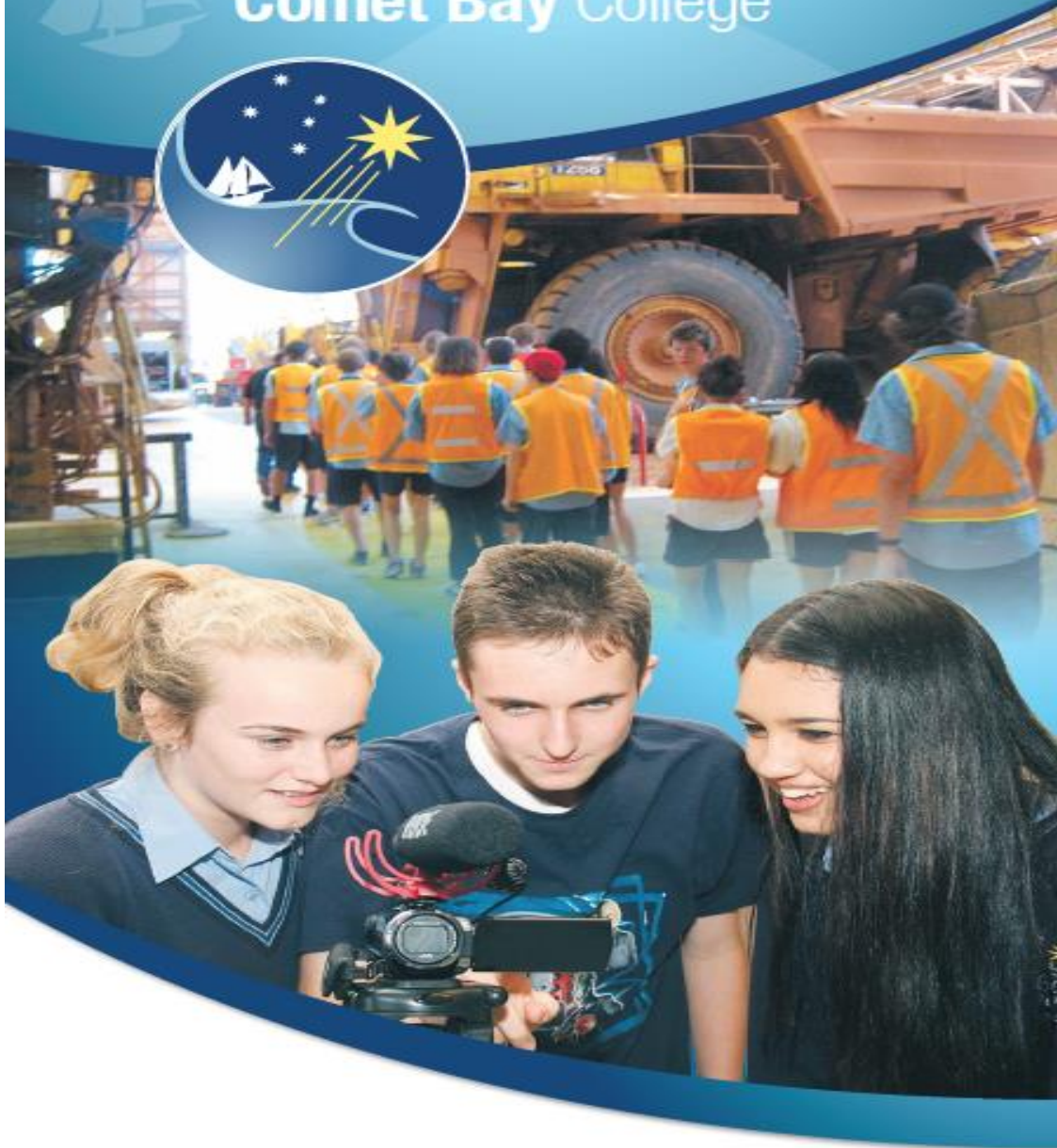




Comet Bay College



VOCATIONAL EDUCATION AND TRAINING



*True Excellence is a Constant
Quest for Improvement*

COMET BAY COLLEGE - SECRET HARBOUR

Vocational Education & Training (VET)

What is VET ?

Vocational Education and Training can be accessed by all students at the College.

The Vocational Education and Training (VET) sector provides training and education for specific vocational purposes. The VET sector caters for the majority of the population who need vocational skills for work and life. Because of persistent trade skills shortages in the Australian workforce, choosing a VET pathway provides the opportunity for future employment in an industry area with identified skills shortages. It also provides the opportunity for continued education and training post school.

Vocational Education and Training encompasses all courses delivered where a student is working towards completing qualifications or units of competence that are nationally recognised. Achievement of full qualifications results in students being awarded a Certificate I, II, III or IV. Students who complete stand-alone VET qualifications gain credit towards their WACE or WASA.

What is the National VET System?

The national VET system is a nationally agreed system that recognizes qualifications delivered through Registered Training Organisations (RTO's). Industry sectors determine and define the outcomes that are required from the training. The qualifications gained are recognised by employers and industry across Australia as people seek to enter or re-enter the workforce, upgrade existing skills or move into a new industry area. Vocational skills are called **competencies** and refer to the technical knowledge and broad process skills required to perform in a particular work context.

USI

Applying for a USI is compulsory for all students enrolled in qualifications.

Only applications with a USI will be accepted for the STEP program.

How does VET contribute to the Western Australian Certificate of Education (WACE)?

As a part of the requirements for a WACE, a student must either:

- achieve an Australian Tertiary Admissions Rank (ATAR); and/or
- successfully complete an Australian Qualifications Framework (AQF) Certificate II or higher, which will provide them with a VET qualification and support post school VET or employment.

Choosing to complete one or more VET qualifications in school will count towards the required number of C grades needed to achieve a WACE.

Profile Courses and Comet Bay College delivered courses:

Students can either apply for a profile course, usually delivered through a VET Program, that is delivered by a Registered Training Organisation (RTO), for example South Metropolitan TAFE, or apply to enrol in one of the qualifications delivered through the College.

Location of Courses:

Students may be required to travel to different training locations on the days of their qualification, such as Rockingham, Kwinana, Beaconsfield, Jandakot, Perth, Thornlie, Fremantle or Mandurah.

SCHOOL TO EMPLOYMENT PROGRAM (STEP)

Applying for VET Profile Courses:

The application process for Profile courses is highly competitive as the RTO's take students from many schools. As a minimum, students must be achieving C grades, greater than 80% attendance (prefer 90%) in Semester 1 of Year 10. Students have typically been able to access qualifications in the following areas:

- Animal Studies
- Automotive -Electrical, Heavy Vehicle and Light Vehicle
- Business
- Community Services-Childcare
- Construction-Bricklaying; Carpentry and Joinery; Plumbing
- Engineering
- Electrotechnology
- Floristry
- Hairdressing
- Horticulture
- Hospitality
- Information, Digital Media & Technology
- Process Plant Operations
- Retail, Make-up and Skin Care
- Tourism and Events

Application Process:

Once you have attended your General Studies and STEP interview if you meet the criteria you will be provided with the detailed information provided by the RTO and notified of the next stage in the process

Applications for profile places are due no later than 24th August 2018. Student's are notified directly by the TAFE's, usually in November if their application is successful.

The Vocational Education Training Program includes Pre Apprenticeships in School (PAiS) and a wide selection of Nationally Accredited

qualifications, and includes Workplace Learning. This Endorsed Program is only available to students selecting the STEP program option. Students in the STEP program attend school for three days, one day in the workplace and one day at a State or Private Training Provider.

If students are interested in careers in aviation, construction, automotive, electrical, engineering or hospitality, then the STEP program is recommended. There are limited places and entrance is subject to interview and meeting minimum entrance requirements.

Students Selecting the STEP Program are required to:

- Attend a College selection interview (you will need to bring your resume);
- Select one of the three additional qualifications on offer in the VET program;
- Have a minimum of a C pass in English, Maths, Science;
- Select General Studies as a backup in case the STEP application is unsuccessful.

The STEP program offered at the College includes Nationally Accredited qualifications, where students successfully complete requirements and develop relevant industry skills with pathways to employment and/or further education and training, including traineeships and apprenticeships.

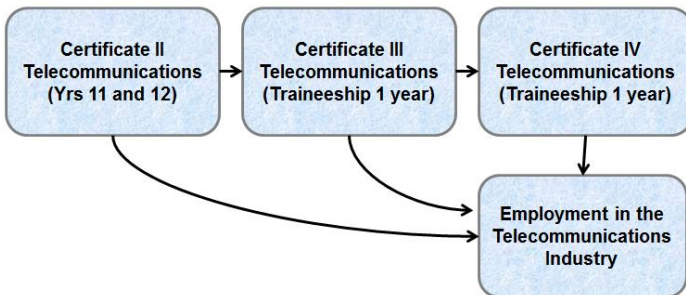
All our qualifications are quality assured by a Registered Training Organisation (RTO) and delivered at either South Metropolitan or North Metropolitan TAFE or Private Training Provider.

Post School Qualifications Pathway

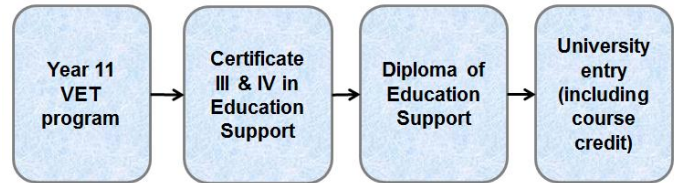
School	Registered Training Organisation (RTO) VET qualifications	University qualifications
		Doctoral Degree
		Masters Degree
		Bachelor Honours/Graduate
		Certificate/Graduate Diploma
		Bachelor Degree
	Advanced Dip/Associate Degree	Advanced Dip/Associate Degree
	Diploma	Diploma
Western Australian Certificate of Education WACE courses and/or Vocational Education and Training (VET) qualifications	Certificate IV	
	Certificate III	
	Certificate II	
	Certificate I	

STEP pathways provide students with the opportunity to continue their education and training post-school and can lead to the achievement of higher level qualifications such as Certificate III and IV or eventual university entry.

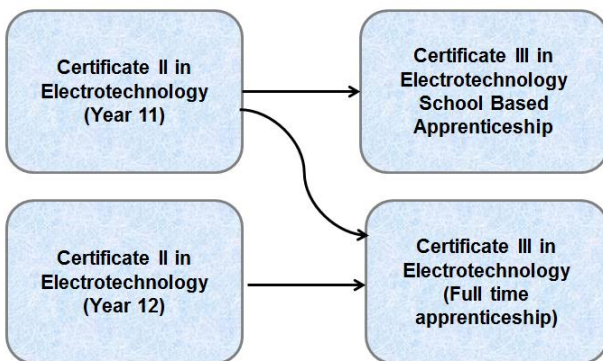
Example 1 - VET → Employment or Training



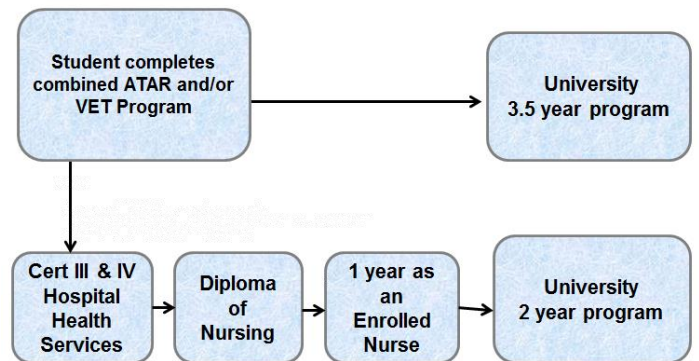
Example 3 - VET → Training → University



Example 2 - VET → Apprenticeship



Example 4 - Combined ATAR and VET → University



Vet in Schools – Qualification Offerings

All students in the STEP program are enrolled in a minimum of two qualifications, in addition they are required to meet the requirements for at least 2 units of Workplace Learning with a host employer.

Only students selecting the STEP Program option are eligible to select from the following list of qualifications.

Qualification		Qual Code	Proposed Venue
Certificate III Accounts Administration	1 Year	FNS30317	North Metropolitan TAFE Perth
Certificate II Aeroskills (Mechanical Pre-Apprenticeship)	1 Year	MEA20415	South Metropolitan TAFE Aerospace Training Centre, Jandakot
Certificate II Animal Studies Term 1&3 option Year 12's Term 2&4 option Year 11's	6 Mths	ACM20110	South Metropolitan TAFE Peel
Certificate II Applied Fashion Design and Technology	1 Year	MST20616	South Metropolitan TAFE Bentley
Certificate II Automotive Vocational Preparation Light Automotive Mechanical Focus Heavy Vehicle Focus Light/Heavy/Auto Electrical Focus (Rotational)	1 Year	AUR20716	South Metropolitan TAFE Carlisle Thornlie Kwinana Automotive & Technical Skills Centre
Certificate II Auto Body Repair Technology (Panel Beating Pre-Apprenticeship)	1 Year	AUR20916	South Metropolitan TAFE Carlisle
Certificate II Auto Body Repair Technology (Vehicle Body Painting Pre-Apprenticeship)	1 Year	AUR20916	South Metropolitan TAFE Carlisle
Certificate II Auto Manufacturing Production (Bus, Truck and Trailer Painting Pre-Apprenticeship)	1 Year	AUM20213	South Metropolitan TAFE Thornlie
Cert III Aviation (Cabin Crew)	1 Year	AVI30116	South Metropolitan TAFE Aerospace Training Centre, Jandakot
Cert III Aviation (Support Services and Operations)	1 Year	52821WA	South Metropolitan TAFE Aerospace Training Centre, Jandakot
Certificate II Building & Construction (Pathways - Para Professional)	2 Years	52825WA	South Metropolitan TAFE Rockingham
Certificate II Building & Construction (Pathways – Trades)	2 Years	52824WA	South Metropolitan TAFE Peel /Rockingham Thornlie – Brick & Block only
Certificate II Building & Construction (Pathways – Trades) Painting & Decorating	2 Years	52824WA	South Metropolitan TAFE Peel
Certificate III Business Administration (Legal)	1 Year	BSB31015	North Metropolitan TAFE Perth
Certificate III Business Administration (Medical)	1 Year	BSB31115	North Metropolitan TAFE Perth
Certificate III Business Administration (Medical)	2 Years	BSB31115	South Metropolitan TAFE Murdoch
Certificate II Community Services – Early Childhood Focus	1 Year	CHC22015	South Metropolitan TAFE Rockingham
Certificate II Computer Assembly & Repairs	1 Year	UEE20511	South Metropolitan TAFE Rockingham
Certificate II Data and Voice Communications	2 Years	UEE20711	South Metropolitan TAFE Rockingham
Certificate II Electronics	1 Year	UEE21911	South Metropolitan TAFE Munster
NECA Certificate II Electrotechnology (Career Start) (Electrotechnology Pre-Apprenticeship) Year 12's ONLY	1 Year	UEE22011	College of Electrical Training Jandakot
Certificate II Electrotechnology (Career Start) (Electrotechnology Pre-Apprenticeship)	2 Years	UEE22011	North Metropolitan TAFE Clarkson
Certificate II Engineering Pathways Machinery and Fabrication Focus Mechanical-Plant Mechanic Focus	1 Year	MEM20413	South Metropolitan TAFE Peel / Rockingham / Thornlie Thornlie
Cert II Engineering (Mechanical Fitter and Machinist Pre-Apprenticeship)	1 Year	MEM20105	South Metropolitan TAFE Rockingham

Certificate III Engineering Technical	2 Years	MEM30505	North Metropolitan TAFE Perth
Certificate III Engineering Technical	1 Year	MEM30505	South Metropolitan TAFE Carlisle/Munster
Certificate III Events	1 Year	SIT30516	South Metropolitan TAFE Fremantle
Certificate II Floristry (Assistant)	1 Year	SFL20115	South Metropolitan TAFE Murdoch
Certificate II Government Public Sector School Based Traineeship	2 Years	PSP20116	Public Sector Commission
Certificate III Information, Digital Media & Technology (Cyber Security)	2 Years	ICT30115	South Metropolitan TAFE Rockingham/Murdoch
Certificate II Kitchen Operations (Commercial Cookery/Patisserie Pre-Apprenticeship)	1 Year	SIT20416	South Metropolitan TAFE Peel
Certificate II Logistics	1 Year	TLI21815	South Metropolitan TAFE Aerospace Training Centre, Jandakot
Certificate III Make-Up	2 Years	SHB30215	North Metropolitan TAFE Perth
MPA Certificate II Plumbing (Plumbing Pre-Apprenticeship) Year 12's ONLY	2 Years	52700WA	MPA Skills Jandakot
Certificate II Plumbing (Plumbing Pre-Apprenticeship)	2 Years	52700WA	South Metropolitan TAFE Rockingham
Certificate III Population Health	2 Years	HLT36015	North Metropolitan TAFE Mount Lawley
Certificate II Retail Baking Assistance (Retail Baking Pre-Apprenticeship)	1 Year	FDF20510	South Metropolitan TAFE Bentley
Certificate II Retail Cosmetics	1 Year	SHB20116	South Metropolitan TAFE Murdoch/Peel
Certificate II Retail Services	2 Years	SIR20216	North Metropolitan TAFE Leederville
Certificate II Salon Assistant	1 Year	SHB20216	South Metropolitan TAFE Murdoch/Peel
Certificate II Sampling and Measurement	1 Year	MSL20116	North Metropolitan TAFE East Perth

NOTE:

For further information about the qualifications on offer please visit the following websites and download the VET in Schools – 2019 Pathways Options;

North Metropolitan TAFE : <http://www.northmetrotafe.wa.edu.au>

South Metropolitan TAFE : <http://www.southmetrotafe.wa.edu.au>

While the above list provides an indication of qualifications available, they are subject to confirmation from TAFEs.

The Year 11 and 12 STEP program at the College is designed for students who are preparing for entry into a TAFE, the workforce or apprenticeships and traineeships. The program offers a joint school, industry and training partnership with students working towards secondary graduation while gaining valuable workplace experience.

The STEP Program is usually 3 days school and 2 days TAFE or Workplace Learning. Students can select from a list of approximately 40 different qualifications and are required to be enrolled in the following courses:

COURSE	Year 11 (2019)	Year 12 (2020)
English (General)	GEENGV	GTENGV
Mathematics (Essential)	GEMAEV	GTMAEV
Career and Enterprise (General)	GECAEV	GTCAEV
Physics (General)		GEPHYV
Workplace Learning	ADWPL	ADWPL
<i>Plus either:</i> Certificate II Customer Engagement Certificate II Creative Industries (Media) Certificate II Sport and Recreation		

Note: Places in the program are limited and all students are required to attend an interview and require a minimum of a C grade in Year 10 English, Mathematics, Science and HASS.

In School Qualifications Descriptions (STEP students only)

Certificate II Customer Engagement (CHC22015)

The qualification reflects the role of individuals who typically work with multiple communication channels, capture data and provide customer service. Typically, individuals in this role work under direct supervision, with limited authority to delegate.

The qualification is offered to students under the auspices of Skills Strategies International (RTO #2401).

Certificate II Creative Industries – Media (CUA20215)

The qualification will allow students to explore the exciting world of Media, focussing primarily on the film and radio broadcast industries. Students will develop the ability to utilise digital recording equipment in interesting and creative ways, allowing them to express their ideas through a variety of text forms including short film, radio advertising and documentary style film-making. Students will also be given the opportunity to work with industry level editing software in post-production and will learn how to apply visual and audio special effects.

The course is designed to run over a period of one year, with students completing a total of 8 units focussing on topics such as following a design process, developing industry knowledge, effective video and sound recording, as well as applying critical thinking to media analysis.

The qualification is offered to students under the auspices of Skills Strategies International (RTO #2401).

Certificate II Sport and Recreation (SIS20115)

The qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in a generalist capacity. Likely functions for someone with this qualification can include providing support in the provision of sport and recreation programs, grounds and facilities maintenance, routine housekeeping, retail and customer service assistance, administrative assistance or bar and café service in locations such as a fitness centre, outdoor sporting grounds or complexes or aquatic centers. All job roles are performed under supervision.

The qualification is offered to students under the auspices of YMCA (RTO #3979)

STEP Course Costings

Course/Qualification	Year		2019 Charges
English (General)	11		\$40
	12		\$40
Mathematics (Essential)	11		\$70
	12		\$70
Career & Enterprise (General)	11		\$70
	12		\$70
Physics (General) Yr 12 only	12		\$60
ADWPL Workplace Learning	11/12		\$100
Qualifications			
Cert II Customer Engagement	11/12	CHC22015	\$90
Certificate II Creative Industries (Media)	11/12	CUA20215	\$90
Certificate II Sport and Recreation	11/12	SIS20115	\$90

Information regarding 'Fee for Service' Qualifications Offered in 2019

Fee For Service Qualification Options (Fee)

In an effort to provide a greater range of options to students for 2019, Comet Bay College has provided students with the opportunity to access a range of 'Fee for Service' qualifications. The new Fee for Service arrangement is a response to changes that have occurred across the State, that limited access to qualifications for many students.

How are 'Fee for Service' qualifications different from other previously offered qualifications?

The 'Fee for Service' qualifications are delivered by external Registered Training Organisations (RTO's). The RTO's that deliver these qualifications and assess our students, directly charge the College for the full amount of the qualification PRIOR to the student commencing their qualification.

Invoicing and Payment Arrangements for 'Fee for Service' Qualifications

Comet Bay College is mindful of the financial pressures many families are currently facing, and to this end, we wish to advise that 50% of the full charge payable to relevant RTO's will be covered by the school. Therefore, please be aware that the cost detailed on your child's Contributions and Charges Summary Sheet for 2019 is the TOTAL amount payable by parents (being 50% of the cost of the qualification).

eg. Certificate II Financial Services
RTO Charge to School \$800
School Pays: \$400
Cost to Family/Student \$400

Payment Options

Recent changes made to the Department of Education's Contributions, Charges and Fees Manual confirm that VET Fee For Service Qualifications have been approved for collection of charges by schools, prior to the commencement of the academic year to confirm student enrolment. Therefore, payment of all Fee for Service charges detailed on your Contributions and Charges Summary Sheet is requested PRIOR TO **Thursday 24 January 2019** to secure enrolment in the relevant qualification. Please visit our college website for accepted methods of payment. **Payments will be accepted from 1 December 2018.**

How are Fee for Service Qualifications identified on my Contributions and Charges Summary?

Fee for Service qualifications are identified on your Contributions and Charges Summary Sheet with the word 'Fee' in brackets after the course description (eg. Business Cert III **(Fee)**). The Fee for Service Qualifications the College is covering 50% of the charge for are:

RTO – Skills Strategies

Cert III Events: 2 year - \$800.00 per annum
Cert III Business: 2 year - \$800.00 per annum
Cert II Financial Services 1 year - \$800.00
Cert II Retail Services 1 year – \$800.00

RTO – Fremantle Education Centre

Cert III Early Childhood Ed & Care 1 year
\$1405.00 *plus* \$150 for SFA Certificate
Cert IV Business: (Yr 12's only) 1 year - \$1115.00
Cert IV Com Svce (Yr 12's only) 1 Year \$1415.00
Cert III Education Support 1 year - \$1015.00
Cert III/IV Education Support TEd students only
\$1405.00

RTO – Tactic Learning

Cert IV Health Science Foundations 2 years
\$2000
Course in Cyber Security 2 years - \$2000

RTO – South Metro TAFE

Cert II Process Operations 2 years \$250.00

What happens if payment is not made by 31 January?

Please note: If payment has not been made by the due date, or a payment plan confirmed with the College Billing Officer, your child will not be enrolled, and courses will be changed prior to the student returning to school in Week 1, of Term 1, 2019.

Need more information?

For all enquiries regarding the 'Fee for Service' Qualifications, please contact Mrs Kim Crow - Dean of Vocational Education and Training
Kim.Crow@education.wa.edu.au
For Billing Enquiries, please contact our **Billing Officer** on **9553 38107** or email: tina.brown@education.wa.edu.au

Fee for Service Qualification Descriptions

The following Fee For Service Qualifications are all subject to meeting RTO minimum number requirements.

BSB30115 Certificate III Business (CT2BUS) Cost: \$800 pa TWO YEAR Qualification

Prerequisites:

None.

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

This qualification is delivered by Skills Strategies International and Pathways Skills Centre (RTO #2401).

BSB40215 Certificate IV Business (CT4BUS) Cost: \$1,115

ONE YEAR Qualification

Prerequisites:

Available to Year 12 students only.

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

CHC30113 Certificate III Early Childhood Education & Care (CT3ECE) Cost: \$1,405

ONE YEAR Qualification

Prerequisites:

None.

\$150.00 additional charge by the RTO for First Aid Certificate

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services national Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

CHC30213 Certificate III Education Support (CT3EDS) Cost: \$1,015

ONE YEAR Qualification

Prerequisites:

None.

This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision. This level is appropriate for support workers, case workers and client contact officers.

This qualification delivered by Fremantle Education Centre Inc. (RTO #50354)

CHC30213/CHC40213 Certificate III/IV Education Support (CT3EDS) Cost: \$1,405

ONE YEAR Qualification

Prerequisites:

Continuing Year 12 Transition to Education Program students only.

Student will complete the Certificate III in Education Support in Term 1 and then progress on to the Certificate IV in Education Support (Note: FEC makes the decision regarding students continuing on to the Certificate IV the decision is based on successful completion of the Certificate III and meeting all workplace requirements.

The Certificate IV in Education Support reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to

teachers and students under broad-based supervision. Some job roles may require tasks to be performed with a moderate level of autonomy and/or the provision of supervision/leadership to other staff/volunteers.

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

SIT30516 Certificate III Events (CT3EVE) Cost: \$800 per annum

TWO YEAR Qualification

Prerequisites:

None.

This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities. Using discretion and judgement, they work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.

The diversity of employers includes event or exhibition management companies, event venues, or organisations that organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.

This qualification is delivered by Skills Strategies International and Pathways Skills Centre (RTO #2401).

FNS20115 Certificate II Financial Services (CT2FNS) Cost: \$800

ONE YEAR Qualification

Prerequisites:

None.

This qualification is intended to meet the financial literacy and basic financial skill needs of remote and indigenous communities or new entrants wishing to build potential pathways into the industry, particularly through VET in Schools programs.

No licensing or certification requirements apply to this qualification at the time of publication. However, some units will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit. Refer to the FNS Implementation Guide Companion Volume for guidance on requirements.

This qualification delivered by Skills Strategies International and Pathways Skills Centre (RTO #2401).

PMA20116 Certificate II Process Plant Operations (CT2PROC) Cost: \$250

TWO YEAR Qualification

Prerequisites:

None.

This qualification delivered by The Peron Trade Training Centre under the auspices of South Metropolitan TAFE (RTO #52787).

SIR20216 Certificate II Retail Services (CT2RET) Cost: \$800

ONE YEAR Qualification

Prerequisites:

None.

This qualification reflects the role of frontline retail team members who use a defined and limited range of operational skills to undertake workplace activities. They are involved in mainly routine and repetitive tasks and work under direct supervision of others.

This qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants. Individuals with this qualification are able to perform roles such as frontline team member, customer service assistant and point-of-sale operator.

This qualification is delivered Skills Strategies International and Pathways Skills Centre (RTO #2401).

52722WA Certificate IV Health Science Foundations Cost: \$2000

TWO YEAR Qualification

The qualification is a perfect stepping stone to science, nursing, health science and many

other university degrees that require the knowledge of how the human body works. This qualification is available as a 2 year program and covers Chemistry, Physics, Human Biology, Sociology, Health Mathematics, and also focuses on academic communication which provides students training on how to communicate at university levels.

This qualification is delivered by Tactic Learning RTO Code 52806

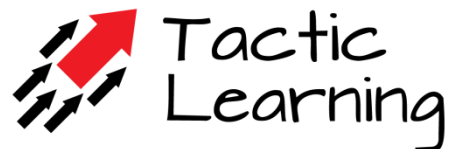


Course in Applied Cyber Security Cost: \$2000

TWO YEAR Program

Currently about to go through the accreditation process at a Certificate IV level, this course focuses on how digital information works with all different industries such as art, science, mathematics, language, sport, economics, design & technology, and music. Students will learn how to assess and manage risk, understand the language of the digital industry, and protect our information. This is a sought after career choice and a career of the future. The course can be used as a stepping stone into Cyber Security, Information Technology, Computer Science, and Counter Terrorism & Intelligence. The program is available over 2 years and is facilitated by a Cyber Security expert who works within this field in an international capacity.

Please Note: If you select this qualification it is currently NOT a Certificate IV.
This qualification is delivered by Tactic Learning RTO Code 52806



CHC42015 Certificate IV Community Services Cost: \$1,415

ONE YEAR Qualification

Prerequisites:

- Available to Year 12 students only.

The qualification covers workers who provide a range of services and interventions to clients, and/or who implement community education and interventions that provide support to individuals and groups. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services and workers may have supervisory responsibilities.

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

Vocational Education & Training

School To Employment Program

Year 11 Students

STUDENT

SURNAME: _____

FIRST NAME: _____

Year 11 students enrolling in the STEP Program are asked to select 3 Qualification options from the list below plus a compulsory In-School qualification:

QUALIFICATIONS

AUTOMOTIVE

- Cert II Automotive Vocational Preparation (SMT)
- Light Auto Mechanical Focus
- Heavy Vehicle Focus
- Light/Heavy/Auto Electrical Focus
- Cert II Automotive-Panel Beating PAiS (SMT)
- Cert II Automotive-Vehicle Painting PAiS (SMT)
- Cert II Automotive-Bus, Truck&Trailer PAiS (SMT)

AVIATION

- Cert II Aeroskills PAiS (SMT)
- Cert III Aviation (Cabin Crew) (SMT)
- Cert III Aviation (Operations) (SMT)
- Cert II Logistics (SMT)

BUILDING & CONSTRUCTION

- Cert II Building & Construction-Para (SMT)
- Cert II Building & Construction (SMT)
- Trades
- Painting & Decorating
- Cert II Plumbing PAiS (SMT)

BUSINESS

- Cert III Accounts Administration (SMT)
- Cert III Business Admin(Legal)(NMT)
- Cert III Business Admin (Medical) (NMT)(SMT)
- Cert II Government – Public Sector Traineeship

COMPUTING & INFORMATION TECHNOLOGY

- Cert II Computer Assembly & Repair (SMT)
- Cert II Data & Voice Comms (SMT)
- Cert III IDMT (Cyber Security)(SMT)

ELECTRICAL

- Cert II Electronics (SMT)
- Cert II Electrotechnology (NMT)

ENGINEERING

- Cert II Engineering Pathways (SMT)
- Machinery & Fabrication
- Mechanical Plant-Mechanic
- Cert II Engineering – Fitter/MachPAiS(SMT)
- Cert III Engineering Technical (NMT)(SMT)

HEALTH & COMMUNITY

- Cert II Community Services – Child (SMT)
- Cert II Population & Health (NMT)

HOSPITALITY

- Cert II Kitchen Ops PAiS (SMT)
- Cert II Retail Baking Assistance PAiS (SMT)

SALES & PERSONAL SERVICE

- Cert III Make-Up (NMT)
- Cert II Retail Cosmetics (SMT)
- Cert II Retail Services (NMT)
- Cert II Salon Assistant (SMT)

TRAVEL & TOURISM

- Cert III Events (NMT)(SMT)

OTHER OPTIONS

- Cert II Animal Studies (SMT)
- Cert II Applied Fashion Design (SMT)
- Cert II Floristry (Assistant) (SMT)
- Cert II Sampling & Measurement (NMT)

- SMT – South Metropolitan TAFE Fremantle, Kwinana, Munster, Murdoch, Peel and Rockingham

- SMT – South Metropolitan TAFE Bentley, Carlisle, Jandakot and Thornlie

- NMT – North Metropolitan TAFE Clarkson, East Perth, Leederville, Mt. Lawley and Perth

Enter your choices in order of preference:

Qualification (enter in order of preference from list above)

1: _____ 2: _____ 3: _____

NOTE: While every effort will be made to provide as many of the options as possible, the qualifications will be subject to TAFE offering the programs, minimum number requirements and profile hours quotations.

In-School Qualification (number in order of preference)

___ Cert II Customer Engagement ___ Cert II Creative Industries (Media) ___ Cert II Sport & Rec

PARENTAL ACKNOWLEDGEMENT

I agree with the selection of courses and qualifications for my son/daughter. I, the undersigned, request the courses as listed on the understanding that:

- My child will be enrolled in pre-selected courses plus 2 qualifications (1 In-School and 1 at TAFE)

Student Signature

Parent/Guardian Signature

____ / ____ / 2018
Date

Vocational Education & Training

School To Employment Program

Year 12 Students

STUDENT

SURNAME: _____

FIRST NAME: _____

Year 12 students enrolling in the STEP Program are asked to select 3 Qualification options from the list below plus a compulsory In-School qualification:

QUALIFICATIONS

AUTOMOTIVE

- Cert II Automotive Vocational Preparation (SMT)
- Light Auto Mechanical Focus
 - Heavy Vehicle Focus
 - Light/Heavy/Auto Electrical Focus
 - Cert II Automotive-Panel Beating PAiS (SMT)
 - Cert II Automotive-Vehicle Painting PAiS (SMT)
 - Cert II Automotive-Bus, Truck&Trailer PAiS (SMT)

AVIATION

- Cert II Aeroskills PAiS (SMT)
- Cert III Aviation (Cabin Crew) (SMT)
- Cert III Aviation (Operations) (SMT)
- Cert II Logistics (SMT)

BUILDING & CONSTRUCTION

- Cert II Plumbing PAiS (MPA)

BUSINESS

- Cert III Accounts Administration (NMT)
- Cert III Business Admin(Legal)(NMT)
- Cert III Business Admin (Medical) (NMT)

HEALTH & COMMUNITY

- Cert II Community Services – Child (SMT)

COMPUTING & INFORMATION TECHNOLOGY

- Cert II Computer Assembly & Repair (SMT)

ELECTRICAL

- Cert II Electronics (SMT)
- Cert II Electrotechnology (NECA)

ENGINEERING

- Cert II Engineering Pathways (SMT)
- Machinery & Fabrication
 - Mechanical Plant-Mechanic
 - Cert II Engineering – Fitter/MachPAiS(SMT)
 - Cert III Engineering Technical (SMT)

HOSPITALITY

- Cert II Kitchen Ops PAiS (SMT)
- Cert II Retail Baking Assistance PAiS (SMT)

SALES & PERSONAL SERVICE

- Cert II Retail Cosmetics (SMT)
- Cert II Salon Assistant (SMT)

OTHER OPTIONS

- Cert II Animal Studies (SMT)
- Cert II Applied Fashion Design (SMT)
- Cert III Events (SMT)
- Cert II Floristry (Assistant) (SMT)
- Cert II Sampling & Measurement (NMT)

CONTINUING STUDENTS ONLY

- Cert II Building & Construction-Trades (SMT)
- Cert II Electrotechnology (SMT)
- Cert II Plumbing PAiS (SMT)(MPA)
- Cert II Process Plant Ops (Peron TTC)

CONTINUING STUDENTS ONLY

- CTF Scholarships
- Cert II B & C (Para-Prof)
 - Cert II B&C Trades
 - Cert II Plumbing

FEE FOR SERVICE OPTIONS (Delivered by Private Registered Training Organisations)

Fremantle Education Centre

- Certificate IV Business \$ 557.50
- Certificate IV Community Services \$ 707.50
- Certificate III Early Childhood Education & Care \$ 702.50
- Certificate III Education Support \$ 507.50

Skills Strategies

- Certificate II Financial Services \$ 400.00
- Certificate II Retail Services \$ 400.00

- SMT – South Metropolitan TAFE
Beaconsfield, Kwinana, Munster,
Murdoch, Peel and Rockingham

- SMT – South Metropolitan TAFE
Bentley, Carlisle, Jandakot and
Thornlie

- NMT – North Metropolitan TAFE
East Perth, Leederville, Mt. Lawley and Perth

Enter your choices in order of preference:

Qualification (enter in order of preference from list above)

1: _____ 2: _____ 3: _____

NOTE: While every effort will be made to provide as many of the options as possible, the qualifications will be subject to meeting minimum number requirements of the Government and Private Registered Training Organisations (RTO"s).

In-School Qualification (NEW STUDENTS ONLY - number in order of preference)

__ Cert II Customer Engagement __ Cert II Creative Industries (Media) __ Cert II Sport & Rec

PARENTAL ACKNOWLEDGEMENT

I agree with the selection of courses and qualifications for my son/daughter. I, the undersigned, request the courses as listed on the understanding that:

- My child will be enrolled in pre-selected courses plus 2 qualifications (1 In-School plus 1 at a TAFE)

Student Signature

Parent/Guardian Signature

____/____/2018
Date

Vocational Education & Training (VET)

Student Application Form – Workplace Learning

INSTRUCTIONS

- This form is to be completed by the student in consultation with parents or guardian.
- Use **BLOCK LETTERS** to complete this form.

PERSONAL DETAILS

Surname	First Name	Student Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth <input type="text"/>	Male/Female <input type="text"/>	
Street/PO Box <input type="text"/>	Telephone <input type="text"/>	
Town/Suburb <input type="text"/>	Postcode <input type="text"/>	

PARENT/GUARDIAN

1 st Contact Name <input type="text"/>	Telephone <input type="text"/>	Mob No. <input type="text"/>
Street/PO Box <input type="text"/>	Town/Suburb <input type="text"/>	
2 nd Contact Name <input type="text"/>	Telephone <input type="text"/>	Mob No. <input type="text"/>
Street/PO Box <input type="text"/>	Town/Suburb <input type="text"/>	

EMERGENCY CONTACT DETAILS (other than above)

Name <input type="text"/>	Phone <input type="text"/>	Mob No. <input type="text"/>
Relationship To Student: <input type="text"/>		

Doctor's Name <input type="text"/>	Telephone No. <input type="text"/>	Medicare Number <input type="text"/>
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MEDICAL DETAILS:

Do you suffer from seizures, fainting, epilepsy, diabetes or any other condition that may affect your safety during the workplace learning placement?

YES NO

IF YES, provide details:

Are you allergic to (please provide details):

- Penicillin Yes No
- Any other drug Yes No
- Any food Yes No
- Other _____

Date of last tetanus vaccination: _____

WORKPLACEMENT:

Your Workplace Learning placement will be based on your current career preferences and the requirements of any Nationally Accredited qualifications you may be enrolled in. While the College will attempt to find placements in the local area, students may be required to travel further afield.

DECLARATION

Yes, I would like to accept a Workplace Learning placement in the Comet Bay College Workplace Learning Program and certify that the above details are true and correct.

To be involved in this program, we understand and accept that work placement commitments receive priority over school excursions/incursions.

Student
Signature

Date

Parent/Guardian
Signature

Date

Students are encouraged to provide the College with details of an employer who has agreed to accept them for a Workplace Learning placement. This enables students to select the employer that they would like to work with.

Where the student/family do not have contacts, the College will endeavour to find a placement and students will be required to fully commit to that workplace for the duration.

Workplace Contact

Name: _____ Phone No. _____

Organisation: _____ Industry area: _____

PLEASE RETURN THIS FORM TO THE CAREER DEVELOPMENT OFFICE

UNIQUE STUDENT IDENTIFIER (USI)

Student Information

Unique Student Identifier Number Application

The recent implementation of this new reform requires all students enrolling into Nationally Recognised Courses to obtain a USI number. Comet Bay College offers a wide range of Nationally Recognised Courses to its students and therefore requires **all** students to obtain their individual USI.

Please visit the link below to apply for your child's USI and forward the allocated number to Comet Bay College Administration.

NOTE:

- Please take care to record the number accurately, we may need to contact you in the event an error is made.
- Applications **MUST** be made using the student's LEGAL first name AND LEGAL surname.
- You will be required to provide details from your current Medicare Card and an additional form of ID (for example Drivers Licence). Please have them on hand prior to starting your application.

Further, more comprehensive information regarding the USI is available from the USI website www.usi.gov.au.

START YOUR APPLICATION HERE:

<https://www.usi.gov.au/students/create-your-usi>

Problems With Your Application?

Unfortunately, college staff are not able to assist with any technical issues you may experience in submitting your application. **Please refer to the USI website for contact details in the event you require support.**

Training WA State Training Providers (Training WA)

State Training Providers (Training WA) offer courses for Vocational education and training, apprenticeships and traineeships, support for workplace learning and courses for business and industry.

To gain entry into a State Training Provider (TWA), applicants need to meet the entrance requirements for the chosen course. Where a course is deemed to be competitive, applicants are required to meet both the entrance requirements and selection criteria. Selection criteria will focus on secondary education achievement, skill development, previous qualifications and workplace learning (paid or unpaid).

Courses that require selection criteria to be met will clearly indicate this below the entrance requirement information.

Students who are interested in applying for State Training Provider courses are strongly advised to access the latest information from www.dtwd.wa.gov.au.

Students will find detailed information on the website, but if more information or clarification is needed, then contact:

Phone: 13 6464 or 08 6551 5000



The Links Between State Training Providers and University

All Universities in Western Australia to a greater or lesser extent accept Training WA qualifications ie. Certificate IV and above, as admission for specific courses. The extent of this acceptance varies between Universities and courses and students should consult with the relevant university.

State Training Provider (STP) Qualifications Australian Qualifications Framework

Training WA	UNIVERSITY
	Doctorate
	Masters Degree
	Graduate Diploma
	Bachelor Degree
Advanced Diploma	Advanced Diploma
Diploma	Diploma
Certificate IV	
Certificate III	
Certificate II	
Certificate I	

If you intend to follow this Pathway to University Admission then you are advised to consult with the Counsellors at the relevant University to identify which Training WA Courses are recommended.

Alternative University Entry Pathways

(NB: Alternate Entry Programs are reviewed annually)

Portfolio Pathway to Edith Cowan University (ECU)

In addition to the requirements outlined above, Edith Cowan University offers an additional pathway for entry by school leaver students. Detailed information about the requirements for the Portfolio Entry Pathway to ECU may be obtained from Student Recruitment on 13 43 28 or www.ecu.edu.au/future-students/course-entry/portfolio-pathway.

Portfolio Entry to Murdoch University

In addition to the requirements outlined above, Murdoch University offers a portfolio pathway for admission to Bachelor degrees in Media, Mass Communication and in Digital Media. For more information see www.murdoch.edu.au/School-of-Arts/Media-Portfolio-Entry/.

Gaining Admission to University through Training WA

An Australian Tertiary Admissions Rank (ATAR) is not the only means of entry to University in Western Australia. Training WA can be your stepping stone to a University Education.

A significant number of Training WA graduates gain admission to Australian universities each year. Training WA graduates need to apply through the Tertiary Institutions Services Centre (TISC) for admission to the public universities, visit www.tisc.edu.au. Apply directly for admission to the University of Notre Dame Australia.

Bridging Courses are also available at a number of Universities.

University Access via Training Provider

At time of printing this chart shows the current entry requirements for each University for students applying after completing a state or private training provider Course. This needs to be checked for 2019 / 2019 as it can change annually.

University	Minimum Entry Requirement	Contact Information (Universities Admissions Centres)
Curtin University of Technology	Certificate IV is the minimum requirement for university entry, in some cases a diploma or higher is required. You must also satisfy English requirements.	Curtin will assess applicants with diplomas and/or Advanced Diplomas for advanced standing. The amount of credit given will depend on the relevance of the State or Private Training Provider's qualification to the course of study at Curtin. Visit: futurestudents.curtin.edu.au
Edith Cowan University	Certificate IV	Edith Cowan will assess applicants with Diplomas and/or Advanced Diplomas for advanced standing. The amount of credit given will depend on the relevance of the State or Private Training Provider's qualification to the course of study at Edith Cowan Visit: http://www.ecu.edu.au
Murdoch University	Certificate IV	Murdoch University will assess students with Certificate IV, Diploma, Advanced Diploma or <i>State or Private Training Provider WA</i> studies for advanced standing. Advanced standing is not dependent on the overlap, if any, between these studies and the proposed study at Murdoch University. However, the number of exemptions given will depend on the relevance of the State or Private Training Provider qualification to the course of study at Murdoch. Visit: http://www.murdoch.edu.au/Future-students
University of Notre Dame Australia	Certificate IV and English language competence	Notre Dame will assess applicants with a Diploma and/or Advanced Diploma for advanced standing. The amount of credit given will depend on relevance of the State of Private Training Provider qualification to the course of study at Notre Dame. Visit: www.nd.edu.au
University of Western Australia	Diploma, English language and subject prerequisites.	On gaining a place at UWA , a diploma and/or advanced diploma graduate may be eligible for credit transfer (advanced standing). Applications for credit are assessed on an individual basis. The amount of credit granted will depend on the relevance of elements of the State or Private Training Provider qualification to the degree course, and on evidence of academic quality beyond "competent". Visit: http://study.uwa.edu.au