

# COURSE LIST

BE WHOEVER YOU  
WANT TO BE  
**BE AMBITIOUS**



For further information or to enrol online, refer to our website [oten.tafensw.edu.au](http://oten.tafensw.edu.au)

## Animal Studies & Horse Industry

COURSE NO	COURSE NAME	QUALIFICATION
357-R1100V01	Animal Welfare and Stunning	Statement of Attainment

## Automotive, Supply Chain, Maritime & Transport

COURSE NO	COURSE NAME	QUALIFICATION
MAR20313	Maritime Operations (Coxswain Grade 1 Near Coastal)	Certificate II
MAR10413	Maritime Operations (Coxswain Grade 2 Near Coastal)	Certificate I
MAR10313	Maritime Operations (General Purpose Hand Near Coastal)	Certificate I
MAR40513	Maritime Operations (Marine Engine Driver Grade 1 Near Coastal)	Certificate IV
MAR30813	Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)	Certificate III
MAR20413	Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)	Certificate II
MAR30913	Maritime Operations (Master up to 24 metres Near Coastal)	Certificate III
MAR40613	Maritime Operations (Master up to 35 metres Near Coastal)	Certificate IV
MAR50415	Maritime Operations (Master up to 500 GT) RPL Pathway	Diploma

## Building Industry Skills

COURSE NO	COURSE NAME	QUALIFICATION
CPC40110	Building and Construction (Building)	Certificate IV
CPC50210	Building and Construction (Building)	Diploma
CPC40308	Building and Construction (Estimating)	Certificate IV
CPC40508	Building and Construction (Site Management) This offering is for people living and working outside of NSW	Certificate IV
CPP50911	Building Design	Diploma
CPC60115	Building Surveying	Advanced Diploma
357-R5190V01	Chemical Incident Response	Statement of Attainment
357-R5189V01	Compartment Firefighting	Statement of Attainment
357-R52240V01	Compartment Firefighting II	Statement of Attainment
357-29012V01	Fire Awareness Training	TAFE Plus Statement

Correct as at 29 June 2017. Please refer to the website for the latest information. RTO code 90004

Page 1 of 8

357-R5192V01	Fumigation Operations	Statement of Attainment
357-R5252V01	Inspect Buildings - Fire Safety	Statement of Attainment
357-R5024V01	Kitchen bathroom and laundry renovation	Statement of Attainment
CPPSS00046	Manage non-timber pests	Statement of Attainment
357-R5027V01	Owner Builder Compliance	Statement of Attainment
357-R5191V01	Pest Inspection - Timber	Statement of Attainment
357-27510V02	Pole Inspectors Training Course	TAFE Plus Statement
CPCSS00004	Provide building surveying services for residential buildings up to three storeys	Statement of Attainment
PUA30613	Public Safety (Firefighting and Emergency - Operations) RPL Pathway	Certificate III
PUA20613	Public Safety (Firefighting and Emergency Operations) RPL Pathway	Certificate II
PUA50513	Public Safety (Firefighting Management) RPL Pathway	Diploma
PUA20713	Public Safety (Firefighting Operations)	Certificate II
PUA30713	Public Safety (Firefighting Operations) RPL ONLY	Certificate III
PUA20713	Public Safety (Firefighting Operations) RPL Pathway	Certificate II
PUA40313	Public Safety (Firefighting Supervision) RPL Pathway	Certificate IV
CPP30115	Urban Pest Management This offering is for people living and working outside of NSW.	Certificate III

### Business & Financial Services

COURSE NO	COURSE NAME	QUALIFICATION
FNS40615	Accounting	Certificate IV
FNS50215	Accounting	Diploma
FNS60215	Accounting	Advanced Diploma
FNS40615	Accounting This offering is for people living and working outside of NSW.	Certificate IV
357-R8010V01	Accounting Fundamentals	Statement of Attainment
FNS30315	Accounts Administration This offering is for people living and working outside of NSW.	Certificate III
357-R7090V01	Advanced Computing functions	Statement of Attainment
FNSSS00004	BAS Agent Registration Skill Set	Statement of Attainment
FNS40215	Bookkeeping This offering is for people living and working outside of NSW.	Certificate IV
BSB20115	Business	Certificate II
BSB40215	Business	Certificate IV

BSB50215	Business	Diploma
BSB20115	Business This offering is for people living and working outside of NSW.	Certificate II
BSB40215	Business This offering is for people living and working outside of NSW.	Certificate IV
BSB30415	Business Administration	Certificate III
BSB40515	Business Administration	Certificate IV
BSB50415	Business Administration	Diploma
BSB30415	Business Administration This offering is for people living and working outside of NSW.	Certificate III
BSB40515	Business Administration This offering is for people living and working outside of NSW.	Certificate IV
BSB31015	Business Administration (Legal) This offering is for people living and working outside of NSW.	Certificate III
BSB31115	Business Administration (Medical) This offering is for people living and working outside of NSW.	Certificate III
FNSSS00005	Commercial Law for Tax Agents Skill Set	Statement of Attainment
357-R7037V01	Designing and Managing Documents and Files in an Office Environment	Statement of Attainment
357-R7052V01	Developing Administration Skills for Team leaders	Statement of Attainment
357-R7051V01	Developing Computing Skills	Statement of Attainment
357-R7050V01	Developing Medical Administration Skills	Statement of Attainment
357-R7056V01	Diploma of Marketing and Communications Core Units	Statement of Attainment
357-R7091V01	Executive Assistant Organisational Skills	Statement of Attainment
357-R7094V01	Executive Committee Management Skills	Statement of Attainment
FNS30115	Financial Services	Certificate III
BSB41015	Human Resources This offering is for people living and working outside of NSW.	Certificate IV
BSB50615	Human Resources Management	Diploma
357-R7055V01	Introduction to Administration Services	Statement of Attainment
357-R7041V01	Introduction to Business Skills	Statement of Attainment
BSB42015	Leadership and Management	Certificate IV
BSB51915	Leadership and Management	Diploma
BSB42015	Leadership and Management This offering is for people living and working outside of NSW.	Certificate IV
357-R7095V01	Legal Administration Skills	Statement of Attainment
BSB42415	Marketing and Communication	Certificate IV
BSB52415	Marketing and Communication	Diploma
BSB61315	Marketing and Communication	Advanced Diploma
BSBSS00077	Marketing and Communication Foundations Skill Set	Statement of Attainment
357-R7040V01	Medical Reception	Statement of Attainment
BSB42615	New Small Business This offering is for people living and working outside of NSW.	Certificate IV

357-R7096V01	Presentation Skills	Statement of Attainment
CPP50307	Property Services (Agency Management)	Diploma
CPP40611	Property Services (Operations)	Certificate IV
563-17677V03	Property Services (Real Estate Salesperson)	Statement of Attainment
CPP40307	Property Services (Real Estate)	Certificate IV
SIR30212	Retail Operations This offering is for people living and working outside of NSW.	Certificate III
SIR20212	Retail Services	Certificate II
357-R7093V01	Small Business Financial Awareness	Statement of Attainment
357-R7097V01	Spreadsheet functions	Statement of Attainment
357-R7088V01	Stock and Station Salesperson	Statement of Attainment
FNSS00008	Tax Law for Tax Agents Skill Set (Tax documentation)	Statement of Attainment
TAE40110	Training and Assessment Certificate IV in Training and Assessment	Certificate IV
357-R7038V01	Using Advanced Software Functions in an Office Environment	Statement of Attainment
357-R7039V01	Using Computers in an Office Environment	Statement of Attainment
BSB41415	Work Health and Safety	Certificate IV
BSB51315	Work Health and Safety	Diploma
BSB41415	Work Health and Safety This offering is for people living and working outside of NSW.	Certificate IV

### Community Services & Health

COURSE NO	COURSE NAME	QUALIFICATION
CHC53215	Alcohol and Other Drugs	Diploma
HLT43015	Allied Health Assistance	Certificate IV
HLT47415	Audiometry	Certificate IV
HLT57415	Audiometry FULL RPL ONLY	Diploma
CHC32015	Community Services	Certificate III
CHC52015	Community Services	Diploma
HE20528V01	Community Services	Bachelor
CHC32015	Community Services This offering is for people living and working outside of NSW.	Certificate III
HLT35015	Dental Assisting This offering is for people living and working outside of NSW.	Certificate III
HLT45015	Dental Assisting (General Anaesthesia and Conscious Sedation)	Certificate IV
HLT45015	Dental Assisting (Oral Health Promotion)	Certificate IV
HLT45015	Dental Assisting (Radiography)	Certificate IV
357-R3035V01	Ear and Hearing Health for Aboriginal and/or Torres Strait Islanders	Statement of Attainment
CHC30113	Early Childhood Education and Care	Certificate III

CHC50113	Early Childhood Education and Care	Diploma
CHC30113	Early Childhood Education and Care This offering is for people living and working outside of NSW.	Certificate III
CHC30213	Education Support	Certificate III
CHC40213	Education Support	Certificate IV
CHC30213	Education Support This offering is for people living and working outside of NSW.	Certificate III
CHC40213	Education Support This offering is for people living and working outside of NSW.	Certificate IV
357-R3032V01	Functional Dispensing Skills	Statement of Attainment
HLT37315	Health Administration	Certificate III
HLT47315	Health Administration	Certificate IV
HLT37315	Health Administration This offering is for people living and working outside of NSW.	Certificate III
HLT47315	Health Administration This offering is for people living and working outside of NSW.	Certificate IV
HLT33115	Health Services Assistance This offering is for people living and working outside of NSW.	Certificate III
357-R3004V01	HLTAID004 Provide an emergency first aid response in an education and care setting This course consists of an online resource which you will need to work through prior to attending a practical assessment at OTEN.	Statement of Attainment
357-R3005V01	Identify and Respond to Children at Risk	Statement of Attainment
CHC33015	Individual Support (Ageing) This offering is for people living and working outside of NSW.	Certificate III
CHC33015	Individual Support (Ageing, Home and Community) This offering is for people living and working outside of NSW.	Certificate III
CHC33015	Individual Support (Disability) This offering is for people living and working outside of NSW.	Certificate III
HLT47715	Medical Practice Assisting	Certificate IV
357-R3027V01	Medical Records Coding	Statement of Attainment
CHC43315	Mental Health	Certificate IV
CHC53315	Mental Health	Diploma
CHC43315	Mental Health This offering is for people living and working outside of NSW.	Certificate IV
357-R3036V01	Occupational Noise Management	Statement of Attainment
HLT47815	Optical Dispensing	Certificate IV
HLT57715	Practice Management	Diploma
357-R3021V01	Provide First Aid	Statement of Attainment
357-R3034V01	Provide First Aid	Statement of Attainment
HLT37015	Sterilisation Services	Certificate III
CHC40413	Youth Work	Certificate IV

CHC50413	Youth Work	Diploma
CHC40413	Youth Work This offering is for people living and working outside of NSW.	Certificate IV

### Electrotechnology, Engineering & Manufacturing

COURSE NO	COURSE NAME	QUALIFICATION
UEE50411	Electrical Engineering RPL Pathway	Diploma
UEE21911	Electronics	Certificate II
UEE22011	Electrotechnology (Career Start)	Certificate II
UEE30811	Electrotechnology Electrician	Certificate III
357-24059V01	Programmable Logic Controllers - Basic	TAFE Plus Statement
357-27213V02	Re-Licensing For Electricians	TAFE Plus Statement

### Environment & the Land

COURSE NO	COURSE NAME	QUALIFICATION
AHC30110	Agriculture	Certificate III
AHC50116	Agriculture	Diploma
AHC30110	Agriculture This offering is for people living and working outside of NSW.	Certificate III
AHC21010	Conservation and Land Management	Certificate II
AHC31410	Conservation and Land Management	Certificate III
AHC51116	Conservation and Land Management	Diploma
AHC20410	Horticulture	Certificate II
AHC30710	Horticulture	Certificate III
AHC50416	Horticulture	Diploma
AHC20410	Horticulture This offering is for people living and working outside of NSW.	Certificate II
AHC30710	Horticulture This offering is for people living and working outside of NSW.	Certificate III

### Information Technology & Library Services

COURSE NO	COURSE NAME	QUALIFICATION
ICT50515	Database Design and Development	Diploma
ICT50115	Information Technology	Diploma
ICT40415	Information Technology Networking	Certificate IV
ICT50415	Information Technology Networking	Diploma
ICT40415	Information Technology Networking	Certificate IV

This offering is for people living and working outside of NSW.

ICT60415	Information Technology Project Management	Advanced Diploma
ICT20115	Information, Digital Media and Technology	Certificate II
ICT30115	Information, Digital Media and Technology	Certificate III
ICT10115	Information, Digital Media and Technology This offering is for learners who live & work outside of NSW.	Certificate I
BSB51415	Project Management	Diploma
ICT50815	Systems Analysis and Design	Diploma
ICT50615	Website Development	Diploma

## Preparation for Work, Further Study & Vocational Pathways

COURSE NO	COURSE NAME	QUALIFICATION
FSK10113	Access to Vocational Pathways	Certificate I
10583NAT	Access to Work and Training This offering is for people living and working outside of NSW.	Certificate I
TAE80113	Adult Language, Literacy and Numeracy Practice	Graduate Diploma
357-22235V01	Bridging Mathematics Course	TAFE Plus Statement
10226NAT	English for Academic Purposes	Certificate IV
357-14005V01	French (Beginners)	TAFE Statement
357-14006V01	German (Beginners)	TAFE Statement
357-19361V01	HSC Studies HSC Full course for students not living in NSW	TAFE Statement
357-N6009V01	Introduction to Creative Writing	TAFE Statement
357-29683V01	Italian (Beginners)	TAFE Statement
357-28522V01	Language For Travellers - Chinese	TAFE Plus Statement
CUA41215	Screen and Media	Certificate IV
CUA51015	Screen and Media	Diploma
FSK10213	Skills for Vocational Pathways	Certificate I
357-29864V01	Spanish (Beginners)	TAFE Statement
357-N6001V01	Spelling Strategies	TAFE Statement
10366NAT	Spoken and Written English - Employment	Certificate IV
357-R6101V02	Writing for the Media	Statement of Attainment
357-R6042V01	Writing Stories	Statement of Attainment
357-N6006V01	Writing Today - Children's Stories (NNR)	TAFE Statement
357-N6007V01	Writing Today - Memoirs (NNR)	TAFE Statement
357-N6005V01	Writing Today - Short Stories (NNR)	TAFE Statement

## Tourism, Hospitality & Events



COURSE NO	COURSE NAME	QUALIFICATION
357-R1058V01	(Galileo) Use a Computerised Reservations or Operations System	Statement of Attainment
357-R1056V01	(Sabre) Use a Computerised Reservations or Operations System	Statement of Attainment
SIT30516	Events This offering is for people living and working outside of NSW.	Certificate III
SITSS00050	Food Handling All learning materials are online	Statement of Attainment
SITSS00051	Food Safety Supervision	Statement of Attainment
357-R1200V01	Game Harvester	Statement of Attainment
SIT20316	Hospitality	Certificate II
SIT30616	Hospitality	Certificate III
SIT40416	Hospitality	Certificate IV
SIT20316	Hospitality This offering is for people living and working outside of NSW	Certificate II
SIT30616	Hospitality This offering is for people living and working outside of NSW.	Certificate III
SIT40416	Hospitality This offering is for people living and working outside of NSW.	Certificate IV
SIT50416	Hospitality Management	Diploma
357-R1053V01	International Airfares and CRS	Statement of Attainment
357-R1300V01	Responsible Conduct of Gambling	Statement of Attainment
SITSS00055	Responsible Service of Alcohol	Statement of Attainment
SIT30116	Tourism This offering is for people living and working outside of NSW	Certificate III
SIT30216	Travel This offering is for people living and working outside of NSW.	Certificate III
SIT40116	Travel and Tourism	Certificate IV
SIT50116	Travel and Tourism Management	Diploma

To enrol online and for further information about these courses, refer to our course information pages on our website [oten.tafensw.edu.au](http://oten.tafensw.edu.au)

TAFE NSW – Western Sydney Institute, Course Listing