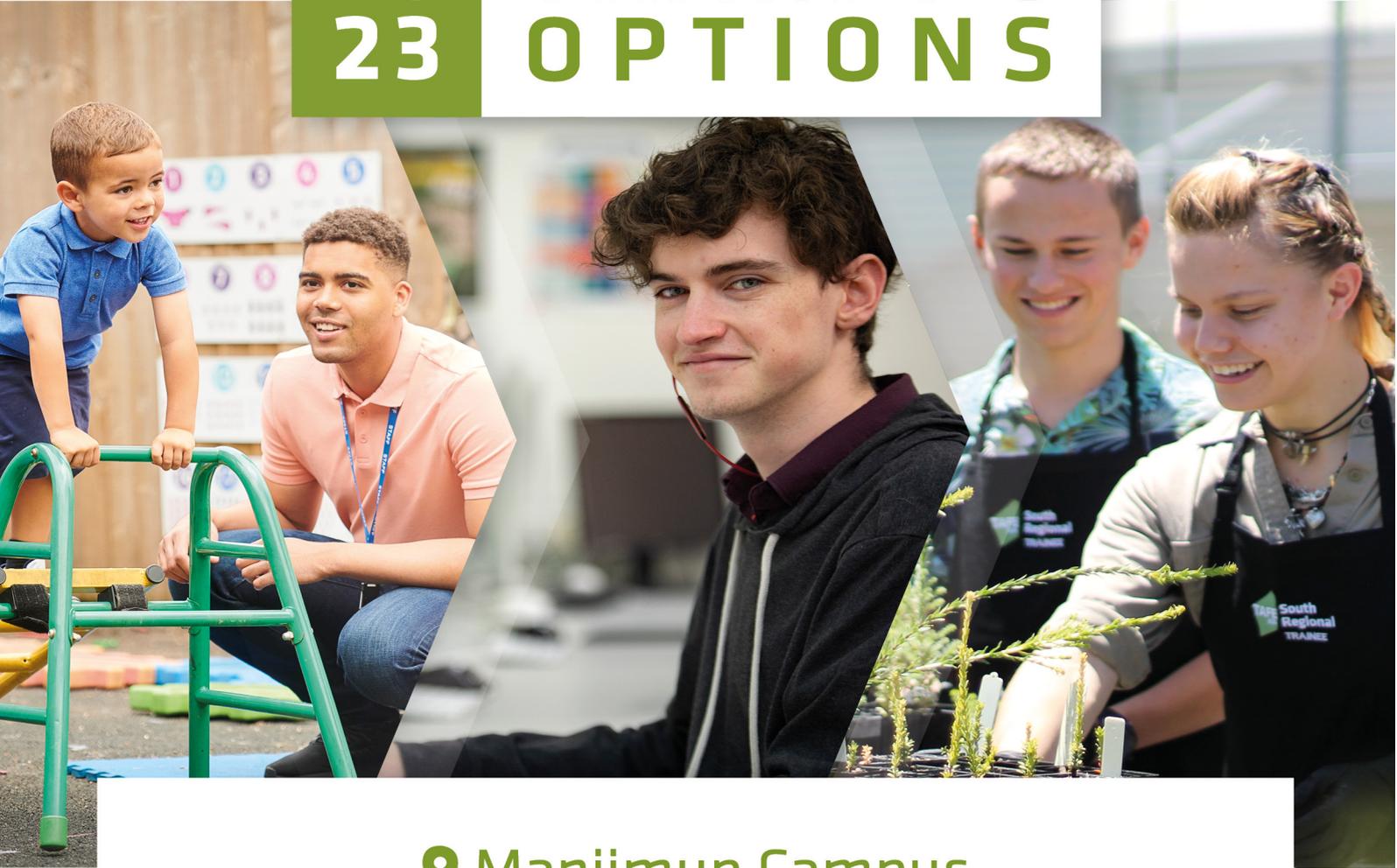




VET delivered to Secondary Students

20
23

TRAINING
OPTIONS



📍 Manjimup Campus

RTO Code 52790

southregionaltafe.wa.edu.au



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We cover the South West and Great Southern



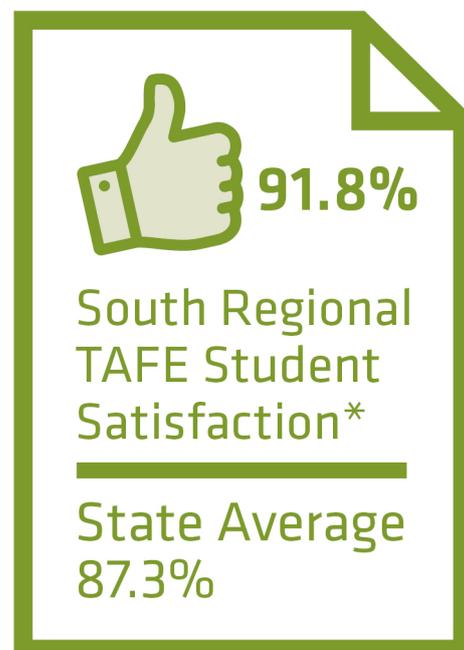
We provide the training to equip you with the skills you need to get the job you want

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.

*2021 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 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, for various lengths of time.

This booklet provides information on the range of qualifications being offered at South Regional TAFE Manjimup campus under the VETdSS program for 2023.

South Regional TAFE offers a range of courses as part of our VETdSS programs.

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 2023;
- ▶ 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
- ▶ An applications booklet is located on the website for further information.
- ▶ Applications for 2023 programs, open on **Monday 25th July 2022**.
- ▶ Applications close on **Monday 15th August 2022**.
- ▶ 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 5th to Friday 16th of September 2022**.

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.

COVID-19

From Friday 10 June 2022, the majority of Western Australian workers will no longer need to be vaccinated to attend previously mandated workplaces, however Healthcare and health support workers in hospitals and primary health care settings, residential aged care and disability settings still must be triple dose vaccinated to enter their workplace.

Students enrolled in courses that require them to undertake mandatory work placement with an employer in those sectors must be triple dose vaccinated prior to their work placement commencing.

Manjimup Campus Offerings Overview

State ID	National ID	Qualification	Duration
Agriculture, Animals, Science and the Environment			
BCZ7	AHC20116	Certificate II in Agriculture	2 Years
Business and Finance			
BFS5	BSB30120	Certificate III in Business Administration	2 Years
AWA5	FNS30115	Certificate III in Financial Services	2 Years
Education and Community Services			
** J587	CHC30113	Certificate III in Early Childhood Education & Care	2 Years
** J588	CHC30213	Certificate III in Education Support	2 Years

**South Regional TAFE is transitioning this qualification to the new training package in 2022. Students will be enrolled into the new units developed to meet current and future industry needs.

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 Agriculture

National ID: AHC20116 State ID: BCZ7

This qualification provides students with skills and knowledge required to enter the agricultural industry and work under supervision in a farm environment.

Students undertaking the Certificate II qualification develop a diverse range of practical skills which may enhance their employment prospects and importantly allow them to contribute positively to the agriculture sector.

This program is designed specifically for secondary school students undertaking vocational education and training in schools (VDSS) who are interested in working in livestock production, cropping, mixed farming or other roles in the agriculture sector.

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 Agriculture (traineeship).

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 10
- ▶ Available to: Year 11 entry, continuing in year 12 (delivered over 2 years)

Delivery period

Day	Location	Duration
Wednesdays & Thursdays	Manjimup	2 Years

Commitment

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

Student to supply

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 Agriculture – Traineeship only



Certificate III in Business Administration

National ID: BSB30120 State ID: BFS5

This qualification will provide students with a variety of skills for a broad range of roles in an administrative environment, you will have the current skills that employers are really looking for including.

Soft Skills

Critical thinking and problem solving, Workplace health and safety including Personal Wellbeing, Sustainable and Inclusive work practices, Customer service and Communication skills and more to equip you to meet the demands of the modern office workspace.

Hard Skills

Design and production of a range of Business documents with confidence, including spreadsheets, presentation's, digital communication, and a range of general business mainstream documents regularly used in modern office environments.

This qualification prepares students for a variety of roles in a wide range of industry groups such as, Medical, Legal, Government and Private Sector positions such as:

- ▶ Administration Assistant
- ▶ Client and Sales Administration
- ▶ Secretarial
- ▶ Receptionist
- ▶ Data Entry and word processing clerk

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 10
- ▶ Available to: Year 11 entry, continuing in year 12 (delivered over 2 years)

Delivery Period

Day	Location	Duration
Wednesdays	Manjimup	2 Years

Commitment

- ▶ Up to 2 hours per week additional study/homework

Student to supply

Specific course requirements will be provided at enrolment.

- ▶ Text books, Pens, pencils and A4 file

Further study options

- ▶ Certificate IV in Business
- ▶ Certificate IV in Bookkeeping and Accounting



Certificate III in Financial Services

National ID: FNS30115 State ID: AWA5

This qualification is designed to reflect the job role of entry level employees working across the entire financial services industry who perform duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services. Individuals at this level apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

In this course you will develop the skills and knowledge to work in financial sector of business. This qualification will provide you with the practical skills and knowledge to understand the process of bookkeeping and accounting. You will learn how to process accounts manually and using accounting software (MYOB and Xero), Excel software, work effectively within the financial services industry and within a team.

You will also learn how to provide service to customers, use business technologies, contribute to OSH, perform financial calculations and gain an introductory knowledge of the legislation, roles and responsibilities governing the financial industry.

This qualification leads directly into Certificate IV of Accounting and Bookkeeping, which when completed will give the students the ability to be work towards being a BAS agent. Students that complete this course will have the skills to also enter the workplace directly if they wish, in such positions as Accounts assistant, Junior Administration, Office Clerk and Customer Service.

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 6
- ▶ Available to: Year 11 entry, continuing in year 12 (delivered over 2 years)

Delivery period

Day	Location	Duration
Tuesday	Manjimup	2 Years

Commitment

- ▶ Up to 2 hours per week additional study/homework

Student to supply

Specific course requirements will be provided at enrolment.

- ▶ Text books, Pens, pencils and A4 file

Further study options

- ▶ Certificate IV in Bookkeeping and Accounting



Certificate III in Early Childhood Education & Care

National ID: CHC30113 State ID: J587

If you have a genuine interest and passion for the care and education of children up to the age of five then this expanding industry is for you. During this course, Students will gain the knowledge and skills to work effectively as an educator, understanding children’s learning, providing learning support and identifying and responding to children at risk. You’ll also learn how to interact and foster the development of children while working within legal requirements and ensuring the children’s health and safety are not at risk. Our qualification will ensure you meet the high standards of education and care of children the industry demands.

As part of this course you’ll undertake a supervised work placement where you get to use the skills and knowledge you’ve learned. You will work closely with children from different backgrounds and cultures and provide care and support for them in various child care situations.

This qualification is designed to provide a range of practical skills, technical training and communication skills for a career in early child education and care, including roles such as:

- ▶ Early Childhood Educator
- ▶ Playgroup Supervisor
- ▶ Recreation Assistant
- ▶ Nanny
- ▶ Family Day Care Educator

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 12
- ▶ Available to: Year 11 entry, continuing in year 12 (delivered over 2 years)

Delivery period

Day	Location	Duration
Wednesday	Manjimup	2 Years

Work placement

Minimum Hours	Days allocated for work placement
240	6 x 1-week block to be negotiated with school

Commitment

- ▶ Up to 2 hours per week additional study/homework
- ▶ Work placement is required – Travel may be necessary

Student to supply

Specific course requirements will be provided at enrolment.

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



Certificate III in Education Support

National ID: CHC30213 State ID: J588

In this course you will develop the skills and knowledge to assist the teaching staff in schools and provide care and supervision for children from kindergarten to Year 12. 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 be required to undertake a number of supervised work placements (4 weeks of placement in Year 11 and 3 weeks of placement for Year 12) where you will be able to apply the skills and knowledge you have learned in a classroom setting. Certificate III in Education Support students who over 18 years are required to obtain a Working with Children Check, and a Department of Education Police Clearance before attending work placement.

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11 entry, continuing in year 12 (delivered over 2 years)

Delivery period

Day	Location	Duration
Wednesday	Manjimup	2 Years

Work placement

Minimum Hours	Days allocated for work placement
200	6 x 1-week block to be negotiated with school

Commitment

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

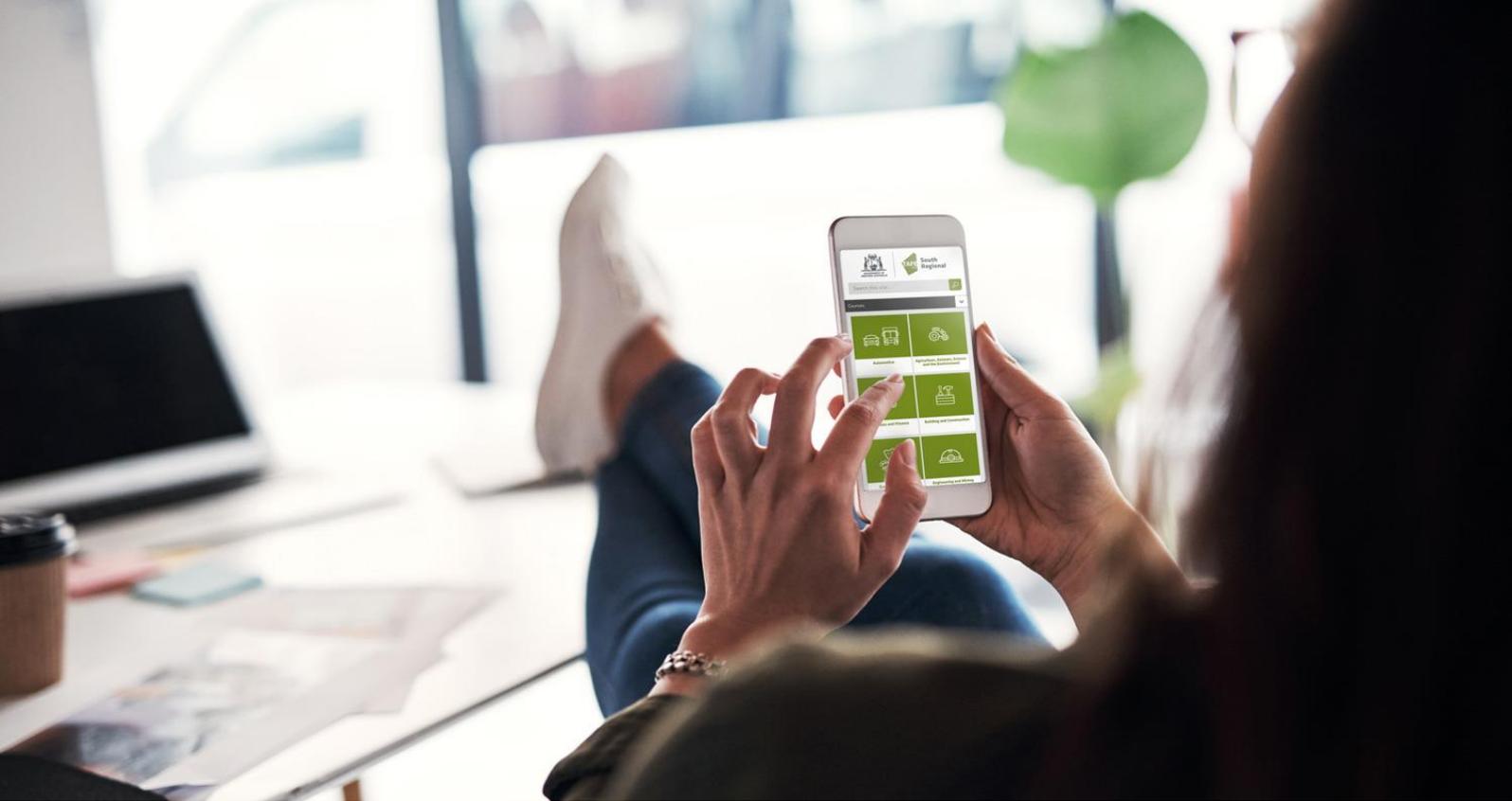
Student to supply

Specific course requirements will be provided at enrolment.

- ▶ Pens, pencils, calculator and A4 file
- ▶ Sturdy boots, long cotton shirt and pants, sun hat and sunglasses

Further study options

- ▶ Certificate IV in Education Support



Require additional information?

South Regional TAFE Manjimup Campus

Address: Graphite Road, Manjimup WA 6258

Phone: 6371 3700 or Freecall 1800 621 445

Email: Manjimup@srtafe.wa.edu.au

Contacts

Course Information Team

Phone: 6731 3070 or Freecall 1800 621 445

Email: CourseInformation@srtafe.wa.edu.au

VETdSS Applications

Email: VETdSS.Applications@srtafe.wa.edu.au

Careers advice

South West Jobs and Skills Centre

Phone: 13 64 64

Email: bunburyjsc@srtafe.wa.edu.au

Website: jobsandskills.wa.gov.au

Visit the Website

southregionaltafe.wa.edu.au