



STEP / FFS / WPL 2025 Course Selection Handbook

This publication is an information document for Comet Bay College students. Every effort has been made to ensure that the information in this document is correct at the date of printing. Occasionally, changes to course details may be necessary due to circumstances beyond our control.

Those accessing this document digitally can utilise several links and bookmarks for ease of navigation, including the table of contents.

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We strive for excellence by nurturing individual abilities, providing meaningful opportunities, and fostering positive respectful communities.

Principal's message:

Year 11 and 12 are pivotal years that mark a significant transition in the educational journey of our students, as they embark on the final stages of their secondary education and prepare for the exciting opportunities that lie beyond.

This handbook serves as a comprehensive guide to the courses and pathways available to our students as they navigate their way through these crucial years. It outlines the diverse range of subject offerings that cater for the varied interests, abilities, and aspirations of our student body. We are committed to providing a well-rounded education that equips our students with the skills and knowledge they need to thrive in an ever-changing world.

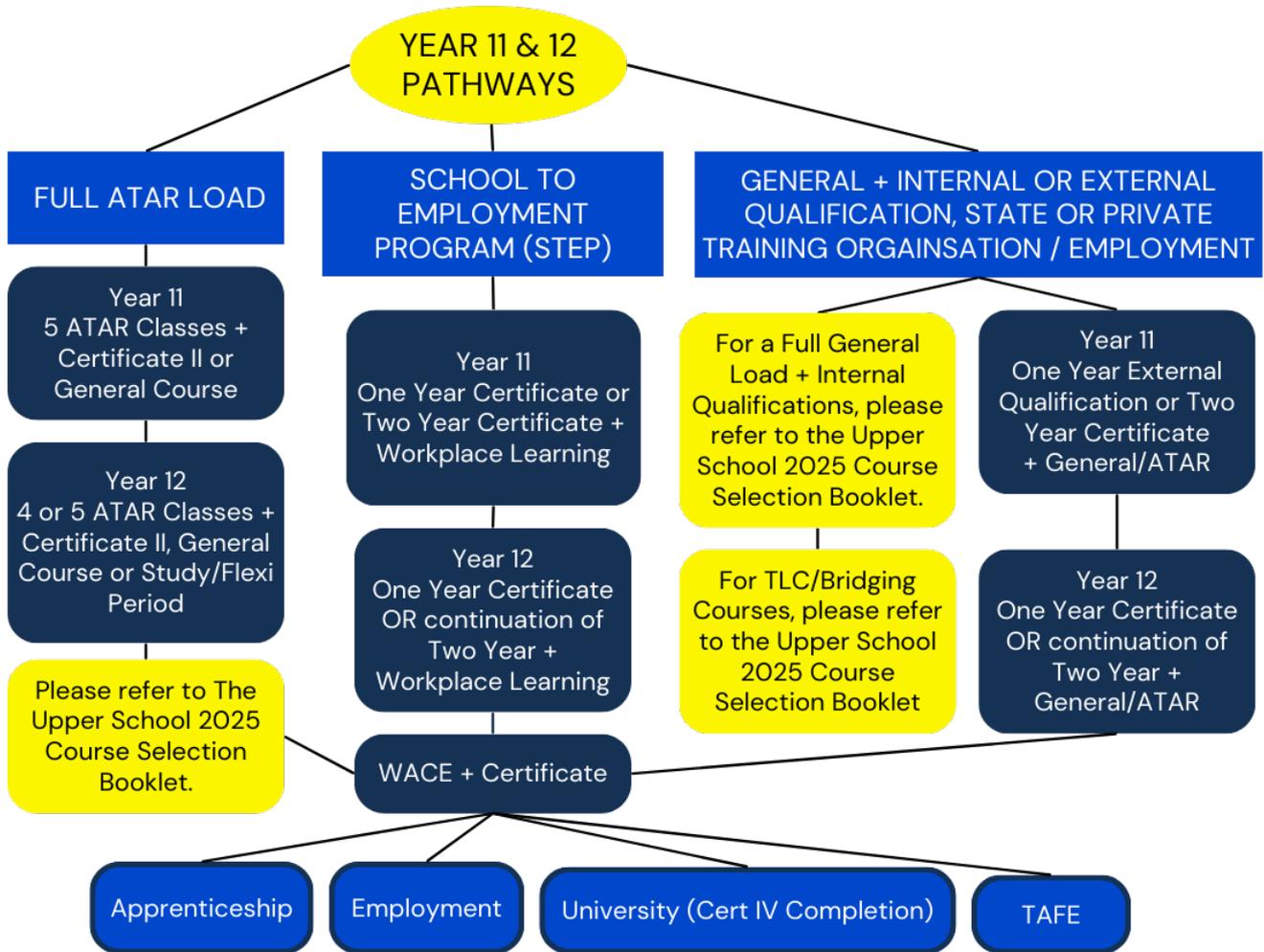
Our experienced staff are here to assist students and parents every step of the way, offering guidance, encouragement, and advice whether their ambitions lie in pursuing a university pathway, embarking on a vocational training program, or entering the workforce directly. I encourage all students and parents to familiarise yourselves with the content of this handbook and to take full advantage of the resources and support available.

Together, let us embark on this exciting journey of learning, growth, and discovery, as we work towards a bright and promising future for all.

Kelly Bennet, Principal.



UPPER SCHOOL



Please note this booklet is applicable for **VET Pathways and STEP ONLY**. For internal qualifications, ATAR and General Pathways, please refer to the Upper School 2025 Course Selection Booklet.

INTRODUCTION

UPPER SCHOOL PATHWAYS

At Comet Bay College, Year 11 and 12 students can choose between two VET (Vocational Education and Training) pathways – **The School to Employment Program (STEP)** or **General Courses with an External Qualification arrangement with a Registered Training Organisation (RTO), Private Training Provider or Employer (SBAT)**.



WHAT IS STEP?

STEP is a program designed for students who are preparing for work or entry into further education, training, apprenticeships, or traineeships.



- There are over 80 qualifications to choose from including but not limited to: trades, hospitality, fashion and beauty, business, animal studies and media.
- Qualifications go towards your Western Australian Certificate of Education (WACE) and future pathways, including TAFE Diplomas and University.
- Many students gain employment during or on completion of their program.

PREREQUISITES FOR STEP

The STEP program has its own unique prerequisites students' must meet to be considered eligible. These are:

- Direct application to the STEP Program.
 - For Certificate II Programs, a C-grade minimum is required.
 - For Certificate III programs, a B-Grade minimum is required.
 - It is preferable for students to have high grades in subjects applicable to the courses they want to apply for.
 - For example, a student wishing to complete a **Certificate III in Business** would be expected to have a B grade or higher in English.
- 80-90% Attendance.
- Low negative behaviours records and no suspensions.
- Attendance by student and parent at a mandatory information night.
- Direct application and acceptance of a position from TAFE or private RTO.

Grades and attendance are taken from a child's **Semester One** report on application; therefore, the first half of the year is critical to ensure future success. TAFE qualifications in STEP are extremely competitive – *for example, South Metro TAFE has received upwards of 4500 applications for their 1500 available places.* To ensure a position, students must demonstrate a high degree of personal excellence.

Cost of STEP Qualifications

All qualifications initiated through South and North Metropolitan TAFE are considered **Profile Funded**, meaning that they are exempt from tuition, resource and enrolment fees. However, depending on the chosen course, students may be required to pay incidental fees, obtain a First Aid certificate from an external RTO such as St John's; or purchase a uniform, protective equipment, textbooks, or trade equipment/tools.

Parents will be required to pay \$100 for enrolment in Authority Developed Workplace Learning (ADWPL), which will facilitate their enrolment into Workplace Learning.

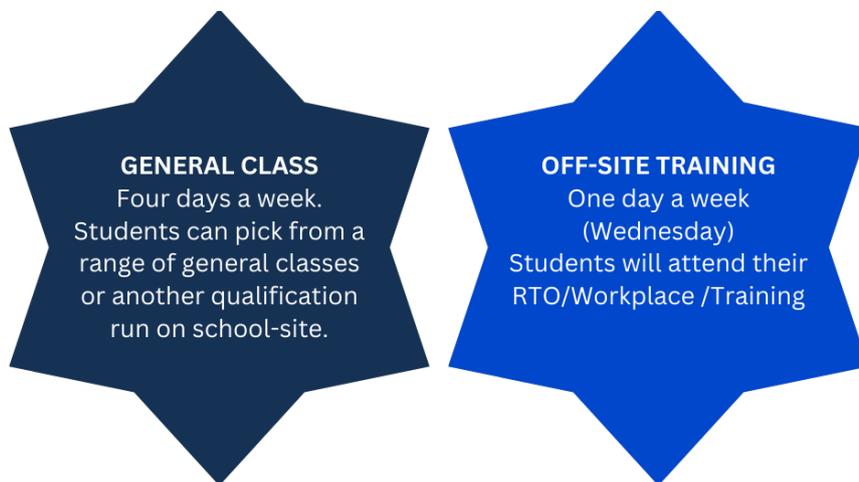
Where a STEP student chooses a VET qualification outside of South or North Metropolitan TAFE, it is likely that tuition and resource fees will apply. **Comet Bay College is mindful of the financial pressures many families are currently facing and have agreed to subsidise 50% of the full charge payable to applicable RTO's.** Charges displayed on each Fee for Service (FFS) course reflect the remaining amount payable by families.

- FFS qualifications must be paid by families in full prior to the commencement of Term 1, 2025 to enable student enrolment.
- Non-payment of the charge prior to Week 4 of Term 1 will result in the student's enrolment being withdrawn.
- Payment will be requested from 1 December 2024.
- **As the college is required by the RTO to pay these charges up front to confirm enrolment, where a student withdraws from a qualification after enrolment is confirmed and prior to completion, the charge is NON-REFUNDABLE.**



WHAT IS GENERAL WITH AN EXTERNAL QUALIFICATION?

General with an External Qualification is designed for students who would like to pursue an off-site qualification while also attending general classes.



- A general timetable is selected with a qualification that runs on a Wednesday.
 - It is possible for a student to complete an internal and external qualification, subject to availability. For example, a student could complete a Certificate III Music at school and an external qualification on Wednesday.
- Some of these qualifications have Workplace Learning requirements that must be completed by the student during the holidays, exam weeks or on the completion of general classes in Term 3 (Year 12's) or Term 4 (for Year 11's).

PREREQUISITES FOR GENERAL WITH AN EXTERNAL QUALIFICATIONS

External Certificate prerequisites depends on the individual RTO and the level of the Certificate. However, as a good rule to follow:

- All Certificate II Qualifications require C grades or higher.
- All Certificate III qualifications require B grades or higher.
 - Certificate IV's can only be studied in Year 12.
- Some Certificate III/IV qualifications accept credit transfers for units completed in the previous year. It is recommended that students wishing to pursue a Certificate IV in Year 12 complete adjacent Certificate III qualifications to optimise what units they can transfer.
 - For example, a Certificate III in Health Services Assistance leads to a Certificate IV in Preparation for Health and Nursing.
 - A Certificate III in School Based Education support leads to a Certificate IV in School Based Education.
 - In-school Health and PE qualifications all contain a First Aid unit that is transferable to many units.
- Direct application to the VET Department.
- 80-90% attendance.
- Low negative behaviours records and no suspensions.
- Attendance by student and parent at a mandatory information night.

- Direct application and acceptance of a position from TAFE or private RTO.

Grades and attendance are taken from a child's **Semester One** report on application; therefore, the first half of the year is critical to ensure future success. RTO qualifications are extremely competitive, and placement is not guaranteed. To ensure a position, students must demonstrate a high degree of personal excellence.

Cost of External Qualifications

Where students are required to complete Workplace Learning hours as part of their qualification, parents will be required to pay \$100 for enrolment in Authority Developed Workplace Learning (ADWPL).

Where a student chooses a VET qualification outside of South or North Metro TAFE, it is likely that tuition and resource fees will apply. **Comet Bay College is mindful of the financial pressures many families are currently facing and have agreed to subsidise the full charge payable to applicable RTO's.** Charges displayed on each Fee for Service (FFS) course reflect the remaining amount payable by families.

- FFS qualifications must be paid by families in full prior to the commencement of Term 1, 2025 to enable student enrolment.
- Non-payment of the charge prior to Term 1 Week 4 will result in the student's enrolment being withdrawn.
- Payment will be requested from 1 December 2024.
- **As the college is required by the RTO to pay these charges up front to confirm enrolment, where a student withdraws from a qualification after enrolment is confirmed and prior to completion, the charge is NON-REFUNDABLE.**



WHAT IS A SBAT/TRAINEESHIP?

A school-based apprenticeship or traineeship is an employment-based learning pathway that combines off and on the job training, which leads to a nationally recognised qualification. SBAT students can enter an employment arrangement directly with an employer or through a Group Training Organisation (GTO).

An SBAT qualification allows students to earn money while getting hands-on experience, mentoring, support and supervision from an employer, and can contribute to a student's WACE. They are required to do at least 7.5 hours a week with their employer or, in the case of a GTO, with the host employer. The minimum hour requirements apply throughout the full term of the SBAT arrangement, including during the school holidays.

SBAT qualifications are mostly at a Certificate II or III level and are suggested by their industries as suitable for delivery to school students.

PREREQUISITES FOR TRAINEESHIP/SBAT

- Must be 15 years or older.
- A C grade minimum across all MESH subjects, with higher grades applicable to the course you are wanting to apply for.
- 80-90% Attendance.
- Low negative behaviours records and no suspensions.
- Attendance by student and parent at a mandatory information night.

A \$100 fee is attached for enrolment in Authority Delivered Workplace Learning (ADWPL). In some circumstances, additional costs may be sought for things like uniform, PPE, etc.

Examples of industry areas for SBAT include:

- Automotive
- Building and Construction
- Business
- Civil Construction
- Community Pharmacy
- Early Childhood Education and Care
- Floristry
- Animal Studies.



THEREFORE, WHEN CHOOSING A PROGRAM OF STUDY, CONSIDER:

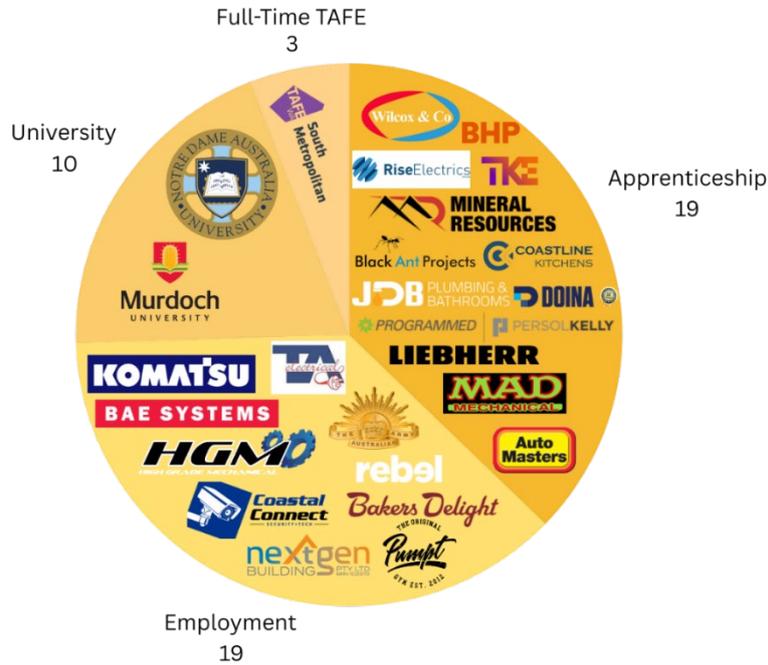
- **Abilities** – Each qualification has its own set of prerequisites; please ensure you select a course that is best suited to you.
- **Future goals** – Ensure that courses chosen meet criteria for future employment or studies. If career goals are not clear, select a course that offers flexibility, interest, and a realistic chance of success.
- **Interests** – Choose courses that you are likely to enjoy as you will spend a considerable amount of time studying them in upper school.
- **Financial Commitment** – We recommend families take into consideration course costs and their affordability at this stage of the Course Selection Process.
 - In making your selection, please be aware that ALL Year 11 and 12 courses carry **Compulsory Charges** which require **FULL PAYMENT** by Week 4 of Term 1 to avoid referral of any outstanding charges to debt collection.
 - Except for **Fee for Service Qualification** that require payment in full to secure enrolment PRIOR to the commencement of Term 1, **February 2025**.
- **Course Delivery Length** – in the case of courses/qualifications that are delivered over Years 11 and 12, please consider the financial commitment for both years.

Movement between pathways is not easy, and it can place secondary graduation at risk. Therefore, we encourage students and parents to think carefully and try to minimise movement later during the student's senior years.



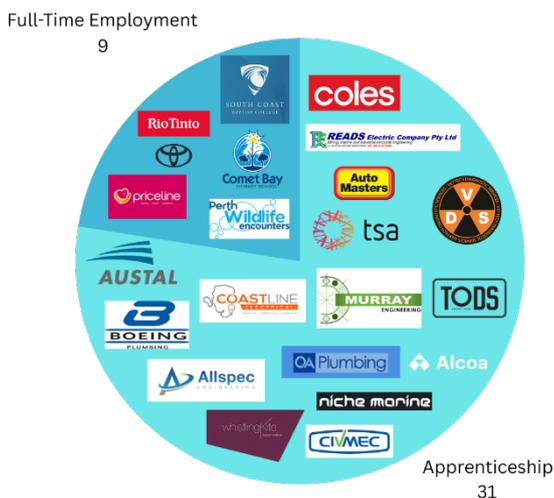
VET PROGRAM SUCCESS

Recent student destination data (2021-2023 inclusive) indicates the many and varied post school pathways our VET students have pursued whilst utilising the qualifications gained whilst in years 11 and 12.

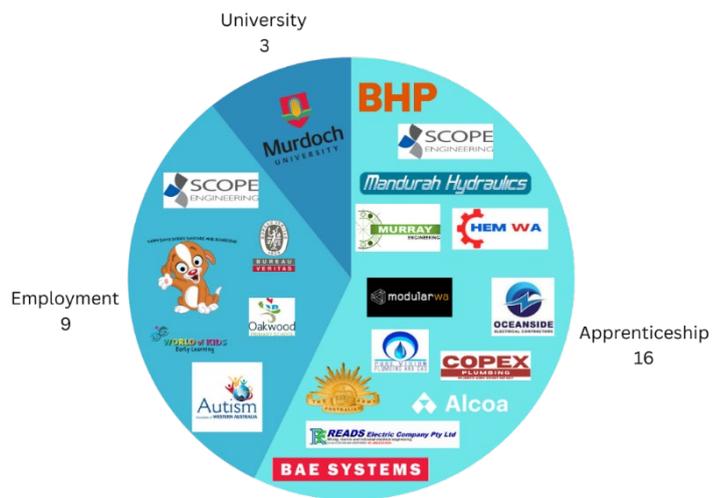


Of note this year were our Certificate IV Preparation for Health and Nursing students who, of the eleven respondents to the survey, nine have commenced a Bachelor of Nursing at either Murdoch University or the University of Notre Dame, one has commenced a Diploma of Nursing at TAFE, and one has commenced a Bachelor of Science at Murdoch University.

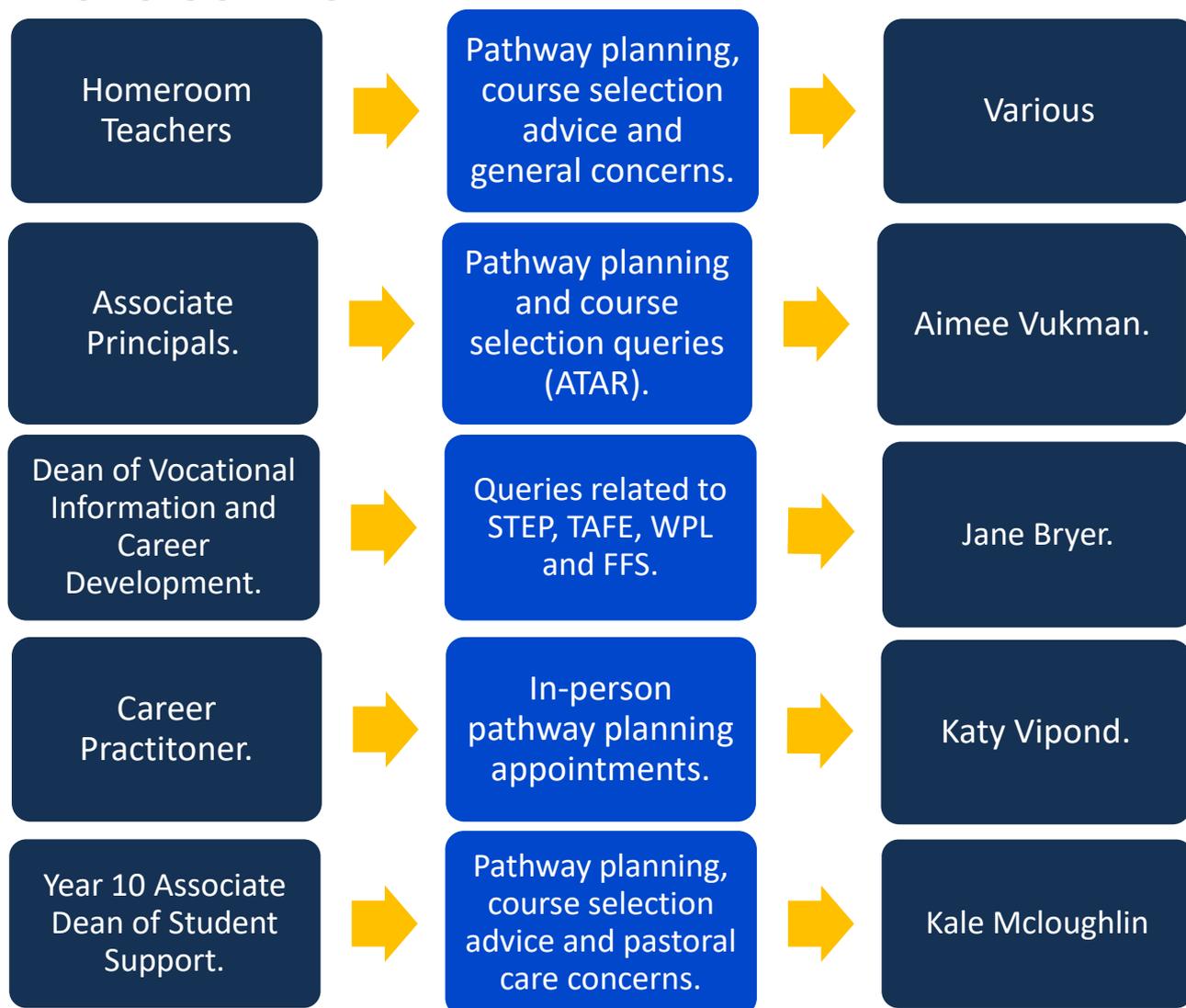
[2021]



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WHO TO CONTACT



KEY DATES

CAREER WEEK.	Week One, delivered in HASS classes.
PATHWAY PLANNING & COURSE SELECTION SHEET OVERVIEW.	Weeks Three – Five, delivered in Homeroom.
VET 2025 COURSE HANDBOOK PUBLISHED.	Week Three.
CAREER EXPO & PARENT INFORMATION EVENING.	Week Five, Tuesday 14 May 6 – 7:30pm
YEAR 10 SEMESTER REPORTS	Week Seven, Tuesday 28 May.
STUDENT COURSE SELECTION PROCESS	Week Eight, Wednesday 5 June 6:30pm

To ensure you have completed the appropriate paperwork, or for any further queries, please contact our Student Support Staff on 9553 8100.

CERTIFICATES

YEAR 11 ONLY (STEP **or** EXTERNAL QUALIFICATION)

The following certificates span over two years or four terms and can be completed by Year 11 Students **ONLY**.

At the time of publication, agreements have been entered into with a Registered Training Organisation for the delivery of these qualifications. Based on interest from students in these qualifications, the school will initiate a formal partnership agreement with a RTO for the delivery of the qualification.

TAFE-funded and external qualifications are subject to minimum number requirements.

*Certificate III in Allied Health Assistance (HLT33021) – ONE YEAR**

RTO: Health Science Hub (52806) | Charge: \$1250

Designed for aspiring healthcare professionals, this comprehensive course supports the essential skills and knowledge needed to support allied health practitioners in delivering high-quality care to patients. Through a blend of classroom learning and practical experience, you'll develop expertise in areas such as patient care, rehabilitation support and allied health duties within various healthcare settings. Our experienced instructors will guide you through hands-on training, ensuring you graduate with the confidence and competence to excel in your role.

Whether you dream of working in hospitals, clinics, rehabilitation centres or community health organisations, our Certificate III in Allied Health Assistance program opens doors to diverse career opportunities in the rapidly growing healthcare sector.

**This course, while one year, spans over Terms 1-4 and cannot be completed in Year 12.*

Completion of a Certificate III in Allied Health Assistance in Year 11 facilitates a pathway into a [Certificate IV in Allied Health Assistance](#) in Year 12.

Year 11 ONLY (STEP)

The following Certificates (Workplace Skills, Sport and Recreation and Horticulture *North Metro TAFE* exempt) span over two years and are available to Year 11 students **ONLY**.

Certificate II in Workplace Skills (BSB20120)

RTO: IVET Institute (40548) | Charge: N/A

The Certificate II level program prepares students for entry-level positions across a diverse range of business services settings and can help to open the door to a vast array of non-technical employment opportunities. It can also lead to further study in either technical or non-technical vocations and aims to develop the most common and transferable skills and knowledge required of almost any workplace.

Learning areas include planning and preparation, prioritisation and time management, effective work habits, communication skills, common digital technologies and more.

- **This certificate is a mandatory requirement of the STEP program.**
 - **The only exception applies to students who complete a Certificate II in Sport and Recreation.**

Certificate II in Sport and Recreation (SIS20122)

RTO: IVET Institute (40548) | Charge: N/A

IVET's program for the new Certificate II in Sport & Recreation has a focus on practical involvement in the sport, fitness and recreation industry.

The course is for students to develop the skills and knowledge to assist with the delivery of sport and recreation activities, performing various participant contact and equipment maintenance duties.

Completing the selected units is a great foundation for students wanting to contribute to their community sports club or start in an assistant-level role in a sport, fitness or recreation organisation.

Learning opportunities for students are hands-on, with the added benefit of keeping a range of future career options open.

- **This Certificate is ONLY available to students who have been a part of the CBC Footy Program. It is offered as a substitute to the Certificate II in Workplace Skills.**

Completion of a Certificate III Sport and Recreation in Year 11 facilitates a pathway into a [Certificate III in Sports, Aquatics and Recreation](#) in Year 12.

Certificate II in Applied Fashion Design and Technology (MST20616)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This course equips students with the skills to become a retail fashion assistance, studio assistant or assistant to visual merchandiser. They will learn how to design and make contemporary fashion garments and work in a fashion studio.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost – \$80
- A small sewing kit and drawing materials – approximate cost \$90.

- Specialist fabrics/notions over the life of the course with an approximate cost of \$200 over the two years.

Previously hosted at the following campuses: **Perth.**

Certificate III in Arts and Cultural Administration (CUA30620)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a gallery, museum and tour guide, ticket collector and usher and various retail options in fashion, photography and art.

They will learn how to work in galleries, museums; art and design studios; theatres, retail outlets; and advance their studies in practical components of art and design mediums.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional Material Cost – \$150

Previously hosted at the following campuses: **Perth.**

Certificate II in Building and Construction (Pathway Carpentry) (52893WA)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become an apprentice carpenter or building supervisor, as well as the opportunity to gain an apprenticeship/traineeship in Building and Construction.

They will learn how to use hand and power tools, construct wall frames and install flooring; interpret plans, measure and calculate the right number of materials for a job; conduct levelling operations, work with scaffolding safely at heights and utilise workplace health and safety.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional Material Cost – \$100

Previously hosted at the following campuses: **Balga and Clarkson.**

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

RTO: South Metropolitan TAFE (52787) | Charge: NIL

The qualification is a pre-entry course suitable for people wishing to commence a career in the residential building sector of the construction industry in a non-trade occupation such as draftspersons, pre-start consultants, contract administrators, schedulers, estimators, designers, or related off-site construction support roles.

Previously hosted at the following campuses: **Thornlie.**

Certificate II in Building and Construction (Pathway Trades) (52893WA)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification is designed to provide the learner with foundation skills to enhance apprenticeship prospects in the building and construction industry which is experiencing a current skills shortage.

Students learn skills in handling construction materials, basic hand skills, reading building plans, measuring and calculations. This qualification has an emphasis on the practical aspects of building

and construction and will include several basic construction projects constructed on campus as part of the training course which complements their classroom studies.

Previously hosted at the following campuses: **Mandurah and Rockingham.**

Certificate II in Building and Construction (Pathway Trades) (52893WA) Construction Training Fund Scholarship Program – TWO YEAR

RTO: Construction Training Fund (CTF) | Charge: NIL

Are you planning a career in construction? Thinking of applying for an apprenticeship? Certificate II in Building and Construction (Pathway-Trades) is an entry-level course that equips you with the practical skills you'll need to succeed in your chosen trade and helps you find out which trade best suits you.

This course teaches you how to plan and organise projects, work safely and sustainably, and communicate effectively with co-workers. You'll also gain technical skills in carpentry or bricklaying. This course is perfect if you're at the beginning of your construction career and want to explore your options.

Previously hosted at the following campuses: **Eaton Community College, Skill Hire Forrestfield Training Facility, Skill Hire Joondalup Training Facility.**

Certificate III in Business (BSB30120) – TWO YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Do you want the skill for a flexible career that could take you anywhere?

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

You will gain skills in basic MYOB, workplace organisation, customer service, workplace health and safety and desktop publishing, including spreadsheets, creating electronic presentations.

With industry and government forecasting a strong demand for office workers in coming years, you'll be ready for recruiting.

Previously hosted at the following campuses: **Thornlie, Mandurah and Rockingham.**

Certificate II in Cookery (Commercial Cookery Pre-Apprenticeship) (SIT20421) – TWO YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification provides a student with the opportunity to gain an apprenticeship/traineeship in Commercial cookery. They will learn how to prepare food in a variety of establishments including restaurants, clubs, pubs, cafes, cafeterias, coffee shops, care facilities, schools and other industry-specific related skills.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximate cost of full cookery outfit – \$150

Previously hosted at the following campuses: **Joondalup (Kendrew).**

Certificate II in Dental Laboratory Assisting (HLT35115)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification provides a student with the opportunity to gain employment as a dental laboratory assistant.

They will learn how to fabricate dental models, use basic dental appliances and work in dental laboratory.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material costs of \$350
- A polo shirt with the TAFE logo – approximate cost of \$40.

Previously hosted at the following campuses: **Leederville.**

Certificate III in Design Fundamentals (CUA30720)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to pursue a career in sales and marketing in a variety of design focused wholesale and retail outlets.

They will learn graphic, interior and product design, visual art and jewellery design.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost – \$250
- Specialist resources that will be purchased over the life of the course with an approximate cost of \$100 over the two years.

Previously hosted at the following campuses: **Perth.**

Certificate II in Electronics (UEE21920)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Electronics and Communications and Electrotechnology (Electrical).

Students will learn about DC circuit theories, how to repair electronic and computer equipment under supervision, engineering and mathematical skills, electronic component identification and handling procedures and how to hand solder, component placement and mounting onto a printed circuit board.

Previously hosted at the following campuses: **Clarkson and Midland.**

Certificate II in Electrotechnology (Career Start) (Electrotechnology Pre-Apprenticeship) (UEE22020-AC54)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This entry level qualification provides the practical skills and knowledge to work safely in an electrotechnology environment, solve problems in multiple DC circuits and extra low voltage single path circuits.

This includes the practical skills and knowledge to install, operate, and maintain electrical and communications equipment and systems for domestic, business and industrial markets; skills to use

tools, take electrical measurements and interpret technical drawings; maths and safety in the workplace and quality control procedures.

Previously hosted at the following campuses: **Thornlie and Rockingham.**

Certificate II in Engineering (MEM20105)

RTO: Industry Training & Workplace Services (ITWS) | Charge: NIL

This qualification provides students with the practical skills to pursue a career and/or apprenticeship in Engineering.

They will learn how to apply the principals of occupational health and safety in the work environment; use hand tools, power tools/handheld operations and undertake manual handling; use workshop machines for basic operations; perform routine manual metal arc/gas metal arc welding and more!

Certificate II Engineering (Machinery and Fabrication Focus) (MEM20422)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification is intended for students interested in gaining exposure to an engineering or related working environment with a view to entering employment in that area.

Students will develop trade like skills and knowledge in a range of engineering and manufacturing tasks which will enhance their entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

Some of the units of competency will articulate into an apprenticeship course in the metals trade areas, which may reduce the amount of time required to complete an apprenticeship.

Students will work with engineering tools and equipment to produce or modify objects in a safe and effective manner.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$100 to purchase a welding safety kit.

Previously hosted at the following campuses: **John Tonkin Trade Training Centre.**

Certificate III in Engineering (Technical) (MEM30522) – TWO YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

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

They will learn how to draft using computer aided drafting (CAD) as well as skills in inspection and quality control, how to conduct non-destructive testing and how to provide technical advice.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost – \$100

Previously hosted at the following campuses: **East Perth and Perth.**

Certificate III in Events (SIT30122) – TWO YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a conference assistant, event/exhibition administrative assistant, event/exhibition assistant, event/exhibition operations assistant, junior event or exhibition coordination or venue assistant.

Perth students will focus on city-based activations and get involved in cultural events, including the technical side of event set-ups.

Joondalup students will gain experience coordinating a morning tea for internal customers and work on a minimum of two live events. They will attend the Perth campus for their technical units.

Students will not be required to pay for the course, but the following incidental costs apply:

- \$40 for an Events polo shirt (Joondalup only).
- \$120 for field trip tickets and registration (Perth only).

Previously hosted at the following campuses: **Joondalup (Kendrew) and Perth.**

Certificate III in Fitness (SIS30321) – TWO YEAR

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become a gym instructor, exercise instructor or group exercise instructor.

They will learn how to help people achieve their health and fitness goals, provide basic nutrition advice, deliver gym programs and exercise instructions and conduct fitness classes.

Students will not be required to pay for the course, but the following incidental costs apply:

- 40\$ for polo shirt.

Previously hosted at the following campuses: **Joondalup and Perth.**

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

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become an apprentice furniture maker or an apprentice cabinet maker. Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in furniture making.

They will learn how to work effectively in the furnishing industry, use hand and power tools, prepare surfaces, interpret plans, perform measurements, calculate the right materials for the job and utilise workplace health and safety.

Previously hosted at the following campuses: **Balga.**

Gilmore Electrical and Metals (GEM) Program – Certificate II in Electrotechnology and Certificate II in Engineering.

RTO: South Metropolitan TAFE (52787) | Charge: NIL

The Gilmore Electrical and Metals (GEM) Program is an exciting new course that will provide graduates with two Certificates – Certificate II in Electrotechnology (Career Start) and Certificate II in

Engineering. Students will learn from experienced industry professionals in state-of-the-art learning facilities specifically designed for hands-on industrial learning.

By gaining two Certificates, students will have multiple career path and further education opportunities in both the electrical and engineering fields. The qualifications provide grounding in safety, with the basic skills and knowledge to work in any electrotechnology or engineering discipline.

*Delivered in partnership with **Gilmore College**.*

Certificate II in Horticulture (AHC20416) South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

A great way to set yourself up for a future career in horticulture! The Western Australian horticulture industry is strong and offering fantastic job opportunities.

If you are passionate about the environment, sustainable practices, or an avid home gardener who is interested in plants, this course is for you. Horticulture is one of the fastest growing industries in Australia with the sector playing an important role in delivering economic, social and environmental value. This qualification will assist with gaining employment in the horticulture, landscaping and conservation and land management industry. Gaining valuable skills that will enable you to work in both domestic and commercial settings.

Some of the skills taught in this qualification include plant identification and care; treat plant pests, diseases and disorder; improving soil conditions, assist with soil or growing media sampling and testing; operating machinery and equipment; apply chemicals under supervision propagating, undertake propagation activities, pruning and fertilising, care for nursery plants, maintaining gardens and nurseries and support turf establishment.

Previously hosted at the following campuses: **Murdoch**.

*Certificate II in Horticulture (AHC20416) North Metro TAFE – ONE YEAR**

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become a landscape worker, horticulture assistant, horticultural nurse assistant, nursery hand (horticulture) or a general gardener.

They will learn how to recognise plants; plant trees and shrubs; maintain indoor plants and plant displays; renovate grassed areas and treat weeds; assist with landscape construction such as lay paving, construct low-profile timber or modular retaining wall and install aggregate paths.

The horticulture course involves physical labour and students will be required to work outdoors and demonstrate a reasonable level of fitness and mobility.

**This course, while one year, spans over Terms 1-4 and cannot be completed in Year 12.*

Previously hosted at the following campuses: **Joondalup (Kendrew)**

Certificate II in Glass and Glazing (Glass and Glazing Pre-Apprenticeship) (MSF20413)

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification provides students with the opportunity to gain an apprenticeship/traineeship in glazing.

They will learn how to use glass lifting equipment, communicate and work as team, operate glass freefall systems and basic glass processing equipment, replace windows and doors in residential framing, provide first aid procedures and cut several types of glass including clear, patterned and safety glass.

Previously hosted at the following campuses: **Balga.**

Certificate II in Health Support Services (HLT23215)

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification provides students with the opportunity to gain employment as a hospital orderly, ward person, patient services assistant, nursing support worker and personal care assistant.

They will learn how to work effectively with others in a team environment, communicate in the workplace and apply workplace health safety and infection control practices.

Previously hosted at the following campuses: **Joondalup (McLarty), Mount Lawley.**

Certificate II in Hospitality (SIT20322) – TWO YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a food and beverage assistant at a café, delicatessen, canteen or food outlet; catering assistant or café working.

They will learn how to work in a live hospitality setting, set up for lunch-time service, prepare coffee, take orders and provide customer service.

Students will not be required to pay for the course, but the following incidental costs apply:

- \$40 for a polo shirt with TAFE logo.

Previously hosted at the following campuses: **Joondalup and Perth.**

**Students will be expected to attend classes at both campuses on specific days.*

Certificate III in Information Technology (Cyber Security) (ICT30120)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students will the skills to become a cyber awareness representative, IT technician, maintenance technician or PC support Specialist.

They will learn about the fundamentals of networking security and design in North Metro TAFE's Cisco accredited program, system configuration and hardening and network operating system management and protection.

Previously hosted at the following campuses: **Joondalup (Kendrew).**

Certificate II in Integrated Technologies (Pre-Vocational) (Robotics Control Stream) (22586VIC) – TWO YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to gain a career in automation, robotics, electronics technicians, electronic engineering, and electrical trades.

They will learn how to work with basic electronics, network computers and basic programming, work with 3D printers and create engineering drawings.

Previously hosted at the following campuses: **East Perth**

Certificate III in Legal Services (BSB30320) – TWO YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a legal receptionist or support staff to a legal practitioner.

They will learn how to use legal terminology, complete tasks ethically, search public records, produce business documents, use legal databases and understand the legal system.

Previously hosted at the following campuses: **Perth and Joondalup.**

Certificate III in Library and Information Services (BSB30420)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a library assistant, library attendant, library clerk or library officer.

They will learn how to provide customer service, work as a team and assist with public activities and events; order, prepare and organise library resources; use software, online catalogues and social media; locate information and understand issues and emerging technologies in the industry.

Previously hosted at the following campuses: **Perth.**

Certificate III in Music (CUA30920)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to pursue a career as a vocalist, singer/songwriter and band member.

They will learn how to arrange and write songs, ensembles and performances; record; use digital editing tools and mixing, including the operation of audio/visual equipment and analyse harmony.

Previously hosted at the following campuses: **Leederville.**

Certificate III in Population Health (HLT36015)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to pursue a career as a support worker or community support worker.

They will learn how to identify positive health-related behaviours, take clinical measurements, collect personal health information, provide health education and many more industry-specific skills.

Students will not be required to pay for the course, but the following incidental costs apply:

- \$40 for a polo shirt with TAFE logo.

Previously hosted at the following campuses: **Joondalup (McLarty), Midland and Mount Lawley.**

Certificate IV in Preparation for Health and Nursing Studies (5289WA) – TWO YEAR South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

The Certificate IV in Preparation for Health and Nursing Studies gets you one step closer to a career as an enrolled nurse, or a pathway to be a Registered Nurse.

You will gain the knowledge and skills to ease comfortably into studying nursing. You will learn about anatomy, physiology, and microbiology, medical terminology, applied mathematics, physics and chemistry, as well as study skills.

The Certificate IV in Preparation for Health and Nursing Studies provides the academic knowledge for entry into the Diploma of Nursing.

**Students will be required to complete an LLN (Language, Literacy and Numeracy) test and participate in an interview as part of the selection process.*

Previously hosted at the following campuses: **Bentley, Rockingham and Murdoch.**

Certificate IV in Preparation for Health and Nursing Studies (5289WA) – TWO YEAR North Metro TAFE

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification is an integral step in the study pathway for high school students who are not in the ATAR study pathway to achieve an alternative entry into a Diploma level qualification or university. This foundation course will give them experience studying at TAFE and discover career pathways in health services assistance, allied health assistance, aging, disability, sterilisation, pharmacy, pathology and enrolled nursing and anaesthetic technology.

Students will learn about anatomy and physiology, microbiology, medical terminology, applied mathematics, physics and chemistry and how to create academic assessment formats such as reports and academic posters.

Students will not be required to pay for the course, but the following incidental costs apply:

- \$40 for a polo shirt with TAFE logo.

**Students will be required to complete an LLN (Language, Literacy and Numeracy) test and participate in an interview as part of the selection process.*

Previously hosted at the following campuses: **Joondalup (McLarty) or Midland.**

Certificate II in Printing and Graphic Arts (ICP20120)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to pursue a career in graphic design support, desktop publishing, graphic pre-press apprentice, printing assistant and table workers and print offsider.

They will learn how to work with Adobe Creative Suite; understand the theories in bitmap and vector software applications; design posters, flyers and packaging; and gain skills that will carry through to higher-level qualifications.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost – Approximately \$200.

Previously hosted at the following campuses: **Joondalup (McLarty) or Midland.**

Certificate II in Plumbing (Pre-Apprenticeship) (52887WA-AC56) South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification is designed to provide the learner with foundation skills and enhance apprenticeship prospects in the plumbing industry as a plumber, roof plumber or gasfitter.

They will gain the following knowledge and skills: sheet-metal work, oxyacetylene welding and fabrication of non-ferrous piping, PVC pipe work, reading and interpreting plans, plumbing hand and power tools and workplace health and safety.

Previously hosted at the following campuses: **Rockingham.**

Certificate II in Plumbing (Pre-Apprenticeship) (52887WA-AC56) North Metro TAFE

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification is designed to provide the learner with foundation skills and enhance apprenticeship prospects in the plumbing industry as a plumber, roof plumber or gasfitter.

Students will learn how to conduct basic plumbing, weld using oxy-acetylene, cut and join sheet metal and many more industry-specific skills.

Students will not be required to pay for the course, but the following incidental costs apply:

- Safety gloves from Client Services at the Clarkson Campus for approximately \$30.

Previously hosted at the following campuses: **Clarkson.**

Certificate II in Process Plant Operations (PMA20116)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

The Certificate II Process Plant Operations course is delivered by industry experienced educators in state-of-the-art processing facilities. Students gain qualifications to work as entry level Process Plant Operators, or in a range of careers in the resources sector including Mechanical Fitting, Instrumental Electrical and Heavy Diesel Mechanical. Graduates can also choose to advance their qualifications through further education and/or training. For example, graduates can complete their Diploma and Advanced Diploma of PPO as an alternative entry to university.

Process Plant Technicians control, monitor and maintain the machinery and equipment used to produce, refine and pump chemicals, oil, gas and petroleum. This is done via a control room and through hands-on work throughout a facility.

*Delivered in partnership with **Gilmore College.***

Certificate II in Sampling and Measurement (MSL20122) – TWO YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification is designed to provide the learner with foundation skills on how to perform a range of sampling and measurement activities as part of laboratory, production or field operations in the construction, manufacturing, resources and environmental industry sectors.

Some of the skills taught in this qualification include following set procedures to sample raw materials and products; package, label, store and transport samples; using simple equipment (hydrometers, thermometers and pH meters) to make measurements, performing basic tests that take a short time

and involve a narrow range of variables and easily recognised control limits and making visual inspection of products and packaging.

Previously hosted at the following campuses: **Murdoch, John Tonkin College.**

Certificate III in School-Based Education Support (CHC30221) – TWO YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to pursue a career as a teachers' assistant, education aide, integration aide, preschool aide, kindergarten assistant and school services officer.

They will learn how to provide support to a classroom teacher for children from kindergarten to Year 12, implement planned education programs, assist students in their learning development, contribute to the safety and health of students and support students with additional needs in the classroom.

Previously hosted at the following campuses: **Leederville.**

Certificate III in Screen and Media (Animation) (CUA31020)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification will equip students with the skills to pursue a career as an editing assistant, assistant content creator or junior animation.

They will learn how to create 3D models, draw and animate in 2D, create digital art, use post-production tools, edit sound and music, and write for the screen.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost – \$135

Previously hosted at the following campuses: **Joondalup (McLarty) and Perth.**

Certificate III in Supply Chain Operations (TLI20421) – TWO YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to pursue a career as a depot yard/dock person, receiving/dispatch clerk, inventory clerk, goods loader, pick packer, receiving clerk, store person, transport clerk, warehouse operator or a supply chain administration operator.

They will learn how to prepare and process orders for good and services, monitor stock levels, source and maintain stock and inventory levels and record and coordinate the flow of materials between locations.

Previously hosted at the following campuses: **East Perth.**

Certificate II in Tourism (SIT30122) South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Want to work in the exciting and diverse tourism industry?

This qualification provides a pathway to work in many tourism industry sectors and for a wide diversity of employers including tour operators, inbound tour operators, visitor information centres, tourist attractions, cultural and heritage sites and any small tourism business requiring multi-skilled employees.

Students will not be required to pay for the course, but the following incidental costs apply:

- \$35 for a polo shirt with TAFE logo.

Previously hosted at the following campuses: **Mandurah.**

Certificate II in Tourism (SIT30122) North Metro TAFE

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to pursue a tourism visitor centre information officer, sales agent, company representative and customer service attendant; employment at theme parks and tourist attractions; hotel front-of-house guest services (hotel/resort) and a museum/gallery attendant.

They will learn how to provide advice on Australian destinations, work effectively with others, use tourism business software applications, provide visitor information, plan and apply time management and many more industry-specific skills.

Students will not be required to pay for the course, but the following incidental costs apply:

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

Previously hosted at the following campuses: **Perth.**

Year 11 & 12 (STEP or EXTERNAL QUALIFICATION)

The following qualifications span over one year and are available to Year 11 & 12 students.

**Wednesday external qualification courses are subject to class size and availability. Courses featured below are considered proposed offerings only.*

Certificate III in Animal Care Services (ACM30122)

RTO: Health Science Hub (52806) | Charge: \$1150

Prepare for a fulfilling career in the animal care services with this paw-some qualification. Gain essential skills to confidently interact with animals, assess their welfare and promote positive wellbeing in yourself and others within the animal care workplace. Provide basic animal first aid, enrichment and nutritional requirements while maintaining and monitoring animal health and wellbeing.

This course focuses on the diverse needs of various animal species including birds, mammals, fish and non-venomous reptiles. For each of these species, you'll be feeding, investigating, handling and maintaining their health.

Upon completion, you will have the knowledge and skills in all animal basics that will help you achieve healthy and happy furry friends.

Previously hosted at the following campuses: **Perth.**

Completion of a Certificate III Animal Care Studies in Year 11 facilitates pathways into a [Certificate IV Science \(Biology\)](#), [Certificate IV in Tertiary Preparation](#) or any other Certificate IV program (if entry requirements are met).

Certificate II in Auslan (PSP30218)

RTO: Health Science Hub (52806) | Charge: \$1950

Begin your Auslan (Australian Sign Language) journey with our Certificate III in Auslan. Designed for those new to sign language, our program provides a welcoming and supportive environment to learn the basics of Auslan. You'll start with essential signs, gestures, and introductory grammar, building a solid foundation for communication. Our experienced instructors will guide you through interactive lessons, ensuring you feel comfortable and confident as you progress.

Auslan proficiency can be valuable in various career paths and industries where communication with Deaf or hard-of-hearing individuals is essential. Regardless of if you want to move into healthcare, community services, education, emergency services, or to be an interpreter – this course will be your first steppingstone on your journey to exciting career opportunities.

Certificate II in Automotive Vocational Preparation (AUR20720) – CBC WEDNESDAY CLASS

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Students will cover light, heavy and electrical specifications of the automotive industry.

Within the light component, they will learn fundamentals of mechanical workings and servicing of passenger and light commercial vehicles.

As they move to the heavy focus, students gain an understanding of large trucks and basic industrial mining equipment.

Finally, the electrical component focuses on the inner wirings of automotive equipment across light and heavy vehicles.

Previously hosted at the following campuses: **Mandurah and Rockingham.**

Certificate III in Basic Health Care (Emergency Responder) (HLT31220)

RTO: Health Science Hub (52806) | Charge: \$1100

Embark on a rewarding journey in the field of emergency medical response with our emergency responder course.

Designed for individuals passionate about making a difference in critical situations, this program equips you with the fundamental skills and knowledge needed to confidently respond to emergencies in your community.

Through hands-on training and expert instruction, you'll learn essential first aid techniques, CPR and patient assessment. Our experienced instructors will guide you through realistic scenarios, preparing you to effectively assess and assist individuals in medical crises until advanced medical help arrives. Whether you're perusing a career in emergency services or simply seeking to be better prepared to help others in emergencies, this course provides the perfect start to your journey.

Completion of a Certificate III Basic Health Care in Year 11 facilitates a pathway into a [Certificate IV in Health Care](#) in Year 12.

Certificate III in Beauty Services (SHB30121)

RTO: Perth College of Beauty (0249) | Charge: \$3800

Start your dream career and get qualified across a range of exciting speciality areas including lash and brow treatments, manicures, pedicures, make-up, spray tanning, waxing and much more.

Upon completion of this course, you may choose to begin your career as beautician.

Previously hosted at the following campuses: **Victoria Park.**

- *Due to the high cost of this course, CBC will fund \$1000 towards a student's enrolment. The remaining amount reflects the final cost to families.*

Certificate III in Business (BSB30120) – ONE YEAR Fremantle Education Centre

RTO: Fremantle Education Centre (50354) | Charge: \$675

This qualification reflects the role of people in a variety of Business Services job roles.

It is likely that these people are establishing their own work performance.

People in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

They apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Completion of a Certificate III Business in Year 11 facilitates a pathway into a [Certificate IV in Business](#) in Year 12.

Certificate III in Community Services (CHC32015) - FEC

RTO: Fremantle Education Centre (50354) | Charge: \$720

This qualification reflects the role of entry level community services workers who support people through the provision of person-centred services. Work may include day-to-day support of people in community settings or support the implementation of specific community-based programs.

At this level, work takes place under the direction of others and this direction may be direct or indirect. Work may take place in a range of community services organisations.

There is currently no licensing, legislative, regulatory or certification requirements for this qualification.

Possible occupational areas include Youth Worker, Support Worker, Juvenile Justice worker and more!

Completion of Certificate III in Community Services in Year 11 facilitates a pathway into a [Certificate IV in Community Services](#) in Year 12.

Certificate III in Community Services (CHC32015) - HSH

RTO: Health Science Hub (52806) | Charge: \$1100

Embark on a fulfilling journey of service and compassion with our Community Services course.

Designed for individuals passionate about making a positive impact in their communities, this course equips you with the skills and knowledge to support those in need effectively. From aiding vulnerable populations to advocating for social change, our course covers a wide range of topics, including mental health care, case management and community development.

Through immersive learning experiences and practical fieldwork placements, you'll gain hands-on experience and insight into the diverse needs of individuals and communities. Whether you aspire to work in the child and family services, disability support, aged care or community development, our course prepares you to address complex social issues with empathy, professionalism and cultural competence, helping you to become an agent for positive change.

Completion of Certificate III in Community Services in Year 11 facilitates a pathway into a [Certificate IV in Community Services](#), [Certificate IV in Tertiary Preparation](#) or [Certificate IV in Alcohol and Other Drugs](#) in Year 12.

Certificate III in Early Childhood Education and Care (CHC30121) – ONE YEAR

RTO: Fremantle Education Centre (50354) | Charge: \$825

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 Standards.

They support the implementation of an approved learning framework, and support children's wellbeing, learning and development.

- To achieve this qualification, a total of 160 hours (minimum) work placement must be completed over the course of the year in a regulated children's education and care service.

Fee for Service students will be expected to obtain these hours during the school holidays, exam weeks and Term 4 (where applicable).

- STEP students will complete these hours as part of their Workplace Learning requirements during the year.
- There is also the following incidental cost: \$150 for a First Aid Certificate

Completion of a Certificate III in Early Education and Care in Year 11 facilitates a pathway into a [Certificate IV in the Community Services](#) in Year 12.

Certificate III in Fitness (SIS30321)

RTO: Health Science Hub (52806) | Charge: \$1100

Embark on a journey of empowerment and wellness within our Fitness course. If you're passionate about health and helping others live their best lives, this comprehensive program is your gateway to a fulfilling career in the fitness industry. Learn the latest exercise science, nutritional principles and coaching techniques to guide clients towards their fitness goals.

Through hands-on training and practical experience, you'll develop the skills to design personalised group fitness and gym programs, motivate clients and foster positive lifestyle changes. Whether you dream of working as a personal trainer, group fitness instructor or wellness coach, our course provides the foundations you need to succeed. Learn how to make a difference in people's lives every day by empowering them to achieve optimal health and happiness.

Completion of a Certificate III in Fitness in Year 11 facilitates a pathway into a [Certificate IV in Tertiary Preparation](#), [Certificate IV in Fitness](#) or a [Certificate IV in Sport Development](#) in Year 12.

Previously hosted at the following campuses: **Perth**.

Certificate III in Health Services Assistance (HLT33115)

RTO: Health Science Hub (52806) | Charge: \$1100

This comprehensive program serves as your first steppingstone, providing the foundational knowledge and practical skills necessary to kickstart your career in healthcare. From essential patient care techniques to gaining insight into healthcare procedures and protocols, students will be well-equipped to make a positive impact in the healthcare setting.

Our experienced instructors will guide you through hands-on training and clinical skills, ensuring you develop the confidence and competence required to excel as a nursing assistant. Whether you're passionate about providing compassionate care to patients or aspiring to pursue further education in nursing, this course is your gateway to a fulfilling and rewarding career in healthcare.

Completion of Certificate III in Health Services Assistance in Year 11 facilitates a pathway into a [Certificate IV in Preparation for Health and Nursing](#) in Year 12.

Previously hosted at the following campuses: **Mandurah**.

Certificate III in Laboratory Skills (MSL30122)

RTO: Health Science Hub (52806) | Charge: \$1175

Gain essential skills for thriving in a laboratory environment, including conducting basic tests, analysing data, preparing culture media, handling solutions, mastering the use of microscopes and capturing scientific images.

Experience hands-on learning at its best as you collaborate with experts from the renowned Harry Perkins Institute of Medical Research through three full days at their scientific laboratories where you will apply your new-found skills to real-world scenarios.

Benefit from personalised attention in our small class groups, where emphasis is placed on effective communication, safety protocols and adherence to rigorous quality standards. Develop problem-solving skills at every stage of your journey, preparing you for success in a dynamic and challenging field.

Completion of Certificate III in Health Services Assistance in Year 11 facilitates a pathway into a [Certificate IV in Science \(Biology\)](#) in Year 12.

Certificate III in School Based Educational Support (CHC30221) – ONE YEAR

RTO: Fremantle Education Centre (50354) | Charge: \$698

This qualification reflects the role of workers who assist teachers and support student learning in a range of classroom settings.

They complete general administrative as well as operational tasks to support students with learning under the guidance of a teacher or other educational professional.

Work requires use of discretion and judgement within the boundaries of established policies and procedures.

- To achieve this qualification, a total of 100 hours (minimum) work placement must be completed over the course of the year in a classroom environment. Fee for Service students will be expected to obtain these hours during the school holidays and Term 4 (where applicable).
- STEP students will complete these hours as part of their Workplace Learning requirements during the year.

Completion of a Certificate III in School Based Education Support facilitates a pathway into [Certificate IV in School Based Education Support](#) in Year 12.

Year 11 & 12 (STEP)

Certificate III in Accounts Administration (FNS30317)

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become a payroll clerk or an accounts clerk.

They will learn how to create and record summaries of financial transactions, process journal entries, compile payroll and bank receipts and prepare, process and maintain financial records.

Students will not be required to pay for the course, but the following incidental costs apply:

- Textbooks at approximately \$350.

Previously hosted at the following campuses: **Perth.**

Certificate II in Aeroskills (Aeroskills Mechanical Pre-apprenticeship) (MEA20418-AB67)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification provides students the initial skills and knowledge required for a highly sought-after career in aircraft maintenance as a pathway to becoming an aircraft engineer. Students will learn about the fundamentals of aircraft airframe systems, electrical systems, instrumentation, hydraulics systems, pneumatics systems, mechanical control systems, safe work practices, test equipment and more.

Students will gain invaluable practical experience in an operational aircraft hangar workshop, enabling them to learn the necessary hand skills and standards that are required in the industry. Upon successful completion students will receive course credit into South Metropolitan TAFE's Certificate IV in Aero skills (if selected by an employer as an aircraft maintenance engineering apprentice).

- An interview will be required as part of the selection process.

Previously hosted at the following campuses: **Jandakot.**

Certificate II in Applied Fashion Design and Technology (MST20616)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Do you want to work in the creative and energetic world of fashion?

South Metropolitan TAFE offers an exciting new pathway of learning which incorporates all aspects of the fashion production process - from design principles to construction techniques and from fibre and fabric research to pattern-making and drafting.

Main areas of study include design, textile development, construction (woven and knit), fashion design process, patternmaking, electronic design tools, sustainability, hand finishing techniques and occupational health and safety.

Students will not be required to pay for the course, but the following incidental costs apply:

- Class kits and fabric samples of approximately \$150 per class.

Previously hosted at the following campuses: **Bentley.**

Certificate II in Aquaculture (SFI20119)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

South Metropolitan TAFE's Certificate II in Aquaculture will allow students to learn in a simulated work environment, a variety of practical skills applicable across the aquaculture industry. Students will gain a wealth of skills and knowledge regarding the care and maintenance of aquatic organisms, safe food handling, controlling pests, predators and diseases, handling and harvesting stock, maintaining and manipulating the water environment.

This course provides students with skills and knowledge to work as a field hand in an aquaculture operation such as: Aquaculture farms, Aquarium wholesalers and retailers, Hatcheries and nurseries and Live post-harvest holding facilities.

Previously hosted at the following campuses: **Fremantle.**

Certificate II in Automotive Vocational Preparation (AUR20720)

RTO: North Metropolitan TAFE (52787) | Charge: NIL

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Automotive.

You will learn how to do minor maintenance and repair car; identify and inspect mechanical and electrical components and systems of light vehicles; use and maintain tools and equipment; utilise workplace safety and more.

Previously hosted at the following campuses: **Midland.**

Certificate II in Automotive Vocational Preparation (Light, Heavy and Electrical Rotation) (AUR20720)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you revved up for a career powering modern cars?

Certificate II in Automotive Vocational Preparation students will cover three specifications of the automotive industry light, heavy and electrical. Within the light component they will learn fundamentals of mechanical workings and servicing of passenger and light commercial vehicles. As they move to the heavy focus students gain an understanding of large trucks, basic industrial mining equipment. Finally, the electrical component focuses on the inner wirings of automotive equipment across both heavy and light vehicles.

Students will gain a feel for the automotive industry in a simulated workshop, learn basic use of automotive workshop equipment, safe work practices and manual handling skills and learn the basic purpose and features of vehicle systems.

Previously hosted at the following campuses: **Kwinana.**

Certificate II in Automotive Vocational Preparation (Electrical, Panel and Paint Rotation) (AUR20720)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you revved up for a career powering modern cars?

Certificate II in Automotive Vocational Preparation students will cover three specifications of the automotive industry light, electrical, panel and paint. Within the light component they will learn fundamentals of mechanical workings and servicing of passenger and light commercial vehicles. As

they move to the electrical component the focus will be on the inner wirings of automotive equipment. Finally, in the panel and paint component, students learn thermal cutting, panel repair and rust prevention.

Students will gain a feel for the automotive industry in a simulated workshop, learn basic use of automotive workshop equipment, safe work practices and manual handling skills and learn the basic purpose and features of vehicle systems.

Previously hosted at the following campuses: **Carlisle**.

Certificate II in Autonomous Workplace Operations (52845WA) South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

The autonomous workplace operation course is designed to give the participants the fundamental knowledge and skills required to work in a remote autonomous workplace. The course is not about pressing buttons, but rather, working in a team of professionals in a semi or fully autonomous remote operation, using the state-of-the-art technology, communication systems, Human-Machine Interfaces (HMI) to operate equipment such as autonomous heavy haul trucks, loaders, trains, drills, robotic fuel stations, robots, process equipment, control systems and variety of communication systems. Ultimately it is about working with robots, autonomous equipment, radars, GPS, sensors, controllers and remote operators.

At the end of this course, students will be able to understand and demonstrate; what is required to work in a remote autonomous operation; how to follow policies, procedures, guidelines and safety requirements in an autonomous environment; the necessary skills and knowledge to efficiently utilise the technology used in an autonomous operation, communication and safety systems; manage the workload in a remote autonomous operation, and understand and operate control systems and HMI used in an autonomous remote operation.

Previously hosted at the following campuses: **Muster**.

Certificate II in Autonomous Workplace Operations (52845WA) North Metro TAFE

RTO: North Metropolitan TAFE (52786) | Charge: NIL

The autonomous workplace operation course prepares students for a traineeship or apprenticeship in an industry sector which is rapidly becoming more automated; including, but not limited to, mining, refining and oil and gas.

They will learn how to work in and around autonomously operated plant and equipment, observe other autonomous operations and work around autonomous systems within resources industry.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material costs of approximately \$200.

Previously hosted at the following campuses: **East Perth**.

Certificate II in Aviation (Cabin Crew) (AVI30219)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you ready to let your dreams soar?

This course is specifically designed for those seeking an exciting career in the aviation industry as cabin crew member (flight attendant).

Most of the practical training will be conducted on South Metropolitan TAFE's very own Boeing 737. Its full-length cabin includes business and economy class seating, fully operational galleys, cabin service equipment and PA system.

Students will learn how to evacuate down a slide, about (simulated) cabin fires with smoke, firefighting, ditching and life raft training. The practical skills and knowledge gained in this qualification will be used to facilitate the safety and comfort of passengers and other crew members.

Students will not be required to pay for the course, but the following incidental costs apply:

- \$200 for uniform costs (includes South Metropolitan TAFE supplied uniform)

Previously hosted at the following campuses: **Jandakot.**

Certificate III in Aviation (Remote Pilot) (AVI30419)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This is the highest qualification available as a pathway for high school students to obtain a Civil Aviation Safety Authority (CASA) Remote Pilot License (RePL) and develop industry leading skills with the remotely piloted aircraft system (RPAS) industry.

Obtaining your Certificate III in Aviation (Remote Pilot) is the first step to attaining a Remote Pilot Licence (RePL). The RePL will allow you to operate RPAS for commercial or business purposes without weight or operating restrictions.

Students completing this qualification can pursue employment opportunities in the industry or as a pathway into further studies at a certificate IV, diploma or advanced diploma level. Alternatively, students can explore certificate III qualifications in aviation, for example, pilot studies, aviation management or cabin crew.

- An interview will be required as part of the selection process.

Students will not be required to pay for the course, but the following incidental costs apply:

- Students who wish to attain their RePL through our industry partners, Global Drone Solutions, a fee will apply.

Previously hosted at the following campuses: **Jandakot.**

Certificate II in Baking (Pre-Apprenticeship) (FBP20211-AC93)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Want to start a career in baking?

Bakers use raw ingredients, combine them either using machines or by hand and then bake them in ovens. They may also glaze, decorate, slice, and wrap these products for individual consumption. As

part of this course students learn about producing a range of breads, cakes, biscuits, cookies, pies and other baked goods for retail and wholesale bakeries and dining establishments. Students also learn about occupational health and safety, food hygiene and sanitation and effective workplace communication and about how to apply these practical skills in the workplace.

Students will not be required to pay for the course, but the following incidental costs apply:

- Bakers Uniform – Approximately \$150
- Tool kit – Approximately \$220

Previously hosted at the following campuses: **Bentley.**

Certificate II in Building and Construction (Pathway Trades) (Brick and Block Laying) (52893WA)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Want to build the blocks for your career in construction?

This qualification is designed to provide the learner with foundation skills therefore enhancing apprenticeship prospects in the building and construction industry which is experiencing a current skills shortage. Students learn skills in handling construction materials, basic hand skills, reading building plans, measuring and calculations.

Bricklaying is an important and in-demand trade, being vital to the construction industry as the foundation for residential and commercial developments. In this course you'll learn how to use bricklaying tools and equipment to construct and repair brick and block walls.

Complete this course to give yourself the best chance of getting an apprenticeship and a head start in an outdoors trade such as bricklaying, carpentry or labouring.

Previously hosted at the following campuses: **Thornlie.**

Certificate II in Building and Construction (Pathway Trades) (Carpentry and Joinery) (52893WA)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Do you have a keen interest in woodwork or the building industry and a passion for the perfect finish of a job?

When you complete this you'll be what employers are looking for as an apprentice carpenter. Carpentry is fundamental to the construction industry and one of the most in-demand trades. A carpenter specialises in working with wood, metal and other materials to assemble, install and repair foundations. Working both outdoors and indoors, the career of a carpenter can bring you a diverse range of jobs and there's various specialities to choose from - you can see your work come to life in real houses and buildings, adding your own creative flair.

By completing this qualification, you will gain knowledge and skills to work effectively in the building industry in accordance with current building practices. This course will give you a taste of what it's like to be a carpenter and put the foundations in place for your future.

Previously hosted at the following campuses: **Thornlie.**

Certificate II in Building and Construction (Pathway Trades) (52893WA) Construction Training Fund Scholarship Program – ONE YEAR

RTO: Construction Training Fund (CTF) through Skillhire (0361) | Charge: NIL

Are you planning a career in construction? Thinking of applying for an apprenticeship? Certificate II in Building and Construction (Pathway-Trades) is an entry-level course that equips you with the practical skills you'll need to succeed in your chosen trade and helps you find out which trade best suits you.

This course teaches you how to plan and organise projects, work safely and sustainably, and communicate effectively with co-workers. You'll also gain technical skills in carpentry or bricklaying. This course is perfect if you're at the beginning of your construction career and want to explore your options.

Previously hosted at the following campuses: **Eaton Community College, Skill Hire Forrestfield Training Facility, Skill Hire Joondalup Training Facility.**

Certificate II in Building and Construction (Pathway Trades) (Painting and Decorating Pre-Apprenticeship) (52893WA-AD10) South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Painting and decorating are known as the finishing trade in the building industry, with applications for both new building projects and restorations.

This course has an emphasis on the practical aspects of painting and decorating including learning to prepare surfaces and a variety of painting techniques. Students will work on practical painting and decorating projects to solidify their skills.

Previously hosted at the following campuses: **Thornlie and Mandurah Regional Trade Skills Centre.**

Certificate II in Building and Construction (Pathway Trades) (Painting Pre-Apprenticeship) (52893WA) MPA

RTO: Master Plumbers Association (MPA) (1892) | Charge: NIL

This qualification equips students with the practical skills to pursue an apprenticeship or career in the building industry, with a focus on painting.

Students will not be required to pay for the course, but the following incidental costs apply:

- Stationery and work clothing as required – specific costs will be highlighted in the student's acceptance letter.

Previously hosted at the following campuses: **John Forrest Secondary College.**

Certificate III in Business (BSB30120) – ONE YEAR North Metro TAFE

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become a business services officer, customer service adviser/officer, general clerk, clerical officer and junior personal assistant.

They will learn how to work in a team, empower their critical thinking, use sustainable work practices, adhere to workplace health and safety, deliver excellent customer service and create business and digital documents.

Previously hosted at the following campuses: **Perth.**

Completion of a Certificate III in Business in Year 11 facilities a pathway into a [Certificate IV in Business](#) in Year 12.

Certificate III in Business (Medical Administration) (BSB30120)

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become a medical receptionist, medical records clerk and medical secretary.

They will learn how to apply business skills in medical administration, communicate effectively, empower your critical and creative thinking, use computer and current software to record and maintain patient data and prepare and process medical accounts.

Previously hosted at the following campuses: **Perth.**

Completion of a Certificate III in Business in Year 11 facilities a pathway into a [Certificate IV in Business](#) in Year 12.

Certificate II in Civil Construction (RII20720)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you looking for a career in construction using the largest tools?

When you complete the Certificate II in Civil Construction, you'll be building a career as a mobile plant operator, bridge construction worker, pipe layer, or road construction worker.

Just some of the skills taught in this qualification include plan and organise work; identify, locate and protect underground services; read and interpret plans and job specifications, carry out manual excavation, spread and compact materials manually use hand and power tools and operate small plant and equipment.

Previously hosted at the following campuses: **Thornlie.**

Certificate II in Community Services (CHC22015) – South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

When you complete the Certificate II in Community Services you'll be on your way to a career as a youth worker, support worker or family carer. You will gain the following skills: communication and how to work effectively, gathering and providing information, work health and safety, how to manage workplace stress and how to work with diverse people.

Previously hosted at the following campuses: **Mandurah.**

Completion of a Certificate II in Community Services in Year 11 facilities a pathway into a [Certificate III in the Community Services](#) in Year 12.

Certificate II in Community Services (CHC22015) – North Metro TAFE

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become a personal care assistant, personal care worker, personal care driver, home helper or assistant community service worker. They will learn how to communicate and use fundamental skills to work in the health and community services sector;

how to work with diverse people, including those with a disability; and utilise health and safety in the workplace.

Previously hosted at the following campuses: **Joondalup (Kendrew), Leederville or Mount Lawley.**

Completion of a Certificate II in Community Services in Year 11 facilitates a pathway into a [Certificate III in the Community Services](#) in Year 12.

Certificate II in Community Services (Focus-Early Childhood Sector) (CHC22015)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification is designed to reflect the role of employees who perform a range of tasks in the industry, with a focus on the Early Childhood Sector.

Previously hosted at the following campuses: **Mandurah, Murdoch and Rockingham.**

Completion of a Certificate II in Community Services in Year 11 facilitates a pathway into a [Certificate III in Community Services](#) or a [Certificate III in Early Childhood Education and Care](#) in Year 12.

Certificate II in Computer Assembly and Repair (UEE20520)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Plug in to your career in computer assembly and repair and be introduced to the world of electronics. Take the first step to sparking your career in computer assembly and repair with this nationally recognised qualification, which will start you on your journey to becoming an ICT Support Technician or a Hardware Technician.

With ICT knowledge being the most required skillset for trained professionals, you can equip yourself with sought-after skills and pave your pathway to employment in an in-demand field.

Be guided by our team of highly experienced lecturers who can provide you with the foundations of IT skills needed by employers, as you learn to assemble computers and facilitate routine hardware repairs to a professional standard in line with customer specifications.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$200 for Textbook.

Previously hosted at the following campuses: **Thornlie.**

Certificate II in Construction Pathways (Building Maintenance)

RTO: North Metropolitan TAFE (52787) | Charge: NIL

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Building and Construction. You will learn how to lay bricks, prepare surfaces, render walls and lay tiles; read and interpret plans; perform measurements and calculations; plan and organise work schedules and apply OHS requirements in the construction industry; and work effectively and sustainably.

Previously hosted at the following campuses: **Clarkson.**

Certificate II in Cookery (Commercial Cookery Pre-Apprenticeship) (SIT20421-AD84) – ONE YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Get your hospitality career started.

In this qualification you will learn basic food preparation and cooking skills, that will enable you to perform under direct supervision.

After completing this course, you will be able to work in kitchen operations in restaurants, hotel's catering facilities, coffee shops and so much more!

Students will not be required to pay for the course, but the following incidental costs apply:

- Chef Uniform – Approximately \$150
- Tool kit – Approximately \$350

Previously hosted at the following campuses: **Bentley and Mandurah.**

Certificate II in Electrotechnology (UEE21920)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

The Certificate II in Electrotechnology (Career Start) is open to Year 11 and 12 students and covers the basic skills and knowledge required to work in any electrotechnology field.

Students will learn from experienced industry professionals in state-of-the-art learning facilities specifically designed for hands-on industrial learning. The qualification has a strong focus on safety, with graduates able to seek work in the energy sector or go on to further education.

Students will not be required to pay for the course, but the following incidental costs apply:

- Personal protective equipment – to be discussed upon commencement of the course.

*Delivered in partnership with **Gilmore College.***

Certificate II in Electronics (UEE21920)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you looking for a career in engineering to prepare yourself to find an opportunity in the defence industry?

When you complete a Certificate II in Electronics, you'll be flicking the switch on an exciting new career in electronics. You will gain the knowledge and practical workshop skills to assemble and replace electronic components; troubleshoot DC circuits; use test equipment; and utilise workplace health and safety and sustainability practices.

This qualification provides a pathway for students to gain employment within the electrotechnology industry or pursue further qualifications such as the Certificate III to Advanced Diploma.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$200 for Textbook.

Previously hosted at the following campuses: **Rockingham and Thornlie.**

Certificate II in Engineering (Heavy Fabrication Pre-Apprenticeship) (MEM20105-AA50)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Metal fabricators and welders work in a diverse trade, apply a broad range of fabrication and welding skills to industries including mechanical and civil engineering, mining resources sector construction, defence and more!

Pre-Apprentices are exposed to the latest technological developments in the fabrication and welding trade, including computer-controlled metal plate cutting equipment.

Students will learn skills in using power tools, performing engineering measurements, welding, metal sheet cutting and workplace health and safety.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$100 to purchase a welding safety kit.

Previously hosted at the following campuses: **Thornlie.**

Certificate II Engineering (Mechanical Fitter and Machinist Pre-Apprenticeship) (MEM2015-AA49)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification will teach the practical skills needed to make and repair machines, parts, and tools. Students will learn about measuring and cutting, safety in the workplace, quality control, mechanical cutting, and machining and how to draw and interpret sketches.

Fitters are often employed in engineering workshops. There are also many skilled workers in the mining industry and on offshore oil rigs, repairing and servicing heavy mining equipment. Fitters also work with pumps, hydraulics, and pneumatics.

Machinists work from detailed drawings to create parts (made from metal and other materials) using lathes, milling machines and various power tools, to make and service machinery, pumps, and other equipment.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$100 to purchase a welding safety kit.

Previously hosted at the following campuses: **Rockingham.**

Certificate II in Engineering Pathways (MEM20422)

RTO: North Metropolitan TAFE (52787) | Charge: NIL

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Engineering.

You will learn how to weld and shape metals of various thickness as well as how to use hand tools, power tools, lathes and milling machines.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost of approximately \$85.

Previously hosted at the following campuses: **Midland and Clarkson.**

Certificate III in Engineering (Technical) (MEM30522) – ONE YEAR

RTO: South Metropolitan TAFE (52786) | Charge: NIL

Are you ready to engineer a mechanically technical career in design world of defence industry?

This qualification aims to teach basic skills needed to gain initial employment in an engineering office. The Certificate III will look at the industries of civil, structural, mechanical and electrical engineering. Skills such as mathematics, drafting and design, selecting, assembling, setting up and maintaining simple equipment and systems to a prescribed routine or standard will be covered in this qualification.

This course is designed to provide a thorough grounding in the engineering, physical and mathematical sciences; develop an appreciation of the management of engineering activities, develop the ability to undertake life-long professional learning, develop an awareness of the professional responsibility for a sustainable environment and provide articulation to university undergraduate courses.

This qualification will prepare you to respond quickly to workplace requirements and provide technical support skills to multiple departments within the defence industry such as research, design, operations, and maintenance.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$200 for Textbook.

Previously hosted at the following campuses: **Rockingham.**

Certificate III in Events (SIT30516) – ONE YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Students will be given the opportunity to learn a wide range of events administration and operational skills in a diverse and flexible environment. They will gain exposure to the events industry and apply discretion and judgement when working either independently or as part of a team. As this is a Fastrack program completed over 3 terms, student attendance is important for the success of the qualification.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$35 for polo shirt.

Previously hosted at the following campuses: **Bentley and Fremantle.**

Certificate III in Fitness (SIS30321) – ONE YEAR

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become a gym instructor, exercise instructor or group exercise instructor.

They will learn how to help people achieve their health and fitness goals, provide basic nutrition advice, deliver gym programs and exercise instructions and conduct fitness classes.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately 40\$ for polo shirt.

Previously hosted at the following campuses: **Joondalup and Perth.**

Completion of a Certificate III in Fitness in Year 11 facilities a pathway into a [Certificate IV in Tertiary Preparation](#), [Certificate IV in Fitness](#) or a [Certificate IV in Sport Development](#) in Year 12.

Certificate II in Furniture Making (MSF20313) – ONE YEAR South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Do you want a career making cherished chairs and loved lounges?

When you complete the Certificate II in Furniture Making, you'll be what employers are looking for as an apprentice furniture maker or cabinet maker. Students learn skills in using hand and power tools; preparing surfaces; interpreting plans; measuring; calculating the right amount of material 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.

Previously hosted at the following campuses: **Thornlie.**

Certificate II in Furniture Making (Cabinet Making/Furniture Making Pre-Apprenticeship) (MSF20313) – ONE YEAR North Metro TAFE

RTO: North Metropolitan TAFE (52787) | Charge: NIL

This qualification equips students with the skills to become an apprentice furniture maker or an apprentice cabinet maker. Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in furniture making.

They will learn how to work effectively in the furnishing industry, use hand and power tools, prepare surfaces, interpret plans, perform measurements, calculate the right materials for the job and utilise workplace health and safety.

Previously hosted at the following campuses: **Balga.**

Certificate II in Hospitality (SIT20322) – ONE YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Get your hospitality career started.

This qualification provides training for people interested in pursuing a career associated within the hospitality industry.

The skills and knowledge developed in the first year of the course such as hygiene, communication skills, creation of non-alcoholic beverages and practical skills within a live training restaurant, can be applied in various settings such as restaurants, hotels, motels, cafes, and coffee shops.

The skills and knowledge developed in the second year of the course will hone the skills in serving customers preparing their favourite coffee, taking orders at a fine dining restaurant and to provide outstanding customer service for restaurants, hotels, pubs, and cafes effectively within the Hospitality sector and a life skill that you can take anywhere around the world.

Students will not be required to pay for the course, but the following incidental costs apply:

- Mandurah Group \$35 Saltbush apron (Saltbush apron can only be purchased through Hot Klobba supplier).

Previously hosted at the following campuses: **Bentley and Mandurah.**

Certificate II in Integrated Technologies (Pre-Vocational) (Robotics Control Stream) (22586VIC-AD16) – ONE YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you looking for a career in robotics to prepare yourself to find an opportunity in the defence industry?

Across the globe automation, smart technologies and robots have been taking over routine tasks in many industries and Western Australia is no different with automation driving the future in the defence, mining, oil and gas and other engineering sectors.

By offering this entry level course for those interested in a career in robotics you will gain introductory skills involving simple robotic projects and successful completion could see you in many sub-disciplines of engineering such as mechanical, systems and electrical engineering.

Previously hosted at the following campuses: **Munster.**

Certificate II in Integrated Technologies (Pre-Vocational) (Security Systems Stream) (22586VIC-AE01)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you looking for a career in Security System technology to prepare yourself to find an opportunity in the defence industry?

Security is more than cyber security; it also includes physical security and information security. All companies working in defence, or wanting to work in defence, need to contribute to the security of people, information and equipment.

This pre-vocational course will prepare learners with the knowledge and skills required to work in various technical roles in industries where there is an integration of security equipment and video surveillance.

Previously hosted at the following campuses: **Rockingham.**

Certificate III in Legal Services (BSB30320) – ONE YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a legal receptionist or support staff to a legal practitioner. They will learn how to use legal terminology, complete tasks ethically, search public records, produce business documents, use legal databases and understand the legal system.

Previously hosted at the following campuses: **Perth.**

Certificate II in Polymer Processing (PMB30121)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a belt splicing trades person, mechanical fitter trades person or a fitter and machinist trades person.

They will learn how to install belts and components, maintain belts and components and repair belts and components.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material costs – approximately \$350.

Previously hosted at the following campuses: **Midland.**

Certificate II in Plumbing (52887WA) – ONE YEAR

RTO: Master Plumbers Association (MPA) (1892) | Charge: NIL

This qualification equips students with the practical skills to pursue an apprenticeship or employment in plumbing.

Students will not be required to pay for the course, but the following incidental costs apply:

- Stationery and work clothing as required – specific costs will be highlighted in the student's acceptance letter.

Previously hosted at the following campuses: **Bunbury Regional Trade Centre, MPA Jandakot, John Forrest Secondary College and Joseph Banks Secondary College.**

Certificate II in Rail Infrastructure (TLI27121)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a track worker, track installer, track maintainer.

They will learn how to identify hazards and work safely within the rail corridor; the care and use of hand tools and minor mechanical equipment in the rail environment; identify railway layouts, features and components; measure, mark up, cut and install rail; and install railway sleepers and fastenings. This course is encouraged for students who are physically fit and capable of working in extreme weather conditions, have a good sense of situational awareness and a methodical eye for detail.

Previously hosted at the following campuses: **Midland.**

Certificate II in Retail Cosmetics (SHB20121)

RTO: South Metropolitan TAFE (52787) | Charge: NIL

This qualification will provide students with experience to assist them to communicate in the workplace, interact with customers, demonstrate and sell makeup and retail skin-care products, and perform routine salon or store functions.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$150 which covers all incidentals and a makeup brush kit.

Previously hosted at the following campuses: **Mandurah and Murdoch.**

Certificate II in Salon Assistant (SHB20216) South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Are you looking to get ahead in a stylish career?

This qualification will provide students with the skills and knowledge to support professional hairdressers to carry out a range of salon services. Duties include greeting clients, scheduling appointments, head, neck, and shoulder massage, drying hair to shape and salon safety.

Students will also learn to sell products and services and develop hairdressing industry knowledge.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$60 which covers all incidentals and a hair kit.

Previously hosted at the following campuses: **Mandurah and Murdoch.**

Certificate II in Salon Assistant (SHB20216) South Metro TAFE

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a Salon Assistant.

They will learn how to shampoo and style hair; maintain hairdressing tools; schedule appointments, conduct reception duties; merchandise; utilise workplace health and safety and perform stock control procedures.

Students will not be required to pay for the course, but the following incidental costs apply:

- Approximately \$195 for a Certificate II Equipment Kit.
- A TAFE hairdressing polo shirt at an approximate cost of \$40.

Previously hosted at the following campuses: **Balga or Midland.**

Certificate II in Sampling and Measurement (MSL20122) – ONE YEAR

RTO: North Metropolitan TAFE (52786) | Charge: NIL

This qualification equips students with the skills to become a field assistant, laboratory attendant, sampler and tester or provides them with the opportunity to gain an apprenticeship/traineeship in Laboratory Skills.

They will learn how to test air samples, test microbial monitoring of air conditioners or cooling powers and assist laboratory technicians in chemical, food and biological laboratories.

Previously hosted at the following campuses: **East Perth.**

Certificate III in School Based Education Support (CHC30221) – ONE YEAR South Metro TAFE

RTO: South Metropolitan TAFE (52787) | Charge: NIL

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, work effectively with culturally diverse students and colleagues. As part of this qualification, you will undertake work placement where you will be able to apply the skills and knowledge you have learned in a classroom setting.

Previously hosted at the following campuses: **Rockingham and John Tonkin College.**

Completion of a Certificate III in School Based Education Support facilitates a pathway into [Certificate IV in School Based Education Support](#) in Year 12.

Certificate III in Screen and Media (CUA31020) – One Year

RTO: North Metropolitan TAFE (52786) | Charge: NIL

North Metropolitan TAFE offer the Certificate III in Screen and Media with the following specialisations:

Animation and Game Art – This qualification will equip students with the skills to pursue a career as a digital artist, 3D modeller, content creator, animator and game developer. They will learn how to create digital art, draw and animate in 2D, generate 3D models and produce simple games.

Students will not be required to pay for the course, but the following incidental costs apply:

- Cost of a portable hard drive 1-2TB – Approximate cost \$50-\$80
- Additional material cost – \$135

Film and Television – This qualification equips students with the skills to pursue a career as an audio-visual technician, camera operator (film, TV and video), lighting technician (productions), television equipment operator, visual effects assistant, technical production assistant and camera assistant. They will learn how to recognise screen industry trends and technology, improve their graphics and photography skills; develop analytical, performance and creative skills; and expand technical skills in camera, sound and editing.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost – \$135

Photography, Media and Content Creation – This qualification equips students with the skills to pursue a career as a photographer's assistant, retail photography, content creation and influencer. They will learn how to write and produce engaging content for social media and online use, use photographic equipment and edit photos; record and edit sound, music and video; set up lighting and many more industry-specific skills.

Students will not be required to pay for the course, but the following incidental costs apply:

- Additional material cost – \$135

Radio Broadcasting and Podcasting – This qualification equips students with the skills to pursue a career as a radio announcer/presenter, assistant producer, podcaster/podcaster producer and audio production assistant. They will learn how to announce for radio, produce, edit for sound production and create a podcast and digital content.

Students will not be required to pay for the course, but the following incidental costs apply:

- Headphones and hard drive.
- Additional material cost – \$135

Certificate II in Supply Chain Operations (TLI20421) – ONE YEAR

RTO: South Metropolitan TAFE (52787) | Charge: NIL

Enter the world of supply chain management and gain knowledge in logistics which is absolutely critical for the management of defence assets.

Western Australia is home to one of two large Naval Shipbuilding industry and precincts in Australia. In Supply Chain operations you can be part of the hundreds of local businesses managing products and parts within the supply chain to help build and maintain Naval vessels well into the future.

Logistics is an essential requirement in the defence industry from planning to organising transport of people, material and systems.

This course is ideal for students interested in a career pathway in transport and logistics. You will gain skills and knowledge about occupational health and safety, dangerous goods, purchasing and procurement, inventory, safety management and customer service.

Previously hosted at the following campuses: **Fremantle.**

Certificate III in Surveying and Spatial Information Services (CPP20121)

RTO: North Metropolitan TAFE (52786) | Charge: NIL

Successful completion of this qualification provides you with the opportunity to gain an apprenticeship/traineeship in Surveying.

You will learn how to work with spatial data, operate basic survey equipment, work through survey computations, read and interpret maps and utilise workplace safety and the application of safe workplaces.

Previously hosted at the following campuses: **East Perth.**

Year 12 Only (STEP **or** EXTERNAL QUALIFICATION)

Many of the Certificates below require completion of a Certificate III or high marks achieved in Year 11. As a result, they are available to Year 12 students only.

**Wednesday external courses are subject to class size and availability. Courses featured below are considered proposed offerings only.*

Certificate IV in Alcohol and Other Drugs (CHC4215)

RTO: Health Science Hub (52806) | Charge: \$1250

This qualification will prepare you for a world of helping others overcome the barriers to health and happiness. Taking a good look into mental health, addiction, and disease – you'll be able to understand how these areas affect the human body physically, emotionally, and mentally.

Identify what support services are in your local community, discover the resources available for those in need, and learn how to effectively connect individuals with the support they require. By completing this qualification, you will gain the skills and knowledge needed to make a meaningful difference in the lives of others and contribute positively to your community's wellbeing, while exploring a very rewarding and much needed career path as a social worker, counsellor, youth worker, community health, or peer support.

It is preferable students wishing to pursue a Certificate IV in Alcohol complete a [Certificate III in Community Services](#) in Year 11.

Certificate IV in Allied Health Assistance (HLT4302)

RTO: Health Science Hub (52806) | Charge: \$1500

Building upon your previous experience Certificate III studies, this course delves deeper into key aspects of allied health, empowering you to make an even greater impact in your chosen field.

This course will explore essential topics such as building relationships and empowerment, functional capacity, nutrition and speech pathology, whilst gaining a comprehensive understanding of how these elements intersect to promote holistic well-being. Throughout this course, you'll develop advanced skills in assessment, intervention and communication, helping you to provide high-quality care and support to others.

We want you to take the next step towards your allied health career goals and empower you to make a meaningful difference in the lives of others.

It is mandatory that students wishing to pursue a Certificate IV in Allied Health Assistance complete a [Certificate III in Allied Health Assistance](#) in Year 11.

Certificate IV in Business (BSB40120)

RTO: Fremantle Education Centre (50354) | Charge: \$825

This qualification reflects the role of people in a variety of Business Services job roles. These people may have supervisory responsibilities. People in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a 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 work of others.

It is preferable students wishing to pursue a Certificate IV in Business complete a Certificate III in Business ([Fremantle Education Centre](#) or [North Metro TAFE](#)) in Year 11.

Certificate IV in Community Services (CHC42021)

RTO: Fremantle Education Centre (50354) | Charge: \$825

This qualification reflects the role of community service workers who design and deliver person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services.

At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers in projects or teams. Work may take place in a range of community service, case work or case management contexts.

There is currently no licensing, legislative, regulatory or certification requirements for this qualification.

It is preferable students wishing to pursue a Certificate IV in Community Services complete a [Certificate III in Community Service](#) or a [Certificate III in Early Childhood Education and Care](#) in Year 11.

Certificate IV in Fitness (SIS40221)

RTO: Australian Institute of Fitness (code) | Charge: \$1500

Get qualified as a Personal Trainer with the industry's most recognised training provider and turn your love for fitness into a rewarding career!

If you are passionate about helping others achieve their health and fitness goals, do what Michelle Bridges and countless other successful graduates did and become a Personal Trainer at AIF!

Our Personal Trainer course offers interactive, fun course work and the latest fitness knowhow, developed and delivered by industry leaders and expert Coaches. This program covers all the fitness fundamentals plus much more, including nutritional guidance, anatomy, physiology, how to prescribe exercise as well as training principles and solutions for a range of groups and special populations such as adults, adolescents, older adults, amateur athletes and people with body composition and endurance-based goals.

Business will also be a key focus where you will learn how to setup and prepare for your own small business and learn basic sales and marketing skills necessary to acquire clients. The course will also teach you how to select and use technology for sport, fitness and recreational work plus how to provide motivation to positively influence exercise behaviour.

Delivered in conjunction with Diamond Fitness (Cannington and Osborne Park)

It is preferable students wishing to pursue a Certificate IV in Fitness complete a Certificate III in Fitness ([Health Science Hub](#) or [North Metro TAFE](#)) in Year 11.

Certificate IV in Health Care (Advanced Emergency Responder) (HLT41120)

RTO: Health Science Hub (52806) | Charge: \$1250

Building upon the foundational skills gained in our Certificate III Medical qualifications, this advanced Emergency Response qualification is for those seeking a deeper understanding of pre-hospital care and emergency medication.

In this advanced course, you'll dive into advanced medical techniques and procedures, including first aid, trauma care, responding to mental health and delivering clinical care. This program aims at developing critical thinking and practical skills necessary to deliver high-quality care in high-pressure situations.

Led by experienced instructors with real-world expertise, you'll explore complex medical emergencies and refine your decision-making abilities, preparing you to effectively assess, stabilise and manage patients until they can be transferred to further care.

It is preferable students wishing to pursue a Certificate IV in Health Care complete a [Certificate III in Basic Health Care](#) in Year 11.

Certificate IV in Preparation for Health and Nursing Studies (52895WA)

RTO: Health Science Hub (52806) | Charge: \$1250

Prepare yourself for a successful journey into health and nursing studies with a qualification that will launch your understanding of the human body to the next level!

You'll gain a comprehensive understanding of human anatomy and physiology and learn how to interpret and apply medical terminology effectively. You'll then explore the use of medication in healthcare and look into how we use infection control practices to limit the spread of microbes in different scenarios.

As you move through this program, you'll start to prepare for a seamless transition to tertiary education by mastering vital study skills and communication techniques. You'll learn to tackle advanced studies with ease through teamwork and online research, setting you up to excel in academic studies.

It is preferable students wishing to pursue a Certificate IV in Preparation for Health and Nursing Studies complete a [Certificate III in Health Services Assistance](#) in Year 11.

Previously hosted at the following campuses: **Murdoch**.

Certificate IV in Science (Biology) (22608VIC)

RTO: Health Science Hub (52806) | Charge: \$1300

- Please note: Students who choose this qualification **MUST** have completed a Certificate III in Year 11. This is due to SCSA Requirements for WACE completion.

Health Science Hub offers the Certificate IV in Tertiary Preparation with the following specialisations:

Marine and Terrestrial Science – *Embark on an immersive journey into the captivating realms of marine and terrestrial science with our specialised qualification.*

Dive deep into the laboratory, master the world of cell biology and genetics and explore the environment's secrets. From applying mathematical techniques to solving complex problems, our course equips you with the tools for success in the modern scientific landscape.

Continue your science journey into the areas of marine and terrestrial science by understanding animal anatomy and physiology and carrying out post-mortem examinations to get a close up look and make connections between theory and practice. You'll also be involved in conducting vital biological surveys on terrestrial and aquatic zones and take a closer look at the intertidal zone.

It is preferable students wishing to pursue a Certificate IV Science (Biology) complete a [Certificate III in Animal Care Services](#) in Year 11.

Forensics – *Step into the captivating world of forensic investigation with our forensic science qualification!*

Whether you dream of investigating crime scenes or unravelling mysteries in the lab, our forensics-focused course is your gateway to an amazing science-based career.

Throughout the year, you'll explore the areas of biological, laboratory, environmental and mathematical sciences, honing your skills in research, analysis and evidence interpretation.

You'll gain practical experience in forensic sampling and evidence law to navigate the complexities of real-world investigations. With pathway opportunities to university and a dynamic blend of theory and hands-on learning. Prepare to unlock endless possibilities in this fascinating field of forensic analysis.

It is preferable students wishing to pursue a Certificate IV Science (Biology) complete a [Certificate in Laboratory Skills](#) in Year 11.

Certificate IV in School Based Education Support (CHC40221)

RTO: Fremantle Education Centre (50354) | Charge: \$825

This qualification reflects the role of workers who assist teachers and support student learning in a range of classroom settings under the guidance of a teacher or other educational professional.

At this level, workers may be involved in facilitation of learning for a range of groups, including for those students in need of additional support.

In these roles, the education support worker sources and analyses information from diverse sources, may work with limited direct supervision and could provide guidance to other workers.

It is preferable students wishing to pursue a Certificate IV in School Based Education Support complete a Certificate III in School Based Education Support ([Fremantle Education Centre](#) or [South Metro TAFE](#)) in Year 11.

Previously hosted at the following campuses: **Murdoch**.

Certificate IV in Sport Development (SIS40421)

RTO: North Metropolitan TAFE (52786) | Charge: \$1950

This qualification equips students with the skills to become a sport development officer, coordinator for programs and competitions, volunteer coordinator, events coordinator, talent development coordinator and administrator within sports clubs or organisations.

They will learn how to understand sport technology used in the industry; work effectively within a team environment or autonomously in an organisational structure; conduct and coordinate sporting activities for others; incorporate exercise science principals into fitness instruction and programming; coordinate and supervise volunteers in a variety of roles; and plan, setup, conduct and monitor an event.

It is preferable students wishing to pursue a Certificate IV in Sport Development complete a Certificate III in Fitness ([Health Science Hub](#) or [North Metro TAFE](#)) in Year 11.

Previously hosted at the following campuses: **Leederville.**

Certificate IV in Tertiary Preparation (22582VIC)

RTO: Health Science Hub (52806) | Charge: Minimum \$1250

- Please note: Students who choose this qualification **MUST** have completed a Certificate III in Year 11. This is due to SCSA Requirements for WACE completion.

Health Science Hub offers the Certificate IV in Tertiary Preparation with the following specialisations:

Environmental Studies — *Embark on an exhilarating journey into the dynamic worlds of environmental science with our specialised qualification!*

Start by exploring environmental health issues and understanding the impact it has on different parts of the world. You'll dive into current environmental issues and complete some investigations into environmental challenges. You'll then get to spend some time looking to the future and the long-term impact that environmental changes will have in decades to come.

As you move through this program, you'll start to prepare for a seamless transition to tertiary education by mastering vital study skills and communication techniques. You'll learn to tackle advanced studies with ease through teamwork and online research, setting you up to excel in academic studies.

It is preferable students wishing to pursue a Certificate IV in Tertiary Preparation complete a [Certificate III in Animal Care Services](#) in Year 11.

Marine and Terrestrial Biology — *Embark on an exhilarating journey into the dynamic worlds of marine and terrestrial biology with our specialised qualification.*

Start your journey into the areas of marine and terrestrial biology by understanding animal anatomy and psychology. Carry out post-mortem examination to gain a close look and make connections between theory and practice. You'll also be involved in conducting vital biological surveys on terrestrial and aquatic zones and take a closer look at the intertidal zone.

As you move through this program, you'll start to prepare for a seamless transition to tertiary education by mastering vital study skills and communication techniques. You'll learn to tackle advanced studies with ease through teamwork and online research, setting you up to excel in academic studies.

It is preferable students wishing to pursue a Certificate IV in Tertiary Preparation complete a [Certificate III in Animal Care Services](#) in Year 11.

Psychology – *Embark on an exhilarating journey into the dynamic worlds of psychology with our specialised qualification.*

Utilising rigorous scientific inquiry methodology, you'll delve deep into the intricacies of human behaviour, cognition, and social dynamics, individual thinking and social psychology. You'll learn to assess and promote social, emotional, and physical wellbeing, equipping yourself with the skills to support individuals in navigating life's challenges and more.

As you move through this program, you'll start to prepare for a seamless transition to tertiary education by mastering vital study skills and communication techniques. You'll learn to tackle advanced studies with ease through teamwork and online research, setting you up to excel in academic settings.

It is preferable students wishing to pursue a Certificate IV in Tertiary Preparation complete a [Certificate III in Community Services](#) in Year 11.

Sport and Nutrition – *Embark on an exhilarating journey into the dynamic world of sports and nutrition with our specialised qualification.*

Dive into the essentials of lifespan development, sociological concepts and health programming in leisure activities. Gain insights into nutrition and diet, learn to interpret and apply information to help others achieve a healthy lifestyle, and develop a thorough understanding of anti-doping policies to ensure integrity in sports.

As you move through this program, you'll start to prepare for a seamless transition to tertiary education by mastering vital study skills and communication techniques. You'll learn to tackle advanced studies with ease through teamwork and online research, setting you up to excel in academic studies.

It is preferable students wishing to pursue a Certificate IV in Tertiary Preparation complete a Certificate III in Fitness ([Health Science Hub](#) or [North Metro TAFE](#)) in Year 11.

Previously hosted at the following campuses: **Murdoch**.

Year 12 Only (STEP)

Certificate II in Skills for Work and Vocational Pathways (FSK20119)

RTO: IVET Institute (40548) | Charge: N/A

This program is designed to provide students a range of literacy, numeracy, and general employment skills.

The learning is designed to connect with industry and the workplace to best assist students in understanding the context for learning.

Learning areas include numeracy, literacy, digital skills, work health and safety and career planning.

- **This certificate is a mandatory requirement of the STEP program.**
 - **The only exception applies to students who complete a Certificate II in Sport and Recreation.**

Certificate III in Sport, Aquatics and Recreation (SIS30122)

RTO: IVET Institute (40548) | Charge: N/A

In the new Certificate III in Sport, Aquatics and Recreation, students thoroughly develop the skills and knowledge to deliver sport and recreation services.

Students who complete this program develop the ability to work independently in the industry, using their judgement to effectively complete work activities.

Selected units in IVET's Certificate III program cover various key areas within the industry, including recreation session delivery, coaching, technology, officiating, and working with diverse people. The skills and knowledge developed by completing these units provide students with a strong foundation for whichever direction they take in the industry.

- **This Certificate is ONLY available to students who have been a part of the CBC Footy Program OR completed the [Certificate II in Sport and Recreation](#) in Year 11.**