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2021

VET DELIVERED TO SECONDARY STUDENTS

COURSE GUIDE



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Please note: All course information is correct at time of printing. For the most up to date information on all courses and study options, go to northmetrotafe.wa.edu.au 

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What is VET Delivered to Secondary Students?

Vocational Education and Training [VET] Delivered to Secondary Students is a program delivered to school students as part of the Western Australian Certificate of Education.

The courses on the following pages have been specifically chosen to provide you with clear career pathways after high school. They will give you practical skills and an understanding of what to expect from the workplace and, once completed, may provide credits towards other nationally recognised qualifications, or lead to employment.

NMTAFE offers a range of courses and pre-apprenticeships as part of our VET Delivered to Secondary Students programs.

VET Delivered to Secondary Students courses allow you to:

- Gain a nationally accredited VET qualification and units of competency while completing your Western Australian Certificate of Education (WACE);
- Attend a NMTAFE campus one or two days per week to complete your course and participate in your normal school program on the other days;
- Develop practical, industry specific employability skills; and
- Gain an understanding of the world of work, providing you with valuable experience to assist with planning and pursuing your career pathways.

Eligibility

NMTAFE offers VET Delivered to Secondary Students courses to all secondary school students throughout the Perth metropolitan area.

You must be completing Year 11 or 12 in 2021 to be eligible to apply.

You must be an Australian Citizen, Permanent Resident or temporary resident holding one of the following visa types:

- Sub-class 309, 444, 785, 790, 820 or 826 visa;
- Secondary holder of a temporary visa of sub-class 457; or
- Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790.

How to apply for a VET Delivered to Secondary Students program

Please contact the VET Coordinator at your school for information on how to apply.

Applications for 2021 open Monday 20 July and close Monday 31 August 2020.

Our VET Delivered to Secondary Students courses are extremely competitive, therefore it is recommended you provide as much evidence as possible to support your application. These documents must be uploaded when applying through our online application system.

To complete the application you will need:

- Western Australian Student number (WASN). This can be found on your school report or speak with your school's VET Coordinator;
- Unique Student Identifier (USI) number. If you have not already created an USI then you will need to visit this website first www.usi.gov.au/your-usi/create-usi;
- Year 9 & 10 school reports in an electronic format i.e. PDF ('C' grade or above in Mathematics and English is preferred but all applications will be considered);
- OLNA (Online Literacy and Numeracy Assessment) Report (if applicable);
- Parent/guardian email address and mobile phone number;
- Resume, references and any certificates which will help support your application; and
- A Student Statement outlining why you should be selected to participate in the course (please note there is a limit of 255 characters that can be entered in this section).

The school will be asked to endorse and support the application before the selection program begins. For more information, please contact your school VET coordinator.

Fees and charges

Secondary school students undertaking VET courses as part of their secondary education including pre-apprenticeships in schools (PAIS) courses are exempt from tuition, resource and enrolment fees (excludes Fee for Service courses). However depending on the chosen course students may be required to pay incidental fees, obtain a First Aid Certificate from an external Registered Training Organisation such as St John, purchase a uniform, protective equipment, text books or trade equipment/tools.

For further information regarding our VET Delivered to Secondary Students program, please contact

E VETDSS@nmtafe.wa.edu.au

Please be aware that delivery of these courses is subject to sufficient enrolment numbers and contingent on the support of the Department of Training and Workforce Development and although we do not anticipate (at this stage) any changes, we will not be able to confirm that these courses will run until late in 2020.



General Information

NMTAFE is the premier training organisation servicing the inner city and northern metropolitan area of Perth, with campuses in Perth (Northbridge), Mount Lawley, Leederville, East Perth, Nedlands, Joondalup, Clarkson, Balga and Midland.

Attending a VET Delivered to Secondary Students course

You are responsible for your own transport arrangements to and from the NMTAFE campuses.

You are also responsible for ensuring that you attend all scheduled classes, including those that may occur on a school designated pupil free day. Attendance will be recorded and any absences are reported to your school. The school's VET Coordinator will be contacted to discuss the appropriateness of a student continuing if there are repeated absences.

You are required to inform your lecturer in advance if you will be absent from any scheduled classes. Poor attendance may mean withdrawal from the course.

Student responsibilities

As a student attending a VET Delivered to Secondary Students course at NMTAFE, you will have the opportunity to learn in an adult environment with students of all ages and diverse backgrounds.

There is an expectation that when attending classes you will assume a greater responsibility for your own care and safety than may be the case when attending school.

As with all students enrolled at NMTAFE, you are expected to adhere to the [Student Code of Conduct](#).

While attending NMTAFE, 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 a parent/guardian or the school that you intend to leave the college earlier than the advertised class finish time.

Work experience

Some courses may involve work practice/experience to support the learning program. Under each course you will find details of any work practice requirements. You will be required to document work practice hours and provide your lecturer with a copy of your logbook. You will be responsible for arranging your own transport to and from the workplace.

What you will need to bring

Under each course you will find a list of items that you will need to bring with you to complete the course.

What you will need to wear

You are not required to wear your school uniform when on campus but you are expected to dress appropriately. Where special or protective clothing and/or footwear is required, it must be worn without exception. If you forget to bring protective clothing you will be excluded from the campus workshops/classes and your school will be informed.

Campuses

Balga

Since its inception, our Balga campus has developed into a major centre for building and construction training across a range of areas, specialising in builder registration qualifications, bricklaying, plumbing, stonemasonry and wall and floor tiling, to name just a few. The contemporary equipment provides you with a competitive edge in the training arena and ensures you will continue to receive industry-relevant training.

We also provide training in areas such as community services, business, business administration, computing, information technology and hairdressing.

Clarkson

This state of the art facility focuses on VET Delivered to Secondary Students programs and pre-apprenticeship training for the northern corridor and is accessible via bus service from Clarkson train station.

Our Clarkson campus offers training programs in bricklaying, plastering, tiling, carpentry, joinery, metal fabrication and electrical trades.

The design includes dedicated training workshops and open spaces for each trade. It delivers trades training in a real world environment to ensure you have exposure to different disciplines and learn to work collaboratively on projects.

East Perth

Located close to cafes, shops and public transport, including the free CAT buses, the East Perth campus is a Resources Industry precinct and offers programs in sustainability, building and construction, mining, surveying, science and technology.

Other programs also located at East Perth include digital content, science, resources and environmental, IT and networking.

Joondalup (Kendrew)

Our campus located in Kendrew Crescent enjoys a tranquil lakeside location in the heart of Joondalup, one of the fastest growing regions in Western Australia.

It is only a short walk from Joondalup's rapidly growing central business district, Lakeside Shopping Centre and Joondalup Bus/Train Station, connecting you to Perth in less than 25 minutes.

Joondalup (McLarty)

This Health and Wellness Training campus features an \$11 million simulation hospital which gives students an understanding of what it's like to work in a live hospital environment; as well as two lecture theatres and a fully operational training gym for fitness students to develop their personal training skills.

Leederville

This campus is located in the heart of Leederville, close to cafés, restaurants, shops, recreation facilities and public transport.

Leederville is our Human Services precinct and provides training to over 4,000 students annually in a range of programs including community services, children's services, aged care, disability services, youth work and mental health. We also deliver sport and recreation, and music programs.

The campus houses an industry standard professional recording studio and live performance venue with full staging, lighting and sound production.

Midland

Our Midland campus, surrounded by the Blackadder and Woodbridge creeks, is located in the Swan Valley region. At Midland, our courses focus on trades including automotive, metals, carpentry and joinery.

Other courses include business and finance, education and childcare, computing, and adult literacy.

Horticulture and land management are also offered with students having access to an operational nursery and a conservation and land management site.

Mount Lawley

Mount Lawley campus is conveniently located near the Beaufort Street cafe strip and close to public transport. The campus is known for its focus on health services, and houses a simulated hospital learning environment.

Campuses

Perth (Northbridge)

The vibrant Perth campus is located in the centre of the cultural area of Northbridge and close to the heart of the city.

Perth comprises of five main buildings, each with excellent facilities that are all located in and around Aberdeen Street, just off William Street. The campus houses centres of specialisation in building and engineering, creative Industries, travel and tourism and english language and other languages.

The building at 30 Aberdeen Street houses training portfolios for the key skill areas of engineering, architecture design and building, and programs for the lifestyle industries including high tech massage and beauty therapy treatment rooms.

Locations

Balga

18 Loxwood Road, Balga

Clarkson

6 Harmony Avenue, Clarkson

East Perth

140 Royal Street, East Perth

Joondalup

35 Kendrew Crescent, Joondalup

63 McLarty Avenue, Joondalup

Leederville

Corner of Richmond and Oxford Street, Leederville

Midland

Corner of Lloyd Street and Eddie Barron Drive, Midland

Mount Lawley

Corner of Lord and Harold Streets, Mount Lawley

Perth (Northbridge)

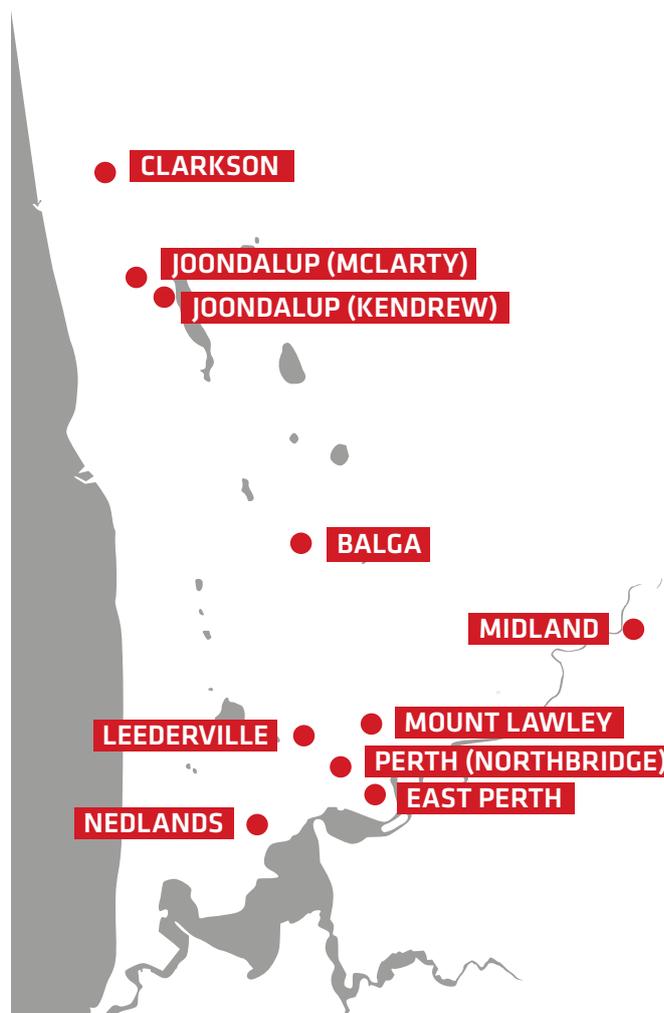
12 Aberdeen Street, Northbridge

19 Aberdeen Street, Northbridge

25 Aberdeen Street, Northbridge

30 Aberdeen Street, Northbridge

133 Newcastle Street, Northbridge





Courses

The following courses have been selected by the College to offer secondary school students both a breadth in choice and a clear pathway into post-school training options that provide strong future employment opportunities.

National code and course name	Campus
Accounting	
FNS30317 Certificate III in Accounts Administration	Perth
Automotive	
AUR20716 Certificate II in Automotive Vocational Preparation	Midland
Beauty Therapy	
SHB30215 Certificate III in Make-Up	Perth
Building and Construction	
52824WA Certificate II in Building and Construction (Pathway – Carpentry and Joinery)	Balga, Clarkson
52825WA Certificate II in Building and Construction (Pathway - Para Professional)	Perth
CPC20211 Certificate II in Construction Pathways (Building Maintenance)	Clarkson
MSF20313 Certificate II in Furniture Making (Cabinet Making / Furniture Making Pre-Apprenticeship)	Balga
Business	
BSB31015 Certificate III in Business Administration (Legal)	Perth
BSB31115 Certificate III in Business Administration (Medical)	Perth
Community Services	
CHC22015 Certificate II in Community Services	Joondalup (Kendrew), Leederville, Midland
Education Services	
CHC30213 Certificate III in Education Support	Leederville
Electrical and Electrotechnology	
UEE20511 Certificate II in Computer Assembly and Repair	Clarkson, Midland
UEE20711 Certificate II in Data and Voice Communications	Clarkson, East Perth
UEE21911 Certificate II in Electronics	Clarkson, Midland
Engineering	
MEM20413 Certificate II in Engineering Pathways	Clarkson, Midland
MEM30505 Certificate III in Engineering - Technical	East Perth (Students will be required to attend Perth Campus in Term 1, 2022)



National code and course name	Campus
Events	
SIT30516 Certificate III in Events	Joondalup (Kendrew), Perth
Fashion	
MST20616 Certificate II in Applied Fashion Design and Technology	Perth
Fitness	
SIS30315 Certificate III in Fitness	Joondalup (Kendrew)
General IT	
ICT30118 Certificate III in Information, Digital Media and Technology (Web Based Technologies)	Joondalup (Kendrew)
Hairdressing	
SHB20216 Certificate II in Salon Assistant	Balga
Health Services	
HLT36015 Certificate III in Population Health	Joondalup (McLarty), Midland, Mount Lawley
Hospitality	
SIT20416 Certificate II in Kitchen Operations (Commercial Cookery/Patisserie Pre-Apprenticeship)	Joondalup (Kendrew)
Jewellery	
MEM30619 Certificate III in Jewellery Manufacture	Perth
Laboratory Skills	
MSL20118 Certificate II in Sampling and Measurement	East Perth
Media	
CUA31015 Certificate III in Screen and Media	Perth (Term 1,2), Leederville (Term 3)
Music	
CUA30915 Certificate III in Music Industry	Leederville
Networking and Security	
ICT30118 Certificate III in Information, Digital Media and Technology (Network Administration)	Joondalup (Kendrew)
ICT30118 Certificate III in Information, Digital Media and Technology (Cyber Security)	Joondalup (Kendrew)
Plumbing	
52700WA Certificate II in Plumbing (Plumbing Pre-Apprenticeship)	Clarkson
Surveying	
CPP20116 Certificate II in Surveying and Spatial Information Services	East Perth
Travel and Tourism	
SIT30116 Certificate III in Tourism	Perth
Fee for Service course	
SIS30115 Certificate III in Sport and Recreation	Leederville



Accounting

FNS30317 Certificate III in Accounts Administration

Year 11 or 12 start - 1 year duration

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.

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.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday and Friday	Perth

Additional incidental costs

You will be required to purchase textbooks; more information will be given in the first class – approximate cost \$350.00

You must bring/wear

- Notebook and pens
- Bring your own device (optional)
- Calculator

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to become a Payroll, Cost and Accounts Clerk.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

FNS40217 Certificate IV in Accounting and Bookkeeping



Automotive

AUR20716 Certificate II in Automotive Vocational Preparation

Year 11 or 12 start - 1 year duration

The Certificate II in Automotive Vocational Preparation is an introduction into servicing, minor maintenance and repair of an automotive vehicle such as cars, identifying and inspecting mechanical and electrical components and systems of light vehicles, using and maintaining tools and equipment, workplace safety and more.

As an automotive student at NMTAFE you will enjoy access to an array of up to date automotive repair and diagnostic equipment and specialised workrooms and workshops.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday or Friday	Midland

Additional incidental costs

Not applicable

You must bring/wear

- Personal Protective Equipment - steel cap work boots, safety glasses, long cotton work wear trousers and a cotton collared shirt
- Pens, pencils and an A4 folder

Work practice

Not applicable, however work experience placements are recommended.

The work placement must be initiated by you in partnership with your school.

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain and apprenticeship/traineeship in Automotive. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

Pathways include but are not limited to:

- AUR20516 Certificate II in Automotive Servicing Technology
- AUR30616 Certificate III Light Vehicle Mechanical Technology
- AUR20416 Certificate II in Automotive Electrical Technology
- AUR30316 Certificate III in Automotive Electrical Technology



Beauty Therapy

SHB30215 Certificate III in Make-Up

Year 11 start – 2 year duration

Are you ready to make the world beautiful? If you are passionate about the exciting world of make-up and would like to work in make-up studios, cosmetic retail, fashion and media sets or photography studios then this course could be the perfect one for you.

You'll gain the artistic techniques and business skills needed to start your own make-up artistry business, or work in a retail environment or in fashion as a runway specialist. You could also work in photography covering bridal and fashion or in the film and television industry.

You will also acquire the latest airbrushing techniques, an advanced skill being taught as part of this creative and artistic make-up qualification at NMTAFE. Relationships with both clients and industry are important and these aspects will be covered in your course with a focus on live salon works and engagement with industry professionals such as photographers.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Thursday or Friday	Perth

Additional incidental costs

Incidental fees - \$300.00

You must bring/wear

- Make-up brush set - available from the college bookshop at an approximate cost of \$120
- 1 towel for the bed which can also be used during make-up for the layout of products
- 1 gown for tanning (modesty)
- 1 headband
- Stationery - pen, notepad, file
- Compulsory uniform - wide straight black pants (no leggings or jeans), full length black t-shirt (no crop tops or bare midriffs), flat black enclosed footwear.
- Minimal jewellery, no false nails, hair must be tied back.

More information will be given about specific requirements on the first day.

Work practice

You will be expected to provide models to demonstrate your practical skills in our live works clinic on campus.

Job outcomes

- Professional Make-up Artist
- Freelance Make-up Artist
- Cosmetic Retail Assistant

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

- SHB30115 Certificate III in Beauty Therapy
- SHB40115 Certificate IV in Beauty Therapy
- SHB50115 Diploma of Beauty Therapy
- CUA51015 Diploma of Screen and Media (Creative Make-up)



Building and Construction

52824WA Certificate II in Building and Construction (Pathway - Carpentry and Joinery)

Year 11 start – 2 year duration

Do you have a burning desire to work with wood? When you complete the Certificate II in Building and Construction you'll be what employers are looking for as an apprentice carpenter and joiner.

Many employers now prefer apprenticeship applicants to have completed a pre-apprenticeship and this course will give you the skills, knowledge and behaviours to prepare you and make you more competitive when applying for apprenticeship positions. It will give you a better chance of gaining an apprenticeship and a flying start in learning a trade.

You will learn to use manual and power tools; construct wall frames; install flooring; interpret plans; measure and calculate the right amount of materials for the job; work with scaffolding safely at heights; and workplace health and safety.

Qualification Duration	Delivery Information	Campus
2 years (7 terms)	Thursday (1st year) Friday (2nd year)	Balga, Clarkson

Additional incidental costs

Not applicable

You must bring/wear

- Personal Protective Equipment - steel cap safety boots, clear safety glasses, cotton drill shirt and pants, ear protection
- Tape measure, HB pencils, notepad

Work practice

In addition to attending classes you will be required to undertake 220 hours of work placement outside of class time.

The work placement must be initiated by you in partnership with your school.

Job outcomes

- Apprentice Carpenter
- Carpenter
- Joiner or Joiner Assistant

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Building and Construction. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

- CPC30111 Certificate III in Bricklaying/Blocklaying
- CPC31011 Certificate III in Solid Plastering
- CPC31311 Certificate III in Wall and Floor Tiling
- CPC31211 Certificate III in Wall and Ceiling Lining
- CPC32011 Certificate III in Carpentry and Joinery
- CPC30318 Certificate III in Concreting



Building and Construction

52825WA Certificate II in Building and Construction (Pathway - Para Professional)

Year 11 start – 2 year duration

This program will allow you to gain knowledge in non-trade job roles available in the building industry, such as estimating, drafting (computer aided drafting), sustainability, construction materials and methods. It includes work placement in a construction office environment. Once completed you could then work in a traineeship, or continue training in a VET pathway, shown below.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Thursday	Perth

Additional incidental costs

Not applicable

You must bring/wear

- USB drive
- Writing pad and pen
- Casual but neat attire
- Closed footwear

Work practice

In addition to attending classes you will be required to undertake 110 hours (55 hours in Year 11 + 55 hours in Year 12) of work placement outside of class time.

The work placement must be initiated by you in partnership with your school.

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain and apprenticeship/traineeship in Building and Construction. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

52757WA Certificate IV in Residential Building Drafting

CPC40110 Certificate IV in Building and Construction (Building)

CPC50210 Diploma of Building and Construction (Building)

[Builder's Registration]



Building and Construction

CPC20211 Certificate II in Construction Pathways (Building Maintenance)

Year 11 or 12 start – 1 year duration

This qualification will provide you with the practical skills and knowledge to undertake a range of general manual labouring tasks on building and construction sites.

You'll learn about safe work practices, using equipment and tools and effective communication.

- Read and interpret plans
- Perform measurements and calculations
- Plan and organise work schedules
- Apply OHS requirements in the construction industry
- Work effectively and sustainably

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday and Friday	Clarkson

Additional incidental costs

Not applicable

You must bring/wear

- Personal Protective Equipment - steel cap safety boots, clear safety glasses, cotton drill shirt and pants, ear protection
- Tape measure, HB pencils, notepad

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Building and Construction. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

- CPC30111 Certificate III in Bricklaying/Blocklaying
- CPC30318 Certificate III in Concreting
- CPC31011 Certificate III in Solid Plastering
- CPC32313 Certificate III in Stonemasonry
- CPC31311 Certificate III in Wall and Floor Tiling
- CPC31211 Certificate III in Wall and Ceiling Lining
- CPC32011 Certificate III in Carpentry and Joinery



Building and Construction

MSF20313 Certificate II in Furniture Making (Cabinet Making / Furniture Making Pre-Apprenticeship)

Year 11 start – 2 year duration

When you complete the Certificate II in Furniture Making (Cabinet Making/Furniture Making Pre-Apprenticeship) you'll be what employers are looking for as an apprentice furniture maker or cabinet maker. You will gain the knowledge and skills to work effectively in the furnishing industry, using hand and power tools, preparing surfaces, interpreting plans, measuring, calculating the right amount of materials for the job, and workplace health and safety.

Cabinet makers work from plans or drawings to make home and office furniture, as well as make built-in cupboards and fixtures for new homes and shops. Furniture Making concentrates on the production of solid and free standing furniture.

Qualification Duration	Delivery Information	Campus
2 years (7 terms)	Thursday (1st year) Friday (2nd year)	Balga

Additional incidental costs

Not applicable

You must bring/wear

- Personal Protective Equipment - steel cap safety boots, clear safety glasses, cotton drill shirt and pants, ear protection
- Tape measure, HB pencils, notepad

Work practice

In addition to attending classes you will be required to undertake 162 hours of work placement outside of class time. The work placement will be arranged by NMTAFE staff in partnership with the school.

Job outcomes

- Apprentice Furniture Maker
- Apprentice Cabinet Maker

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in furniture making. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

MSF31113 Certificate III in Cabinet Making (Apprenticeship)



Business

BSB31015 Certificate III in Business Administration (Legal)

Year 11 or 12 start - 1 year duration

This course will provide you with a basic insight into the legal system and the use of legal terminology to complete tasks ethically.

This course is taught by legal professionals and covers confidentiality and security issues, legal terminology, searching the public record, producing business documents and knowledge of the legal system.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday and Friday	Perth

Additional incidental costs

You will be required to purchase five Workbooks which cost approximately \$30.00 each. More information will be given in the first class.

You must bring/wear

- Notebook and pens
- Bring your own device (optional)
- USB drive

Work practice

Not applicable

Job outcomes

- Legal Receptionist
- Receptionist
- Front Desk
- Support Staff to a legal practitioner in public or private enterprises

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

BSB42215 Certificate IV in Legal Services



Business

BSB31115 Certificate III in Business Administration (Medical)

Year 11 or 12 start - 1 year duration

This qualification will provide you with a variety of skills for a broad range of support staff roles within a medical environment such as, receptionist; medical clerk / typist; ward clerk; medical administrative assistant; medical assistant; and general receptionists in hospitals, medical centres, and specialist rooms.

You will learn a range of competencies and appropriate knowledge to provide support in any medical environment.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday and Friday	Perth

Additional incidental costs

Not applicable

You must bring/wear

- Notebook and pens
- Bring your own device (optional)
- USB drive

Work practice

Not applicable

Job outcomes

- Medical Receptionist
- Medical Records Clerk
- Medical Secretary

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

BSB40515 Certificate IV in Business Administration



Community Services

CHC22015 Certificate II in Community Services

Year 11 or 12 start – 1 year duration

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 course will give you the practical skills, theoretical knowledge and confidence to continue study across the community services sector. Community Services involves working with a range of people including youth, aged, people with a disability, those with mental health or alcohol and drug issues, refugees, migrants and the homeless.

You will learn foundation skills in communication to prepare for work in community services, health and safety, and working with others. You will put these skills into practice with a short field placement. This will help you expand your knowledge and understanding in various community services areas.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Friday	Joondalup (Kendrew), Leederville, Midland

Additional incidental costs

You may be required to purchase text books, more information will be given on the first day.

Additional material cost - approximately \$40

You must bring/wear

- First Aid Certificate - HLTAID003
- Stationery, notebook/lecture pad
- USB drive

Work practice

In addition to attending classes you will be required to undertake 20 hours of work placement outside of class time. This will be during Term 2 or 3 of the program. The work placement must be initiated by you in partnership with your school.

Job outcomes

Completing a Certificate II qualification is highly recommended to pursue a career in your chosen field.

Possible job outcomes may include:

- Personal Care Assistant
- Personal Care Worker
- Personal Care Giver
- Home Helper
- Assistant Community Services Worker

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

- CHC32015 Certificate III in Community Services
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC30213 Certificate III in Education Support
- CHC33015 Certificate III in Individual Support (Ageing/Disability/Home and Community)



Education Services

CHC30213 Certificate III in Education Support

Year 11 start - 2 year duration

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. It will provide you with a customised program in learning support to prepare you for roles such as education assistant.

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 effectively with culturally diverse students and colleagues.

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 in a classroom setting.

Certificate III in Education Support students are required to obtain a Working with Children Check, a Department of Education Police Clearance and medical clearance before attending work placement. Students aged under 18 will be required to obtain a Confidential Statutory Declaration and a medical clearance.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Thursday or Friday	Leederville

Additional incidental costs

Not applicable

You must bring/wear

- First Aid Certificate - HLTAID004
- Closed in shoes
- Pencil case with stationery supplies - scissors, ruler, eraser, pens, pencils, coloured textas and pencils
- File with file dividers and lined paper for note taking
- USB drive

Work practice

In addition to attending classes you will be required to undertake a work placement. Students need to complete 163 hours placement over the duration of the course.

This can be undertaken one day a week or in block weeks depending on the school/student timetable. Block weeks are normally undertaken in the exam weeks.

The work placement must be initiated by you in partnership with your school.

Work place duties

- Assist with the delivery of lessons in class
- Assist with preparation and maintenance
- Assist with supervision of students
- Assist with the care and well-being of students
- Assist in preparing and distribution of food
- Assist with the arrival/departure of students
- Assist students with dressing/undressing and toileting
- Assist with the management of resources
- Provides administrative assistance

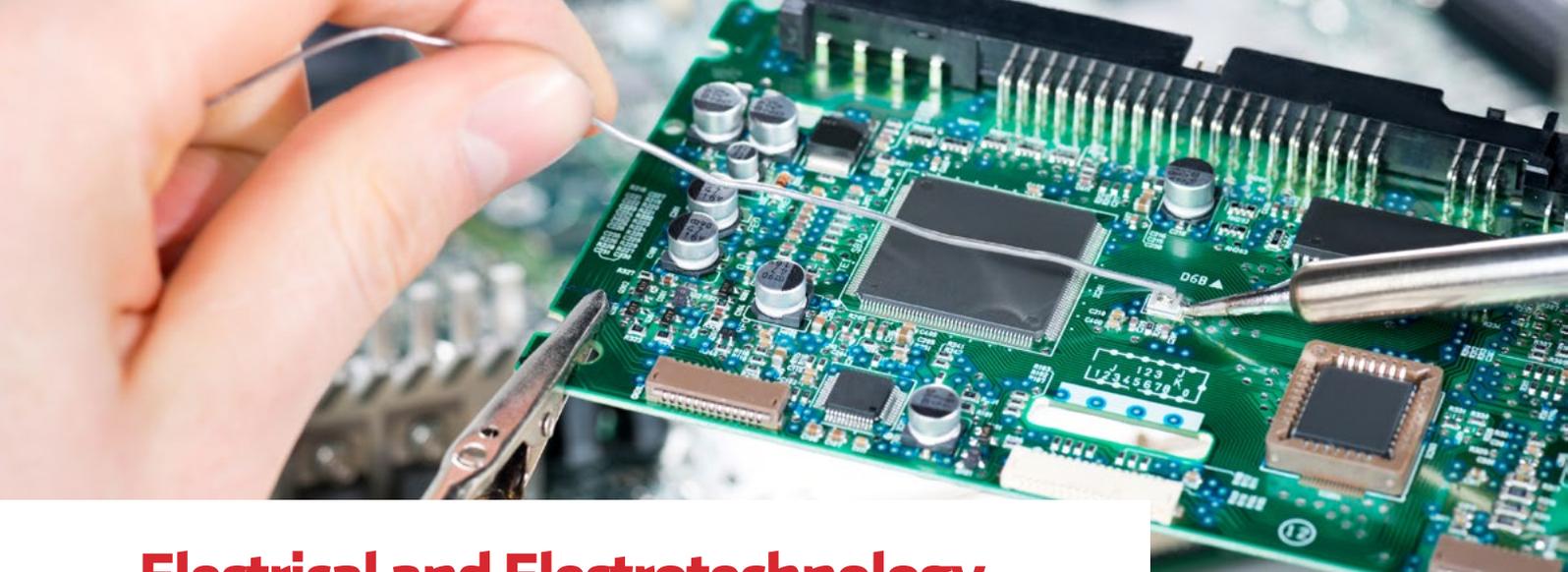
Job outcomes

Successful completion of this qualification provides you with the opportunity to become an education support assistance working with students in mainstream classrooms and students with additional needs.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

CHC40213 Certificate IV in Education Support



Electrical and Electrotechnology

UEE20511 Certificate II in Computer Assembly and Repair

Year 11 start – 2 year duration

If you love tinkering around with soldering and electronics parts, this is the perfect course for you. It will give you a foundation for further study in fields such as electrotechnology, electronics, computer assembly and servicing, radio communications, telecommunications, security and fire alarms and robotics.

Successful completion could lead to an apprenticeship or employment as a technician's trade assistant in these areas. Many employers regard basic training in electronic theory as a pre-requisite to employment. This course provides you with knowledge in basic DC circuit theory, hand skills and practical skills for the assembly, installation, repair and re-assembly of electronic and computer equipment, while working under supervision.

It provides a custom blend of DC circuit theory and engineering mathematical skills, along with electronic component identification and handling procedures. You'll also gain skills related to hand soldering, component placement and mounting onto a printed wiring board.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Clarkson, Midland

Additional incidental costs

Not applicable

You must bring/wear

- Personal Protective Equipment - steel cap safety boots, clear safety glasses, cotton drill shirt and pants, ear protection
- Tape measure
- A non-programmable scientific calculator with instruction booklet

Important - you will need to have an ENGINEERING SYMBOL FUNCTION on your calculator, which school ones don't usually have. An example of the type of calculator you will require can be found at <https://edu.casio.com/products/standard/fx115ms/>

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Electrical and Electrotechnology. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

UEE30811 Certificate III in Electrotechnology (Apprenticeship)

UEE32211 Certificate III in Air-conditioning and Refrigeration (Apprenticeship)

UEE30911 Certificate III in Electronics and Communications (Apprenticeship)

UEE30411 Certificate III in Data and Voice Communications (Apprenticeship)

UEE31411 Certificate III in Security Equipment (Apprenticeship)

UEE30211 Certificate III in Computer Systems Equipment (Apprenticeship)



Electrical and Electrotechnology

UEE20711 Certificate II in Data and Voice Communications

Year 11 start – 2 year duration

When you complete the Certificate II in Data and Voice Communications, you'll be flicking the switch on a career in electronics, as a data cabler or telecommunications technician (with additional training). You will gain the knowledge and practical skills to install and maintain telecommunication cabling, secure electro technological equipment, assemble and dismantle components, use cabling drawings, standards, codes and specifications, and workplace health and safety. It includes ACMA (Australian Communications and Media Authority) requirements for open cabler registration.

This course also gives you a pathway to the Electrical industry.

On completion of the Certificate II in Data and Voice, you will have completed 75% of the units of competency in the 1st year of an Electrical apprentice program. The Electrotechnology pre apprentice course only completes 50% of the units of competency in the 1st year of an Electrical apprentice program.

Qualification Duration	Delivery Information	Campus
2 years (7 terms)	Friday	Clarkson, East Perth

Additional incidental costs

Not applicable

You must bring/wear

- Personal Protective Equipment - steel cap safety boots, clear safety glasses, cotton drill shirt and pants, ear protection
- Pen, pencil, ruler, note book and file.
- A non-programmable scientific calculator with instruction booklet

Important - you will need to have an ENGINEERING SYMBOL FUNCTION on your calculator, which school ones don't usually have. An example of the type of calculator you will require can be found at <https://edu.casio.com/products/standard/fx115ms/>

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain and apprenticeship/traineeship in Electronic Communications Servicing and Electrical. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

Possible job outcomes may include:

- Electronics Service Technician
- Electrotechnology (Electrician)
- Electrical Fitting (Maintenance Electrician)
- Communication Technician
- Security Technician

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

UEE40711 Certificate IV in Electronics and Communications



Electrical and Electrotechnology

UEE21911 Certificate II in Electronics

Year 11 start – 2 year duration

If you love tinkering around with soldering and electronics parts, this is the perfect course for you. It will give you a foundation for further study in fields such as electrotechnology, electronics, computer assembly and servicing, radio communications, telecommunications, security and fire alarms, robotics.

Successful completion could lead to an apprenticeship or employment as a technician's trade assistant in these areas. Many employers regard basic training in electronic theory as a pre-requisite to employment. This course provides you with knowledge in basic DC circuit theory, hand skills and practical skills for the assembly, installation, repair and re-assembly of electronic and computer equipment, while working under supervision.

It provides a custom blend of DC circuit theory and engineering mathematical skills, along with electronic component identification and handling procedures. You'll also gain skills related to hand soldering, component placement and mounting onto a printed wiring board.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Clarkson, Midland

Additional incidental costs

Not applicable

You must bring/wear

- Personal Protective Equipment - steel cap safety boots, clear safety glasses, cotton drill shirt and pants, ear protection
- Tape measure
- A non-programmable scientific calculator with instruction booklet

Important - you will need to have an ENGINEERING SYMBOL FUNCTION on your calculator, which school ones don't usually have. An example of the type of calculator you will require can be found at <https://edu.casio.com/products/standard/fx115ms/>

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain and apprenticeship/traineeship in Electrical and Electrotechnology. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

UEE30811 Certificate III in Electrotechnology (Apprenticeship)

UEE32211 Certificate III in Air-conditioning and Refrigeration (Apprenticeship)

UEE30911 Certificate III in Electronics and Communications (Apprenticeship)

UEE30411 Certificate III in Data and Voice Communications (Apprenticeship)

UEE31411 Certificate III in Security Equipment (Apprenticeship)

UEE30211 Certificate III in Computer Systems Equipment (Apprenticeship)



Engineering

MEM20413 Certificate II in Engineering Pathways

Year 11 or 12 start - 1 year duration

This course is designed as an introduction to the Metals Trades of heavy and light fabrication as well as fitting and machining.

You will gain experience in heavy fabrication (boilermaker), light fabrication (sheet metal) and fitting and machining where you will have exposure to welding and shaping metals of various thickness. You will also use hand tools, power tools as well as lathes and milling machines to manufacture engineering projects.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday and Friday	Clarkson, Midland

Additional incidental costs

Additional Material Cost: \$75.00

You must bring/wear

- Personal Protective Equipment - steel cap safety boots, clear safety glasses, long sleeve cotton drill shirt and long work pants, ear protection

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Engineering. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

MEM30305 Certificate III in Engineering – Fabrication Trade (Light YC) (Apprenticeship)

MEM30305 Certificate III in Engineering – Fabrication Trade (Heavy/Welding YH) (Apprenticeship)

MEM30205 Certificate III in Engineering - Mechanical Trade (Fitting and Machining, Mechanical Fitter)



Engineering

MEM30505 Certificate III in Engineering - Technical

Year 11 start - 2 year duration

This qualification develops skills and knowledge in design and drafting including Computer Aided Drafting (CAD), inspection, quality control, non-destructive testing and providing technical advice. This is a good entry level qualification if you enjoy problem solving and want to develop skills in an engineering technical area.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	East Perth (Students will be required to attend Perth Campus in Term 1, 2022)

Additional incidental costs

More information will be given on the first day.

Additional material cost - \$95.00, for:

- 2 sheets of tin plate for making a small box (hand tools)
- 2 x 6 meter long lengths of flat bar (50 x 5mm) aluminium to make a drill gauge
- Weir Project
 - Plastic tubing
 - Hose connectors
 - Wood for project base
 - Polycarbonate sheets to make the dam model
 - Wire
 - Glue
 - Silastic
 - Nuts/bolts/washers/screws

You must bring/wear

- Steel cap boots
- Acceptable clothing (no loose clothing)
- Hair tied back (no long untied hair allowed in workshops)
- Pens, pencils for drafting, notepad, eraser, ruler
- Scientific calculator

Work practice

Not applicable

Job outcomes

Completion of this qualification provides you with the opportunity to progress towards becoming an engineering associate or an engineer (with further study).

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

MEM40105 Certificate IV in Engineering (Computer Numerical Control/Fluid Power/Instrumentation)

MEM50212 Diploma of Engineering – Technical (Mechanical)



Events

SIT30516 Certificate III in Events

Year 11 start - 2 year duration

You will learn the practical skills and knowledge to assist in the coordination of festivals, conferences, meetings, events, functions, exhibitions, weddings and private parties.

You will also gain skills in setting up and working on a range of events, organising functions, creating displays, coordinating ticketing and registrations, marketing events via social media and preparing quotes.

Joondalup students will gain experience working in the Pavilion Restaurant as part of their Certificate III in Events.

Perth students learn to set up and operate simple audio, vision and lighting systems for a range of events as part of their Certificate III Events.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Joondalup (Kendrew), Perth

Additional incidental costs

Joondalup Campus only – you are required to purchase and wear an Events polo shirt - \$40

Perth campus only - \$120 for field trip tickets and registration.

You must bring/wear

- USB drive
- Writing pad and pen
- Casual but neat attire required - no singlets or shorts
- Closed footwear

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to become an assistant to a meetings, events, conference, exhibition, functions organiser or coordinator. Employment opportunities are enhanced with further study.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

SIT50316 Diploma of Event Management



Fashion

MST20616 Certificate II in Applied Fashion Design and Technology

Year 11 start - 2 year duration

Start on the runway to a successful career pathway in the fashion industry whilst completing your schooling.

Learn to design and make contemporary fashion garments and begin your study pathway in fashion design. NMTAFE's well established fashion department offers a great place to learn fashion design, and combines creativity with the underpinning of practical skills in a creative studio space.

The Certificate II in Applied Fashion Design and Technology begins with the necessary building blocks to further your studies in fashion, such as garment design, textile development, screen printing and fashion drawing. You will learn in a simulated workplace and custom design studio.

Qualification Duration	Delivery Information	Campus
2 Years (6 terms)	Thursday	Perth

Additional incidental costs

You will need to purchase a small sewing kit - available from college bookshop at an approximate cost of \$90 or you can purchase from Spotlight. A list of items for the kit will be supplied.

Students will be expected to purchase specialist fabrics and notions over the life of the course with an expected outlay of +/- \$200 over the 2 years.

You must bring/wear

- Notebook and pens
- Closed in footwear
- Long hair must be tied back
- Must bring sewing kit as above to every class

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to become:

- Retail Fashion Assistant
- Studio Assistant
- Assistant to Visual Merchandiser

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

MST50116 Diploma of Applied Fashion Design and Merchandising



Fitness

SIS30315 Certificate III in Fitness

Year 11 start - 2 year duration

With society becoming more conscious about staying fit and healthy, the demand for gym instructors and personal trainers is steadily increasing. NMTAFE's courses are recognised for their high standard of training by the fitness industry.

You will learn in our fully equipped commercial fitness centre and upon completion, you will have a chance of employment as a gym instructor. This course will develop your skills and knowledge in fitness appraisals, programming, nutrition, anatomy and physiology, and instruction to various client groups helping individuals achieve their fitness goals. After completing the Certificate III in Fitness, you are on the pathway to becoming an accredited Personal Trainer.

Gain these skills:

- Provide exercise instruction and gym programs
- Basic nutrition advice
- Help people achieve their personal health and fitness goals
- Use of a wide range of fitness equipment to deliver programs

Qualification Duration	Delivery Information	Campus
2 Years (6 terms)	Thursday	Joondalup (Kendrew)

Additional incidental costs

- Polo Shirt approximate cost - \$40

You must bring/wear

- First Aid Certificate - HLTAID003
- Water bottle
- Closed footwear (Joggers)
- Appropriate attire for physical activity
- Pens, pencils, notebook
- Bring your own device (optional)

Work practice

Completed at NMTAFE's Kendrew Campus (Gym)

Job outcomes

Successful completion of this qualification provides you with the opportunity to become:

- Gym Instructor
- Exercise Instructor
- Group Exercise Instructor

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

SIS40215 Certificate IV in Fitness



General IT

ICT30118 Certificate III in Information, Digital Media and Technology (Web Technologies)

Year 11 start - 2 year duration

When you complete this qualification you will have the fundamentals of programming and web development with key subjects specialising in web design and business focused application development. Pathways into our Certificate IV and Diploma level courses progress you into a career as a Web Developer, Mobile App Developer or an Applications Programmer.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Joondalup (Kendrew)

Additional incidental costs

Not applicable

You must bring/wear

- Pens, pencils, notepad
- External HDD or SSD drive - 1 TB approx.

More information will be given on the first day.

Work practice

Not applicable

Job outcomes

- IT Technician
- Customer Service Representative (ICT)
- User Support Specialist

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

ICT40518 Certificate IV in Programming

ICT40315 Certificate IV in Web-Based Technologies



Hairdressing

SHB20216 Certificate II in Salon Assistant

Year 11 or 12 start – 1 year duration

Are you ready to begin training for an exciting career in hairdressing?

If you are passionate about the creative and dynamic world of hairdressing, then this course could be the perfect one for you. It will give you an insight into the craft of hairdressing and what to expect from working in a salon or barbershop.

Once you have successfully completed this qualification you'll have the skills and knowledge to support hairdressers as a salon assistant and you will have gained a valuable experience that will impress potential employers and may lead to employment.

You will cover topics such as:

- Shampooing, colouring and braiding
- Maintaining hairdressing tools
- Scheduling appointments
- Merchandising
- Workplace health and safety

NMTAFE also offers further study opportunities in hairdressing or barbering that will help you on your way to becoming a fully qualified hairdresser.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday	Balga

Additional incidental costs

You will be required to purchase a Certificate II Equipment Kit at an approximate cost of \$180

You must bring/wear

- Compulsory uniform - black pants (no leggings or jeans), plain black T-shirt with long or cap sleeves and regular round neck and flat black enclosed footwear.
- Minimal jewellery, no false nails, hair must be tied back.
- Pen and exercise book

Work practice

In addition to attending classes you will be required to undertake 10 days of work placement outside of class time. The work placement must be initiated by you in partnership with your school.

Job outcomes

- Salon Assistant

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

SHB30416 Certificate III in Hairdressing

SHB30516 Certificate III in Barbering



Health Services

HLT36015 Certificate III in Population Health

Year 11 start - 2 year duration

Interested in working in primary health, community health, allied health or health promotion? Then this is the qualification for you. The Australian health care sector is changing and in the future the focus for health will be away from the hospital setting and in the community. Preventative health, health screening and health education are key factors towards building a healthy society and keeping people well and out of hospital.

Complete a qualification that will prepare you to work in this diverse sector. The job and pathway opportunities can take you in many different directions including allied health, health promotion, primary care nursing, enrolled nursing, registered nursing, child health, community health, midwifery, marketing, alcohol and drug education, mental health, leisure and health, community services, disability work, aged care and youth health.

This course has a very practical focus and you will develop skills to encourage people to identify positive health related behaviours, take clinical measurements to collect information on a person's health status, provide health education, identify the social determinants of health and how they impact on individuals and communities, identify strategies and techniques to develop health education and promotional material and learn about the diverse primary care sector. Be one of the first to complete this course as an entry point into this exciting, developing area of health.

Qualification Duration	Delivery Information	Campus
2 years (7 terms)	Friday (1st year) Thursday (2nd year)	Joondalup (McLarty), Midland, Mount Lawley

Additional incidental costs

You are required to purchase a polo shirt (\$30) that can be ordered during information/parent evening in February 2021.

You must bring/wear

- Writing pad and pen
- Casual but neat attire required, no singlets or shorts
- Closed footwear
- Bring your own device (optional)

Work practice

Not applicable

Job outcomes

Support Worker in the field of Population Health/Community Development.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

HLT54115 Diploma of Nursing

HLT43015 Certificate IV in Allied Health Assistance
(Physiotherapy/Occupational Therapy)

CHC43015 Certificate IV in Ageing Support

CHC43115 Certificate IV in Disability

HLT47115 Certificate IV in Hospital/Health Services Pharmacy Support

HLT57915 Diploma of Anaesthetic Technology

HLT33115 Certificate III in Health Services (Acute Care)



Hospitality

SIT20416 Certificate II in Kitchen Operations (Commercial Cookery/Patisserie Pre-Apprenticeship)

Year 11 start – 2 year duration

This program will give you the practical skills to work in kitchens in a defined range of food preparation and cookery skills. It will provide you a pathway to work in kitchen operations in organisations including restaurants, hotels, cafés, care facilities and schools.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Joondalup (Kendrew)

Additional incidental costs

Not applicable

You must bring/wear

- Writing pad and pen
- White chef's jacket with white buttons
- White 3/4 length apron
- Chef check pants
- White neck tie
- White skull cap chef's hat
- Plain black polo shirt
- Fully enclosed black leather safety shoes / boots

Approximate cost of full outfit is \$147.00

Work practice

In addition to attending classes you will be required to undertake 163 hours of work placement. The work placement will be arranged by NMTAFE staff in partnership with the school.

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain and apprenticeship/traineeship in Commercial Cookery. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

You will gain a wide range of cookery skills which can be used in various establishments where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

SIT30616 Certificate III in Hospitality

SIT30816 Certificate III in Commercial Cookery



Jewellery

MEM30619 Certificate III in Jewellery Manufacture

Year 11 start – 2 year duration

Learn the art of jewellery making and open up a world of possibilities

The Certificate III in Jewellery Manufacture will give you a range of bench skills required to work in the jewellery industry as a jewellery maker.

Upon successful completion, you have the potential of finding employment in a jewellery workshop undertaking further studies in Jewellery. The jewellery industry has many facets and is an exciting one, your success is dependent on your discipline to the craft, your designs and commitment to the industry.

Your Certificate III in Jewellery Manufacture is a great precursor to further study in Jewellery Design. With a higher qualification you can improve employment and earning potential and specialise in certain areas.

Qualification Duration	Delivery Information	Campus
2 years (7 terms)	Friday	Perth

Additional incidental costs

You will need to purchase tools which can be purchased from jewellery suppliers or online. A list of items will be provided and a list of local and online suppliers.

Students will be expected to purchase their own precious metals, gems and specialist tools as required over the life of the course with an expected outlay of +/- \$300 over the 2 years.

You must bring/wear

- Notebook and pens
- Must wear closed in footwear
- Long hair must be tied back
- Workshop apron

Work practice

Not applicable.

Job outcomes

Successful completion of this qualification provides you with the opportunity to become:

- Jewellery Designer
- Craftsperson

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

CUA40715 Certificate IV in Design (Jewellery Studio)

CUA51115 Diploma of Visual Arts (Jewellery Design)



Laboratory Skills

MSL20118 Certificate II in Sampling and Measurement

Year 11 or 12 start - 1 year duration

Competent laboratory personnel are in high demand in a vast range of industries. You could work in laboratories in a range of dynamic fields such as biomedical, pharmaceutical, cosmetics, medical, mining, petroleum, agriculture, physics, chemical, environmental, food or forensics.

Examples of the work of sampler/testers include:

- Field Officer working in environmental monitoring may visit a catchment area to collect water samples
- Sampler/Testers take air samples for testing for microbial monitoring of air conditioning or cooling towers
- Assist Laboratory Technicians in chemical/food/biological laboratories

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Friday	East Perth

Additional incidental costs

Not applicable

You must bring/wear

- Covered in shoes, no sandals or thongs
- Clear safety glasses
- Hair tied back
- Pens, pencils and paper
- Scientific calculator
- You will be able to borrow a lab coat for the duration of the course.

More info on dress requirements will be given on the first day.

Work practice

Not applicable

Job outcomes

- Field Assistant
- Laboratory Attendant
- Sampler
- Tester

Successful completion of this qualification provides you with the opportunity to gain and apprenticeship/traineeship in Laboratory Skills. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

MSL30118 Certificate III in Laboratory Skills

AHC31416 Certificate III in Conservation and Land Management

MEM30505 Certificate III in Engineering - Technical



Media

CUA31015 Certificate III in Screen and Media

Year 11 or 12 start - 1 year duration

There is no business like show business and there is no show without all the work going on behind the scenes. Our new and exciting Certificate III in Screen and Media combines elements of film and television, digital media and radio broadcasting. You'll gain a broad range of skills and experience that will help you find your passion in this dynamic industry.

You'll cover topics such as:

- Screen industry trends and technology
- Foundation skills in graphics and animation
- Analytical, performance and creative skills
- Produce and host your own radio show

This course will provide you with the foundation skills required for further study or entry level employment in the screen and media industry.

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Thursday	Perth campus (Term 1 & 2), Leederville campus (Term 3)

Additional incidental costs

Not applicable

You must bring/wear

- Pens, pencils, notepad
- USB drive

Work practice

Not applicable

Job outcomes

- Audio-visual Technician
- Camera Operator (Film, TV, Video)
- Lighting Technician (Productions)
- Video & Sound Recorder
- Television Equipment Operator
- Special Effects Assistant

- Technical Production Assistant (Remote Area)
- Camera Assistant
- Sound Technician
- Production Assistant (Film & Television)
- Editing Assistant (Film & Television)

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

- CUA41215 Certificate IV in Screen and Media (Animation and Game Art)
- CUA41215 Certificate IV in Screen and Media (Animation and Visualisation)
- CUA51015 Diploma of Screen and Media (Animation and Games Art)
- CUA51015 Diploma of Screen and Media (Animation and Visualisation)
- CUA51015 Diploma of Screen and Media (Film and Television)
- CUA51015 Diploma of Screen and Media (Radio Broadcasting)



Music

CUA30915 Certificate III in Music Industry

Year 11 start - 2 year duration

This course introduces you to the exciting and challenging world of music performance and will provide you with the skills and knowledge you need to get started in the music industry.

You will focus on gaining skills in song writing and arranging, ensemble/performance and recording. You will participate in recording sessions in our studios and follow the production processes through to the completion of a demo recording.

At the end of your course, you will have produced and packaged a product (Digital Single) and gained skills in communication, critical listening, stagecraft, musical style and industry practice.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Leederville

Additional incidental costs

Not applicable

You must bring/wear

- Covered in shoes, no sandals or thongs
- Pens, pencils and paper
- Headphones
- USB drive

Work practice

Not applicable

Entry requirements

You will need to have basic instrumental and vocal skills if you are applying for this course.

Job outcomes

Successful completion of this qualification provides you with the opportunity to write and perform with a band or ensemble in a live or studio environment. You will learn to operate industry standard software used for music creation and production.

For information about jobs and pathways, visit joboutlook.gov.au

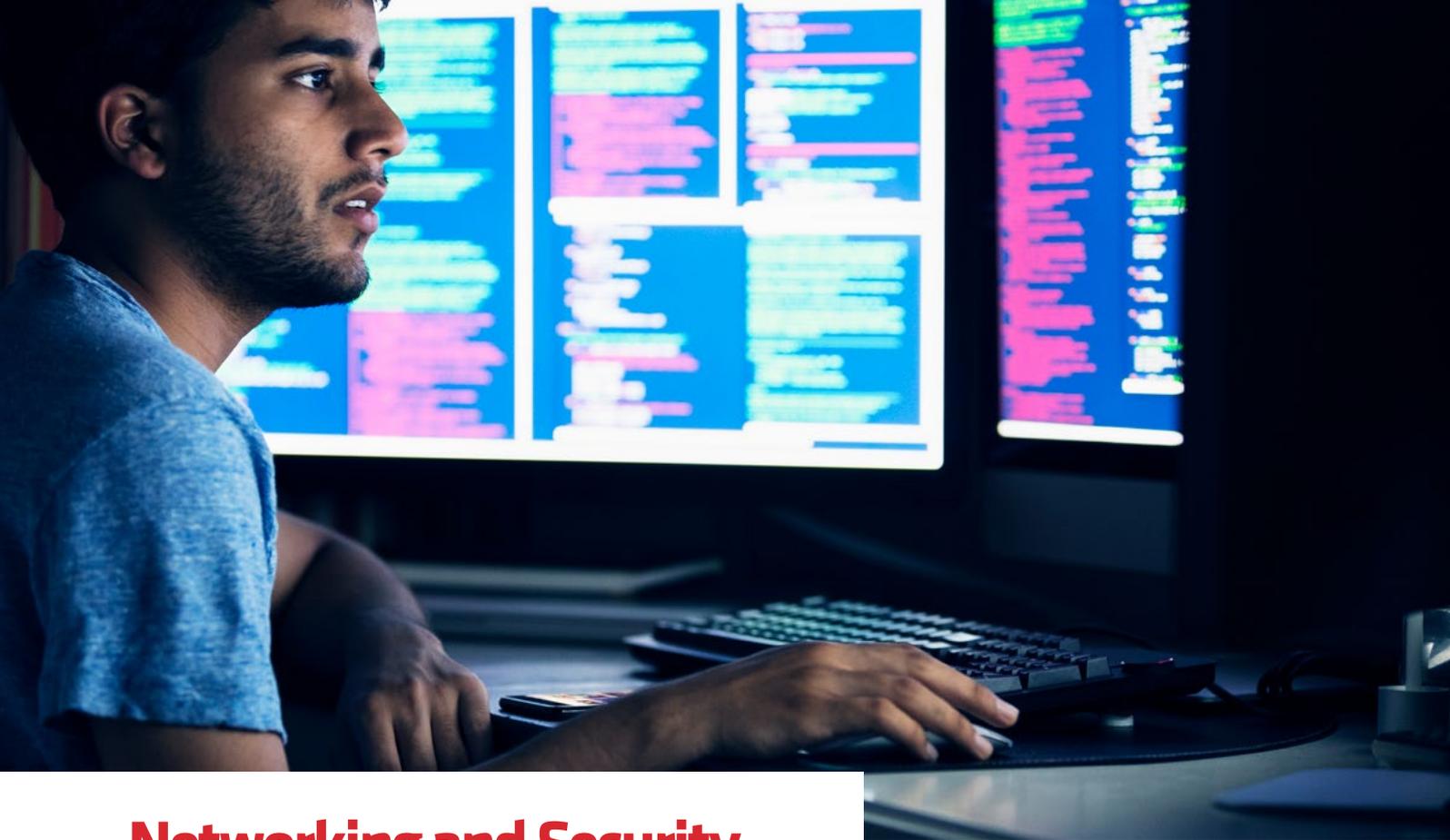
Study pathways

CUA50815-AA73 Diploma of Music Industry (Performance)

CUA50815-AA74 Diploma of Music Industry (Sound Production)

CUA50815-AA75 Diploma of Music Industry (Music Business)

CUA51015-AA94 Diploma of Screen and Media (Radio Broadcasting)



Networking and Security

ICT30118 Certificate III in Information, Digital Media and Technology (Network Administration)

Year 11 start - 2 year duration

This qualification provides you with the skills and knowledge to support information technology activities in the workplace across a range of Information Communication Technology areas including technical support and network administration.

You will learn how to configure, secure and test system software for a small home office network or small to medium business network - this is the main pathway to ICT40418 Certificate IV in Information Technology Networking. You will also learn programming techniques, a key area for network scripting that also provides a pathway into ICT40518 Certificate IV in Programming.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Joondalup (Kendrew)

Additional incidental costs

Not applicable

You must bring/wear

- Pens, pencils, notepad
- External HDD or SSD drive - 1 TB approx.

More information will be given on the first day.

Work practice

Not applicable

Job outcomes

- Help Desk Officer
- IT Technician
- Maintenance Technician
- PC Support Specialist

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

ICT40418 Certificate IV in Information Technology Networking
 ICT40518 Certificate IV in Programming



Networking and Security

ICT30118 Certificate III in Information, Digital Media and Technology (Cyber Security)

Year 11 start - 2 year duration

If you love computers and are not afraid of the challenges being presented by the dark web; you are probably already excited about the idea of building a career in the vitally important field of Cyber Security. If so, this is the perfect course for gaining those all-important practical skills that you need to help get you started.

In this nationally recognised Certificate III program, you will learn the fundamentals of networking security and design in our Cisco accredited program; system configuration and hardening; and Network Operating System management and protection. You can pathway into higher levels, in a hands-on practical environment, for the Networking and Cyber Security qualifications.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Joondalup (Kendrew)

Additional incidental costs

Not applicable

You must bring/wear

- Pens, pencils, notepad
- External HDD or SSD drive - 1 TB approx.

More information will be given on the first day.

Work practice

Not applicable

Job outcomes

- Cyber Awareness Representative
- IT Technician
- Maintenance Technician
- PC Support Specialist

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

22334VIC Certificate IV in Cyber Security

ICT40418 Certificate IV in Information Technology Networking



Plumbing

52700WA Certificate II in Plumbing (Plumbing Pre-Apprenticeship)

Year 11 start – 2 year duration

This course will provide you with the practical skills and knowledge required for a career in the plumbing and servicing industry. You will learn skills in basic plumbing, how to weld using oxy-acetylene and how to cut and join sheet metal. As part of this course you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

Successful completion over the two years will provide you with a Certificate II qualification and a Statement of Academic Record which will be credited toward a pathway in an apprenticeship training program.

Qualification Duration	Delivery Information	Campus
2 years (7 terms)	Friday	Clarkson

Additional incidental costs

You will be given course materials and reference books.

You must bring/wear

- First Aid Certificate - HLTAID002
- Personal Protective Equipment - steel cap safety boots, clear safety glasses, cotton drill shirt and pants
- Writing equipment

Work practice

In addition to attending classes you will be required to undertake 125 hours of work placement outside of class time. As a Pre-Apprentice Plumbing student you will be required to complete 63 hours working directly with a registered Plumber.

The work placement will be arranged by NMTAFE staff in partnership with the school.

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Plumbing. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

CPC32413 Certificate III in Plumbing (Apprenticeship)



Surveying

CPP20116 Certificate II in Surveying and Spatial Information Services

Year 11 or 12 start – 1 year duration

At NMTAFE, students learn the latest developments in research and industry from expert lecturers, with real world experiences. This qualification applies to students undertaking pre-vocational training, who want to enter the workforce as an assistant to a field surveyor. The course will give you the practical skills and knowledge to work with spatial data to read and interpret maps. You will learn about safety, performing computations and the skills necessary to operate in the field.

After gaining basic surveying skills, you can transition to an entry-level job in the surveying and spatial information services sector or continue with further study in surveying at NMTAFE.

Qualification Duration	Delivery Information	Campus
1 years (3 terms)	Friday	East Perth

Additional incidental costs

Student workbooks will be supplied, that cover all the learning materials

You must bring/wear

- Covered in shoes, no sandals or thongs
- Long pants and long sleeve shirt
- Wide brimmed hat (no caps)
- Pens, pencils and paper
- Scientific calculator
- You will be able to borrow a safety vest for the duration of the course

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to gain and apprenticeship/traineeship in Surveying. You will need to be employed and registered as an apprentice/trainee before you can commence apprenticeship/traineeship training.

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

CPP30216 Certificate III in Surveying and Spatial Information Services

CPC40216 Certificate IV in Surveying

CPP50116 Diploma of Surveying

CPP60116 Advanced Diploma of Surveying



Travel and Tourism

SIT30116 Certificate III in Tourism

Year 11 start – 2 year duration

Jump on board to an exciting career in tourism. Gain the basic skills and knowledge to work in various tourism job roles. A career in tourism, a growth industry, is very rewarding and with this Certificate III in Tourism you'll have the skills you need to work in visitor information services, hotel guest services and tourism operations.

You could be out in the field helping visitors experience all the top holiday spots or creating tours that they will remember forever or working in an international hotel providing guest information services.

North Metropolitan TAFE is the leading provider of travel and tourism studies in WA.

Qualification Duration	Delivery Information	Campus
2 years (6 terms)	Friday	Perth

Additional incidental costs

Additional material cost - \$200 for field trip tickets and registration

You must bring/wear

- USB drive
- Writing pad and pen
- Casual but neat attire – no singlets or shorts
- Closed footwear

Work practice

Not applicable

Job outcomes

Successful completion of this qualification provides you with the opportunity to become:

- Tourism Visitor Centre Information Officer
- Tourism Reservations Sales Agent
- Tour Company Representative
- Tourism Customer Service Attendant
- Employment at Theme Parks and Tourist Attractions
- Hotel Front of House Guest Services (Hotel / Resort)
- Museum /Gallery Attendant

For information about jobs and pathways, visit joboutlook.gov.au

Study pathways

SIT30216 Certificate III in Travel

SIT50116 Diploma of Travel and Tourism Management



Fee for Service Course

SIS30115 Certificate III in Sport and Recreation

Athlete Development Centre

NMTAFE established its Athlete Development Centre (ADC) in 2009, and has strong partnerships with the sports industry such as West Coast Eagles, Football West, Volleyball and Swimming WA among others.

We are offering this unique program again in 2021. The Certificate III in Sport and Recreation, along with your WACE, will ensure you are well prepared for entry into the Certificate IV in Sport Development (which includes participation in the full time ADC) or the Certificate III and IV in Fitness.

You will cover topics such as:

- Planning and delivering sport and recreation sessions
- Programming
- Nutrition
- Sustainability and environment
- Social media and sports technology
- Coordinating sports competitions and events
- Risk management
- Emergency planning

Qualification Duration	Delivery Information	Campus
1 year (3 terms)	Friday	Leederville

Course fees

\$3,281 (2020 course fee)

You must bring/wear

- First Aid Certificate - HLTAID003
- Hat, water bottle, closed footwear (joggers), appropriate attire for physical activity, whistle
- Pens, pencils, notebook

Work practice

Not applicable

Eligibility

You must be completing Year 11 or 12 in 2021 and be on track to meet minimum requirements for WACE.

There are no pre-requisites for the course, but ideally you will be completing Physical Education Studies or have previously attained a Certificate II in Sport and Recreation.

Due to the fast paced nature of the course, it is also recommended that you have a minimum 2 years previous and ongoing experience as:

- a player, coach or official in a sporting club; or
- an active member of a gym/fitness centre.

Pathway

Successful completion of this qualification provides you with job role opportunities within fitness centres, sporting grounds or complexes, leisure, aquatic and community recreation centres. In addition, on successful completion of the Certificate III, graduates may transition into the full time SIS40419 Certificate IV in Sport Development or SIS50319 Diploma of Sport course.

Further information

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General enquiries/course information

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Please note: All course information is correct at time of printing. For the most up to date information on all courses and study options, go to northmetrotafe.wa.edu.au 