Blacktown
Certificate II

Skills for Work and Training

Skills List: ✓
This training is subsidised by the NSW Government
(TAFE NSW – Western Sydney Institute, Provider Code: 90000)
TAFE NSW Course Number: 10089NAT-01V03
National Course Code: 10089NAT

Course description
This course is for people who wish to access employment, education and training to:
- enhance career opportunities and employment pathways;
  - develop communication skills for accessing and maintaining employment;
  - gain skills to retrain or enter the workforce with vocational competencies;
  - prepare for further education and training.

You can successfully achieve the course outcomes by participating in education and training through one or more of the following:
- attending classes;
  - distance or online learning;
  - workshops;
  - workplace and community based activities.

We highly recommend you complete a personalised career and study profile to confirm this course is right for you, you will find the Career Voyage link below.

To ensure you leave us with the most up to date qualification...
If during or after your enrolment, the course in which you are enrolled is updated in line with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

What are the entry requirements? (including Recognition of Prior Learning)
There are no entry requirements for this course.

Credit (or recognition) for modules/units may be granted based on previous learning, studies, work and/or life experiences. Please discuss this with the teaching section when you enrol.

Under 17 and wanting to leave school?
If you are under 17 and want to leave school, your options have been affected by a recent...
change in NSW law. From January 2010 you must complete Year 10 and then continue in either full-time education, training, paid employment or a combination of these options until you’re at least 17 years of age. More information about options for school students under 17 is available from the NSW Department of Education and Communities - [The new school leaving age](http://wsi.tafensw.edu.au/courses-and-careers/planning-your-career/school-to-tafe/)

### What kind of work could I do?

When you complete this qualification you will have access to enhanced employment opportunities and career choices as well as skills and knowledge to access further education in a range of vocational qualifications.

### Pathway to university or higher education

Thinking of studying next year? Not sure if you should go to TAFE or uni? Let us help you decide. At TAFE NSW - Western Sydney Institute we offer you the flexibility to fast-forward your career with Pathways.

Choosing to study at TAFE before going on to uni can see you graduating and entering a competitive workforce sooner — and not with one, but two, nationally recognised qualifications!

For more information visit [wsi.tafensw.edu.au/uni](http://wsi.tafensw.edu.au/uni)

### What are the units I am required to complete?

- **ICAICT101A** Operate a personal computer
- **ICAICT102A** Operate word-processing applications
- **ICAICT103A** Use, communicate and search securely on the internet
- **ICAICT106A** Operate presentation packages
- **NSWTCOM207B** Demonstrate interpersonal communication skills
- **NSWTCOM208B** Organise and complete a job application and interview
- **NSWTETH201B** Operate in a diverse study environment
- **NSWTINT202B** Work with a mentor
- **NSWTMTH211B** Apply a range of mathematical problem solving strategies
- **NSWTNMY205A** Use calculations in routine contexts
- **NSWTPPLG201B** Source and organise information for a purpose
- **NSWTPPLG204B** Investigate work and training practices in industry and the community
- **NSWTRDG201B** Read and respond to routine texts
- **NSWTTCH106B** Prepare for word processing
- **NSWTTCH203B** Use emerging technology to search and apply for a job
- **NSWTWTG201B** Write routine work related texts

The above list includes units being offered at this campus and that are required to complete this qualification. Other colleges may offer different elective options. For some courses the electives will not be listed however they will be discussed during your first class. Please see [www.tafensw.edu.au](http://www.tafensw.edu.au) for the full list of elective units available within this course.

### How much is the course?

**Smart and Skilled Student Fees**

- **NSWTRDG201B** Read and respond to routine texts
- **NSWTTCH106B** Prepare for word processing
- **NSWTTCH203B** Use emerging technology to search and apply for a job
- **NSWTWTG201B** Write routine work related texts
The cost of this course will vary based on your eligibility for a Smart and Skilled Student Fee. Eligibility criteria can be found on the Smart and Skilled website or you can call us on 131 870 for further information and advice.

<table>
<thead>
<tr>
<th>First qualification</th>
<th>$320</th>
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<tbody>
<tr>
<td>Concession</td>
<td>$80</td>
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<tr>
<td>Non-government subsidised fee</td>
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**Important changes to TAFE NSW fees for 2015**

From 1 January 2015 the NSW Government will be introducing changes to how students access government subsidised training in NSW. These changes are part of the Smart and Skilled reform of the NSW vocational education and training system and affect all new and continuing students. It covers all qualification levels Certificate II to Advanced Diploma, selected Foundation Skills courses at Certificate I and II levels, all apprenticeships and selected traineeships. For more information and how this may affect the fees you pay please visit smartandskilled.nsw.gov.au.


**How do I enrol?**

Students enrol online, but teachers are available to assist if you need help. Please attend an information session at Blacktown College (North campus) at 1pm on Tuesday 23rd June 2015 in room GG.92. At this session you will have the opportunity to meet teachers, and receive more information about the course and timetable.

Enrol now (click below)

wsi.tafensw.edu.au/mbczcg

**What is the proposed timetable?**

**Full Time**: 15 hours per week x 10 Weeks

Students attend three days per week (Tentatively Wednesday, Thursday and Friday)

**I would like to talk to someone before I enrol**

Please contact TAFE Western Sydney Service Centre 131870

We are committed to enhancing all students’ prospects to reach their potential and achieve a positive future. We recognise that for some students additional support services are fundamental to ensure success. We have the following expert support services available at each College which you may access by calling 131870 to make an appointment: Counselling and Career Development, Disability, Aboriginal, Multicultural, Outreach, Adult Basic Education and Open Learning Centre Support Services.

**Need help deciding?**

Our free online career and study planning tool can help.

You will receive a personalised career and study profile based on your responses. If you would
like to discuss your results in person, please contact our Counselling and Career Development Unit by calling 131 870 to make an appointment. To get started follow the link below:


Unique Student Identifier (USI)

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

This includes students completing an apprenticeship, skill set, certificate or diploma course.

A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFE WSI.