194 | | |
| Delivery site | Unit 4, 7 Stephen Street, Melrose Park 5039 | | |
| Qualification title | Certificate II in Automotive Mechanical | | |
| Course code | AUR20705 | | |
| Number of SACE credits and stage | Up to 55 credits at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Certificate II in Automotive Mechanical is a continuation of the Certificate I in Automotive – Vehicle Servicing program. Participants participate in off-job training at Quality Automotive Training – Melrose Park. The training covers both theory and some practical assignments. 20 days Structured Workplace Placement (SWP) in automotive mechanical workshops is required for on the job assessment. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | AURC270103A | Apply safe working practices | 20 |
| | AURC272003A | Identify environmental regulations and best practice in a workshop or business | 20 |
| | AURC270789A | Communicate effectively in the workplace | 40 |
| | AURT225667A | Use and maintain basic measuring devices | 15 |
| | AURE218670A | Service, maintain or replace batteries | 10 |
| | AURT200108A | Carry out servicing operations | 20 |
| | AURT270278A | Use and maintain workplace tools and equipment | 20 |
| | AURS238127A | Identify and select automotive parts and products | 100 |
| | AURT201179A | Inspect and service braking systems | 40 |
| | AURT215170A | Inspect and service steering systems | 10 |
| | AURT216170A | Inspect and service suspension systems | 20 |
| | AURE218708A | Carry out repairs to single electrical circuits | 40 |
| | AURT202170A | Inspect and service cooling systems | 10 |
| | AURT366108A | Carry out diagnostic procedures | 20 |
| | | Total | 385 |
| Course commencement date | Tuesday 7 February 2012 | | |
| Length of course | One year | | |
| Day and time | Tuesdays or Thursdays 8.45am to 4.00pm | | |
| Structured work placement | 20 full days (usually 4 x 1 week blocks) | | |
| Special requirements | Safety footwear and overalls (or similar) | | |
| Course costs | Course Fees | \$1,800 (4 x \$450) | |
| | Additional Costs | - | |
| | Total | \$1,800 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Started Year 10 or above | | |
| Course pathway | Apprentice motor mechanic. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 15 | | |

| | | | |
|---|--|--|--------------|
| Course title | D2C (Doorways to Construction) for Girls | | |
| Training provider | Master Builders Association 0640 | | |
| Delivery site | Pasadena High School | | |
| Qualification title | Certificate I in Construction | | |
| Course code | CPC10108 | | |
| Number of SACE credits and stage | 40 credits at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | General construction course in all areas of the building industry, once a week all day for students in Stage 1 and 2. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BCDGCM1001B | Follow OH&S policies and procedures | 40 |
| | CPCCCM1002A | Work effectively and sustainably in the construction industry | 20 |
| | CPCCCM1003A | Plan and organise work | 20 |
| | CPCCCM1004A | Conduct workplace communication | 20 |
| | CPCCCM1005A | Carry out measurements and calculations | 20 |
| | CPCCCM2001A | Read and interpret plans and specifications | 36 |
| | CPCCCM2006A | Apply basic leveling procedures | 8 |
| | CPCCCM2004A | Handle construction materials | 16 |
| | CPCCCM1001A | Undertake basic estimation and costing | 16 |
| | | Total | 196 |
| Course commencement date | Thursday 9 February 2012 | | |
| Length of course | One year | | |
| Day and time | Thursdays 8.30am to 3.00pm | | |
| Structured work placement | 4 weeks (2 in each semester) | | |
| Special requirements | <i>Only for Stage 1 & 2 female students in new SACE who are interested in a career in the building industry.</i> | | |
| Course costs | Course Fees | 0.2 student enrolment / to be negotiated with non DECS schools | |
| | Additional Costs | \$800 for course materials | |
| | Total | \$800 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Year 10 or 11 Design and Technology studies. | | |
| Course pathway | Building and construction technology. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|---|---|--------------|
| Course title | Doorways to Construction | | |
| Training provider | TAFE SA 40320 | | |
| Delivery site | Heathfield High School | | |
| Qualification title | Certificate I in Construction | | |
| Course code | CPC10108 | | |
| Number of SACE credits and stage | Up to 40 credits at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This qualification is for students with an interest in the building and construction industry. This program is delivered in conjunction with the Construction Industry Training Board (CITB) and provides pathways to vocations within the building and construction industry such as carpentry, concreting, tiling, painting and decorating, joinery, plastering, bricklaying and demolition. This course combines off the job training, practical work sessions and on-site building experiences. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CPCCCM1001A | Undertake basic estimation and costing | 16 |
| | CPCCCM1005A | Carry out measurements and calculations | 20 |
| | CPCCCM2006A | Apply basic levelling procedures | 8 |
| | CPCCVE1001A | Undertake a basic construction project | 48 |
| | CPCCCM2005A | Use construction tools and equipment | 90 |
| | CPCCCM1004A | Conduct workplace communication | 20 |
| | CPCCCM1003A | Plan and organise work | 20 |
| | CPCCCM1002A | Work effectively and sustainably in the construction industry | 20 |
| | CPCCCM2001A | Read and interpret plans and specifications | 36 |
| | CPCCCM1002A | Work safely in the construction industry | 40 |
| | CPCCCM2004A | Handle Construction Materials | 16 |
| | | Total | 332 |
| Course commencement date | 23 February 2012 | | |
| Length of course | 28 weeks - 1 day per week | | |
| Day and time | Tuesday, Wednesday or Thursday | | |
| Structured work placement | 20 days | | |
| Special requirements | Students must wear steel capped boots | | |
| Course costs | Course Fees | 0.2 of a student enrolment for DECS schools or equivalent | |
| | Additional Costs | \$350 consumables | |
| | Total | \$350 + 0.2 enrolment - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Interest in the construction and building industry | | |
| Course pathway | Successful completion of Certificate I in General Construction leads to the D2C Plus Program or Certificate III in General Construction within a variety of trade areas (such as bricklaying / block laying, carpentry, concreting, dogging, painting & decorating, rigging, roof tiling, scaffolding, solid plastering, steel fixing, wall and ceiling lining, wall and floor tiling) or the Diploma in Building Surveying and Advanced Diploma in Building Surveying. Trades related apprenticeships/traineeships are available through participation in this program. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 12 - 15 | | |

| | | | |
|---|--|--|--------------|
| Course title | D2C (Doorways to Construction) For Boys | | |
| Training provider | Master Builders Association 0640 | | |
| Delivery site | Pasadena High School | | |
| Qualification title | Certificate I in Construction | | |
| Course code | CPC10108 | | |
| Number of SACE credits and stage | 40 credits at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | General construction course in all areas of the building industry, once a week all day for students in Stage 1 and 2. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | BCDGCM1001B | Follow OH&S policies and procedures | 40 |
| | CPCCCM1002A | Work effectively and sustainably in the construction industry | 20 |
| | CPCCCM1003A | Plan and organise work | 20 |
| | CPCCCM1004A | Conduct workplace communication | 20 |
| | CPCCCM1005A | Carry out measurements and calculations | 20 |
| | CPCCCM2001A | Read and interpret plans and specifications | 36 |
| | CPCCCM2006A | Apply basic leveling procedures | 8 |
| | CPCCCM2004A | Handle construction materials | 16 |
| | CPCCCM1001A | Undertake basic estimation and costing | 16 |
| | | Total | 196 |
| Course commencement date | Thursday 9 February 2012 | | |
| Length of course | One year | | |
| Day and time | Thursdays 8.30am to 3.00pm | | |
| Structured work placement | 4 weeks (2 in each semester) | | |
| Special requirements | Only for Stage 1 & 2 students in new SACE who are interested in a career in the building industry. | | |
| Course costs | Course Fees | 0.2 staff salary / to be negotiated with non DECS schools | |
| | Additional Costs | - | |
| | Total | \$800 for course materials - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Year 10 or 11 Design and Technology studies. | | |
| Course pathway | Building and construction technology. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate I in Construction (D2C) | | |
| Training provider | Master Builders Association 0640 | | |
| Delivery site | Thebarton Senior College | | |
| Qualification title | Certificate I in Construction | | |
| Course code | CPC10108 | | |
| Number of SACE credits and stage | 30 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>This course provides entry level skills for the general construction industry. It includes work with demolition, planning, workplace communications, using plans and specifications, safe work and a White Card qualification, site levelling and manual handling of construction materials. Students will work with a range of building materials including bricks and mortar, concrete, timber framing, roofing materials and gyprock, plus a wide range of fasteners in conjunction with hand and power tools. Students will also undertake 4 weeks of required work placement on a building site. As far as possible every effort will be made to assist students with a workplacement in the trade of their choice. An apprenticeship broker will be available to help students negotiate the terms and signing of an indenture, should an offer arise within the time frame of the program.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CPCCCM1002A | Work effectively and sustainably in the construction industry | 20 |
| | CPCCCM103A | Plan and organize work | 20 |
| | CPCCCM1004A | Conduct workplace communication | 20 |
| | CPCCCM2001A | Read and interpret plans and specifications | 36 |
| | CPCCCM2005A | Use construction tools and equipment | 96 |
| | CPCCVE1001A | Undertake a basic construction project | 40 |
| | CPCCOHS1001A | Work safely in the construction industry (White Card) | 6 |
| | CPCCCM1005A | Carry out measurements and calculations | 20 |
| | CPCCCM2006A | Apply basic levelling procedures | 8 |
| | CPCCCM2004A | Handle construction materials | 16 |
| | CPCCCM1001A | Undertake basic estimation and costing | 16 |
| | | Total | 298 |
| Course commencement date | Week commencing 6 February 2012 | | |
| Length of course | One year | | |
| Day and time | Day to be confirmed (Monday or Friday possible) - 8.40am to 4.00pm | | |
| Structured work placement | 4 weeks total in blocks of 2 weeks during school vacation | | |
| Special requirements | <p>Students will need to provide steel capped safety boots for work placements. Students will need to provide their own transport to and from work placements.</p> | | |
| Course costs | Course Fees | \$300 + 0.2 enrolment | |
| | Additional Costs | Steel capped boots approx \$60, student component of subsidised white card \$50, construction work shirt \$42. | |
| | Total | \$452 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | It is preferred that students have had some workshop experience in a design and technology course at year 10 level or beyond. An interest in practical work and hand skills. | | |
| Course pathway | <p>Leads to possible apprenticeship or employment in the general construction industry. The construction industry spans areas such as domestic construction (houses), commercial construction (warehouses, factories, apartments, etc) and civil construction (bridges, freeways, infrastructure and heavy equipment). For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Electronics | | |
| Training provider | PEER VEET inc. 7027 | | |
| Delivery site | 1042 Port Road, Albert Park 5014 | | |
| Qualification title | Certificate II in Electronics | | |
| Course code | UEE21907 | | |
| Number of SACE credits and stage | Up to 30 credits in each year. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>This qualification has been designed to encourage students to have a taste of the electrotechnology industry as a whole - not just electronics. This course will provide an entry point for students wishing to gain entry into an apprenticeship or traineeship and comprises of classroom based study and workshop activities, one major written project and four weeks of self organised work experience.</p> <p>This certificate is completed over two years. It is anticipated year 11 students would complete first year and continue with second year whilst in Year 12. Year 12 students are able to complete first year and receive a Statement of Attainment at the end of the year, however, will not be able to participate in second year unless they are still enrolled at school - ie Year 13.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | | <i>First Year (pre-requisite for Second Year)</i> | |
| | CPCCOHS1001A | Work safely in the construction industry | 6 |
| | UEENEEE001B | Apply OHS practices in the workplace | 20 |
| | UEENEEE002B | Dismantle, assemble and fabricate electrotechnology components | 40 |
| | UEENEEE003B | Solve problems in extra-low voltage single path circuits | 40 |
| | UEENEEE004B | Solve problems in multiple path d.c circuits | 40 |
| | UEENEEE034B | Document occupational hazards and risks in electronics | 20 |
| | UEENEEA006B | Apply Lead free soldering techniques | 40 |
| | UEENECC001B | Maintain Documentation | 20 |
| | | <i>Second Year (for continuing students only)</i> | |
| | UEENEEE038B | Participate in the development and follow a personal competency development plan | 20 |
| | UEENEEE048C | Carry out routine activities in an electrotechnology environment | 40 |
| | UEENEEH002B | Carry out basic repairs to electronic apparatus by replacement of components | 40 |
| | UEENEEA002B | Select electronic components | 20 |
| | UEENEEE0079A | Identify and select components, accessories and materials for electrotechnology work activities | 20 |
| | UEENEEE007B | Use drawings, diagrams, schedules and manuals | 40 |
| | UEENEEE005B | Fix and secure equipment | 20 |
| | UEENEEK042A | Participate in environmentally sustainable work practices | 20 |
| | | Total | 446 |
| Course commencement date | Week commencing 30 January 2012 | | |
| Length of course | During the 4 school terms of 2012 | | |
| Day and time | One day per week, 8.00am to 4.00pm | | |
| Structured work placement | 4 weeks of self-organised work placement | | |
| Special requirements | Steel capped safety boots | | |
| Course costs | Course Fees | First year \$1,986 (invoiced to the school in 4 parts) Second year \$1,986 (invoiced to the school in 4 parts) | |
| | Additional Costs | Cost of personal protective equipment - steel capped safety boots | |
| | Total | \$3,972 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | First year is a pre-requisite to second year and it is recommended that all students have a good understanding of both English and Mathematics. | | |
| Course pathway | Future training in this area includes a Pre-Apprenticeship programme or Apprenticeship. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Minimum 12 | | |

| | | | |
|---|---|---|--------------|
| Course title | Metal Trade Skills | | |
| Training provider | Regency TAFE Mechanical Engineering 40161 | | |
| Delivery site | Thebarton Senior College | | |
| Qualification title | Certificate II in Engineering (partial) | | |
| Course code | MEM20105 | | |
| Number of SACE credits and stage | Up to 70 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This is an entry level, general skill set designed to appeal to students wishing to pursue a career in metal trades, manufacturing and related industries, including mining and infrastructure. Students will use a wide range of metal engineering equipment in a new and modern workshop environment. Students will learn metal fabrication techniques and use joining and welding technologies. Competencies will be assessed against industry expectations. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | MEM14004A (c) | Plan to undertake a routine task | 18 |
| | MEM15024A (c) | Apply quality procedures | 18 |
| | MEM16007A (c) | Work with others in a manufacturing, engineering or related environment | 18 |
| | MEM13014B (c) | Apply principles of OHS in a work environment | 10 |
| | MEM05005B | Carry out mechanical cutting | 20 |
| | MEM05007C | Perform manual heating & thermal cutting | 20 |
| | MEM11011B | Undertake manual handling | 20 |
| | MEM12023A | Perform engineering measurements | 30 |
| | MEM16008A | Interact with computer technology (Possible) | 20 |
| | MEM18001C | Use hand tools | 20 |
| | MEM18002B | Use power tools – hand held operations | 20 |
| | MEM05004C | Perform routine oxy-acetylene welding | 20 |
| | MEM05012C | Perform routine MMAW welding | 20 |
| | MEM05050B | Perform routine GMAW welding | 20 |
| | MEM07032B | Use workshop machines for basic operations | 20 |
| | | Total | 294 |
| Course commencement date | Week commencing 6 February 2012 | | |
| Length of course | One year | | |
| Day and time | Day to be confirmed (Monday or Friday possible) - 8.40am to 4.00pm | | |
| Structured work placement | 2 weeks total - either continuous or 2 separate 1 week placements | | |
| Special requirements | Students will usually be required to supply steel capped boots for work experience placements. Students will always be required to wear sturdy shoes at all times when working in a workshop environment. Cotton or woollen work wear with long sleeves is preferred for all welding operations. Students with a pacemaker, or other electronic health-support devices fitted, will not be allowed to carry out electric welding operations. Students who suffer from extreme asthma are advised that they may become distressed if attempting welding operations and should consider other career options. | | |
| Course costs | Course Fees | \$300 + 0.2 enrolment plus embroidered L/S work shirt \$42 | |
| | Additional Costs | Steel capped boots approx \$60 | |
| | Total | \$342 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | It is preferred that students have had some workshop experience in a design and technology course at year 10 level or beyond. An interest in practical work and hand skills. | | |
| Course pathway | Leads to possible apprenticeship or employment in the metals, engineering, manufacturing, toolmaking and related industries, including mining trades. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Advanced Technologies - Virtual Program | | |
| Training provider | TAFE SA 40320 | | |
| Delivery site | Heathfield High School | | |
| Qualification title | Certificate II in Manufacturing Technology | | |
| Course code | MSA20208 | | |
| Number of SACE credits and stage | Up to 50 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This qualification provides a pathway into a range of Industries including high end engineering, design and manufacturing. Students use state of the art robotic equipment, CNC driven lathes and mills and sophisticated computer software to manufacture a range of products from different materials. Producing products for clients emphasises competitive manufacturing and business principles. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | MSAPMOHS200A | Work safely | 20 |
| | MSACMT251A | Apply quality standards | 30 |
| | MSACMT271A | Use sustainable environmental practices | 30 |
| | MSAPCII298A | Make an object from metal | 40 |
| | MSAPCII295A | Operate manufacturing equipment | 40 |
| | MSACMT270A | Use sustainable energy practices | 30 |
| | MSACMT250A | Monitor process capability | 30 |
| | MSACMT231A | Interpret product costs in terms of customer requirements | 30 |
| | MSACMS201A | Sustain process improvements | 40 |
| | MSACMT280A | Undertake root cause analysis | 30 |
| | MSAPCII299A | Make an object from plastic | 40 |
| | | Total | 360 |
| Course commencement date | 23 February 2012 | | |
| Length of course | This is a virtual course run on line through the internet and/or video conferencing. Students will communicate with their Trainer through a Moodle site. There will be a 3 day workshop each semester held at Heathfield High School. | | |
| Day and time | Any time, any day | | |
| Structured work placement | 20 days | | |
| Special requirements | Access to a good computer and internet | | |
| Course costs | Course Fees | \$650 per semester | |
| | Additional Costs | \$100 per semester for consumables | |
| | Total | \$750 per semester - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Completion of this certificate course provide students with a number of possible pathways to pursue. The structure of the course will "wet the appetite" of University aspirants including budding engineers, designers and those interested in higher level thinking, learning and problem solving. For those students who are interested in pursuing an industrial career there exists a diverse range of pathways available including higher level certificate and diploma courses in CAD/drafting, manufacturing operations, laboratory operations, technical officer, metallurgy, polymer technology and structural steel detailing. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 15 - 30 | | |

| | | | |
|---|---|--|--------------|
| Course title | Advanced Technologies | | |
| Training provider | TAFE SA 40320 | | |
| Delivery site | Heathfield High School | | |
| Qualification title | Certificate II in Manufacturing Technology | | |
| Course code | MAS20208 | | |
| Number of SACE credits and stage | Up to 50 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This Qualification provides a pathway into a range of Industries including high end engineering, design and manufacturing. Students use state of the art robotic equipment, CNC driven lathes and mills and sophisticated computer software to manufacture a range of products from different materials. Producing products for clients emphasises competitive manufacturing and business principles. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | MSAPMOHS200A | Work safely | 20 |
| | MSACMT251A | Apply quality standards | 30 |
| | MSACMT271A | Use sustainable environmental practices | 30 |
| | MSAPCII298A | Make an object from metal | 40 |
| | MSAPCII295A | Operate manufacturing equipment | 40 |
| | MSACMT270A | Use sustainable energy practices | 30 |
| | MSACMT250A | Monitor process capability | 30 |
| | MSACMT231A | Interpret product costs in terms of customer requirements | 30 |
| | MSACMS201A | Sustain process improvements | 40 |
| | MSACMT280A | Undertake root cause analysis | 30 |
| | MSAPCII299A | Make an object from plastic | 40 |
| | | Total | 360 |
| Course commencement date | 23 February 2012 | | |
| Length of course | 3 semesters, 1 day per week | | |
| Day and time | Tuesday or Wednesday or Thursday | | |
| Structured work placement | 20 days | | |
| Special requirements | None | | |
| Course costs | Course Fees | \$650 per semester | |
| | Additional Costs | \$100 per semester for consumables | |
| | Total | \$750 per semester - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Completion of this certificate course provide students with a number of possible pathways to pursue. The structure of the course will “whet the appetite” of university aspirants including budding engineers, designers and those interested in higher level thinking, learning and problem solving. For those students who are interested in pursuing an industrial career there exists a diverse range of pathways available including higher level certificate and diploma courses in CAD/drafting, manufacturing operations, laboratory operations, technical officer, metallurgy, polymer technology and structural steel detailing. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 15 - 30 | | |

| | | | |
|---|---|--|--------------|
| Course title | Plumbing | | |
| Training provider | PEER VEET Inc. 7027 | | |
| Delivery site | 1042 Port Road, Albert Park 5014 | | |
| Qualification title | Certificate I in Construction | | |
| Course code | CPC10108 | | |
| Number of SACE credits and stage | Approximately 40 credits. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This qualification is a basic introduction to an apprenticeship and is offered to Year 11 and 12 students. The qualification provides grounding in safety and basic skills and knowledge for work in any plumbing discipline. It comprises of classroom based study and workshop activities, one major written project and four weeks of self organised structured work placement. This certificate is completed over one year and provides students with an overview of the plumbing industry. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CPCCOHS2001A | Apply OHS requirements, policies and procedures in the construction industry | 20 |
| | CPCCCM1002A | Work effectively and sustainably in the construction industry | 20 |
| | CPCCCM1003A | Plan and organise work | 20 |
| | CPCCCM1004A | Conduct workplace communication | 20 |
| | CPCCCM2001A | Read and interpret plans and specifications | 36 |
| | CPCCCM2005A | Use construction tools and equipment | 96 |
| | CPCCVE1001A | Undertake a basic construction project | 40 |
| | CPCCCM1005A | Carry out measurements and calculations | 20 |
| | CPCCCM2004A | Handle construction materials | 16 |
| | CPCCCM2006A | Apply basic levelling procedures | 8 |
| | CPCCOHS1001A | Work safely in the construction industry | 6 |
| | | Total | 302 |
| Course commencement date | Week commencing 30 January 2012 | | |
| Length of course | During the 4 school terms of 2012 | | |
| Day and time | One day per week 8.00am to 4.00pm | | |
| Structured work placement | 4 weeks of self-organised work placement | | |
| Special requirements | Steel capped safety boots | | |
| Course costs | Course Fees | \$1,986 split over 4 school terms | |
| | Additional Costs | Cost of personal protective equipment - steel capped safety boots | |
| | Total | \$1,986 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Whilst there are no pre-requisite requirements for this course it is recommended that all students have a good understanding of both English and Mathematics. | | |
| Course pathway | Future training in this area includes a Pre-Apprenticeship programme or Apprenticeship. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Minimum 12 | | |

| | | | |
|---|---|--|--------------|
| Course title | Plumbing Certificate I | | |
| Training provider | Plumbing Industry Association / Unley High School 40070 | | |
| Delivery site | Unley High School, Kitchener Street, Netherby | | |
| Qualification title | Certificate I in Construction | | |
| Course code | CPC10108 | | |
| Number of SACE credits and stage | 35 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The course will focus on the introductory skills a Plumbing apprentice would need. The course has been design by the PIA and will be offered in conjunction with Unley High School. Students will also receive a White Card upon satisfactory completion of the course. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | CPCCCM1002A | Work effectively & sustainably in the construction Industry | 20 |
| | CPCCCM1003A | Plan & organise work | 20 |
| | CPCCCM1004A | Conduct workplace communication | 20 |
| | CPCCCM2001A | Read & interpret plans & specifications | 36 |
| | CPCCCM2005A | Use construction tools & equipment | 96 |
| | CPCCCM1005A | Carry out measurements & calculations | 8 |
| | CPCCOHS1001A | Work safely in the construction industry | 6 |
| | CPCCCM2004A | Handle construction materials | 16 |
| | CPCCCM2006A | Apply basic levelling procedures | 8 |
| | CPCCVE1001A | Undertake a basic construction project | 40 |
| | | Total | 270 |
| Course commencement date | 2 February and 21 June 2012 | | |
| Length of course | 18 weeks | | |
| Day and time | Thursdays 8.00am - 4.00pm | | |
| Structured work placement | 2 weeks industry placement | | |
| Special requirements | Students will be required to wear the correct safety equipment. For example steel cap boots and long pants and long sleeved shirt. | | |
| Course costs | Course Fees | \$880 | |
| | Additional Costs | DECS school will be required to transfer 0.2 and others \$1,880 | |
| | Total | \$880 for students - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | An interest in the plumbing industry | | |
| Course pathway | Plumbing apprenticeship, either school based or full time. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 15 | | |

| | | | |
|---|--|--|--------------|
| Course title | Mining | | |
| Training provider | Thebarton Senior College 40117 | | |
| Delivery site | Thebarton Senior College | | |
| Qualification title | Certificate I in Resources & Infrastructure Operations | | |
| Course code | RII10109 | | |
| Number of SACE credits and stage | 15 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course is aimed at academic students in year 10 who are considering doing maths and physics in year 12. The course will link students to opportunities in engineering in the mining industry, providing links to Universities and the Industry so that students learn about opportunities in courses such as mining, metallurgy, civil, environmental, mechanical, petroleum, chemical, structural, water resource management. Students will learn about OHS principles, risk control and operations of communications equipment. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | RIIOHS201 | Work safely and follow OHS policies and procedures | 20 |
| | RIICOM201A | Communicate in the workplace | 20 |
| | BSBITU101A | Operate a personal computer | 20 |
| | RIICCM201A | Carry out measurements and calculations | 20 |
| | BSBSUS201A | Participate in environmentally sustainable work practices | 20 |
| | | Total | 120 |
| Course commencement date | Week commencing 6 February 2012 | | |
| Length of course | Semester 1 | | |
| Day and time | Evening class 4.00pm to 7.00pm | | |
| Structured work placement | No work placement but students will be required to participate in visits to universities and field trips to mine sites and quarries. | | |
| Special requirements | Students will need to provide steel capped safety boots for field trips | | |
| Course costs | Course Fees | \$300 + 0.2 enrolment for 1 semester (or \$1,516 for non DECS schools) | |
| | Additional Costs | Field trips approximately \$100 | |
| | Total | \$400 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Students need to considering maths and physics at Stage 1 and 2. | | |
| Course pathway | Course is designed to provide an understanding of the engineering pathways available within the resources industry. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |





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| | | | |
|---|--|--|--------------|
| Course title | Introduction to Beauty & Nails | | |
| Training provider | Colour Cosmetica Academy 40055 | | |
| Delivery site | Colour Cosmetica Academy, 20-32 Union Street, Adelaide 5000 | | |
| Qualification title | Introduction to Beauty & Nails | | |
| Course code | Units from various training packages | | |
| Number of SACE credits and stage | 15 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>Interested in beauty and nails? Then this introduction course will allow you to make the move from personal interest to skill. Enjoy and learn from practical work sessions are supported with nail and beauty theory and grooming fundamentals. This course is the ideal introduction to further studies in make-up and beauty therapy.</p> <p>Nails: learn the art of creating perfectly groomed nails, from the fingers all the way down to the toes! This highly practical course teaches students the art and finish of manicures, pedicures and nail paint and polish.</p> <p>Beauty: the course also introduces the fundamentals of beauty with focus on client consultation and service, skin types, skin conditions, applying product knowledge, skin cleansing and basic facial procedures.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIBXCCS202A | Provide service to clients | 30 |
| | SIRXSL001A | Sell products and services | 20 |
| | SIBBFAS201A | Demonstrate retail skin care products | 25 |
| | SIBBNLS202A | Provide manicure and pedicure services | 30 |
| | SIRXOHS001A | Apply safe working practices | 20 |
| | | Total | 125 |
| Course commencement date | Week commencing 20 February 2012 | | |
| Length of course | 1 semester | | |
| Day and time | Monday or Wednesday 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | A positive attitude to study combined with the willingness to learn and do all that is necessary to succeed in the course. | | |
| Course costs | Course Fees | \$650 | |
| | Additional Costs | \$350 | |
| | Total | \$1,000 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Hairdressing, Certificate II in Retail Make-Up and Skin Care, Certificate II in Image Management, Certificate II in La Moda, Certificate III in Beauty Services. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Maximum 25 | | |

| | | | |
|---|---|--|--------------|
| Course title | Introduction to Hair, Make-up & Fashion | | |
| Training provider | Colour Cosmetica Academy 40055 | | |
| Delivery site | Colour Cosmetica Academy, 20-32 Union Street, Adelaide 5000 | | |
| Qualification title | Introduction to Hair, Make-up & Fashion | | |
| Course code | Units from various training packages | | |
| Number of SACE credits and stage | 10 at Stage 1. Refer to the SACEVET recognition register (see page 3 for website details). | | |
| Course description | If you love hair, make-up and fashion but do not know what to expect from the industries or you are unsure on what career path to take, then this is the program for you. This course provides a visual and exciting introduction into the careers of hairdressing, make-up artistry and fashion styling. Students will gain an essential understanding of the skills required to succeed in a career in these areas. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIBBRES201A | Research and apply beauty industry information | 20 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | | Fundamentals of hair, make-up and fashion | |
| | WRHCS205A | Follow personal health and safety routines at work | 15 |
| | WRHCS207A | Develop hairdressing industry knowledge | 15 |
| | <i>Introductory Units</i> | Day/evening, catwalk, photographic make-up – demonstrated by professionals | |
| | | Public speaking profiles | |
| | | Fashion total look - make-up, hair and fashion | |
| | | Fashion photograph - demonstrated by professionals | |
| | | How to become a professional make-up artist | |
| | | How to become a professional cosmetic retailer | |
| | | How to become a professional hairdresser | |
| | | How to become a professional fashion stylist | |
| | | Role play techniques for interviews/answers | |
| | | Total | 90 |
| Course commencement date | 20 February 2012 | | |
| Length of course | 1 semester | | |
| Day and time | Mondays 10.00am - 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | A positive attitude to study combined with the willingness to learn and do all that is necessary to succeed in the course. | | |
| Course costs | Course Fees | \$650 | |
| | Additional Costs | \$350 | |
| | Total | \$1,000 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Hairdressing, Certificate II in Retail Make-Up and Skin Care, Certificate II in Image Management, Certificate II in La Moda, Certificate III in Beauty Services, Certificate III in Hairdressing. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Maximum 25 | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Hairdressing | | |
| Training provider | Clip Joint Academy of Hairdressing 0186 | | |
| Delivery site | 86 Gawler Place, Adelaide 5000 | | |
| Qualification title | Certificate II in Hairdressing | | |
| Course code | WRH20109 | | |
| Number of SACE credits and stage | 45 credits. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Certificate II in Hairdressing at Clip Joint Education is an entry-level program into the industry. Students who want a career in hairdressing will gain valuable insight into the profession through this course. Students work in a salon environment and learn skills that will help them integrate into the industry. There is a constant demand for well-trained hairdressers and Certificate II is a great pathway to a school based or full time apprenticeship in Certificate III in Hairdressing. Clip Joint Education assists with job placement into apprenticeships. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | WRHCS201A | Prepare clients for salon services | 15 |
| | WRHCS202B | Maintain tools and equipment | 10 |
| | WRHCS206A | Perform head, neck and shoulder massage | 20 |
| | SIRXOHS001A | Apply safe working practices | 20 |
| | WRHHD201A | Dry hair to shape | 40 |
| | WRHCL201A | Apply temporary colour & remove residual colour products | 25 |
| | WRHHD202A | Apply single, two and three strand braiding techniques | 30 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | WRHCS204A | Maintain and organise work areas | 10 |
| | WRHCR201A | Rinse & neutralise chemically curled or volumised hair | 25 |
| | WRHCS207A | Develop hairdressing industry knowledge | 15 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | WRHCS205A | Follow personal health and safety routines at work | 20 |
| | WRHWP201A | Assist colleagues providing multiple salon services as a team member | 0 |
| | | Total | 315 |
| Course commencement date | February 2012 | | |
| Length of course | 30 weeks, not including school holidays, over 2 semesters | | |
| Day and time | Day to be advised, 9.00am to 3.30pm | | |
| Structured work placement | All training and work experience will be provided at the above delivery site due to our well established salon. | | |
| Special requirements | Students will need to keep to the Clip Joint Academy dress code of neat and fashionable black and white clothing. Closed in shoes are required at all times. | | |
| Course costs | Course Fees | \$1,380 | |
| | Additional Costs | \$260 | |
| | Total | \$1,640 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | There are no pre-requisites to study this qualification, however, suitable for: <ul style="list-style-type: none"> • students who are attending Year 10, 11 & 12 • newcomers to the industry who wants salon experience • those who seek work as salon assistant | | |
| Course pathway | Full time apprenticeship in Certificate III in Hairdressing. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|---|--|--------------|
| Course title | Certificate II in Hairdressing | | |
| Training provider | Colour Cosmetica Academy 40055 | | |
| Delivery site | Colour Cosmetica Academy, 20-32 Union Street, Adelaide 5000 | | |
| Qualification title | Certificate II in Hairdressing | | |
| Course code | WRH20109 | | |
| Number of SACE credits and stage | 45 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Begin the progression to becoming a fully-qualified hairdresser with this invaluable introductory course. Certificate II in Hairdressing will provide direction into the Hairdressing industry, covering all essential elements for salon business - how to build professional relationships, networking, building a clientele, how to work with client's needs, hair care, hair theory, draping, shampooing and scalp massage. This course allows students to gain both practical and theoretical knowledge of Hairdressing practices. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | | <i>Core Units - complete all units</i> | |
| | WRHCS201A | Prepare clients for salon services | 20 |
| | WRHCS202A | Maintain tools and equipment | 10 |
| | WRHCS204A | Maintain and organise work areas | 10 |
| | WRHCS205A | Follow personal health and safety routines at work | 15 |
| | WRHCS206A | Perform head, neck and shoulder massage | 20 |
| | WRHHD201A | Dry hair to shape | 35 |
| | WRRCS1B | Communicate in the workplace | 40 |
| | WRRER1B | Work effectively in a retail environment | 45 |
| | WRRLP1B | Apply safe working practices | 20 |
| | | <i>Elective Units - complete 4 units</i> | |
| | WRBCS201B | Conduct financial transactions | 25 |
| | WRHCL201A | Apply temporary hair colour & remove residual colour products | 25 |
| | WRHCR201A | Rinse and neutralise chemically curled or volumised hair | 25 |
| | WRHCS207A | Develop hairdressing industry knowledge | 15 |
| | WRHCS203A | Hone and strop straight razors | 10 |
| | WRHHD202A | Apply single, two and three strand braiding techniques | 30 |
| | WRHWP201A | Assist colleagues providing multiple salon services as a team member | 0 |
| | SIRXMER001A | Merchandise products | 30 |
| | SIRXSLS001A | Sell products and services | 20 |
| | HLTFA301B | Provide first aid | 18 |
| | | Total | 210 |
| Course commencement date | 21 February 2012 | | |
| Length of course | 2 semesters | | |
| Day and time | Tuesdays 10.00am - 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | A positive attitude to study combined with the willingness to learn and do all that is necessary to succeed in the course. | | |
| Course costs | Course Fees | \$2,000 | |
| | Additional Costs | \$500 | |
| | Total | \$2,500 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Retail Make-Up and Skin Care, Certificate II in Image Management, Certificate II in La Moda, Certificate III in Beauty Services, Certificate III in Hairdressing. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Maximum 25 | | |

| | | | |
|---|--|---|--------------|
| Course title | Certificate II in Hairdressing (Short Course) | | |
| Training provider | Parlour Hairdressing Academy Pty Ltd trading as Parlour Hair Academy 40377 | | |
| Delivery site | Level 2, 28-30 Grenfell Street, Adelaide 5000 | | |
| Qualification title | Certificate II in Hairdressing (partial) | | |
| Course code | WRH20109 | | |
| Number of SACE credits and stage | Would depend on curriculum schedule. Refer to the SACE VET recognition register (see pg 3 for website details). | | |
| Course description | Certificate II in Hairdressing is your stepping stone to a career path in Hairdressing. If you believe you have a passion for hair, join us for an exciting, fun and creative introduction into this industry and learn some of the skills required to become a Hairdresser. You will gain extensive pre-employment skills into several industry workplaces, together with helpful tips on your own personal presentation. Students complete both practical and theory components of Hairdressing. Enjoy guest demonstrations by leading industry hairdressers. Job assistance is available for successful graduates wishing to pursue this career path. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | WRHCS201A | Prepare clients for salon services | 20 |
| | WRHCS207A | Develop hairdressing industry knowledge | 15 |
| | WRHCS204A | Maintain and organise work areas | 10 |
| | WRHCS206A | Perform head, neck and shoulder massage | 20 |
| | WRHCS205A | Follow health and safety routines at work | 15 |
| | WRHCL201A | Apply temporary hair colour & remove residual colour products | 25 |
| | WRHCR201A | Rinse and neutralise chemically curled or volumised hair | 25 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | WRHHD201A | Dry hair to shape | 35 |
| | WRHHD202A | Apply single, two and three strand braiding techniques | 30 |
| | WRHCS202B | Maintain tools and equipment | 10 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIRXOHS001A | Apply safe work practices | 20 |
| | WRHWP201A | Assist colleagues providing multiple salon services | 0 |
| | | <i>Note: not all Units of Competence would be completed in the Short Course, therefore units completed would depend on curriculum schedule.</i> | |
| | | Total | 310 |
| Course commencement date | Week commencing 16 July 2012 | | |
| Length of course | Approximately 15 weeks | | |
| Day and time | Monday, Thursday or Friday 9.30am - 3.30pm (other days by negotiation) | | |
| Structured work placement | Approx 5 days in industry salons. Approx 5 days in simulated salon in Academy and assessed on site. | | |
| Special requirements | Resource books included in course fees. Footwear – black closed in flat shoes only (no thongs, sneakers or ugg boots allowed). Dress code – compulsory black & / or white only. No jeans, track pants or midriff tops are allowed. Students refer to VET rules and regulations for full dress code requirements. Academy T-shirt optional @ \$35.00 per T-shirt (approximate cost). | | |
| Course costs | Course Fees | \$985 | |
| | Additional Costs | \$60 (compulsory hairdressing kit) | |
| | Total | \$985 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Year 10, 11 or 12 | | |
| Course pathway | Certificate II in Hairdressing (VET Course Semester 2) Certificate III in Hairdressing (Apprenticeship Pathway) Certificate III in Hairdressing (Institutional Pathway – full time or part time) Any hairdressing / beauty retail pathway Please see our website www.parlouracademy.com.au for additional information on career pathways. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Hairdressing | | |
| Training provider | Parlour Hairdressing Academy Pty Ltd trading as Parlour Hair Academy 40377 | | |
| Delivery site | Level 2, 28-30 Grenfell Street, Adelaide 5000 | | |
| Qualification title | Certificate II in Hairdressing | | |
| Course code | WRH20109 | | |
| Number of SACE credits and stage | Up to 45 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Certificate II in Hairdressing is your stepping stone to a career path in Hairdressing. If you believe you have a passion for hair, join us for an exciting, fun and creative introduction into this industry and learn some of the skills required to become a Hairdresser. You will gain extensive pre-employment skills into several industry workplaces, together with helpful tips on your own personal presentation. Students complete both practical and theory components of hairdressing. Enjoy guest demonstrations by leading industry hairdressers. Job assistance is available for successful graduates wishing to pursue this career path. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | WRHCS201A | Prepare clients for salon services | 20 |
| | WRHCS207A | Develop hairdressing industry knowledge | 15 |
| | WRHCS204A | Maintain and organise work areas | 10 |
| | WRHCS206A | Perform head, neck and shoulder massage | 20 |
| | WRHCS205A | Follow health and safety routines at work | 15 |
| | WRHCL201A | Apply temporary hair colour and remove residual colour products | 25 |
| | WRHCR201A | Rinse and neutralise chemically curled or volumised hair | 25 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | WRHHD201A | Dry hair to shape | 35 |
| | WRHHD202A | Apply single, two and three strand braiding techniques | 30 |
| | WRHCS202B | Maintain tools and equipment | 10 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIRXOHS001A | Apply safe work practices | 20 |
| | WRHWP201A | Assist colleagues providing multiple salon services | 0 |
| | | Total | 310 |
| Course commencement date | Week commencing 13 February 2012 | | |
| Length of course | 31 weeks | | |
| Day and time | Monday, Thursday or Friday 9.30am - 3.30pm (other days by negotiation) | | |
| Structured work placement | Approx 5 days in industry salons. Approx 5 days in simulated salon in Academy and assessed on site. | | |
| Special requirements | Resource books included in course fees. Footwear – black closed in flat shoes only (no thongs, sneakers or ugg boots allowed). Dress code – compulsory black & / or white only. No jeans, track pants or midriff tops are allowed. Students refer to VET rules and regulations for full dress code requirements. Academy T-shirt optional @ \$35.00 per T-shirt (approximate cost). | | |
| Course costs | Course Fees | \$1,450 | |
| | Additional Costs | \$170 (compulsory hairdressing kit) | |
| | Total | \$1,620 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Year 10, 11 or 12 | | |
| Course pathway | Certificate III in Hairdressing (Apprenticeship Pathway) Certificate III in Hairdressing (Institutional Pathway – full time or part time) Any hairdressing / beauty retail pathway Please see our website www.parlouracademy.com.au for additional information on career pathways. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|---|--|--------------|
| Course title | The Journey to Hairdressing | | |
| Training provider | TAFE SA 40319 | | |
| Delivery site | Adelaide, Noarlunga, Tea Tree Gully and Elizabeth | | |
| Qualification title | Certificate II in Hairdressing (partial) | | |
| Course code | WRH20109 | | |
| Number of SACE credits and stage | 35 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>This exciting new course is the commencement of Certificate II in Hairdressing WRH20109, delivered using a combination of tutorial and practical workshops in a fully simulated salon and supported by structured workplace learning in partnerships with leading hairdressing salons.</p> <p>This course is designed to ensure that current industry requirements are met and develop student's skills and knowledge as a Salon Assistant in the hairdressing industry. This will be applied through supervised work placements in a variety of salons in the metropolitan area. These skills sets are the first step to an apprenticeship as a hairdresser while studying for your SACE certificate.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | WRHCS201A | Prepare Clients for Salon Services | 15 |
| | WRHCS202A | Maintain Tools and Equipment | 10 |
| | WRHCS204A | Maintain and Organise Work Areas | 10 |
| | WRHCS205A | Follow Personal Health and Safety Routines at Work | 20 |
| | WRHCS206A | Perform Head, Neck and Shoulder Massage | 20 |
| | WRHCS207A | Develop Hairdressing Industry Knowledge | 15 |
| | WRHHD201A | Dry Hair to Shape | 40 |
| | WRHCL201A | Apply Temporary Hair Colours and Remove Residual Colour Products | 25 |
| | SIRXCOM001A | Communicate in the Workplace | 40 |
| | WRHHD202A | Apply Single, Two and Three Strand Braiding Techniques | 30 |
| | SIRXOHS001A | Apply Safe Working Practices | 20 |
| | SRXGCS001A | Create Client Relationships | 10 |
| | WRHWP201A | Assist Colleagues Providing Multiple Salon Services as a Team Member | 0 |
| | | Total | 255 |
| Course commencement date | To be advised | | |
| Length of course | 30 weeks | | |
| Day and time | Thursdays or Fridays 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Black and white clothing and enclosed shoes. | | |
| Course costs | Course Fees | \$1,292 | |
| | Additional Costs | TAFE ID card \$5.50 and kit (not supplied) \$95 | |
| | Total | \$1392.50 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate III in Hairdressing Certificate IV in Hairdressing Diploma in Hairdressing For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|---|--|--------------|
| Course title | The Journey to Hairdressing Continues | | |
| Training provider | TAFE SA 40319 | | |
| Delivery site | Adelaide, Noarlunga, Tea Tree Gully and Elizabeth | | |
| Qualification title | Certificate II and III in Hairdressing (partial) | | |
| Course code | WRH20109 and WRD30109, ATP and ATR | | |
| Number of SACE credits and stage | 35 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>The Journey to Hairdressing Continues course is the follow on program for the Journey to Hairdressing and completes the Certificate II in Hairdressing. This program also allows you to achieve competencies for the Certificate III in Hairdressing, gaining SACE credits towards your SACE certificate.</p> <p>Students will gain knowledge and skills in Retailing, Hair Design and Hair Science. The Journey to Hairdressing Continues teaches more advanced hairdressing skills in hands on program using a combination of project based study, tutorials and practical workshops. This program is designed to ensure that current industry requirements are met as a Hairdressing Salon Assistant supported by supervised work placements.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | WRBCS203B | Provide service to clients (Certificate III) | 36 |
| | WRHHD303A | Design and apply short to medium length hair design finishes (Certificate III) | 50 |
| | WRHHS301A | Apply the principles of hairdressing science (Certificate III) | 25 |
| | WRHHS302A | Consult with clients and treat hair and scalp conditions (Certificate III) | 30 |
| | WRBCS201B | Conduct financial transactions (Certificate III) | 24 |
| | SIRXSLS001A | Sell products and services | 20 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | WRHCR201A | Rinse and neutralise chemically volumised hair | 25 |
| | | Total | 255 |
| Course commencement date | To be advised | | |
| Length of course | 30 weeks | | |
| Day and time | Thursdays or Fridays 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Black and white clothing and enclosed shoes. | | |
| Course costs | Course Fees | \$1,292 | |
| | Additional Costs | TAFE ID card \$5.50 and kit (not supplied) \$95 | |
| | Total | \$1392.50 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Completion of Journey to Hairdressing | | |
| Course pathway | Certificate III in Hairdressing Certificate IV in Hairdressing Diploma in Hairdressing For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Directions in Hairdressing & Beauty Therapy | | |
| Training provider | TAFE SA 40319 | | |
| Delivery site | Adelaide, Noarlunga, Tea Tree Gully and Elizabeth | | |
| Qualification title | Certificate II in Education & Skills Development | | |
| Course code | 40625SA | | |
| Number of SACE credits and stage | 10 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Directions in Hairdressing and Beauty Therapy program will provide you with an introduction to the dynamic and exciting personal service industries of Hairdressing and Beauty Therapy. You will gain valuable insight to the extensive career pathways available while learning practical skills and knowledge in our simulated Hairdressing Salons and Beauty Clinics. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | NYSX | Planning a future career | 30 |
| | BSBCMN101A | Apply basic communication skills | 40 |
| | BSBOHS201A | Participate in OHS processes | 20 |
| | | Total | 90 |
| Course commencement date | To be advised | | |
| Length of course | 9 - 10 weeks | | |
| Day and time | 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Black and white clothing and enclosed shoes. | | |
| Course costs | Course Fees | \$581.90 | |
| | Additional Costs | TAFE ID card \$5.50 | |
| | Total | \$587.40 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Hairdressing Certificate II in Make-up For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|---|--|--------------|
| Course title | Hospitality - Cafe & Restaurant Service | | |
| Training provider | Quality Training and Hospitality College 1036 | | |
| Delivery site | 415 - 453 Pulteney Street (head office) and Adelaide Zoo Cafe (training restaurant) | | |
| Qualification title | Certificate II in Hospitality | | |
| Course code | SIT20207 | | |
| Number of SACE credits and stage | Up to 40 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Once students have completed all the theory and have mastered all the practical skills of waiting, including coffee making, order taking a plate carrying. The last 5 sessions of the course will be held at the Adelaide Zoo where students will put their practical training in to use, by serving real customers in the restaurant, café and function rooms at the Adelaide Zoo. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITHIND001A | Develop and update Hospitality Industry Knowledge | 25 |
| | SITXCOM001A | Work with colleagues and customers | 20 |
| | SITXCOM002A | Work in a socially diverse environment | 20 |
| | SITXOHS001B | Follow health, safety and security procedures | 10 |
| | SITXOHS002A | Follow Workplace hygiene procedures | 25 |
| | SITHIND002A | Apply hospitality skills in the workplace | 40 |
| | SIRRFSA001A | Apply retail food safety practices | 40 |
| | SIRSXS001A | Sell products and services | 20 |
| | SITHCCC002A | Present food | 5 |
| | SITHCCC007A | Prepare sandwiches | 6 |
| | SITHFAB004A | Provide food and beverage service | 100 |
| | SITFAB012A | Prepare and serve espresso coffee | 30 |
| | | Total | 341 |
| Course commencement date | Week commencing 13 February 2012 | | |
| Length of course | 20 weeks | | |
| Day and time | 9.00am to 3.00pm | | |
| Structured work placement | The course includes 5 days at Café Quisine (training restaurant) | | |
| Special requirements | Students need to supply their own 'Black and Whites' - black trousers or skirt and white shirt or blouse | | |
| Course costs | Course Fees | \$790 | |
| | Additional Costs | - | |
| | Total | \$790 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | As per recommendation from VET Coordinator | | |
| Course pathway | Students who successfully complete the program can confidently fill the following roles: - Waiter in a café or restaurant - Coffee shop attendant For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 8 - 15 | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Tourism - Events | | |
| Training provider | Site Academy 40079 | | |
| Delivery site | Level 3, Hindmarsh Stadium, Holden Street, Hindmarsh | | |
| Qualification title | Certificate II in Tourism | | |
| Course code | SIT20107 | | |
| Number of SACE credits and stage | Up to 40 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Certificate II in Tourism is designed to reflect the role of individuals who work in an events administration, who perform a range of mainly routine tasks and who work under direct supervision. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITXCOM001A | Work with colleagues and customers | 20 |
| | SITXCOM002A | Work in a socially diverse environment | 20 |
| | SITXOHS001B | Follow health, safety and security procedures | 10 |
| | SITTIND001A | Develop and update tourism industry knowledge | 25 |
| | SITTTSL002A | Access and interpret product information | 60 |
| | SITXCOM004A | Communicate on the telephone | 20 |
| | SITXADM001A | Perform office procedures | 20 |
| | SITXFIN001A | Process financial transactions | 20 |
| | SITXEVT003A | Process and monitor event registration | 20 |
| | SITXEVT005A | Organise in-house events | 40 |
| | SITXCCS002A | Provide quality customer service | 30 |
| | | Total | 285 |
| Course commencement date | 9 February or 19 July 2012 | | |
| Length of course | 16 weeks | | |
| Day and time | Thursday 1.00pm to 4.30pm | | |
| Structured work placement | - | | |
| Special requirements | <p><i>Male uniform requirements:</i> Long sleeved black Site logo shirt, black trousers (hemmed neatly), black socks (no short or sport socks) black shoes (polished).</p> <p><i>Female uniform requirements:</i> 3/4 sleeve black Site logo shirt, black trousers (hemmed neatly) or below knee-length skirt, black court shoes, black socks with trousers (no short or sport socks), discreet black or brown hair accessories.</p> | | |
| Course costs | Course Fees | \$390 (including Site shirt) | |
| | Additional Costs | - | |
| | Total | \$390 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | <p>Students who complete the courseware will be able to confidently apply for the following positions knowing that they have the skills and knowledge to meet the requirements of the position.</p> <ul style="list-style-type: none"> • Office assistant in a function centre • Office assistant in a conference centre • Event sales assistant • Function sales assistant <p>Students who complete the courseware will be eligible to continue study to:</p> <ul style="list-style-type: none"> • SIT30607 Certificate III in Events <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | 10 - 18 | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate III in Events - Top Up | | |
| Training provider | Site Academy 40079 | | |
| Delivery site | Level 3, Hindmarsh Stadium, Holden Street, Hindmarsh | | |
| Qualification title | Certificate III in Events (partial) | | |
| Course code | SIT30607 | | |
| Number of SACE credits and stage | Up to 30 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>The Certificate III in Events is designed to reflect the role of those meetings and events staff who play a support role to those persons who take ultimate responsibility for coordinating meetings, conferences and events.</p> <p>Site Academy's Certificate III in Events course is run as a scholarship program for VET in Schools students who intend to further their Tourism studies upon completion of school. Students are accepted into the course after passing an interview process.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITXEVT001A | Develop and update event industry knowledge | 25 |
| | SITXEVT002A | Provide event staging support | 30 |
| | BSBCM205A | Use business technology | 30 |
| | SITXCOM003A | Deal with conflict situations | 15 |
| | SITTTSL008A | Book and coordinate supplier services | 20 |
| | SITXEVT004A | Co-ordinate on-site registrations | 40 |
| | SITXCOM006A | Address protocol requirements | 30 |
| | SITXEVT008A | Plan and develop event proposals and bids | 40 |
| | | Total | 230 |
| Course commencement date | 19 July 2012 | | |
| Length of course | 16 weeks | | |
| Day and time | Thursday 1.00pm to 5.00pm | | |
| Structured work placement | - | | |
| Special requirements | <p><i>Male uniform requirements:</i> Long sleeved black Site logo shirt, black trousers (hemmed neatly), black socks (no short or sport socks) black shoes (polished).</p> <p><i>Female uniform requirements:</i> 3/4 sleeve black Site logo shirt, black trousers (hemmed neatly) or below knee-length skirt, black court shoes, black socks with trousers (no short or sport socks), discreet black or brown hair accessories.</p> | | |
| Course costs | Course Fees | \$950 | |
| | Additional Costs | - | |
| | Total | \$950 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | SIT20107 Certificate II in Tourism Year 11 and 12 students only | | |
| Course pathway | <p>Students who complete the courseware will be able to confidently apply for the following positions knowing that they have the skills and knowledge to meet the requirements of the position.</p> <ul style="list-style-type: none"> • Event sales support • Function sales support • Conference sales support <p>Students who complete the courseware will be eligible to continue study to:</p> <ul style="list-style-type: none"> • SIT50207 Diploma in Event Management <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | 10 - 18 | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate I in Hospitality - Food & Beverage | | |
| Training provider | Site Academy 40079 | | |
| Delivery site | Level 3, Hindmarsh Stadium, Holden Street, Hindmarsh | | |
| Qualification title | Certificate I in Hospitality | | |
| Course code | SIT10207 | | |
| Number of SACE credits and stage | Up to 35 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Certificate I in Hospitality is designed to reflect the role of entry level employees who perform routine tasks under direct supervision in a hospitality food & beverage operation. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITHIND001A | Develop and update hospitality industry knowledge | 25 |
| | SITXCOM001A | Work with colleagues and customers | 20 |
| | SITXCOM002A | Work in a socially diverse environment | 20 |
| | SITXOHS001B | Follow health, safety and security procedures | 10 |
| | SITXOHS002A | Follow workplace hygiene procedures | 25 |
| | SITHFAB003A | Serve food and beverage to customers | 110 |
| | SITHFAB010B | Prepare and serve non-alcoholic beverages | 15 |
| | SITHFAB012A | Prepare and serve espresso coffee | 30 |
| | | Total | 255 |
| Course commencement date | 6 February or 16 July 2012 | | |
| Length of course | 16 weeks | | |
| Day and time | Monday 8.30am to 12.15pm or 12.45pm to 4.30pm | | |
| Structured work placement | - | | |
| Special requirements | <p><i>Male uniform requirements:</i> Long sleeved black Site logo shirt, black trousers (hemmed neatly), black socks (no short or sport socks) black shoes (polished).</p> <p><i>Female uniform requirements:</i> 3/4 sleeve black Site logo shirt, black trousers (hemmed neatly) or below knee-length skirt, black court shoes, black socks with trousers (no short or sport socks), discreet black or brown hair accessories.</p> | | |
| Course costs | Course Fees | \$475 (including Site shirt) | |
| | Additional Costs | - | |
| | Total | \$475 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | <p>Students who complete the courseware will be able to confidently apply for the following positions knowing that they have the skills and knowledge to meet the requirements of the position.</p> <ul style="list-style-type: none"> • Waiting staff in a café, restaurant or unlicensed venue • Barista • Function/convention runner • Functions set up • 'Glassie' in a licensed venue <p>Students who complete the courseware will be eligible to continue study to:</p> <ul style="list-style-type: none"> • SIT20207 Certificate II in Hospitality • SIT20107 Certificate II in Tourism <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | 10 - 18 | | |

| | | | |
|---|---|--|--------------|
| Course title | Certificate II in Hospitality - Food & Beverage Top Up | | |
| Training provider | Site Academy 40079 | | |
| Delivery site | Level 3, Hindmarsh Stadium, Holden Street, Hindmarsh | | |
| Qualification title | Certificate II in Hospitality (partial) | | |
| Course code | SIT20207 | | |
| Number of SACE credits and stage | Up to 15 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Certificate II in Hospitality is designed to reflect the role of hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills within a hospitality food & beverage operation. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITXCOM003A | Deal with conflict situations | 15 |
| | SITHFAB009A | Provide responsible service of alcohol | 10 |
| | SITHFAB001B | Clean and tidy bar areas | 10 |
| | SITHFAB002B | Operate a bar | 30 |
| | SITXFIN001A | Process financial transactions | 20 |
| | SITHIND002A | Apply hospitality skills in the workplace | 40 |
| | | Total | 125 |
| Course commencement date | April, July, October or December 2012 school holidays | | |
| Length of course | 5 days | | |
| Day and time | 9.00am to 3.00pm | | |
| Structured work placement | 3 shifts at Sfera's Park Suites & Convention Centre (4 ½ hours). Work experience is a requirement for 'Apply hospitality skills in the workplace' for qualification to be issued. Non attendance to work experience will result in statement of attainment only for completed units. | | |
| Special requirements | <p><i>Male uniform requirements:</i> Long sleeved black Site logo shirt, black trousers (hemmed neatly), black socks (no short or sport socks) black shoes (polished).</p> <p><i>Female uniform requirements:</i> 3/4 sleeve black Site logo shirt, black trousers (hemmed neatly) or below knee-length skirt, black court shoes, black socks with trousers (no short or sport socks), discreet black or brown hair accessories.</p> | | |
| Course costs | Course Fees | \$330 | |
| | Additional Costs | - | |
| | Total | \$330 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Year 11 and 12 students only. SIT10207 Certificate I in Hospitality. Students who complete course but do not have pre-requisite will be issued with a Statement of Attainment only. | | |
| Course pathway | Students who complete the courseware will be able to confidently apply for the following positions knowing that they have the skills and knowledge to meet the requirements of the position. <ul style="list-style-type: none"> • Food & beverage attendant in a function centre/café or restaurant • Bar attendant • Pre-requisite to becoming a 'responsible person' Students who complete the courseware will be eligible to continue study to: <ul style="list-style-type: none"> • SIT30707 Certificate III in Hospitality For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 16 | | |

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|---|---|--|--------------|
| Course title | Certificate III in Hospitality - Food & Beverage | | |
| Training provider | Site Academy 40079 | | |
| Delivery site | Level 3, Hindmarsh Stadium, Holden Street, Hindmarsh | | |
| Qualification title | Certificate III in Hospitality (partial) | | |
| Course code | SIT30707 | | |
| Number of SACE credits and stage | Up to 50 at Stage 1 and 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>The Certificate III in Hospitality is designed to reflect the role of hospitality food & beverage employees who perform a range of skilled operations with the need to apply discretion and judgement.</p> <p>Site Academy's Certificate III in Hospitality course is run as a scholarship program for VET in Schools students who intend to further their hospitality studies upon completion of school. Students are accepted into the course after passing an interview process.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITHFAB015A | Prepare and serve cocktails | 20 |
| | SITXCCS002A | Provide quality customer service | 30 |
| | SITXCOM003A | Communicate on the telephone | 20 |
| | SITHFAB004A | Provide food and beverage service | 100 |
| | SITXHRM001A | Coach others in job skills | 20 |
| | SITXINV001A | Receive and store stock | 10 |
| | SITHFAB011A | Develop and update food and beverage knowledge | 40 |
| | SITHIND003A | Provide and coordinate hospitality service | 110 |
| | | Total | 350 |
| Course commencement date | 10 February or 20 July 2012 | | |
| Length of course | 16 weeks | | |
| Day and time | Friday 9.00am to 12.30pm | | |
| Structured work placement | 3 shifts at Sfera's Park Suites & Convention Centre (4 ½ hours). Work experience is a requirement for 'Apply hospitality skills in the workplace' for qualification to be issued. Non attendance to work experience will result in statement of attainment only for completed units. | | |
| Special requirements | <p><i>Male uniform requirements:</i> Long sleeved black Site logo shirt, black trousers (hemmed neatly), black socks (no short or sport socks) black shoes (polished).</p> <p><i>Female uniform requirements:</i> 3/4 sleeve black Site logo shirt, black trousers (hemmed neatly) or below knee-length skirt, black court shoes, black socks with trousers (no short or sport socks), discreet black or brown hair accessories.</p> | | |
| Course costs | Course Fees | \$995 (including Site apron) | |
| | Additional Costs | - | |
| | Total | \$995 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Year 11 and 12 students only SIT20207 Certificate II in Hospitality | | |
| Course pathway | <p>Students who complete the courseware will be able to confidently apply for the following positions knowing that they have the skills and knowledge to meet the requirements of the position.</p> <ul style="list-style-type: none"> • Food & beverage attendant • Bar attendant • Food & beverage team leader • Storeperson • Cocktail bar attendant <p>Students who complete the courseware will be eligible to continue study to:</p> <ul style="list-style-type: none"> • SIT40307 Certificate IV in Hospitality <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | 10 - 16 | | |

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|---|--|--|--------------|
| Course title | Certificate I in Hospitality - Kitchen Operations | | |
| Training provider | Site Academy 40079 | | |
| Delivery site | Adelaide High School, West Terrace, Adelaide or Nazareth Catholic College, Hartley Road, Flinders Park | | |
| Qualification title | Certificate I in Hospitality (Kitchen Operations) | | |
| Course code | SIT10307 | | |
| Number of SACE credits and stage | Up to 20 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | A Certificate I in Hospitality (Kitchen Operations) reflects the role of entry level employees who perform routine tasks in the kitchen under direct supervision. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITHIND001A | Develop and update hospitality industry knowledge | 25 |
| | SITXCOM001A | Work with colleagues and customers | 20 |
| | SITXCOM002A | Work in a socially diverse environment | 20 |
| | SITXOHS001B | Follow health, safety and security procedures | 10 |
| | SITXOHS002A | Follow workplace hygiene procedures | 25 |
| | SITHCCC004A | Clean and maintain kitchen premises | 6 |
| | SITHCCC003A | Receive and store kitchen supplies | 6 |
| | SITHCCC001A | Organise and prepare food | 25 |
| | SITHCCC002A | Present food | 5 |
| | SITHCCC006A | Prepare appetisers and salads | 25 |
| | | Total | 167 |
| Course commencement date | Week commencing 6 February 2012 | | |
| Length of course | 16 weeks | | |
| Day and time | Tuesdays 1.00pm to 7.30pm (Adelaide High) or Wednesdays 9.00am to 3.30pm (Nazareth) | | |
| Structured work placement | None | | |
| Special requirements | <i>Male uniform requirements:</i> Chef's uniform, black socks (no short or sport socks) black shoes (polished). <i>Female uniform requirements:</i> Chef's uniform, black socks with trousers (no short or sport socks), discreet black or brown hair accessories. | | |
| Course costs | Course Fees | \$960 | |
| | Additional Costs | - | |
| | Total | \$960 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Students who complete the courseware will be able to confidently apply for the following positions knowing that they have the skills and knowledge to meet the requirements of the position. <ul style="list-style-type: none"> • Apprentice • Kitchenhand Students who complete the courseware will be eligible to continue study to: <ul style="list-style-type: none"> • SIT20307 Certificate II in Hospitality (Kitchen Operations) For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 18 | | |

| | | | |
|---|---|--|--------------|
| Course title | Certificate I in Hospitality - Kitchen Operations | | |
| Training provider | Woodcroft College Inc. 40225 | | |
| Delivery site | Woodcroft College Hospitality & Skills Centre, Bains Road, Morphett Vale 5162 | | |
| Qualification title | Certificate I in Hospitality (Kitchen Operations) | | |
| Course code | SIT10307 | | |
| Number of SACE credits and stage | Up to 20 at Stage 1 and 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Woodcroft College Hospitality & Skills Centre provides a certificate I hospitality kitchen operations program for students wishing to pursue a career in the Hospitality workforce. This course provides students with training in food preparation, knife handling, cutting techniques, presenting food, serving non-alcoholic beverages, safety and hygiene in the kitchen and more. No prerequisites required for this course. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITXCOM001A | Work with colleagues and customers | 15 |
| | SITXCOM002A | Work in a socially diverse environment | 10 |
| | SITXOHS001B | Follow health, safety and security procedures | 5 |
| | SITXOHS002A | Follow workplace hygiene procedures | 18 |
| | SITHIND001A | Develop and update hospitality industry knowledge | 25 |
| | SITHCCC001A | Organise and prepare food | 25 |
| | SITHCCC002A | Present food | 6 |
| | SITHCCC003A | Receive and store kitchen supplies | 10 |
| | SITHCCC004A | Clean and maintain kitchen premises | 10 |
| | SITHCCC006A | Prepare appetisers and salads | 25 |
| | SITHCCC007A | Prepare sandwiches | 6 |
| | SITHFAB010B | Prepare and serve non-alcoholic beverages | 15 |
| | | Total | 170 |
| Course commencement date | 15 February 2012 | | |
| Length of course | 34 weeks | | |
| Day and time | Wednesday 8.30am to 3.30pm | | |
| Structured work placement | Work experience encouraged and organised during the course | | |
| Special requirements | Chef uniforms, knife hire included in the course fees | | |
| Course costs | Course Fees | \$1,250 including food cost, training material (loaned knives and tools) and tuition | |
| | Additional Costs | Excursions \$50, uniform hire \$100 (\$50 refund on return of a complete and clean uniform) | |
| | Total | \$1,350 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | Minimum age is 15 years (Year 10) and a keen interest in food | | |
| Course pathway | Certificate II in Hospitality (Kitchen Operations) Kitchen attendant, larder hand and sandwich hand, cook, chef For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 16 | | |

| | | | |
|---|---|---|--------------|
| Course title | Certificate II in Hospitality - Kitchen Operations Top Up | | |
| Training provider | Site Academy 40079 | | |
| Delivery site | Adelaide High School, West Terrace, Adelaide or Nazareth Catholic College, Hartley Road, Flinders Park | | |
| Qualification title | Certificate II in Hospitality (Kitchen Operations) (partial) | | |
| Course code | SIT20307 | | |
| Number of SACE credits and stage | Up to 40 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | A Certificate II in Hospitality (Kitchen Operations) reflects the role of employees who undertake a range of kitchen functions and activities which require the application of a limited range of practical skills in a defined context. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITHCCC005A | Use basic methods of cookery | 55 |
| | SITHCCC027A | Prepare, cook and serve food for food service | 60 |
| | SITXFSA001A | Implement food safety procedures | 40 |
| | SITHCCC014A | Prepare pastries, cakes and yeast goods | 40 |
| | SITHCCC009A | Prepare vegetables, fruit, eggs & farinaceous dishes | 45 |
| | SITHASC005A | Prepare salads for Asian cuisines | 28 |
| | SITHCCC010A | Select, prepare and cook poultry | 30 |
| | | Total | 298 |
| Course commencement date | Week commencing 16 February 2012 | | |
| Length of course | 16 weeks | | |
| Day and time | Tuesdays 1.00pm to 7.30pm (Adelaide High) or Wednesdays 9.00am to 3.30pm (Nazareth) | | |
| Structured work placement | 3 shifts at Sfera's Park Suites & Convention Centre (4 ½ hours). Work experience is a requirement for 'Apply hospitality skills in the workplace' for qualification to be issued. Non attendance to work experience will result in statement of attainment only for completed units. | | |
| Special requirements | <i>Male uniform requirements:</i> Chef's uniform, black socks (no short or sport socks) black shoes (polished). <i>Female uniform requirements:</i> Chef's uniform, black socks with trousers (no short or sport socks), discreet black or brown hair accessories. | | |
| Course costs | Course Fees | \$1,400 (includes chef's uniform) | |
| | Additional Costs | - | |
| | Total | \$1,400 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | SIT10307 Certificate I in Hospitality (Kitchen Operations) | | |
| Course pathway | Students who complete the courseware will be able to confidently apply for the following positions knowing that they have the skills and knowledge to meet the requirements of the position. <ul style="list-style-type: none"> • Apprentice • Kitchenhand • Short order cook in a cafe Students who complete the courseware will be eligible to continue study to: <ul style="list-style-type: none"> • SIT30807 Certificate III in Hospitality (Commercial Cookery) For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 10 - 16 | | |

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|---|---|
| Course title | Certificate II in Hospitality (Kitchen Operations) and Certificate III Hospitality |
| Training provider | Hamilton Secondary College (RTO) 0561 |
| Delivery site | Hamilton Secondary College Commercial Kitchen/Skills Centre |
| Qualification title | Certificate II in Hospitality (Kitchen Operations) and Certificate III in Hospitality |
| Course code | SIT20307 Cert II Hospitality (Kitchen Operations), SIT30707 Cert III Hospitality |
| Number of SACE credits and stage | 45 Credits at Stage 1 for Certificate II (but if you are doing Cert III then Cert II units that are the same cannot be counted at Cert III) and 45 SACE Credits at Stage 1 and 30 SACE Credits at Stage 2 if you do both Cert II and Cert III. Refer to the SACE VET recognition register (see page 3 for website details). |

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| Course description | <p>This course is designed to give students an insight into aspects of the hospitality industry, some experiences in formal training and work experience. It is a way students can gain experience to either go on to working in the industry or furthering their training with higher level certificates. Certificate III can be undertaken at the completion of the following Cert II units:</p> <p>SITXOHS002A Follow workplace hygiene procedures SITXOM002A Work in a socially diverse environment SITXCOM001A Work with colleagues and customers SITHIND001A Develop and update Industry knowledge SITXOHS001A Follow health safety and security procedures SITHCCC004A Clean and maintain premises SITHCCC006A Prepare sandwiches SITHCCC014A Prepare appetisers and salads</p> |
|---------------------------|---|

| Nationally accredited training units of competence and | Code | Description | Hours |
|---|-------------|---|--------------|
| | | <i>Certificate II units</i> | |
| | SITXOHS002A | Follow workplace hygiene procedures | 15 |
| | SITXOM002A | Work in a socially diverse environment | 10 |
| | SITXCOM001A | Work with colleagues and customers | 15 |
| | SITHIND001A | Develop and update industry knowledge | 25 |
| | SITXOHS001A | Follow health, safety and security procedures | 5 |
| | SITHCCC001A | Organise and present food | 25 |
| | SITHCCC002A | Present food | 6 |
| | SITHCCC005A | Use basic methods of cooking | 45 |
| | SITHCCCO03A | Receive and store kitchen supplies | 10 |
| | SITHCCC004A | Clean and maintain kitchen premises | 10 |
| | SITHCCC027A | Prepare cook and serve for food service | 60 |
| | | <i>Electives</i> | |
| | SITHCCC006A | Prepare sandwiches | 6 |
| | SITHCCC014A | Prepare pastries, cakes and yeast goods | 40 |
| | SITHCCC008A | Prepare stocks, sauces and soups | 38 |
| | SITHCCC014A | Prepare foods according to dietary and cultural needs | 35 |
| | SITHCCC006A | Prepare appetisers and salads | 25 |
| | | Total | 394 |
| | | <i>Certificate III units</i> | |
| | SITXCCS002A | Provide quality customer service | 40 |
| | SITXHRM001A | Coach others in job skills | 20 |
| | SITHFAB021A | Provide and coordinate food and beverage service | 110 |
| | | <i>Electives</i> | |
| | SITHCCC002A | Present food | 6 |
| | SITHCCC030A | Package prepared food stuffs | 15 |
| | SITXCOM003A | Deal with conflict situations | 20 |
| | SITXOHS003A | Identify hazards, and assess and control safety risks | 30 |
| | | Total | 241 |

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|---------------------------------|--|
| Course commencement date | Term 1, 2012 (Tuesday, week 2) |
| Length of course | One year |
| Day and time | Certificate II only - Tuesday 8.30am to 4.00pm Certificate II and III - Tuesday and Thursday 8.30am to 4.00pm |

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| Structured work placement | 40 hours |
| Special requirements | Students will be required to attend an interview with course co-ordinator and trainer |
| Course costs | <p><i>Course Fees</i> \$675 + 0.2 enrolment</p> <p><i>Additional Costs</i> -</p> <p><i>Total</i> \$675 - invoices are to be sent directly to home school</p> <p><i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i></p> |
| Course pre-requisites | See course description |
| Course pathway | <p>Further education: Certificate IV in Kitchen Operations, Commercial Cookery</p> <p>Employment: cook, apprenticeship</p> <p>For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> |
| Minimum and maximum students | 16 maximum |

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|---|---|--|--------------|
| Course title | Certificate II in Image Management | | |
| Training provider | Colour Cosmetica Academy 40055 | | |
| Delivery site | Colour Costmetica Academy, 20-32 Union Street, Adelaide 5000 | | |
| Qualification title | Certificate II in Image Management | | |
| Course code | 40560SA | | |
| Number of SACE credits and stage | 60 at Stage 1 and 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Have a natural flair for fashion and style? Colour Cosmetica Academy offers you the chance to use these talents to help qualify you to build a career in fashion styling. This course provides information into the basics of styling techniques and covers areas such as photographic fashion, editorial styling, newspaper styling, makeovers, catalogue styling, commercial styling, testing, technical tips, understanding fashion and the history of fashion, fashion and marketing, body image and style, design concepts, fashion forecasting. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIRXOHS001A | Apply safe working practices | 20 |
| | SIRXCLM001A | Organise and maintain work areas | 20 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | SIRXICT001A | Operate retail equipment | 20 |
| | SIRXMGT001A | Coordinate work teams | 35 |
| | SIRXRSK001A | Minimise theft | 20 |
| | BSBDES301A | Explore the use of colour | 40 |
| | SIRXMER001A | Merchandise products | 30 |
| | SIRXMER005A | Create a display | 35 |
| | SIRXMER003A | Monitor in store visual merchandising display | 35 |
| | LMBI201A | Identify impact of body image on fashion styling | 20 |
| | LMSC2A | Respond to industry styling requirements | 20 |
| | | <i>Elective Units - complete 2 units</i> | |
| | WRHCS207A | Develop hairdressing industry knowledge | 15 |
| | SIBBRES201A | Research and apply beauty industry information | 20 |
| | CUEIND01C | Source and apply entertainment industry knowledge | 20 |
| | CUVPHI01B | Source and apply photo imaging industry knowledge | 20 |
| | | Total | 420 |
| Course commencement date | Week commencing 20 February 2012 | | |
| Length of course | 2 semesters (Fridays) or 3 semesters (Tuesdays) | | |
| Day and time | Tuesday 5.00pm to 8.00pm, Friday 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | A positive attitude to study combined with the willingness to learn and do all that is necessary to succeed in the course. | | |
| Course costs | Course Fees | \$2,000 | |
| | Additional Costs | \$500 | |
| | Total | \$2,500 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Retail Make-Up & Skin Care or in Hairdressing or in La Moda Certificate III in Beauty Services or Certificate III in Hairdressing For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Maximum 25 | | |

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|---|---|--|--------------|
| Course title | Preparing for the Interview | | |
| Training provider | Colour Cosmetica Academy 40055 | | |
| Delivery site | Colour Costmetica Academy, 20-32 Union Street, Adelaide 5000 | | |
| Qualification title | Preparing for the Interview | | |
| Course code | Units from various training packages | | |
| Number of SACE credits and stage | 20 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>Make the best first impression you can with the help of Colour Cosmetica Academy. We are proud to offer this course that is specially designed to allow participants to enter the workforce with ease. When applying for work it is essential that candidates are well-equipped for the interview process. This course allows these valuable skills to be developed by providing in-depth insight on areas of hairstyling, make-up techniques, skin and nail care and fashion styling. In addition, focus is also placed on important elements for gaining employment such as organising and documenting a resume, good communication techniques, posture, body image, and interview guidelines, what to expect whilst being interviewed, public speaking, teamwork and time management.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIBBFAS201A | Demonstrate retail skin care products | 25 |
| | SIBXFAS201A | Design and apply make-up | 40 |
| | LMBI201A | Identify impact of body image on fashion styling | 20 |
| | BSBWOR301A | Organise personal work priorities and professional development | 30 |
| | | Total | 155 |
| Course commencement date | 20 February 2012 | | |
| Length of course | 1 semester | | |
| Day and time | Monday 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | A positive attitude to study combined with the willingness to learn and do all that is necessary to succeed in the course. | | |
| Course costs | Course Fees | \$1,000 | |
| | Additional Costs | \$500 | |
| | Total | \$1,500 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Hairdressing Certificate II in Retail Make-Up and Skin Care Certificate II in Image Management Certificate III in La Moda Certificate III in Beauty Services Certificate III in Hairdressing For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Maximum 25 | | |

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|---|--|--|--------------|
| Course title | The Make-up Journey | | |
| Training provider | TAFE SA 40319 | | |
| Delivery site | Adelaide, Noarlunga, Tea Tree Gully and Elizabeth | | |
| Qualification title | Certificate II in Make-up Services (partial) | | |
| Course code | WRB20204 | | |
| Number of SACE credits and stage | 40 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>The Makeup Journey has been developed to compliment the New SACE Certificate while reflecting the expectations of the Beauty Therapy industry.</p> <p>This course is the commencement of the Certificate II in Make up Services.</p> <p>The course includes skin care, day and evening makeup, special occasion, wedding and photographic makeup. Students will have the opportunity to commence a qualification in Makeup Services whilst at school. This course is designed to ensure that current industry requirements are met by incorporating work placement in the learning journey.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIRXIND001A | Work effectively in retail environment | 45 |
| | SIRXOHS001A | Apply safe working practices | 20 |
| | SIRXCLM001A | Organise and maintain work areas | 20 |
| | WRBFS201B | Demonstrate retail skincare products | 25 |
| | WRBCS202A | Provide service to clients | 36 |
| | WRBFS202B | Design and apply make up | 40 |
| | BSBSBMN301A | Research business opportunities | 30 |
| | CUVCOR11A | Source information on history and theory and apply to own area of work | 45 |
| | | Total | 301 |
| Course commencement date | To be advised | | |
| Length of course | 30 weeks | | |
| Day and time | Thursdays or Fridays 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Black and white clothing and enclosed shoes | | |
| Course costs | Course Fees | \$1,292 | |
| | Additional Costs | TAFE ID card \$5.50 | |
| | Total | \$1,297.50 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate III in Beauty Services Certificate IV in Beauty Therapy Diploma in Beauty Therapy For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|---|---|--------------|
| Course title | The Make-up Journey Continues | | |
| Training provider | TAFE SA 40319 | | |
| Delivery site | Adelaide, Noarlunga, Tea Tree Gully and Elizabeth | | |
| Qualification title | Certificate II in Make-up Services (partial) | | |
| Course code | WRB20204 and WRB30104 | | |
| Number of SACE credits and stage | 25 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>The Make up Journey Continues is the follow-on program from The Makeup Journey and completes the Certificate II in Make Up Services. It includes learning more advance beauty skills from the Certificate III in Beauty Services while completing your secondary schooling and gaining credits towards your SACE certificate.</p> <p>Students will gain knowledge and skills in merchandising, retailing, camouflage make-up and ear piercing.</p> <p>The Makeup Journey Continues program is taught in a simulated beauty clinic using a combination of project based study, tutorials and practical workshops. This program is designed to ensure that current industry requirements are met as all lecturers have strong industry experience.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | WRRM1B | Merchandise products (Certificate III) | 36 |
| | WRBCS201B | Conduct financial transactions (Certificate III) | 24 |
| | WRBCS202A | Apply techniques to upgrade beauty industry knowledge (Certificate III) | 20 |
| | WRBFS204B | Design and apply remedial camouflage (Certificate III) | 30 |
| | WRBSS201B | Pierce ears (Certificate III) | 15 |
| | WRBFS203B | Design and apply make up for photography (Certificate III) | 40 |
| | WRRS1B | Sell products and Services (Certificate II) | 16 |
| | | Total | 175 |
| Course commencement date | To be advised | | |
| Length of course | 25 weeks | | |
| Day and time | Thursdays or Fridays 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Black and white clothing and enclosed shoes | | |
| Course costs | Course Fees | \$1,292 | |
| | Additional Costs | TAFE ID card \$5.50 | |
| | Total | \$1,297.50 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Completion of The Make-up Journey | | |
| Course pathway | Certificate III in Beauty Services Certificate IV in Beauty Therapy Diploma in Beauty Therapy For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Introduction to Make-up & Fashion | | |
| Training provider | Colour Cosmetica Academy 40055 | | |
| Delivery site | Colour Cosmetica Academy, 20-32 Union Street, Adelaide 5000 | | |
| Qualification title | Introduction to Make-up & Fashion | | |
| Course code | Units from various training packages | | |
| Number of SACE credits and stage | 30 at Stage 2. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Take the first step in turning your interest in make-up and fashion into a career with this introductory course. This course covers the career options and opportunities for make-up artists and fashion stylists. Students will gain an inspiring understanding of the essential elements of both, including human relations and professional ethics, cosmetics and the skin, body image and understanding the art of colour. Fashion and make-up techniques will be taught that provide students with the confidence to design and apply make-up and fashion for both street and commercial looks. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIBBRES201A | Research and apply beauty industry information | 20 |
| | SIBXCCS202A | Provide service to clients | 30 |
| | SIBBFAS201A | Demonstrate retail skin care products | 25 |
| | SIBXFAS201A | Design and apply make-up | 40 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | BSBDES301A | Explore the use of colour | 40 |
| | SIRXCLM001A | Organise and maintain work areas | 20 |
| | LMBI201A | Identify impact of body image on fashion styling | 20 |
| | | Total | 235 |
| Course commencement date | Monday, 20 February 2012 | | |
| Length of course | One semester | | |
| Day and time | Monday 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | A positive attitude to study combined with the willingness to learn and do all that is necessary to succeed in the course | | |
| Course costs | Course Fees | \$1,000 | |
| | Additional Costs | \$500 | |
| | Total | \$1,500 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 25 maximum | | |

| | | | |
|---|--|---|--------------|
| Course title | Certificate II in Make-up | | |
| Training provider | Clip Joint Academy of Hairdressing 0186 | | |
| Delivery site | 86 Gawler Place, Adelaide 5000 | | |
| Qualification title | Certificate II in Make-up Services | | |
| Course code | WRB20204 | | |
| Number of SACE credits and stage | 60 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | Certificate II in Makeup at Clip Joint Education is an entry-level program into the beauty industry. This course offers aspiring make-up artists the opportunity to learn the fundamental skills of various make-up application and essential techniques of make-up artistry to allow them to work in a cosmetic retail environment or freelance work as a make-up artist. The course includes a practical photo shoot and the students will receive a portrait for their portfolio. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | WRBCS201B | Conduct Financial Transactions | 24 |
| | WRBCS202A | Apply techniques to update beauty industry knowledge | 20 |
| | WRBCS203B | Provide service to clients | 36 |
| | WRBFS201B | Demonstrate retail skin care products | 25 |
| | WRBFS202B | Design and apply make-up | 40 |
| | WRBFS203B | Design and apply make-up for photography | 40 |
| | WRBFS204B | Design and apply remedial camouflage | 30 |
| | WRRCS1B | Communicate in the workplace | 42 |
| | WRRER1B | Work effectively in a retail environment | 36 |
| | WRRLP1B | Apply safe working practices | 18 |
| | WRRM1B | Merchandise products | 36 |
| | WRRM2B | Perform routine housekeeping duties | 18 |
| | WRRS1B | Sell products and services | 16 |
| | WRR11B | Perform stock control procedures | 36 |
| | WRRM6A | Create a display for a small business | 36 |
| | | Total | 453 |
| Course commencement date | February 2012 | | |
| Length of course | 30 weeks (not including school holidays) over 2 semesters | | |
| Day and time | 9.00am to 4.00pm | | |
| Structured work placement | All training and work experience will be provided at the above delivery site | | |
| Special requirements | Students will need to keep to the Clip Joint Academy dress code of neat and fashionable black and white clothing. Closed in shoes are required at all times. | | |
| Course costs | Course Fees | \$1,410 | |
| | Additional Costs | \$320 | |
| | Total | \$1,730 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | Newcomers to the industry who want to improve their knowledge and skills, and those who seek work as a cosmetic retail consultant or freelance make-up artist. | | |
| Course pathway | To gain employment as a cosmetic retail sales consultant, freelance make-up artist or Make-up CUF40407. Certificate III in Beauty Services WRB30104 Certificate III in Retail Operations WRR30202 Certificate III in Hairdressing WRH30109 For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|---|--|--------------|
| Course title | Certificate II in Retail Make-up & Skin Care | | |
| Training provider | Colour Cosmetica Academy 40055 | | |
| Delivery site | Colour Cosmetica Academy, 20-32 Union Street, Adelaide 5000 | | |
| Qualification title | Certificate II in Retail Make-up & Skin Care | | |
| Course code | SIB20110 | | |
| Number of SACE credits and stage | 60 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>Certificate II in Retail Make-up & Skin Care offers an exciting opportunity to begin your make-up career. Become a qualified make-up artist with this course that allows you to gain a broad understanding of the fundamentals of make-up application and business. Explore the many facets of make-up such as photographic, catwalk, classic bridal, formal and creative design. This course will allow students to gain expertise in the application and design of a wide range of make-up styles that range from dramatic, glamorous, and sophisticated to natural, exotic, mysterious and sultry. The qualification is focused on building essential skills in retail fundamentals including interacting with customers, demonstrating and selling make-up and retail skin care products and performing routine salon or retail store functions.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIBBFAS201A | Demonstrate retail skin care products | 25 |
| | SIBXCCS201A | Conduct financial transactions | 25 |
| | SIRXCLM001A | Organise and maintain work areas | 20 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIBXFAS201A | Design and apply make up | 40 |
| | SIBXFAS202A | Design and apply make up for photography | 30 |
| | SIBBFAS303A | Design and apply remedial camouflage make up | 30 |
| | BSBDES301A | Explore the use of colour | 40 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | SIRXMERO01A | Merchandise products | 30 |
| | SIRXOHS001A | Apply safe working practices | 20 |
| | SIRXRPK002A | Recommend hair, beauty and cosmetic products and services | 25 |
| | SIRXSLS001A | Sell products and services | 20 |
| | SIBXCCS202A | Provide service to clients | 30 |
| | SIBBRES201A | Research and apply beauty industry information | 20 |
| | | Total | 440 |
| Course commencement date | Week commencing 20 February 2012 | | |
| Length of course | 2 semesters | | |
| Day and time | Mondays 10.00am to 4.00pm, Wednesdays 10.00am to 4.00pm or Mondays and Tuesdays 6.00pm to 9.00pm | | |
| Structured work placement | - | | |
| Special requirements | A positive attitude to study combined with the willingness to learn and do all that is necessary to succeed in the course. | | |
| Course costs | Course Fees | \$2,000 | |
| | Additional Costs | \$500 | |
| | Total | \$2,500 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Hairdressing Certificate II in Image Management Certificate II in La Moda Certificate III in Beauty Services For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | Maximum 25 | | |

| | | | |
|---|--|---|--------------|
| Course title | Certificate II in Retail | | |
| Training provider | TAFE SA 40161 | | |
| Delivery site | William Light R-12 School for 3 Fridays of the month and Port Adelaide Campus 1 Friday per month | | |
| Qualification title | Certificate II in Retail | | |
| Course code | SIR20207 | | |
| Number of SACE credits and stage | 55 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | This course offers insights into the Retail industry for students interested in exploring retail as a career option. Students will have use of the Virtual Enterprise Facility at TAFE SA Port Adelaide Campus, and the opportunity to complete work placements at IKEA. Students will develop retail skills which will make them highly employable. Learning methodologies include a combination of simulated workplace environment, work-based projects, face-to-face, support groups/networks, structured self-directed activities, and one to one tuition. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIRXCC001A | Apply point of sale handling procedures | 20 |
| | SIRXCCS002A | Interact with customers | 30 |
| | SIRXCLM001A | Organise and maintain work areas | 20 |
| | SIRINV001A | Perform stock control procedures | 35 |
| | SIRXRSK001A | Minimise Theft | 20 |
| | SIRXSLS002A | Sell products and services | 20 |
| | SIRXSLS002A | Advise on products and services | 30 |
| | SIRXMER001A | Merchandise Products | 30 |
| | SIRXMER005A | Create a display | 35 |
| | SIRXFIN001A | Balance point of sale terminal | 20 |
| | SIRXOHS001A | Apply safe working practices | 20 |
| | SIRXCOM001A | Communicate in the workplace | 40 |
| | SIRXICT001A | Operate Retail Technology | 20 |
| | SIRXIND001A | Work effectively in a retail environment | 45 |
| | | Total | 385 |
| Course commencement date | 10 February 2012 | | |
| Length of course | 15 weeks | | |
| Day and time | Fridays 9.00am to 3.00pm | | |
| Structured work placement | 4 days at IKEA | | |
| Special requirements | Students will attend William Light R-12 School for three Fridays in every month and the Virtual Office at Port Adelaide TAFE every fourth Friday of the month. | | |
| Course costs | Course Fees | \$1,000 | |
| | Additional Costs | Optional black and white shirt \$40 | |
| | Total | \$1,000 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | This program leads to Certificate III in Retail. Retail courses prepare students for a career in a diverse range of businesses including footwear, textiles, fashion, jewellery, floristry, groceries, toys, sporting goods and homeware. There are many opportunities for career advancement to managerial level in the retail industry. For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | 15 - 20 | | |

| | | | |
|---|---|--|--------------|
| Course title | The Hair Focus | | |
| Training provider | TAFE SA 40319 | | |
| Delivery site | Adelaide, Noarlunga, Tea Tree Gully and Elizabeth | | |
| Qualification title | Certificate II in Education & Skills Development (partial) | | |
| Course code | 40625SA | | |
| Number of SACE credits and stage | 10 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Hair Focus aims to prepare you for your future career in the Hairdressing industry by teaching you knowledge and skills in a simulated hairdressing salon. This combined with hands on training in salon skills such as Basin Skills, Blow drying, Reception duties, Salon Procedures, Work team ethics, Dealing with customers and how to become job ready for the Hairdressing industry. This includes learning about Personal image and Presentation to ensure you are well equipped for this Creative Fashion Industry. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | THHCOR01B | Work with colleagues and customers | 20 |
| | BSBWOR202A | Organise and complete daily work activities | 20 |
| | PXMC | Becoming job ready | 30 |
| | | Total | 70 |
| Course commencement date | To be advised | | |
| Length of course | 9 - 10 weeks | | |
| Day and time | Thursdays or Fridays 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Black and white clothing and enclosed shoes | | |
| Course costs | Course Fees | \$581.90 | |
| | Additional Costs | TAFE ID card \$5.50 | |
| | Total | \$587.50 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Hairdressing and Certificate II in Make-up For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | The Make-up & Beauty Palette | | |
| Training provider | TAFE SA 40319 | | |
| Delivery site | Adelaide, Noarlunga, Tea Tree Gully and Elizabeth | | |
| Qualification title | Certificate II in Education & Skills Development (partial) | | |
| Course code | 40625SA | | |
| Number of SACE credits and stage | 10 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | The Makeup and Beauty Palette focuses on the creative world of makeup and beauty therapy. This program includes exploring a career as a beauty therapist including day spas. Students will learn practical skills surrounding facials, massage, make-up artistry for many different occasions such as Formals, parades and photographic work. This exciting course allows for creative expression through learning, whilst gaining valuable SACE Units, all taught in simulated beauty clinic. | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SIRXSLS002A | Advise on products and services | 30 |
| | SIRXMER001A | Merchandise products | 30 |
| | BSBCMN204A | Work effectively with others | 15 |
| | | Total | 75 |
| Course commencement date | To be advised | | |
| Length of course | 9 - 10 weeks | | |
| Day and time | Thursdays or Fridays 10.00am to 4.00pm | | |
| Structured work placement | - | | |
| Special requirements | Black and white clothing and enclosed shoes | | |
| Course costs | Course Fees | \$581.90 | |
| | Additional Costs | TAFE ID card \$5.50 | |
| | Total | \$587.50 - invoices are to be sent directly to home school | |
| | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | | |
| Course pre-requisites | None | | |
| Course pathway | Certificate II in Hairdressing and Certificate II in Make-up For more information please see the Further Training Pathway schedule (see page 3 for website details). | | |
| Minimum and maximum students | - | | |

| | | | |
|---|--|--|--------------|
| Course title | Certificate II in Tourism | | |
| Training provider | Hamilton Secondary College (RTO trading as Hamilton Senior Campus) 0561 | | |
| Delivery site | Hamilton Secondary College | | |
| Qualification title | Certificate II in Tourism (Operations) | | |
| Course code | SIT20107 | | |
| Number of SACE credits and stage | 30 at Stage 1. Refer to the SACE VET recognition register (see page 3 for website details). | | |
| Course description | <p>This qualification provides the skills and knowledge for an individual to be competent in a defined range of basic tourism technical skills. 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, local or regional area, tourist precinct, site, attraction or onboard form of transportation. The qualification reflects the role of individuals, who perform a range of mainly routine tasks, using limited practical skills and fundamental operational knowledge in a defined context. They work under direct supervision. The qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.</p> | | |
| Nationally accredited training units of competence and nominal hours | Code | Description | Hours |
| | SITTIND001A | Develop and update tourism industry knowledge | 15 |
| | SITXCOM001A | Work with colleagues & customers | 15 |
| | SITXCOM002A | Work in a socially diverse environment | 10 |
| | SITXOHS001B | Follow health, safety and security procedures | 15 |
| | SITTTSL005A | Sell tourism products and services (Domestic) | 35 |
| | SITTTSL006A | Prepare quotations (Domestic) | 30 |
| | SITTTSL008A | Book and coordinate supplier services | 20 |
| | SITXCOM004A | Communicate on the phone | 5 |
| | SITXCOM003A | Deal with conflict situations | 20 |
| | SITXFIN001A | Process financial transactions | 25 |
| | SITXADM001A | Perform office procedures | 20 |
| | SITTTSL001A | Operate an online information system | 30 |
| | | Total | 240 |
| Course commencement date | Term 1, 2012 | | |
| Length of course | 1 semester | | |
| Day and time | Tuesdays 9.00am to 3.10pm | | |
| Structured work placement | 5 days | | |
| Special requirements | Students should have a genuine interest in retail or wholesale travel and tourism | | |
| Course costs | Course Fees | \$375 + 0.2 enrolment transfer for DECS schools or equivalent | |
| | Additional Costs | - | |
| | Total | \$375 - invoices are to be sent directly to home school | |
| | | <i>Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated.</i> | |
| Course pre-requisites | None | | |
| Course pathway | <p>Further education pathways: Certificate III or IV in Tourism, Diploma and Advanced Diploma. Employment pathways: Domestic Travel and Tourism Administrative Assistant, Clerical Worker, Data Entry Operator, Office Junior, Receptionist all at ground operations level. (Accommodation, Rail, Coach or Cruise) Certificate III is required for Air Content. For more information please see the Further Training Pathway schedule (see page 3 for website details).</p> | | |
| Minimum and maximum students | - | | |



P 08 8372 6952 ABN 45 230 046 096
 F 08 8372 6943 W qualitylincs.com.au
 A Urrbrae Skills Centre, 505 Fullarton Road, Netherby SA 5062

Regional VET in Schools Program application form

Semester 1, 2012

Please complete this form and return to **your VET Coordinator** in your school.

All applications must be returned to the Quality LinCS office by **Thursday 1 December, 2011**.

P 08 8372 6882 M 0425 733 309 F 08 8372 6943 E dannii.armfield@urrbraehs.sa.edu.au
 A Urrbrae Skills Centre, 505 Fullarton Rd, Netherby SA 5062

Personal Details

First name _____ Surname _____

Postal address _____

Suburb _____ Post code _____

Home phone _____ Mobile _____

Email _____

Emergency contact name _____ Phone _____

Student's date of birth / / D / M / Y Current Age Gender M F

Indigenous/Torres Strait Islander Non-English Speaking Background Does this student have FLO Funding?

Disability or learning difficulty (please detail) _____

School / Course Information

School _____ Year Level in 2012 _____

1 Course name _____ Page number in booklet _____

2 Course name _____ Page number in booklet _____

Do you require assistance with work placements for this course? Yes No

Student signature _____ Parent/Caregiver signature _____

Principal/VET Co-ordinator signature _____ Date _____

Important Notes

- Please Note: Completion of this form does not guarantee entry into any program.
- Please note: By signing this application, you understand and agree to pay the course (training costs) and brokers' fee associated with this application for the course of your choice.
- By signing the form parents agree to abide by their individual schools fee payment systems in relation to Vocational Education and Training Courses.

Please turn over and complete the Code of Conduct Form



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Code of Conduct form

Please complete this form and return to **Quality LinCS** before you start your course.

P 08 8372 6882 M 0425 733 309 F 08 8372 6943 E dannii.armfield@urrbraehs.sa.edu.au
 A Urrbrae Skills Centre, 505 Fullarton Rd, Netherby SA 5062

As a Quality LinCS VET student I agree:

Whilst at my RTO / school

- To consistently meet deadlines on assignments and projects.
- To use my study time, at school, work and at home, productively and in a manner that will improve my chances of obtaining a good passing grade.
- To responsibly take up my role as a VET Student and model appropriate behaviour that will enhance the reputation of Quality LinCS in both the local community and in the education system.
- To actively seek help and counselling where necessary.
- To balance my studies with work, social, sporting and family commitments.

General

- Follow all the rules/expectations of the school, RTO, workplace I am working in, recognising that infringement that necessitates disciplinary action will be dealt with in line with the sites regulations in negotiation with my supervisor.
- To maintain confidentiality by not repeating any information that I may be exposed to during my work placements. (Some employers may want you to sign a confidentiality contract).
- To discuss any problems that arise with my lecturer or work placement supervisor or VET Coordinator. (If parents/caregivers have any issues, please talk to the VET Coordinator, not discuss them with the RTO or host employer.)

Whilst on work placement

- To be punctual to all lessons/shifts, take only the allocated time for morning, afternoon tea and lunch breaks and return promptly work. To attend my placement for the normal hours of work for that job, (this is work placement and you are to treat it as paid work conditions).
- If I am unable to attend a shift I will ring my supervisor, (you will be expected to account for any absences and may be required to make up the lost hours at another time).
- To be dressed appropriately.
- To take responsibility for my log book and negotiate a convenient time for a meeting with my supervisor to discuss my progress.
- To ensure that I am aware of and comply with the Occupational Health and Safety Guidelines that is related to my program.

The above requirements have been developed in order to make your VET program work successfully for you and the students who follow you. VET programs are very reliant on the goodwill of the employers who provide work placements and this often results in apprenticeships / employment for students. When students do not behave appropriately, the programs can fold because employers no longer want to take on VET students.

Quality LinCS may like to use photographs/work in various publications for promotional purposes.

I give permission for my student's photo / work to be used for promotional purposes: Yes No

Student name _____ Student signature _____

Parent/Caregiver name _____ Parent/Caregiver signature _____

Principal/VET Co-ordinator signature _____ Date _____

Please turn over and complete the Application Form



QUALITY
LinCS
LINKING **INDUSTRY**
COMMUNITY & **STUDENTS**

Quality LinCS Incorporated

*A preferred Department of Education & Children's Services (DECS)
provider for Student Mentoring & Youth Development Services*

- A** Urrbrae Skills Centre, 505 Fullarton Rd, Netherby SA 5062
- P** (08) 8372 6882
- E** dannii.armfield@urrbraehs.sa.edu.au
- W** qualitylincs.com.au