



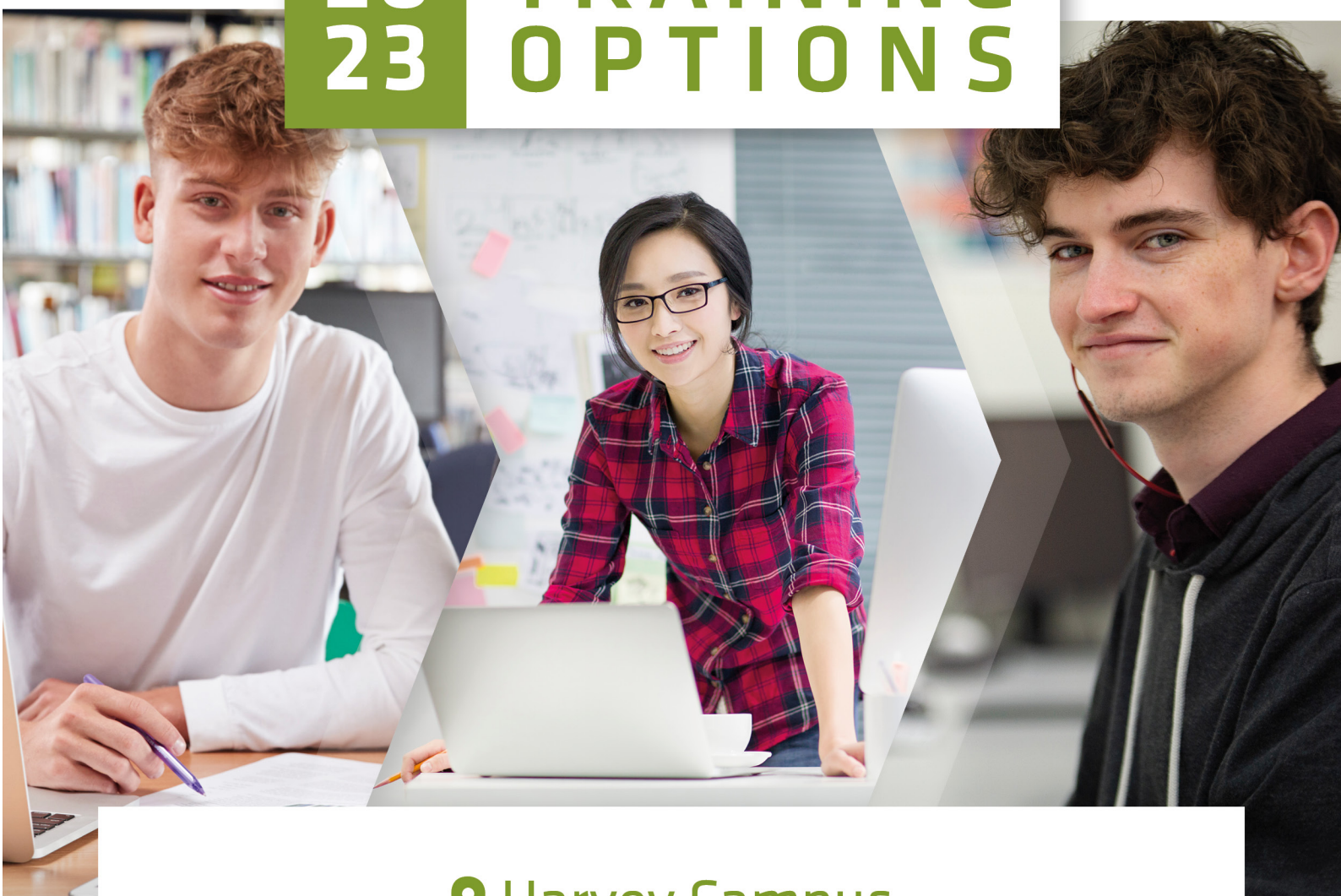
South
Regional



VET delivered to Secondary Students

20
23

TRAINING
OPTIONS



📍 Harvey Campus

RTO Code 52790

southregionaltafe.wa.edu.au



Contents

Contents	2
Introduction.....	4
Harvey campus offerings overview.....	7
 VET in Schools – Course Offerings	 8
Certificate II in Tourism.....	9
Certificate II in Workplace Skills.....	10
Certificate III in Business	11
Require additional information?.....	12

We cover the South West and Great Southern



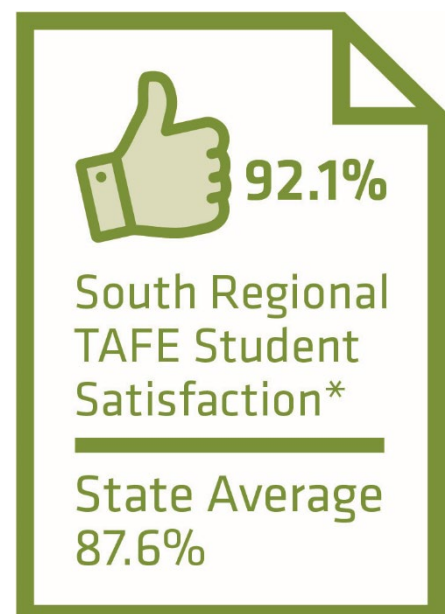
We provide the training to equip you with the skills you need to get the job you want

By engaging with industry, we can ensure we are meeting the high standards required for training and assessing. This means on completion of your course, you can be sure you'll have the right skills and knowledge to do the job you've trained for.

Our highly skilled lecturers have worked, or still work, in their industry and have specialised training and assessing skills.

To help you secure your dream job, you'll receive a nationally recognised qualification that will be welcomed by business and industry.

*2019 Student Satisfaction Survey by Department of Training and Workforce Development.





Introduction

General Information

The Vocational Education and Training delivered to Secondary Students (VETdSS) program provides senior secondary students with the opportunity to integrate their traditional academic studies with a vocational education study pathway.

Successful completion of a vocational qualification provides students with credits towards a nationally recognised VET qualification that will give a competitive advantage to gain employment in their chosen career or undertake further training. Students who are enrolled in a VETdSS course attend a South Regional TAFE campus one or two days per week.

This booklet provides information on the range of qualifications being offered at South Regional TAFE Harvey campus under the VETdSS program for 2023.

South Regional TAFE offers a range of courses and pre-apprenticeships as part of our VETdSS programs.

Information covered in this booklet includes, minimum entry requirements, delivery details, costs and uniform requirements (if applicable).

The VETdSS program pathway offers opportunities to:

- ▶ Develop your work, employability and life skills, whilst broadening your career options.
- ▶ Gain a realistic view of industry expectations and to develop industry specific skills.
- ▶ Improve your future employment prospects, your chances of selection for other training courses and can offer pathways into higher education in the future.
- ▶ Study in an adult learning environment.
- ▶ Gain nationally recognised VET qualifications and units of competency while completing your Western Australian Certificate of Education.
- ▶ Gain an understanding of the world of work, providing you with practical skills and valuable experience to assist with planning and pursuing your career pathways.



Who can apply?

Applications will be accepted from students who can meet the following criteria:

- ▶ Currently enrolled at a secondary school and commencing Year 11 or 12 in 2023;
- ▶ Will pass or have passed Year 10 with a 'C' grade average or with Curriculum Framework Level 3.5 or better (the Year 10 mid-year report **MUST** be included for application purposes);
- ▶ Have completed and passed the online literacy and numeracy assessment (NAPLAN or OLNA);
- ▶ Student application has been endorsed by their school;
- ▶ Meet Australian citizenship and/or visa requirements;
- ▶ Have not previously completed a Nationally Recognised VET qualification under the VET delivered to Secondary Students program.

How to apply?

- ▶ Submit an application online via a link on the South Regional TAFE website – [Southregionaltafe.wa.edu.au](https://southregionaltafe.wa.edu.au)
- ▶ An applications booklet is located on the website for further information.
- ▶ Applications for 2022 programs, open on **Monday 25th July 2022**.
- ▶ Applications close on **Monday 15th August 2022**.
- ▶ Late applications and applications not submitted online (via email, post, phone call etc.) will not be accepted.

Competitive courses

Highly competitive courses will require an interview. Applicants are required to be available for an interview between **Monday the 5th to Friday the 16th of September 2022**.

Preparing for your interview

Prepare like you would for a job interview, bring a copy of your resume, any certificate or awards, portfolio if you have one. Extra experience in the chosen field will always help towards your application, e.g. Volunteering, any work experience and hobbies.

Fees and Charges

Secondary school students undertaking VETdSS programs as part of their secondary education including pre-apprenticeships in schools are exempt from tuition, resource and enrolment fees.

However, depending on the chosen course students may be required to purchase a uniform, protective equipment, text books or trade equipment/tools/licences.

Note: *Some sub-class visa holders will be required to pay full-fees*



Key program details and responsibilities

- ▶ Students attend their chosen campus 1 or 2 days a week for the allocated length of their course.
- ▶ For some Pre-apprenticeship courses, after the designated delivery requirements one of the TAFE attendance days will become a work placement day. The student will attend a work placement to put learnings into practice and gain industry experience, enhance knowledge and refine skills.
- ▶ You will experience learning in an adult environment with students of all ages and backgrounds.
- ▶ There is an expectation that when attending classes, you will assume greater responsibility for your own care and safety, as a responsible young adult.
- ▶ All students enrolled at South Regional TAFE are expected to adhere to the student code of conduct. (a copy is located on our website)
- ▶ Whilst attending South Regional TAFE, you are under the supervision of the lecturer taking the class.
- ▶ You will not be supervised during break times.
- ▶ You are expected to remain within the College grounds unless you provide your lecturer with written notification from your parent/guardian or school.
- ▶ You are responsible for your own travel arrangements to your chosen campus and work placement (if applicable).
- ▶ You are required to attend all your classes including those that may occur on a designated school pupil free day.
- ▶ Attendance is recorded and all absences are reported to your school. You are required to notify your lecturer if you will not be attending.
- ▶ You are expected to dress appropriately whilst on campus. Some courses have uniform requirements which must be adhered to or you may not be able to attend on that day. When special or protective clothing and/or footwear is required, it must be worn without exception.

Harvey Campus Offerings Overview

State ID	National ID	Qualification	Duration
Business and Finance			
AZV4	SIT20116	Certificate II in Tourism	4 Terms
BFT1	BSB20120	Certificate II in Workplace Skills	4 Terms
BFS5	BSB30120	Certificate III in Business	3 Terms

Disclaimer

Programs are subject to minimum student enrolments and will only run if viable numbers are achieved. South Regional TAFE also reserves the right to alter delivery times and course content.



VET in Schools

Course Offerings



Certificate II in Tourism

National ID: SIT20116 State ID: AZV4

This qualification reflects the role of individuals who have a defined and limited range of tourism operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in many tourism and travel industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites, and any small tourism business.

Work could be undertaken in an office environment where the planning of tourism and travel products and services takes place, in the field where products are delivered, or a combination of both.

This course covers:

- ▶ Interacting with customers
- ▶ Work processing, internet and email skills
- ▶ Providing visitor information
- ▶ Understanding tourism products and services
- ▶ Understanding and working with different cultures

Possible job titles include:

- ▶ Documentation clerk for a tour wholesaler or travel agency
- ▶ Museum attendant
- ▶ Office assistant for a tour operator
- ▶ Receptionist and office assistant in a travel agency
- ▶ Retail sales assistant in an attraction
- ▶ Ride attendant in an attraction.

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 6
- ▶ Available to: Year 11

Delivery period

Day	Location	Duration
Thursday or Friday	Harvey	4 Terms

Commitment

- ▶ Minimum of two hours of homework/study per week
- ▶ Full participation in training activities

Student to supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Uniform – Polo T-shirt to be purchased (details will be provided prior to commencement)

Further study options

- ▶ Certificate III in Tourism



Certificate II in Workplace Skills

National ID: BSB20120 State ID: BFT1

This qualification reflects the role of individuals in a variety of entry-level business services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Successful completion of this qualification provides an opportunity to gain employment as:

- ▶ Clerical worker
- ▶ Administration officer
- ▶ Data entry operator
- ▶ Receptionist

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11

Delivery Period

Day	Location	Duration
Thursday or Friday	Harvey	4 Terms

Commitment

- ▶ Minimum of two hours of homework/study per week
- ▶ Full participation in training activities

Student to Supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Text books

Further Study Options

- ▶ Certificate III in Business
- ▶ Certificate III in Business Administration



Certificate III in Business

National ID: BSB30120 State ID: BFS5

This qualification reflects the role of individuals in a variety of business services job roles. It is likely that these individuals are establishing their own work performance.

Individuals 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, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Successful completion of this qualification provides an opportunity to gain employment as:

- ▶ Clerical worker
- ▶ Administration officer
- ▶ Data entry operator
- ▶ Receptionist

Competitive entry

This is a competitive course and will require an interview.

- ▶ Available places: 5
- ▶ Available to: Year 11 and 12

Delivery Day	Location	Duration
Thursday and Friday	Harvey	3 Terms

Commitment

- ▶ Minimum of two hours of homework/study per week
- ▶ Full participation in training activities

Student to Supply

(Guide only) Specific course requirements will be provided at enrolment.

- ▶ Pens, paper, files, USB
- ▶ Text books

Further Study Options

- ▶ Certificate IV in Business



Require additional information?

South Regional TAFE Harvey Campus

Address: 7 James Stirling Place, Harvey WA
6220 Phone: 6371 3050 or Freecall 1800 621
445 Email: Harvey@srtafe.wa.edu.au

Contacts

Course Information Team

Phone: 6731 3070 or Freecall 1800 621 445
Email: CourseInformation@srtafe.wa.edu.au

VETdSS Applications

Email: VETdSS.Applications@srtafe.wa.edu.au

Careers advice

South West Jobs and Skills Centre
Phone: 13 64 64
Email: bunburyjsc@srtafe.wa.edu.au
Website: jobsandskills.wa.gov.au

Visit the Website

southregionaltafe.wa.edu.au