



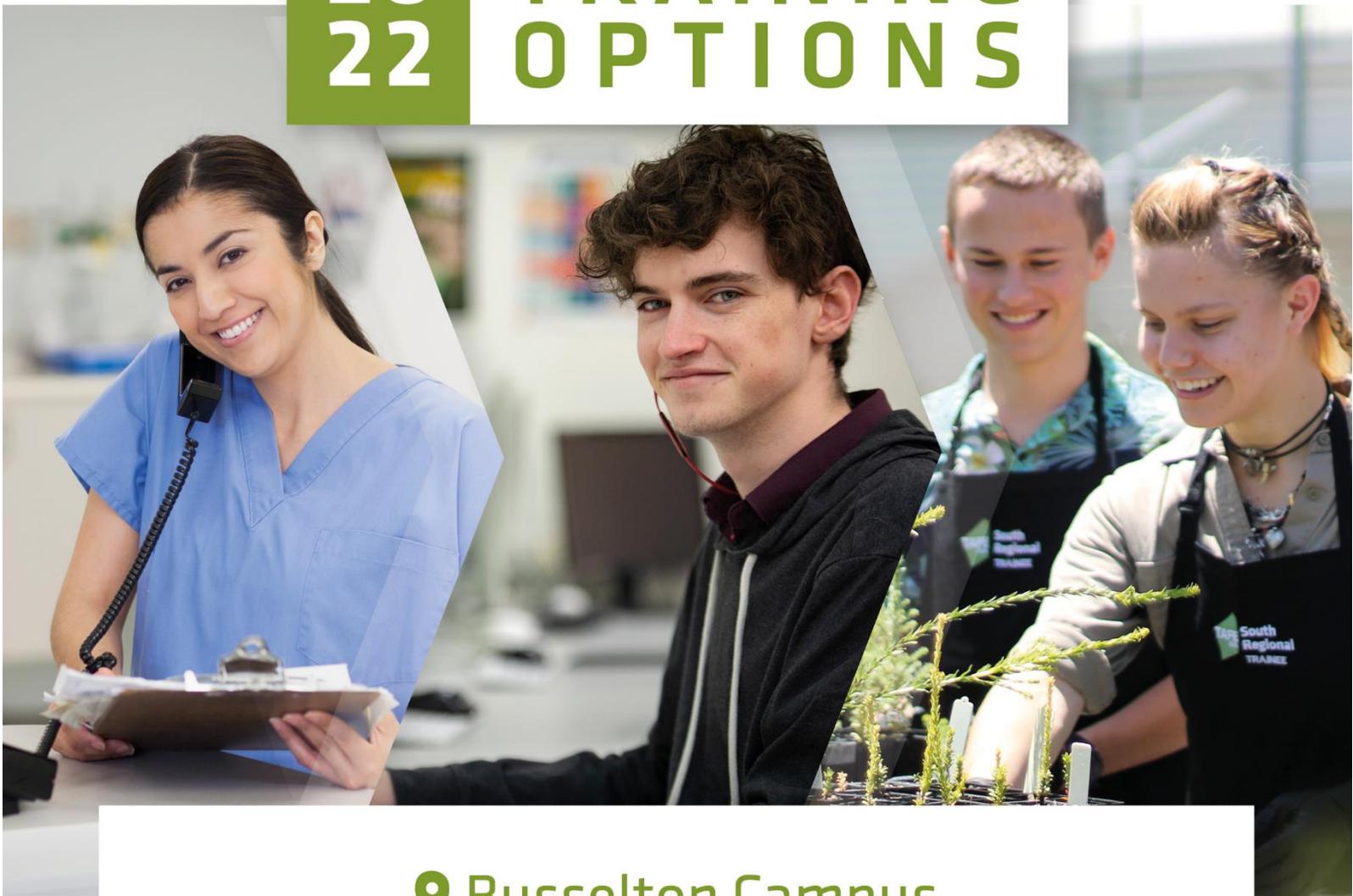
South  
Regional



## VET delivered to Secondary Students

20  
22

TRAINING  
OPTIONS



📍 Busselton Campus

RTO Code 52790

[southregionaltafe.wa.edu.au](https://southregionaltafe.wa.edu.au)



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# We cover the South West and Great Southern



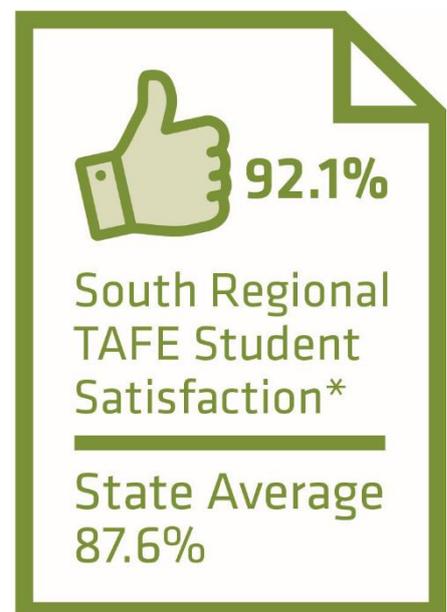
## We provide the training to equip you with the skills you need to get the job you want

By engaging with industry, we can ensure we are meeting the high standards required for training and assessing. This means on completion of your course, you can be sure you'll have the right skills and knowledge to do the job you've trained for.

Our highly skilled lecturers have worked, or still work, in their industry and have specialised training and assessing skills.

To help you secure your dream job, you'll receive a nationally recognised qualification that will be welcomed by business and industry.

\*2019 Student Satisfaction Survey by Department of Training and Workforce Development.





# Introduction

## General Information

The Vocational Education and Training delivered to Secondary Students (VETdSS) program provides senior secondary students with the opportunity to integrate their traditional high school academic studies with a vocational education study pathway.

Successful completion of a vocational qualification provides students with credits towards a nationally recognised VET qualification that will give a competitive advantage to gain employment in their chosen career or undertake further training. Students who are enrolled in a VETdSS course attend a South Regional TAFE campus one or two days per week.

This booklet provides information on the range of qualifications being offered at South Regional TAFE Busselton campus under the VETdSS program for 2022.

Information covered in this booklet includes, minimum entry requirements, delivery details, costs and uniform requirements (if applicable).

## The VETdSS program pathway offers opportunities to:

- ▶ Develop your work, employability and life skills, whilst broadening your career options.
- ▶ Gain a realistic view of industry expectations and to develop industry specific skills.
- ▶ Improve your future employment prospects, your chances of selection for other training courses and can offer pathways into higher education in the future.
- ▶ Study in an adult learning environment.
- ▶ Gain nationally recognised VET qualifications and units of competency while completing your Western Australian Certificate of Education.
- ▶ Gain an understanding of the world of work, providing you with practical skills and valuable experience to assist with planning and pursuing your career pathways.



## Who can apply?

Applications will be accepted from students who can meet the following criteria:

- ▶ Currently enrolled at a secondary school and commencing Year 11 or 12 in 2022;
- ▶ Will pass or have passed Year 10 with a 'C' grade average or with Curriculum Framework Level 3.5 or better (the Year 10 mid-year report **MUST** be included for application purposes);
- ▶ Have completed and passed the online literacy and numeracy assessment (NAPLAN or OLNA);
- ▶ Student application has been endorsed by their school;
- ▶ Meet Australian citizenship and/or visa requirements;
- ▶ Have not previously completed a Nationally Recognised VET qualification under the VET delivered to Secondary Students program.

## How to apply?

- ▶ Submit an application online via a link on the South Regional TAFE website – [Southregionaltafe.wa.edu.au](http://Southregionaltafe.wa.edu.au)
- ▶ An applications booklet is located on the website for further information.
- ▶ Applications for 2022 programs, open on **Monday 26th July 2021**.
- ▶ Applications close on **Monday 16th August 2021**.
- ▶ Late applications and applications not submitted online (via email, post, phone call etc.) will not be accepted.

## Competitive courses

Highly competitive courses will require an interview. Applicants are required to be available for an interview between **Monday the 13<sup>th</sup> to Friday the 24<sup>th</sup> of September 2021**.

## Preparing for your interview

Be prepared for your interview, bring your resume, any certificate or achievements you may have to highlight why you wish to be selected for the course you have applied for. Extra experience in the chosen field will always help towards your application, e.g. Volunteering, any work experience and hobbies.

## Fees and Charges

Secondary school students undertaking VETdSS programs as part of their secondary education including pre-apprenticeships in schools are exempt from tuition, resource and enrolment fees.

However, depending on the chosen course students may be required to purchase a uniform, protective equipment, text books or trade equipment/tools/licences.

**Note:** *Some sub-class visa holders will be required to pay full-fees.*



## Key program details and responsibilities

- ▶ Students attend their chosen campus 1 or 2 days a week for the allocated length of their course.
- ▶ You will experience learning in an adult environment with students of all ages and backgrounds.
- ▶ There is an expectation that when attending classes, you will assume greater responsibility for your own care and safety, as a responsible young adult.
- ▶ All students enrolled at South Regional TAFE are expected to adhere to the student code of conduct. (a copy is located on our website)
- ▶ Whilst attending South Regional TAFE, you are under the supervision of the lecturer taking the class.
- ▶ You will not be supervised during break times.
- ▶ You are expected to remain within the College grounds unless you provide your lecturer with written notification from your parent/guardian or school.
- ▶ You are responsible for your own travel arrangements to your chosen campus and work placement (if applicable).
- ▶ You are required to attend all your classes including those that may occur on a designated school pupil free day.
- ▶ Attendance is recorded and all absences are reported to your school. You are required to notify your lecturer if you will not be attending.
- ▶ You are expected to dress appropriately whilst on campus. Some courses have uniform requirements which must be adhered to or you may not be able to attend on that day. When special or protective clothing and/or footwear is required, it must be worn without exception.

# Busselton Campus Offerings Overview

State ID	National ID	Qualification	Duration
<b>Agriculture, Animals, Science and the Environment</b>			
BDE6	AHC20416	Certificate II in Horticulture	3 Terms
<b>Education &amp; Community Services</b>			
J588	CHC30213	Certificate III in Education Support	3 Terms
** AVR7	BSB30115	Certificate III in Business	3 Terms
BDQ0	FBS30317	Certificate III in Accounts Administration	3 Terms
<b>Health, Beauty and Fitness</b>			
BCY91	52831WA	Certificate IV in Preparation for Health & Nursing Studies	4 Terms
<b>Information Technology, Library and Digital</b>			
** AWB0	ICT20115	Certificate II in Information, Digital Media & Technology	3 Terms

\*\* These courses are in transition and the scope may change.

## Disclaimer

Programs are subject to minimum student enrolments and will only run if viable numbers are achieved. South Regional TAFE also reserves the right to alter delivery times and course content.

A woman with blonde hair in a bun, wearing a white short-sleeved shirt with colorful polka dots and green pants, sits on a light-colored tiled floor. She is looking towards two children. A young girl with dark hair, wearing a yellow long-sleeved shirt and dark pants, sits next to her, holding a pink stuffed animal. To the right, a young boy with brown hair, wearing a red long-sleeved shirt and dark pants, sits with his hands clasped. The background shows a bright, modern classroom with wooden chairs, tables, and colorful decorations. A green banner at the top contains the text 'VET in Schools'.

# VET in Schools

# Course Offerings



# Certificate II in Horticulture

**National ID: AHC20416    State ID: BDE6**

Do you enjoy working outdoors? This entry level courses will help guide you through the basics of horticultural industry. If you have an interest in learning about growing and propagating plants, maintaining gardens and nurseries, landscaping and general horticultural practices this course is for you.

Horticulture is one of the fastest growing industries in Australia with the sector playing an important role in delivering economic, social and environmental value.

Throughout this course you will obtain the skills to assist in gaining entry-level employment and is a direct pathway to progressing into the Certificate III in Horticulture or Certificate III in Agriculture.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11 and 12

## Delivery Period

Day	Location	Duration
Thursday and Friday	Busselton	3 Terms

## Commitment

- ▶ Full participation in training activities
- ▶ Up to two hours of homework/study per week

## Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Personal protective equipment - sun hat, sunglasses, steel capped boots, long sleeved cotton work shirt and long cotton work pants
- ▶ Pens, pencils and A4 file
- ▶ Calculator

## Further study options

- ▶ Certificate III in Horticulture
- ▶ Certificate II in Conservation and Land Management
- ▶ Certificate III in Agriculture



# Certificate III in Education Support

**National ID: CHC30213 State ID: J588**

If you are interested in helping grow the next generation, this qualification will provide you with the practical skills and knowledge to assist the teaching staff in schools and provide care and supervision for children from kindergarten to Year 10. You will learn how to implement planned education programs, assist students in their learning and development, contribute to the safety and health of students and support students with additional needs.

You will also learn how to work with children and young people at risk of harm, work effectively with culturally diverse students, families and co-workers and gain an introductory knowledge into working with children with special needs. As part of this qualification you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 8
- ▶ Available to: Year 11 and 12

## Delivery period

Day	Location	Duration
Thursday and Friday	Busselton	3 Terms

## Work placement

Minimum Hours	Commencement	Days allocated for work placement
100	Term 2 and 3	Fridays

## Commitment

- ▶ Full participation in training activities
- ▶ Up to 2 hours per week additional study/homework
- ▶ Work practice is required (travel may be necessary)

## Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Uniform for work placement
- ▶ Text books
- ▶ Pens, pencils and A4 file

## Further study options

- ▶ Certificate IV in Education Support



## Certificate III in Business

**National ID: BSB30115    State ID: AVR7**

This qualification will provide you with the essential skills needed to work in an office environment and give you exposure to a range of general business practices.

You will gain skills and knowledge in basic workplace organisation, customer service, workplace health and safety, producing documents and spreadsheets, creating presentations and using social media and websites in a business context.

When you complete the Certificate III in Business you'll have skills that employers are looking for, making you ideal for roles in reception, administration, customer service, data entry or as an office clerk.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Thursday and Friday	Busselton	3 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to 2 hours per week additional study/homework

### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils, USB and A4 file

### Further study options

- ▶ Certificate IV in Business



# Certificate III in Accounts Administration

**National ID: FNS30317 State ID: BDQ0**

If you have an eye for figures, can think on your feet, and enjoy working with others, then this is an excellent qualification to launch you towards a highly successful and rewarding career.

This course is ideal if you are comfortable working with numbers and financial concepts or have good problem solving and analytical skills. It will introduce you to basic accounting skills and terminology and prepares you for a role as an accounts clerk.

You will learn how to complete clerical tasks such as recording and creating summaries of an organisations' financial transactions, processing journal entries, completing payroll and bank receipts and preparing, processing and maintaining financial records.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 8
- ▶ Available to: Year 11 and 12

## Delivery period

Day	Location	Duration
Thursday and Friday	Busselton	3 Terms

## Commitment

- ▶ Full participation in training activities
- ▶ Up to 2 hours per week additional study/homework

## Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Textbooks (approx. \$300.00 – students will need to purchase their own text books online)
- ▶ Pens, pencils and A4 file

## Further study options

- ▶ Certificate IV in Accounting and Bookkeeping



# Certificate IV in Preparation for Health & Nursing Studies

**National ID: 52831WA**    **State ID: BCY91**

Interested in a career of caring and lifesaving opportunities. On successful completion of this course students will have the opportunity to either further their studies in Enrolled or Registered Nursing. This course will give you a sound knowledge about the human body and health, as well as the study skills to support your further learning. You will learn about anatomy, physiology, medical terminology, applied mathematics, physics, chemistry and study skills. Students will also develop an understanding on how microbiology is related to health care and the use of effective academic skills, including word-processed presentation of work.

## Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 15
- ▶ Available to: Year 11 and 12

## Delivery period

Day	Location	Duration
Thursday and Friday	Busselton	4 Terms

## Commitment

- ▶ Full participation in training activities
- ▶ Up to 4 hours per week additional study/homework

## Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils and A4 file
- ▶ Calculator
- ▶ Textbooks and workbooks

## Further study options

- ▶ Diploma of Nursing



## Certificate II in Information, Digital Media & Technology

**National ID: ICT20115**     **State ID: AWB0**

When you complete this course you will have made a start towards a career in information technology, or be ready for employment using a range of technologies. Students will gain the practical skills and knowledge to operate the essential functions of a computer, including learning skills that enable them to operate a computer, perform basic troubleshooting, and use software applications which include packages for word processing, spreadsheets, databases, presentation packages, internet, email and digital media.

Successful completion of this qualification provides students with basic computing skills to support a wide range of varying industry occupations with role titles such as office assistant, records assistant or junior office assistant.

### Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 15
- ▶ Available to: Year 11 and 12

### Delivery period

Day	Location	Duration
Thursday and Friday	Busselton	3 Terms

### Commitment

- ▶ Full participation in training activities
- ▶ Up to 2 hours per week additional study/homework

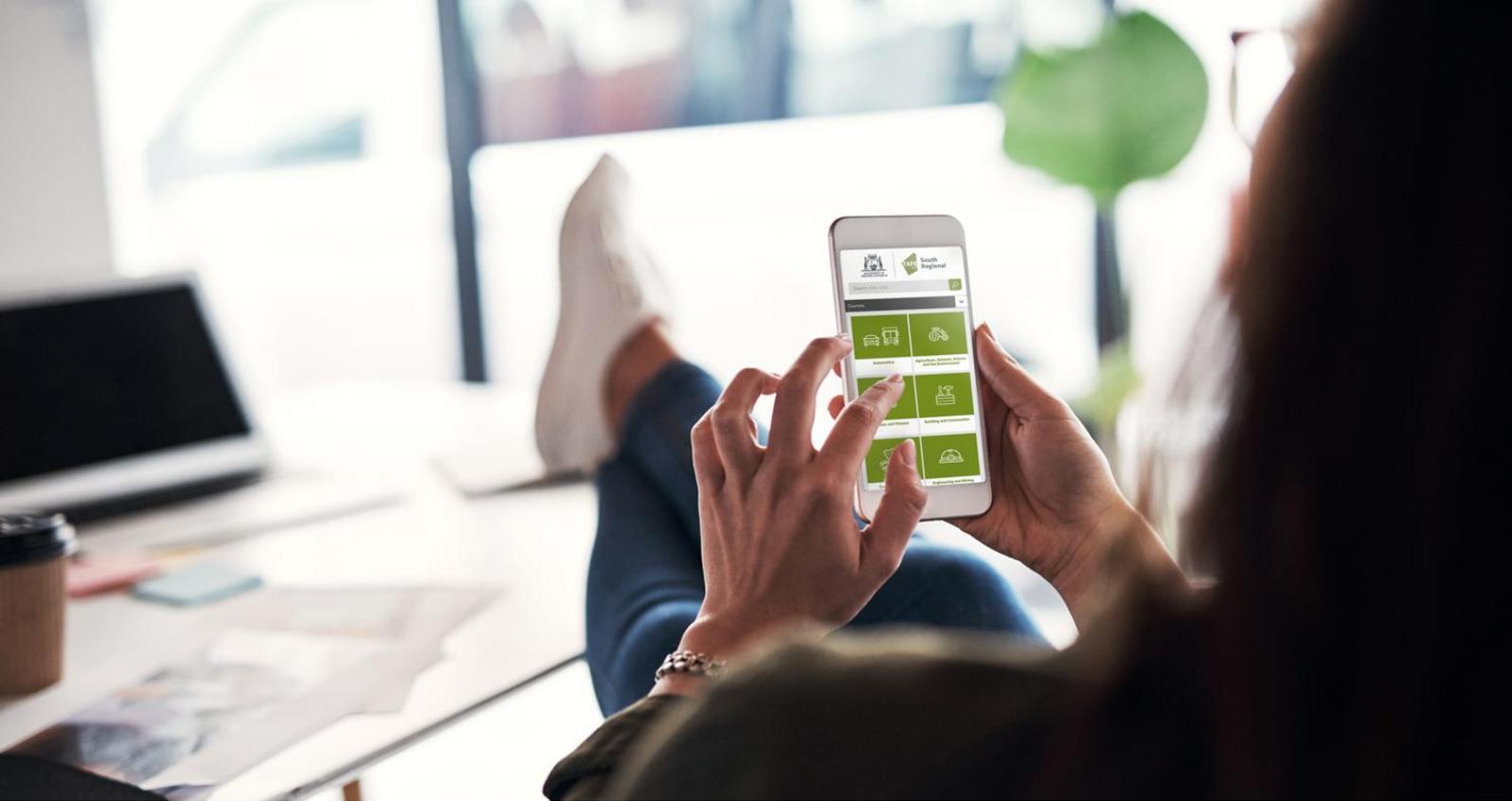
### Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ USB
- ▶ Pens, pencils and A4 file

### Further study options

- ▶ Certificate III in Information, Digital Media and Technology



## Require additional information?

### **Come into the South Regional TAFE Busselton Campus**

Address: 2-12 South Street, Busselton WA 6280

Phone: 6371 3600 or Freecall 1800 621 445

Email: [Busselton@srtafe.wa.edu.au](mailto:Busselton@srtafe.wa.edu.au)

### **Contacts**

#### **Course Information Team**

Phone: 6731 3070 or Freecall 1800 621 445

Email: [CourseInformation@srtafe.wa.edu.au](mailto:CourseInformation@srtafe.wa.edu.au)

#### **VETdSS Applications**

Email: [VETdSS.Applications@srtafe.wa.edu.au](mailto:VETdSS.Applications@srtafe.wa.edu.au)

#### **Careers advice**

South West Jobs and Skills Centre

Phone: 13 64 64

Email: [bunburyjisc@srtafe.wa.edu.au](mailto:bunburyjisc@srtafe.wa.edu.au)

Website: [jobsandskills.wa.gov.au](http://jobsandskills.wa.gov.au)

#### **Visit the Website**

[southregionaltafe.wa.edu.au](http://southregionaltafe.wa.edu.au)