



## SOUTH WEST REGION

Vocational Education and Training  
delivered to Secondary Students (VETdSS)

# Training Options 2025



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# ▶▶ We cover the South West and Great Southern

INDIAN OCEAN



## Our college

South Regional TAFE is a leading provider of accredited vocational education and training (VET) in the southern region of Western Australia.

By collaborating with local businesses and industry, we can ensure we are meeting the high standards required for training and assessing.

We provide a unique and innovative learning experience for students. Our highly skilled lecturers have worked, or still work, in their industry and are passionate about sharing their specialised skills with the workforce of the future.

On completion of your course, you can be sure you will have the right skills and knowledge to do the job you have trained for, with a qualification recognised nationally by all employers.

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



# Introduction

The Vocational Education and Training delivered to Secondary Students (VETdSS) program provides 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 their Western Australian Certificate of Education (WACE) and 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 campuses under the VETdSS program for 2025.

South Regional TAFE offers a range of courses and pre-apprenticeships 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



# Applications and Eligibility

## + 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 2025
- Students commencing Year 10 may be considered for a Certificate II. Please speak with your VET Coordinator for more details.
- 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)\*

\*Those unable to meet this criteria can provide a reference from their School to support the application

- Have completed and passed the online literacy and numeracy assessment (NAPLAN or OLNA)
- Student application has been endorsed by their school
- School attendance may be used in application assessment (especially courses that are highly competitive)
- Meet Australian citizenship and/or visa requirements
- Year 12 Students applying for year long (i.e., 4 Terms) courses will need to commit to attending classes until mid-December.

## How to apply?

- + Apply 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 2025 programs, open on **Monday 22nd July 2024**
- + Applications close on **Monday 12th August 2024**
- + Late applications and applications not submitted online (via email, post, phone call etc.) will not be accepted.

## Competitive courses

Competitive courses will require an interview. Applicants must be available for an interview between

**Monday 9th to Friday 20th of September 2024.**

## Preparing for your interview

Prepare like you would for a job interview, bring a copy of your resume, any certificate or awards, portfolio if you have one. Extra experience in the chosen field will always help towards your application, e.g., Volunteering, any work experience, and hobbies.

# Details and Responsibilities

## 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, textbooks, or trade equipment/tools/licenses.

*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
- For some Pre-apprenticeship courses, after the designated delivery requirements one of the TAFE attendance days will become a work placement day. The student will attend a work placement to put learnings into practice and gain industry experience, enhance knowledge and refine skills. Other courses may require Work-placement to occur in students own time i.e., school holiday periods
- 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.
- If the course requires work placement in a Health Care industry, Students may need to produce immunisation status evidence upon request from their workplace. Immunisation requirements can be found in OD 0388/12 "Health Care Worker Immunisation Policy" Health Care Worker Immunisation Policy and any other policy that replaces or supersedes OD 0388/12



# Course Offerings

# Overview of Offerings 2025

	Bunbury	Busselton	Collie	Manjimup	Margaret River
<b>PRE- APPRENTICESHIPS</b>					
Pre-App Automotive Servicing Technology (Light Vehicle Servicing)	✓				
Pre-App Automotive Servicing Technology (Heavy Vehicle Servicing)	✓				
Pre-App Building and Construction (Painting and Decorating)	✓				
Pre-App Electrotechnology ( Career Start)	✓		✓		
Pre-App Cookery (Commercial Cookery)	✓				
<b>AGRICULTURE ENVIRONMENT</b>					
Certificate II in Agriculture				✓	
Certificate III in Agriculture				✓	
Certificate II in Conservation and Ecosystem Management	✓				
Certificate II in Horticulture	✓	✓			✓
<b>BUSINESS AND FINANCE</b>					
Certificate II in Applied Digital Technologies	✓	✓			
Certificate III in Business	✓	✓		✓	
Certificate III in Entrepreneurship and New Business	✓				
Certificate II in Financial Services	✓				
Certificate III in Accounts Administration	✓			✓	
Certificate II in Workplace Skills			✓	✓	
<b>CREATIVE INDUSTRIES</b>					
Certificate II in Music					✓
Certificate III in Music					✓
Certificate II in Visual Arts	✓				
Certificate III in Visual Arts	✓				✓
<b>EDUCATION AND COMMUNITY</b>					
Certificate II in Community Services	✓				
Certificate II in Community Services (Education Support Focus)				✓	
Certificate III in Early Childhood Education and Care	✓			✓	✓
Certificate III in School Based Education Support	✓	✓	✓	✓	✓
<b>ENGINEERING, TRADES AND RESOURCES</b>					
Certificate II in Autonomous Workplace Operations			✓		
Certificate III in Aviation (Remote Pilot)			✓		
Certificate II in Building and Construction (Brick and Block laying)	✓				
Certificate II in Building and Construction (Carpentry)	✓				
Certificate II in Building and Construction (Wall and Ceiling Lining)	✓				
Certificate II in Sampling and Measurement	✓				
Certificate II in Civil Construction	✓				
Certificate II in Engineering Pathways	✓				
<b>HEALTH, BEAUTY AND FITNESS</b>					
Certificate II in Sport and Recreation	✓				
Certificate III in Fitness	✓				
Certificate IV in Preparation for Health and Nursing Studies	✓	✓			✓
Certificate II in Retail Cosmetics	✓				
Certificate II in Salon Assistant	✓				
<b>HOSPITALITY AND TOURISM</b>					
Certificate II in Hospitality	✓				✓
Certificate III in Hospitality					✓
Certificate II Cookery					✓
Certificate II in Retail Services	✓				
Certificate II in Tourism	✓				



# Pre-Apprenticeships in School (PAiS)

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# What is the Pre-Apprenticeship in Schools program?

The Pre-Apprenticeships in schools (PAIS) program is a fantastic opportunity for students who are enrolled in the Western Australian Certificate of Education (WACE), to be one step ahead of other young people who want to undertake an apprenticeship.

It is a school-based training program and is intended as a transition from school to an apprenticeship. It provides an introduction into the apprenticeship opportunities within various trades. Training commences with a mixture of College based training and actual work experience within the industry of choice. During this stage students must continue attending school, undertake units of competency within the program whilst attending SR TAFE and be linked to an employer for work placement throughout the duration of the program, giving students exposure to the industry.



## Why apply for the Pre-Apprenticeship in Schools program?

- Students can undertake training within a desired industry while still completing their Western Australian Certificate of Education (WACE). The program provides subject equivalence towards a student's WACE
- Enables students to make career decisions and provides pathways to an apprenticeship
- Students receive credits for successful completion of units of competency undertaken and
- A reduction in term may be considered if the student is successful in obtaining an apprenticeship.

## Work Placement

Some programs include work placements, to support the learning program. Each course in the booklet includes the work placement requirements. A requirement of the program is completing a logbook of each day's attendance and summary of work tasks. You are required to submit your logbook at regular intervals throughout your course for validation. Students will be provided with more information about any Work placement at the commencement of the course. Students are responsible for organising their own transport to and from the workplace.

Please note: Some of the pre-apprenticeship courses can require additional workplace hours that will need to be completed in the student's own time.



## Certificate II in Automotive Servicing Technology (Light Vehicle Servicing Pre-Apprenticeship)

National ID:  
**AUR20520**

State ID:  
**AC33**

Location:  
**Bunbury**

By the time you have finished this qualification, you will know your radiator from your regulator and be able to get yourself an Apprenticeship in the automotive industry.

This qualification will provide you with practical skills and knowledge used in the light vehicle automotive mechanical trades, including conducting servicing operations, inspecting and servicing engines, steering and suspension systems, repairing single electrical circuits, using, and maintaining workplace tools and equipment. You will also learn how to apply safe work practices and apply basic automotive troubleshooting processes and much more.

Location	Bunbury
Day	Thursday and Friday
Duration	Four (4) terms
Course Requirements	Personal protective equipment (PPE) Text Books approximately \$160 Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Automotive Servicing Technology (Light Vehicle Servicing) Certificate III in Motorcycle Mechanical Technology Certificate III in Outdoor Power Equipment Technology
Work Placement Hours	150 hours of work placement
Career Pathways	Apprenticeship in Automotive Servicing Technology (Light Vehicle Servicing)
Criteria	Competitive Course Interview Required Open to Year 10 and 11 Students



## Certificate II in Automotive Servicing Technology (Heavy Vehicle Servicing Pre-Apprenticeship)

National ID:  
**AUR20520**

State ID:  
**AC34**

Location:  
**Bunbury**

Get skilled up to work with big gears. By the time you have finished this qualification you will be in a good position to get yourself an Apprenticeship in the automotive industry.

This qualification will provide you with practical skills and knowledge used in the heavy vehicle automotive mechanical trades, including conducting servicing operations, inspecting and servicing engines, steering and suspension systems, repairing single electrical circuits, using and maintaining workplace tools and equipment. You will also learn how to apply safe work practices and apply basic automotive troubleshooting processes and much more.

Location	Bunbury
Day	Thursday and Friday
Duration	Four (4) terms
Course Requirements	Personal protective equipment (PPE) Text Books approximately \$160 Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Heavy Commercial Vehicle Mechanical Technology Certificate III in Mobile Plant Technology
Work Placement Hours	150 hours of work placement
Career Pathways	Apprenticeship in Automotive Servicing Technology (Heavy Vehicle Servicing)
Criteria	Competitive Course Interview Required Open to Year 10 and 11 Students





## Certificate II in Building and Construction (Pathway - Trades) (Painting & Decorating Pre-Apprenticeship)

National ID:  
**52893WA**

State ID:  
**AD10**

Location:  
**Bunbury**

Painting and Decorating is known as a finishing trade, encompassing both residential and commercial areas

It can include new constructions as well as restoring historically significant buildings. Many employers prefer Apprenticeship applicants to have completed a Pre-Apprenticeship. This course will give you the skills, knowledge, and behaviours to prepare you for a future Apprenticeship position, and a flying start in learning the trade.

You will learn painting techniques; how to interpret plans, prepare surfaces correctly, measure and calculate the right number of materials for the job, work with scaffolding safely at heights and workplace health and safety.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) General stationery for note taking Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Painting and Decorating
Work Placement Hours	150 hours of work placement
Career Pathways	Apprenticeship in the Painting and Decorating Industry
Criteria	Interview Required Open to Year 9, 10 and 11 Students



## Certificate II in Electrotechnology (Career Start) (Electrotechnology Pre-Apprenticeship)

National ID:  
**UEE22020**

State ID:  
**AC54**

Location:  
**Bunbury, Collie**

This qualification will prepare you with the skills and knowledge to work in the electrical trade.

When you complete the Certificate II in Electrotechnology (Career Start) (Electrotechnology Pre-Apprenticeship) you will be what employers are looking for as an Apprentice in the electrical, instrumentation or electrical servicing trades.

You will learn skills using electrical tools and equipment, how to work effectively in the electrical industry, conduct routine work activities in an energy sector environment, identify and select components, accessories, and materials for energy sector work activities, solve problems in D/C circuits and follow Work Health and Safety policies and procedures.

Location	Bunbury	Collie
Day	Thursday and Friday	Thursday and Friday
Duration	Three (3) terms	Four (4) terms
Course Requirements	Personal protective equipment (PPE) Obtain a Restricted Electrical Work License from DMIRS - Energy Safety WA which will be at their own cost in the first few weeks of the course. <i>Please note work placement cannot commence until this is obtained.</i> Course requirements will be provided with your offer	
Future Study Pathways	Certificate III in Electrotechnology Electrician	
Work Placement Hours	150 hours of work placement	
Career Pathways	Electrical Trades Assistant Telecommunications Trade Assistant Electrotechnology Apprenticeship	
Criteria	Competitive Course Interview Required Open to Year 10 and 11 Students	





## Certificate II in Cookery (Commercial Cookery Pre-Apprenticeship)

National ID:  
**SIT20421**

State ID:  
**AD84**

Location:  
**Bunbury**

This qualification will give you the practical skills to work in kitchens with a defined range of food preparation and cookery skills, under direct supervision from industry professionals.

Skills include teamwork, safe work practices, hygienic practices, correct food preparation and maintaining the quality of perishable items.

Location	Bunbury
Day	Thursday and Friday
Duration	Four (4) terms
Course Requirements	Chef Uniform, knife and tool set Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Commercial Cookery Certificate III in Patisserie
Work Placement Hours	150 hours of work placement
Career Pathways	Work in kitchens across restaurants, hotels, cafes, care facilities and schools. Kitchen/Cook's Assistance Short Order Fast Food
Criteria	Interview Required Open to Year 10 and 11 Students

# VET in Schools





## Certificate II in Agriculture

National ID:  
**AHC20116**

State ID:  
**BC27**

Location:  
**Manjimup**

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

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

Location	Manjimup
Day	Wednesday
Duration	Seven (7) Terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Agriculture Certificate IV in Agriculture
Career Pathways	Agribusiness Administrator Farm or Station Hand Stockperson Agronomist
Criteria	This course is transitioning to the new package Open to Year 10 Students





## Certificate III in Agriculture

National ID:  
**AHC30116**

State ID:  
**BCW6**

Location:  
**Manjimup**

**When you completed this course, you will be ready for a career in agriculture.**

The qualification enables individuals to select a livestock production, horticulture or livestock context as a job focus or, in the case of mixed farming enterprises, both horticulture and livestock.

You will have the skills and knowledge to perform tasks in a variety of contexts, which involve some judgement in selecting equipment and services.

Location	Manjimup
Day	Year 11 Thursday, Year 12 Friday
Duration	Seven (7) terms
Course Requirements	Personal protective equipment (PPE) Course Requirements will be provided with your offer
Future Study Pathways	Certificate IV in Agriculture Certificate IV in Horticulture
Career Pathways	Agribusiness Administrator Farm or Station Hand Stockperson Agronomist
Criteria	This course is transitioning to the new package Open to Year 10 Students



## Certificate II in Conservation and Ecosystem Management

National ID:  
**AHC21020**

State ID:  
**BGH4**

Location:  
**Bunbury**

### Have you got a passion for conservation and the environment?

Get started on your career in conservation and ecosystem management with this entry level course. During this qualification you will learn the practical skills and knowledge to assist with a range of tasks to maintain and restore natural, cultural places and farmland.

You will study a range of subjects which include working with plants and animals, construction and maintenance, using machinery and equipment, and managing resources. You will be able to focus your studies in different areas which include lands, parks and wildlife, natural area restoration and management, weed management and vertebrate pest management.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Conservation and Ecosystem Management Certificate IV in Conservation and Ecosystem Management
Career Pathways	Park Ranger Conservation Officer
Criteria	Interview Required Open to Year 10 and 11 Students





## Certificate II in Horticulture

National ID:  
**AHC20416**

State ID:  
**BDE6**

Location:  
**Bunbury, Busselton, Margaret River**

### 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 a key role in delivering economic, social, and environmental value.

Location	Bunbury	Busselton	Margaret River
Day	Thursday and Friday	Friday	Monday
Duration	Three (3) terms	Four (4) terms	Four (4) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer		
Future Study Pathways	Certificate III in Horticulture Certificate IV in Horticulture Certificate III in Landscape Construction		
Career Pathways	Floriculture Tradesperson Horticulturalist Landscape Gardener Nursery Worker		
Criteria	Interview Required This course is transitioning to the new package Open to Year 9, 10 and 11 Students		



## Certificate III in Accounts Administration

National ID:  
**FNS30322**

State ID:  
**BHU4**

Location:  
**Bunbury, Manjimup**

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.

Location	Bunbury	Manjimup
Day	Thursday and Friday	Monday
Duration	Three (3) terms	Seven (7) terms
Course Requirements	Textbooks, approximately \$300 Pens, pencils, note paper and earphones/ headphones with microphone <i>(please note that Bluetooth devices do not work with the TAFE computers)</i> Course requirements will be provided with your offer	
Future Study Pathways	Certificate IV in Accounting and Bookkeeping	
Career Pathways	Accounts Officer Cost Clerk Accounts Clerk	
Criteria	Competitive Course Interview Required Open to Year 10 and 11 Students	



## Certificate II in Applied Digital Technologies

National ID:  
**ICT20120**

State ID:  
**BGJ3**

Location:  
**Bunbury, Busselton**

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.

You will gain the practical skills and knowledge that enable you 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.

Students will have the opportunity to pathway into ICT30120-AC12 Certificate III in Information Technology - Cyber Security.

Location	Bunbury	Busselton
Day	Thursday and Friday	Friday
Duration	Two (2) terms	Three (3) terms
Course Requirements	Pens, pencils, paper, A4 file, USB Course requirements will be provided with your offer	
Future Study Pathways	Certificate III in Information Technology	
Career Pathways	Pathway into employment in the IT or Business Industry	
Criteria	Interview Required Open to Year 9, 10 and 11 Students	





## Certificate III in Entrepreneurship and New Business

National ID:  
**BSB30122**

State ID:  
**BFS3**

Location:  
**Bunbury**

### Craft your own path!

Whether you dream of starting your own business, contributing to innovation within an existing company or simply want to understand the fundamentals of entrepreneurial thinking, this qualification is your gateway to discovering the key principles and practices of entrepreneurship and new business.

Location	Bunbury
Day	Thursday and Friday
Duration	Two (2) terms
Course Requirements	Pens, pencils, USB and A4 file Access to computer required Course requirements will be provided with your offer
Future Study Pathways	Certificate IV in Entrepreneurship and New Business Certificate IV in Business Diploma of Business
Career Pathways	Start your own business Administration Officer Receptionist Office Assistant
Criteria	Interview Required Open to Year 10 and 11 Students



## Certificate III in Business

National ID:  
**BSB30120**

State ID:  
**BFS5**

Location:  
**Bunbury, Busselton, Manjimup**

After finishing this course, you'll be prepared for a career in business. This qualification reflects the roles individuals play in various business services positions.

This course is designed to develop the skills and knowledge to conduct a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

You will learn how to apply broad range of competencies such as;

- Engage with a wide range of people and develop excellent communication skills
- Organise your time and work priorities
- Think critically and problem solve
- Respond to WHS and sustainable work practices
- Develop exceptional customer service skills
- Work individually and in a team environment

Location	Bunbury	Busselton	Manjimup
Day	Thursday and Friday	Thursday	Friday
Duration	Three (3) terms	Four (4) terms	Seven (7) terms
Course Requirements	Pens, pencils, USB and A4 file Access to computer required Course requirements will be provided with your offer		
Future Study Pathways	Certificate III in Entrepreneurship & New Business Certificate IV in Business Diploma of Business		
Career Pathways	Administration Officer Accounts Clerk Receptionist Office Assistant		
Criteria	Interview Required Open to Year 10 and 11 Students		





## Certificate II in Financial Services

National ID:  
**FNS20210**

State ID:  
**BGX7**

Location:  
**Bunbury**

### Learn how to crunch the numbers.

This is an entry level qualification; it is intended to address the need for increased financial literacy and basic financial skills of entrants wishing to build potential pathways into the industry. Graduates at this level will have theoretical and practical knowledge and skills for skilled work and/or further learning.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Resource books are to be purchased by the students at their expense if required. Pens, pencils, note paper and earphones/headphones ( <i>please note that Bluetooth devices do not work with the TAFE computers</i> ) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Accounts Administration
Career Pathways	Roles in business which offer financial service such as Receptionist, Bank Clerk, Loan Assistant Customer Service Officer, Data Entry Operator
Criteria	Open to Year 9, 10 and 11 Students



## Certificate III in Accounts Administration

National ID:  
**FNS30322**

State ID:  
**BHU4**

Location:  
**Bunbury, Manjimup**

### Get started on a career in the finance industry.

On completion of this course, you'll gain essential accounting skills including the use of accounting software like XERO, to help you deal with finances for a small business or an organisation.

Location	Bunbury	Manjimup
Day	Thursday and Friday	Monday
Duration	Three (3) terms	Seven (7) terms
Course Requirements	Pens, pencils, USB and A4 file Access to computer required Course requirements will be provided with your offer	
Future Study Pathways	Certificate IV Accounting and Bookkeeping	
Career Pathways	Accounts Clerk	
Criteria	Interview Required Open to Year 10 and 11 Students	



## Certificate II in Workplace Skills

National ID:  
**BSB20120**

State ID:  
**BFT1**

Location:  
**Collie, Manjimup**

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles work under direct supervision.

Location	Collie	Manjimup
Day	Thursday and Friday	Wednesday
Duration	Four (4) terms	Four (4) terms
Course Requirements	Course requirements will be provided with your offer	
Future Study Pathways	Certificate III in Business Certificate III in Accounts Administration	
Career Pathways	Administration Assistant Office Junior Receptionist Data Entry Assistant	
Criteria	Open to Year 9, 10 and 11 Students	





## Certificate II in Music

National ID:  
**CUA20620**

State ID:  
**BGV8**

Location:  
**Margaret River**

### Gain the practical knowledge to enhance your musical and production skills.

This certificate introduces basic musical and sound concepts and provides students with the practical skills and knowledge to enhance their current musical skills for performance purposes. You can choose to learn skills that enable you to play music or sing, develop a demo recording, use technical equipment and computers, record and transform sound and prepare for a performance.

Location	Margaret River
Day	Monday
Duration	Three (3) terms
Course Requirements	Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Music
Career Pathways	Recording Assistant Music Administration Assistant Musician/Performer at local community level
Criteria	Open to Year 9, 10 and 11 Students



## Certificate II in Visual Arts

National ID:  
**CUA20720**

State ID:  
**BGS4**

Location:  
**Bunbury**

If you have an interest in creating and the art making processes and practices, this entry level course will help guide you through the basics of the industry.

This qualification reflects the role of individuals aiming to develop basic creative skills and techniques that underpin visual art and craft practises for use in different visual art, crafts, and design environments.

The Creative Arts is a truly diverse industry, and this sector plays a significant role in the community contributing to the convergence of creative individual minds and delivering social, environmental, and cultural value.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Pens, paper, kneadable eraser, glue stick USB Scissors, Stanley Knife, 30cm Metal Ruler Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Visual Arts Certificate IV in Visual Arts
Career Pathways	Ceramic Studio Trainee Community Arts Workshop Assistant
Criteria	Competitive Course Interview Required Open to Year 9, 10 and 11 Students



## Certificate III in Visual Arts

National ID:  
**CUA31120**

State ID:  
**BGV9**

Location:  
**Bunbury, Margaret River**

Gain technical skills to explore your creativity, learn the skills to use your creative abilities and develop a better understanding of visual art techniques.

If you studied arts at school or think you have the creative skills to make it in the art world, this course will help you develop your artistic and business skills to set yourself up in the creative arts sector.

You will learn skills in various media including:

- Drawing
- Textiles
- Painting
- 2D and 3D design
- Printmaking
- Art history and theory
- Sculpture

Location	Bunbury	Margaret River
Day	Thursday and Friday	Combination of two days Tues/Wed/Thurs
Duration	Three (3) terms	Four (4) terms
Course Requirements	Course requirements will be provided with your offer	
Future Study Pathways	Certificate IV in Visual Arts	
Career Pathways	Ceramic Studio Trainee Community Arts Workshop Assistant	
Criteria	Interview Required Open to Year 10 and 11 Students	





## Certificate II in Community Services

National ID:  
**CHC22015**

State ID:  
**AWJ7**

Location:  
**Bunbury**

### Are you enthusiastic about helping people? Not sure where to begin?

Our Certificate II in Community Services gives you real-life exposure to the diversity of community care and support services in your local community – youth, aged, disability, health, and social services. It is your entry point in learning how the community service and care sector operate and how it supports clients with a diverse range of needs. You will work on a specific project from idea to implementation, to help support the development of your skills needed to successfully work in the community care sector, work in a team environment and pursue further training.

Location	Bunbury
Day	Thursday and Friday
Duration	Two (2) terms
Course Requirements	Student to purchase Polo T-shirt <i>(details provided prior to commencement)</i> Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Community Services Certificate IV in Community Services Certificate III in Early Childhood Education and Care
Career Pathways	Community Services Administrator Personal Care Assistant Support Worker Youth Worker
Criteria	Interview Required Open to Year 9, 10 and 11 Students



## Certificate II in Community Services (Education Support Focus)

National ID:  
**CHC22015**

State ID:  
**AWJ7**

Location:  
**Manjimup**

Imagine being able to make a difference to people's lives every day you work.

Begin your journey towards a rewarding career in Community Services with this introductory program.

This qualification will provide you with the practical skills and knowledge to participate in the community, encourage and assist individuals and community groups to identify their needs.

You will also develop skills in communication, information provision and processing, administration support, networking, and group support.

Location	Manjimup
Day	Wednesday
Duration	Four (4) terms
Course Requirements	Student to purchase Polo T-shirt <i>(details provided prior to commencement)</i>  Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Community Services Certificate IV in Community Services Certificate III in School Based Education Support
Career Pathways	Community Services Administrator Personal Care Assistant Support Worker Youth Worker
Criteria	Available to Year 9 Students



## Certificate III in Early Childhood Education and Care

National ID:  
**CHC30121**

State ID:  
**BGY3**

Location:  
**Bunbury, Margaret River, Manjimup**

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.

You will 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. You will work closely with children from diverse backgrounds and cultures and provide care and support for them in various Early Childhood environments. 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.

Location	Bunbury	Margaret River	Manjimup
Day	Thursday and Friday	Tuesday and Wednesday	Thursday
Duration	Seven (7) terms	Six (6) terms	Seven (7) terms
Course Requirements	Uniform for work placement Working with Children card (if over 18) Course requirements will be provided with your offer		
Future Study Pathways	Diploma in Early Childhood Education and Care		
Work Placement Hours	Minimum of 160 hours of work placement, travel may be required		
Career Pathways	Early Childhood Educator Nanny/Au pair Playgroup Supervisor Family Day Care Educator		
Criteria	Interview Required Open to Year 10 Students		





## Certificate III In School Based Education Support

National ID:  
**CHC30221**

State ID:  
**BGY5**

Location:  
**Busselton, Bunbury, Collie, Manjimup,  
Margaret River**

This Certificate will enable you to become a qualified education assistant ready to work in schools from Kindergarten to Year 12.

You will gain skills and a deeper understanding of literacy, numeracy, working with students with additional needs, student health and wellbeing, and implementing educational programs. You will gain confidence in positively communicating with school staff, teachers, students and understand the policies which will guide your actions.

You will also take part in a supported three-week workplace practicum, in a local school. This will give you the opportunity to use your new skills with children, some, requiring extra support due to learning difficulties or English as a second language or for a diverse range of other needs.

Be inspired by how you can positively contribute to a child's learning.

Location	Busselton	Bunbury,	Collie	Manjimup	Margaret River
Day	Thurs and Fri	Thur and Fri	Thurs and Fri	Y11Thurs Y12 Fri	Wed
Duration	Three (3) terms	Three (3) terms	Three (3) terms	Seven (7) terms	Eight (8) terms
Course Requirements	Uniform for work placement Course requirements will be provided with your offer				
Future Study Pathways	Certificate IV in School Based Education Support				
Work Placement Hours	100 hours of work placement, travel may be required				
Career Pathways	Teachers Aide Education Assistant Special Needs Education Assistant				
Criteria	Interview Required Open to Year 10 and 11 Students				



## Certificate II in Autonomous Workplace Operations

National ID:  
**52845WA**

State ID:  
**BGO44**

Location:  
**Collie**

This course will assist participants with the knowledge and skills to perform tasks associated with working in an automated workplace.

It will equip prospective workers with the underpinning knowledge and skills to demonstrate necessary awareness of what an autonomous workplace is, how it operates, what unique safety systems are present, how the human-machine interface operates and what, why and how data is used within such workplaces.

It embraces an overview of the historical development of automation, an in-depth coverage of current automation and insight into future extensions.

Location	Collie
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate II in Applied Digital Technologies Certificate III in Information Technology Certificate IV in Information Technology Certificate IV in Autonomous Control and Remote Operations
Career Pathways	Trades Assistant
Criteria	Competitive Course Transitioning Qualification Open to Year 10 and 11 Students

## Certificate III in Aviation (Remote Pilot)

National ID:  
**AVI30419**

State ID:  
**BES9**

Location:  
**Collie**

### Master the art of professional drone flying

A drone is a robotic aircraft controlled remotely and drone piloting has become an in-demand skill that can open the door to many rapidly evolving fields. Gain skills for roles such as a Commercial Licensed Drone Pilot, which is integral to performing many important operations requiring an 'eye in the sky.'

Drones can facilitate delivery of medical and food supplies to remote areas and assist in emergency situations such as bushfires or shark spotting and military support. The agricultural, mining, oil and gas industries use drones to for surveying and wildlife conservation, and drones also have high creative capability for photography for weddings and tourism.

Location	Collie
Day	Thursday and Friday
Duration	Four (4) terms
Course Requirements	Course requirements will be provided with your offer
Career Pathways	This course provides you with training to legally operate a remotely piloted aircraft. This qualification will also permit you to fly without many of the operating restrictions applied to recreational users.
Criteria	Interview required Open to Year 10 and 11 Students





## Certificate II in Building and Construction (Pathway - Trades) (Brick and Block Laying)

National ID:  
**52893WA**

State ID:  
**BGS25**

Location:  
**Bunbury**

If being outdoors and learning a physical trade sounds good to you, a pathway in bricklaying and block laying will help you gain the foundation skills and set you on the path to becoming a bricklayer.

Many employers prefer Apprenticeship applicants to have completed a Construction Pathway qualification.

This course will give you the skills, knowledge, and behaviours to prepare you for a future Apprenticeship position, and a flying start in learning the trade.

You will learn to mix, place and finish concrete, set up concrete mixture to produce mortar mixes, basic levelling procedures, interpret plans, work with scaffolding and workplace health and safety.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Brick and Block laying
Work Placement Hours	110 hours of work placement
Career Pathways	Apprenticeship in the Building and Construction Industry
Criteria	Interview Required Open to Year 9, 10 and 11 Students



## Certificate II in Building and Construction (Pathway - Trades) (Carpentry)

National ID:  
**52893WA**

State ID:  
**BGS25**

Location:  
**Bunbury**

### Do you have a burning desire to work with timber?

When you complete Certificate II in Building and Construction, you will be what employers are looking for as an apprentice Carpenter.

Many employers prefer Apprenticeship applicants to have completed a Construction Pathway qualification.

This course will give you the skills, knowledge, and behaviours to prepare you for a future Apprenticeship position, and a flying start in learning the trade.

You will learn to use manual and power tools, construct wall frames, levelling and setting out, interpret plans, measure, and calculate the right number of materials for the job, work safely at heights and workplace health and safety.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Carpentry
Work Placement Hours	110 hours of work placement
Career Pathways	Apprenticeship in the Building and Construction Industry
Criteria	Competitive Course Interview Required Open to Year 10 and 11 Students



## Certificate II in Building and Construction (Wall and Ceiling Lining)

National ID:  
**52893WA**

State ID:  
**BGS25**

Location:  
**Bunbury**

### Begin your journey in the Wall and Ceiling industry.

This qualification will provide you with the practical skills and knowledge to work safely in a construction environment.

The first stage of the course is common to eleven construction trades and provides an introduction to the industry, its culture, occupations, job roles and workplace expectations.

You'll learn how to fix standard plasterboard sheets, carry out measurements and calculations, mix & apply plastering compounds and work safely at heights.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Wall and Ceiling Lining
Work Placement Hours	110 hours of work placement
Career Pathways	Apprenticeship in the Building and Construction Industry
Criteria	Competitive Course Interview Required Open to Year 9, 10 and 11 Students





## Certificate II in Sampling and Measurement

National ID:  
**MSL20122**

State ID:  
**BIX8**

Location:  
**Bunbury**

### Introduction to sampling and measurement.

An entry level course that provides foundational skills for collecting, handling and transporting samples in various industry testing situations. Students have the opportunity to gain insight into the life of a sampling laboratory technician with field trips, industry excursions and real-life sampling scenarios. Then it's back to the lab for testing using industry grade equipment.

This course addresses the need for sample collection and laboratory skills across industries such as mining, agriculture, food manufacturing, environmental studies, construction and pharmaceutical production. Students learn practical skills to work effectively in both laboratory and field workplaces.

Location	Bunbury
Day	Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Laboratory Skills Certificate IV in Laboratory Techniques
Career Pathways	A Samplers and Testers Production Personnel Plant Operators Production Operations Field Assistants
Criteria	Interview required Open to Year 9, 10 and 11 Students





## Certificate II in Civil Construction

National ID:  
**RII20720**

State ID:  
**BGK0**

Location:  
**Bunbury**

You can work towards a Certificate II in Civil Construction plus one machinery ticket during this course.

You will gain the skills required to work safely to industry standards in WA including interpreting plans, using power tools, operating plant equipment, and undertaking safe excavation.

Industry Partners will provide the machinery to give you real-life experience of the industry.

This program will be held at the Bunbury campus and a live work site over the duration of course (subject to weather conditions). Transport to the site is included.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Civil Construction
Career Pathways	Apprenticeship or Traineeship in the Civil Construction Industry
Criteria	Competitive Course Open to Year 10 and 11 Students



## Certificate II in Engineering Pathways

National ID:  
**MEM20422**

State ID:  
**BIV9**

Location:  
**Bunbury**

### Preparing for a career in an engineering environment.

This course provides you with the greatest portability across two trades (Fitting & Machining and Metal Fabrication) providing you with the opportunity to make an informed decision as to what career path you may take.

Employers are looking for applicants with the foundation skills and knowledge relevant to the industry. This course will ensure students have a clear understanding of the fundamentals including Work Health and Safety requirements, interpreting drawings and sketches and the safe use of tools and machines.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Personal protective equipment (PPE) Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Engineering - Mechanical Trade (Fitting) Certificate III in Engineering - Mechanical Trade ( Fitting & Machining) Certificate III in Engineering - Fabrication Trade ( Boilermaking/Welding)
Career Pathways	Trade's Assistant Apprenticeship in Metal Fabrication Apprenticeship in Fitting and Machining
Criteria	Interview Required Open to Year 10 and 11 Students



## Certificate III in Fitness

National ID:  
**SIS30321**

State ID:  
**BHE5**

Location:  
**Bunbury**

This qualification reflects the role of instructors who perform a range of activities and functions within the fitness industry.

They work independently with some level of autonomy in a controlled environment such as fitness, leisure, aquatic and community centres where risks are managed through pre-existing risk assessment and hazard control processes.

Individuals specialise in Group Exercise Instruction deliver exercise sessions designed for participation by a group of clients with a mix of ages/fitness levels. Sessions may be freestyle, pre-choreographed or circuit style. These individuals instruct and demonstrate complete exercise sessions to groups with limited individual interaction.

Individuals who specialise in Gym Instruction provide individually tailored client assessments, provide technique correction as needed, and develop and demonstrate programs. They also provide supervision of a facility or service, keep equipment clean, tidy, and well maintained, and manage various customer inquiries.

Location	Bunbury
Day	Thursday and Friday
Duration	Three (3) terms
Course Requirements	Pens, pencils, A4 file & USB Sport specific footwear and appropriate clothing for physical activity South Regional TAFE sport shirt Clipboard and whistle Course requirements will be provided with your offer
Future Study Pathways	Certificate IV in Fitness
Career Pathways	Group Fitness Instructor
Criteria	Competitive Course Interview Required Open to Year 10 and 11 Students





## Certificate II in Sport and Recreation

National ID:  
**SIS20122**

State ID:  
**BIO4**

Location:  
**Bunbury**

Set yourself on the path to a career in the sport and recreation industry with this entry-level qualification.

Gain the skills and knowledge to effectively provide support in sport and recreation programs.

During this course you will develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision.

Location	Bunbury
Day	Thursday and Friday
Duration	Two (2) terms
Course Requirements	Sport specific footwear and appropriate clothing for physical activity South Regional TAFE sport shirt Clipboard, whistle Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Fitness
Career Pathways	Sport and Recreation Centres Leisure and Aquatic Centres Assisting with the conduct of Recreation Activities
Criteria	Interview Required Open to Year 9, 10 and 11 Students





## Certificate IV in Preparation for Health and Nursing Studies

National ID:  
**52895WA**

State ID:  
**BGS66**

Location:  
**Bunbury, Busselton, Margaret River**

### Set Yourself Up for a Rewarding Career in Healthcare!

If your goal is to become a qualified healthcare professional, this course will provide you with the essential knowledge and skills to meet entry requirements for the Diploma of Nursing or Diploma of Anaesthetic Technology. It also serves as a pathway to other healthcare or nursing-related qualifications at the degree level. This qualification is perfect for secondary school students who are not on the ATAR study pathway, offering an alternative entry into Diploma-level qualifications or university study. Gain valuable foundational skills in health sciences and study skills in a supportive and dynamic adult learning environment, designed to enhance your educational experience. Gain a deep understanding of the human body. Medical Terminology: Learn how to interpret and understand medical terms. Microbiology Principles: Explore the fundamental principles of microbiology used in healthcare settings. And Much More!  
Take the first step towards a fulfilling career in healthcare with this comprehensive and accessible course.

Location	Bunbury	Busselton	Margaret River
Day	Thursday and Friday	Thursday and Friday	Monday
Duration	Three (3) terms	Three (3) terms	Three (3) terms
Course Requirements	Personal Computer or Word Processing Capable Device Textbooks will be provided Course requirements will be provided with your offer		
Future Study Pathways	Diploma of Nursing Diploma of Remedial Massage Certificate III in Allied Health Assistance Certificate III in Health Services Assistance Certificate III in Individual Support Certificate III in Pathology Collection		
Career Pathways			
Criteria	Interview Required Open to Year 10 and 11 Students		



## Certificate II in Retail Cosmetics

National ID:  
**SHB20121**

State ID:  
**BHJ6**

Location:  
**Bunbury**

**Do you have a passion for working with people and making them feel good about themselves?**

There are many opportunities that can lead to a rewarding career in the beauty or complementary therapies field.

This entry level qualification provides you with a range of skills to work in settings that provide direct services for clients. Under the supervision of industry professionals, you will acquire the skills and knowledge required to consult with clients, analyse face and skin, and demonstrate how to apply make-up products to suit each individual client's needs or make-up brief.

Location	Bunbury
Day	Thursday and Friday
Duration	Four (4) terms
Course Requirements	Make up brush kit/ linen <i>(prices to be confirmed prior to commencement)</i> Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Beauty Services Certificate IV in Beauty Therapy Certificate III in Nail Technology Diploma of Beauty Therapy
Career Pathways	Cosmetic Retail Sales Assistant Retail Sales Assistant Customer Services Assistant
Criteria	Interview Required Open to Year 10 and 11 Students



## Certificate II in Salon Assistant

National ID:  
**SHB20216**

State ID:  
**BAA3**

Location:  
**Bunbury**

Are you ready to have the skills to impress potential employers as a salon assistant, on your way to becoming a hairdresser.

This qualification ensures you gain basic skills and knowledge used in hairdressing salons including shampooing/basin services, maintaining hairdressing tools, scheduling appointments, merchandising and workplace health and safety.

You will be under direct supervision and guidance of hairdressers who manage the client service. The combined skills and knowledge provides candidates with a pathway to the Hairdressing industry.

Location	Bunbury
Day	Thursday and Friday
Duration	Two (2) terms
Course Requirements	Pens, pencils and A4 file Uniform Hairdressing kit <i>(price to be confirmed prior to commencement)</i>
Future Study Pathways	Apprenticeship in Hairdressing Apprenticeship in Barbering
Career Pathways	Salon Assistant Sales Assistant Apprenticeship in Hairdressing
Criteria	Competitive Course Interview Required Open to Year 10 and 11 Students



## Certificate II in Hospitality

National ID:  
**SIT20322**

State ID:  
**BHT0**

Location:  
**Bunbury, Margaret River**

If you like working with people from all walks of life and like to travel, a hospitality qualification will give you skills that can take you around the globe.

Gain invaluable knowledge and experience such as barista skills, hospitality, bar skills, restaurant service skills and customer service.

This qualification will assist you to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes, and coffee shops. Job roles involve customer interaction and using practical skills and basic industry knowledge, working under direct supervision.

Location	Bunbury	Margaret River
Day	Thursday and Friday	Friday
Duration	Two (2) terms	Four (4) terms
Course Requirements	Uniform, black closed in shoes Course requirements will be provided with your offer	
Future Study Pathways	Certificate III in Hospitality Certificate III in Commercial Cookery	
Career Pathways	Cafe Attendance Catering Assistant Food and Beverage Assistant	
Criteria	Interview Required Open to Year 9, 10 and 11 Students	





## Certificate III in Hospitality

National ID:  
**SIT30622**

State ID:  
**BHT5**

Location:  
**Margaret River**

### Skills that can take you around the globe.

If you like working with people from all walks of life and like to travel, a hospitality qualification could be right for you.

Gain invaluable knowledge and experience such as barista skills, hospitality, bar skills, restaurant service skills and customer service.

This qualification will assist you to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes, and coffee shops. Job roles involve customer interaction and using practical skills and basic industry knowledge, working under direct supervision.

Location	Margaret River
Day	Friday
Duration	Four (4) terms
Course Requirements	Uniform, black closed in shoes Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Commercial Cookery
Career Pathways	Cafe Attendance Catering Assistant Food and Beverage Assistant
Criteria	Open to Year 10 and 11 Students



## Certificate II in Cookery

National ID:  
**SIT20421**

State ID:  
**BHS1**

Location:  
**Margaret River**

### Explore new flavours and culinary techniques.

This qualification will give you the practical skills to work in kitchens with a defined range of food preparation and cookery skills, under direct supervision from industry professionals.

Skills include teamwork, safe work practices, hygienic practices, correct food preparation and maintaining

Location	Margaret River
Day	Friday
Duration	Four (4) terms
Course Requirements	Chef Uniform, knife and tool set Course requirements will be provided with your offer
Future Study Pathways	Certificate III in Commercial Cookery Certificate III in Patisserie
Career Pathways	Work in kitchens across restaurants, hotels, cafes, care facilities and schools. Kitchen/Cook's Assistance Short Order Fast Food
Criteria	Open to Year 10 and 11 Students



## Certificate II in Retail Services

National ID:  
**SIR20216**

State ID:  
**BAA0**

Location:  
**Bunbury**

Gain a competitive advantage, establish valuable skills and basic knowledge in the retail sector.

On completion of this qualification, you will know how to merchandise, market, sell and control stock, customer service, point of sale systems, balancing the register, effective communication, teamwork and theft prevention in retail and wholesale establishments along with knowledge of the global world of sales with online shopping.

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.

Location	Bunbury
Day	Thursday and Friday
Duration	Two (2) terms
Course Requirements	Polo Shirt approximately \$35
Future Study Pathways	Certificate III in Business
Career Pathways	Retail Sales Assistant
Criteria	Interview Required Open to Year 9, 10 and 11 Students





## Certificate II in Tourism

National ID:  
**SIT20122**

State ID:  
**BHS3**

Location:  
**Bunbury, Collie**

When you complete this course, you will be ready to enter a career working in the tourism and travel industry.

You will have the skills and knowledge to work effectively with a diverse range of employers including tourist attractions, tour operators, tour guiding, companies, event operators, retail travel agencies, wineries, tour wholesalers, visitor information centres, natural, cultural and heritage sites, caravan park operations and a wide range of small tourism businesses.

This course covers:

- Interacting with customers
- Providing visitor information
- Work processing, internet, and email skills
- Understanding and working with different cultures
- Understanding tourism products and services

Location	Bunbury	Collie
Day	Thursday and Friday	Thursday and Friday
Duration	Two (2) terms	Four (4) terms
Course Requirements	Polo Shirt approximately \$35 Course requirements will be provided with your offer.	
Future Study Pathways	Certificate III in Tourism Certificate III in Events	
Career Pathways	Travel Booking Agent Visitor Centre Consultant Employment at Theme Parks and Tourist Attractions Coach Tour Company Representative	
Criteria	Interview Required Open to Year 9, 10 and 11 Students	





## Require additional information?

### VETdSS Applications

South West 6371 3070 | Free call 1800 621 445

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

### South West Region, South Regional TAFE Campus Contact

Bunbury 6371 3070 | [VETdSS.Application@srtafe.wa.edu.au](mailto:VETdSS.Application@srtafe.wa.edu.au)

Busselton 6371 3600 | [Busselton@srtafe.wa.edu.au](mailto:Busselton@srtafe.wa.edu.au)

Collie 6371 3900 | [Collie@srtafe.wa.edu.au](mailto:Collie@srtafe.wa.edu.au)

Harvey 6371 3050 | [Harvey@srtafe.wa.edu.au](mailto:Harvey@srtafe.wa.edu.au)

Manjimup 6371 3700 | [Manjimup@srtafe.wa.edu.au](mailto:Manjimup@srtafe.wa.edu.au)

Margaret River 6371 3800 | [MargaretRiver@srtafe.wa.edu.au](mailto:MargaretRiver@srtafe.wa.edu.au)

This booklet is available in PDF format on our website.

Alternative formats are available on request.

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RTO code 52790

