



Bunbury Cathedral Grammar School

Senior School Handbook VET Programs 2021 Year 11 & 12



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Bunbury Trade Training Centre Delivery Sites

Bunbury Catholic College (BCC)	Rodsted Street, Bunbury
Eaton Community College Campus (ECC)	20 Recreational Drive, Eaton
Manea Senior College (MSC)	60 Robertson Drive, Bunbury



Vocational Educational & Training Pathways (VET)

VET pathways offer students the opportunity to achieve an Industry Training Qualification and participate in Workplace Learning (Work Experience) while completing Year 11 and 12.



Enrolments in VET qualifications cannot be guaranteed as many courses have competitive entry and are subject to the availability of places.

FEES - Registered Training Organisation (RTO) fees may apply. The 2021 fees have been estimated and are indicated with the course description.

BCGS will contribute up to \$1000 per student to assist with the cost of VET fees.

The following pages outline the three VET pathways offered at BCGS for 2021/2022.

1. VET delivered at Bunbury Cathedral Grammar School

Students attend school five days per week; the training qualification is completed at School on the normal timetable.

ATAR pathway students can do a School a qualification. Students need to commit to two years, as the qualification is completed over two years.

2. VET in Schools

Students attend School when not attending training with an external Registered Training Organisation (RTO) to complete a training qualification. Workplace Learning is completed during examination weeks/holidays/Country Week. Each student has an individual plan to cover the hours required.

3. Pre-Apprentice in School (PAiS)

Students attend School three days per week and South Regional TAFE two days per week to complete a training qualification. Some PAiS programs include one day of training and one day of Workplace Learning. **We DO NOT recommend this until Year 12.**

Application Process:

A list of courses on offer for 2022 will become available in June 2021.
Applications must be made through the school VET coordinator.

*****Applications for 2021 are now closed*****

VET Pathway Summary for Year 11 students at BCGS 2021

WITHIN BCGS		
Certificate II Business	Certificate II Sport and Recreation	Certificate III Music

BUNBURY REGIONAL TRADE TRAINING CENTRES		
BUNBURY CATHOLIC COLLEGE SITE		
Certificate Course	Day/s Available	Term of Course
Certificate II in Engineering Pathways	Thursday or Friday	3 Terms
Certificate II in Plumbing	Thursday	2 Years (CTF Scholarship)
Certificate III in Business	Friday	2 Terms
Certificate III in Retail	Monday	2 Terms
Certificate III in Work Health & Safety	Tuesday	2 Terms
Diploma of Leadership Management	Wednesday	2 Years
<i>This Diploma provides a pathway into Curtin University Bachelor of Business Administration. Students receive up to a total of 125 credit points, giving you a head start on your University degree while completing high school studies</i>		
Diploma of Work, Health and Safety	Wednesday	2 Years
<i>Provides a Pathway into Curtin University Bachelor of Science (Health Safety & Environment) Students will receive up to a total of 200 credit points, giving you a head start on your University degree while completing high school studies</i>		

EATON COMMUNITY COLLEGE SITE		
Certificate Course	Day/s Available	Term of Course
Certificate II Construction (Pathway - Trades)	Thursday	2 Years (CTF Scholarship)
Certificate II in Electronics	Thursday	3 Terms
Certificate III in Aviation (remote pilot – visual line)	Wednesday	2 Terms

MANEA SENIOR COLLEGE SITE		
Certificate Course	Day/s Available	Term of Course
Certificate II in Medical Services First Response	Thursday	3 Terms
Certificate III in Community Services <i>Leads to Cert IV Community Services in Year 12</i>	Thursday	3 Terms
Certificate III in Early Childhood Education and Care	Tuesday	3 Terms
Certificate III in Education Support <i>Leads to Cert IV in Education Support in Year 12</i>	Tuesday	3 Terms
Certificate III in Health Services Assistance <i>Leads to Cert IV in Health Care OR Cert IV Preparation for Health and Nursing Studies in Year 12</i>	Friday	3 Terms

VET Pathway Summary for Year 12 students at BCGS 2021

WITHIN BCGS
Certificate II Business

SOUTH WEST REGIONAL TAFE – ALL 2 DAYS A WEEK – FREE		
Certificate Course	Days Delivered	Duration
Certificate II in Business	Thursday & Friday	2 Terms
Certificate II in Engineering Pathways	Thursday & Friday	3 Terms
Certificate II in Hospitality	Thursday & Friday	2 Terms
Certificate II in Information, Digital Media & Technology	Thursday & Friday	3 Terms
Certificate II in Retail Cosmetics	Thursday & Friday	3 Terms
Certificate II in Retail Services	Thursday & Friday <i>for 6 weeks</i>	2 Terms
Certificate II in Salon Assistant	Thursday & Friday	2 Terms
Certificate II in Sport & Recreation	Thursday & Friday	3 Terms
Certificate II in Tourism	Thursday & Friday	2 Terms
Certificate III in Accounts Administration	Thursday & Friday	2 Terms

BUNBURY REGIONAL TRADE TRAINING CENTRES		
BUNBURY CATHOLIC COLLEGE SITE		
Certificate Course	Days Delivered	Duration
Certificate II in Engineering Pathways	Thursday or Friday	3 Terms
Certificate III in Business	Friday	2 Terms
Certificate III in Retail	Monday	2 Terms
Certificate III in Work Health & Safety	Tuesday	2 Terms

EATON COMMUNITY COLLEGE SITE

Certificate Course	Day/s Delivered	Duration
Certificate II in Automotive Electrical Technology	Thursday & Friday <i>2 days per week</i>	3 Terms
Certificate II Automotive Servicing Technology	Monday & Tuesday <i>2 days per week</i>	3 Terms
Certificate II in Electronics	Thursday	3 Terms
Certificate II in Electrotechnology	Thursday & Friday <i>2 days per week</i>	1 Year
Certificate III in Aviation (Remote Pilot)	Wednesday	2 Terms

MANEA SENIOR COLLEGE SITE

Certificate Course	Day/s Delivered	Duration
Certificate II in Medical Services First Response	Thursday	3 Terms
Certificate III in Community Services	Thursday	3 Terms
Certificate III in Early Childhood Education and Care <i>Requires First Aid Certificate * extra cost \$150</i>	Tuesday	3 Terms
Certificate III in Education Support	Tuesday	3 Terms
Certificate III in Health Services Assistance	Friday	3 Terms
Certificate IV in Business	Thursday	3 Terms
Certificate IV in Community Services	Monday	3 Terms
Certificate IV in Education Support <i>Pre-Requisite: Certificate III in Education Support</i>	Monday	3 Terms
Certificate IV in Health Care	Monday	3 Terms
Certificate IV in Preparation for Health and Nursing	Tuesday	3 Terms

VET Delivered at Bunbury Cathedral Grammar School

How do students apply?

Students apply by selecting the qualification on the Senior School application form.

Business

Qualification - Certificate II in Business (BSB20115)

This one year Training Qualification will prepare students for further study and eventual employment in the Administration / Business industry as Office Administrators, Receptionists and Personal Secretaries.

Students will develop transferable skills that will form an essential platform to succeed in almost any work environment.

Delivered every year at BCGS to Senior Secondary students.

Sport and Recreation

Qualification - Certificate II in Sport Coaching (SIS20115)

This nationally recognised qualification is a sports business administration program that has been developed with input from a range of industry experts. The program is designed to prepare students for a career in Sports Administration and Management or to provide the foundation skills required for a career in general business.

The program will provide students with an opportunity to learn key business skills whilst applying the learning in a hands-on sporting context.

For students who enjoy sport, this is the ideal subject choice to keep students engaged and a range of future career options open.

Delivered over two years at BCGS.

Music

Qualification - Certificate III Music (CUA30915)

This qualification will provide you with an overview of the key requirements necessary to enter the music industry. You will be introduced to the practical aspects of performance, sound production and band management. You will develop a broad industry knowledge that includes units in song writing, composition, live and studio performance, demo recording, band management, copyright, occupational health, and safety and music history.

Delivered over two years at BCGS.

YEAR 11 Options

BUNBURY REGIONAL TRADE TRAINING CENTRES

How do students apply?

Students see the VET coordinator for application forms.

Building and Construction

Qualification: Certificate II Building and Construction (Pathway – Trades) 52824WA

This qualification provides practical skills & insight into the construction industry, particularly in the brick & blocklaying field, and the carpentry & joinery field. This course is delivered over two years and aims to provide students with an insight into a career in the construction industry. Students can expect to: learn about safe working practices, learn about working effectively in the building industry, gain basic practical hand skills, and handle tools and equipment in a safe working environment and effective workplace communication.

CTF Scholarship: NIL cost Delivered: One day a week over 2 Years (Thursday)

Electronics

Qualification: Certificate II Electronics UEE21911

This qualification provides participants with an introduction to the world of electronics and employability skills to transition into other electrical industry areas. You will gain knowledge and practical skills to select, assemble, set up and trouble shoot/maintain electronic devices, troubleshoot DC Circuits and use test equipment.

Approximate cost \$3,920 Delivered: One day a week over 3 Terms (Thursday)

Engineering

Qualification: Certificate II Engineering Pathways MEM20413

This qualification is intended for students interested in exposure to an engineering or related working environment. This qualification will equip graduates with knowledge and skill which will enhance their prospects of employment in an engineering or related working environment.

Approximate cost \$2,620 Delivered: One day a week over 3 Terms (Thursday or Friday)

Medical Services First Response

Qualification: Certificate II Medical Service First Response HLT21015

Students will learn the role of first medical response workers or volunteers who provide initial care to patients. These people provide basic First Aid and emergency responses in the pre-hospital/out of hospital environment.

Approximate cost \$1,720 Delivered: One day a week over 3 Terms (Thursday)

Plumbing

Qualification: Certificate II Plumbing 52700WA

Provides practical skills & insight into the plumbing & gas fitting trades. This program offers students the chance to learn part of a first year apprenticeship in plumbing without having to be employed as an Apprentice. Students are offered both classroom learning, hands on skills in our simulated work environment and on the job experience as part of their work placement.

CTF Scholarship: NIL cost Delivered: One day a week over 2 Years (Thursday)

Aviation

Qualification: Certificate III in Aviation (Remote Pilot) AVI30419

The Certificate III in Aviation (Remote Pilot) AVI30419 is the highest qualification available for those who wish to develop industry leading skills within the remotely piloted aircraft system (RPAS) industry. Along with achieving your Certificate III level qualification in RPAS, you will also obtain a Civil Aviation Safety Authority (CASA) Remote Pilot Licence (RePL).

Approximate cost \$2,320 Delivered: One day a week over 2 Terms (Wednesday)

Business Services

Qualification: Certificate III in Business BSB30115

This qualification looks at the fundamentals of team management and administration in a business environment. This course also focuses on operational planning and looking at ways for continuous improvement, personal development and innovation. It is suitable for students that want to gain insight and skills to pursue a career in business.

Approximate cost \$1,820 Delivered: One day a week over 2 Terms (Friday)

Community Services

Qualification: Certificate III in Community Services CHC32015

This qualification applies to community work delivered through a broad range of services which provide support to individuals and groups. This level is appropriate for support workers, case workers and client contact officers.

Approximate cost \$1,635 Delivered: One day a week over 3 Terms (Thursday)

Early Childhood Education and Care

Qualification: Certificate III in Early Education and Care CHC30113

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

Approximate cost \$1,770 Delivered: One day a week over 3 Terms (Tuesday)

Education Support

Qualification: Certificate III in Education Support CHC30213

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

Approximate cost \$1,370 Delivered: One day a week over 3 Terms (Tuesday)

Health Services Assistance

Qualification: Certificate III in Health Services Assistance HLT33115

This qualification reflects the role of a variety of workers who use a range of decisions, practical procedures and knowledge to provide assistance and support to health professional staff for the care of patients. Health Services Assistance involves working with patients directly under supervision in a wide variety of health fields. This course is practical and endeavours to highlight the wide range of health sectors available to gain a career. Students will attain comprehensive knowledge in infection control, communication, working with colleagues in the health sector, WHS, medical techniques, moving patients, patient observations, medical communication.

Approximate cost \$2,620 Delivered: One day a week over 3 Terms (Friday)

Retail

Qualification: Certificate III in Retail SIR30216

This qualification is intended to give a good range of skills across handling customers, working in teams, visual merchandising and marketing. It is suitable for students who want to further their career in a retail environment.

Approximate cost \$1570 Delivered: One day a week over 2 Terms (Monday)

Work Health and Safety

Qualification: Certificate III in Work Health & Safety BSB30719

This qualification is suitable for students who want to take on Work Health and Safety (WHS) responsibilities. They may provide technical advice and support to a team and apply a range of competencies in varied work contexts. This is a good qualification to give you a base understanding of WHS requirements in the industry.

Approximate cost \$1820 Delivered: One day a week over 2 Terms (Tuesday)

Qualification: Diploma of Work Health & Safety BSB51319

The Diploma of Work Health and Safety is a nationally recognised qualification that is suitable for those who coordinate and maintain the WHS program in an organisation. It reflects the role of practitioners who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

This course provides a pathway into Curtin University Bachelor of Science (Health, Safety and Environment). Students will receive up to a total of 200 credit points, giving them a head start on their University degree while completing their high school studies.

Approximate cost \$4970 One day a week over 2 Years (Wednesday)

Leadership and Management

Qualification: Diploma of Leadership and Management BSB51918

The Diploma of Leadership and Management is a nationally recognised qualification that reflects the role of individuals working as developing and emerging leaders in a range of enterprise and industry contexts. Individuals at this level use communication skills to support individuals and teams to meet organisation or enterprise requirements.

This course provides a pathway into Curtin University Bachelor of Commerce or Curtin University Bachelor of Business Administration. Students will receive up to a total of 125 credit points, giving them a head start on their University degree while completing their high school studies.

Approximate cost \$4970 One day a week over 2 Years (Wednesday)

YEAR 12 Options

BUNBURY REGIONAL TRADE TRAINING CENTRES

How do students apply?

Students see the VET coordinator for application forms.

Automotive

Qualification: Certificate II Automotive Electrical Technology AUR20416

This qualification reflects the role of individuals who perform a range of tasks relating to installing, assembling and servicing electrical components and systems of motor vehicles in the automotive electrical installation, service and repair technology sector.

Approximate cost \$3,570 Delivered: Two days per week over 3 Terms (Thursday and Friday)

Qualification: Certificate II Automotive Servicing Technology AUR20516

This qualification covers the skills and knowledge related to servicing light vehicles. This qualification is typically used to develop workers who are performing vehicle service functions in an automotive environment and would perform a range of mechanical operations involving known routines, methods and procedures.

Approximate cost \$2,670 Delivered: Two days per week over 3 Terms (Monday and Tuesday)

Electronics

Qualification: Certificate II Electronics UEE21911

This qualification provides participants with an introduction to the world of electronics and employability skills to transition into other electrical industry areas. You will gain knowledge and practical skills to select, assemble, set up and troubleshoot/ maintain electronic devices, troubleshoot DC circuits and use test equipment.

Approximate cost \$3,920 Delivered: One day per week over 3 Terms (Thursday)

Electrotechnology

Qualification: Certificate II Electrotechnology (Career Start) UEE22011

The qualification is designed to provide participants with industry specific training to gain skills, knowledge and behaviours to enable transition into an indentured apprenticeship in the Electrotechnology Industry.

Approximate cost \$3,920 Delivered: Two days per week over 1 Year (Thursday and Friday)

Engineering

Qualification: Certificate II Engineering Pathways MEM20413

This qualification is intended for students interested in exposure to an engineering or related working environment. This qualification will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.

Approximate cost \$2,620 Delivered: One day per week over 3 Terms (Thursday or Friday)

Medical

Qualification: Certificate II Medical Service First Response HLT21015

Students will learn the role of first medical response workers or volunteers who provide initial care to patients. These people provide basic First Aid and emergency responses in the pre-hospital/out of hospital environment.

Approximate cost \$1,720 Delivered: One day per week over 3 Terms (Thursday)

Business

Qualification: Certificate III Business BSB30115

This qualification looks at the fundamentals of team management and administration in a business environment. This course also focuses on operational planning and looking at ways for continuous improvement, personal development and innovation. It is suitable for students that want to gain insight and skills to pursue a career in business.

Approximate cost \$1,820 Delivered: One day per week over 2 Terms (Friday)

Qualification: Certificate IV Business BSB40215

This qualification is a nationally recognised qualification suited to those wishing to work in a broad range of administration roles, or for those students wishing to undertake an alternative entry into University. Individuals will use well developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Approximate cost \$2,170 Delivered: One day per week over 3 Terms (Thursday)

Community Services

Qualification: Certificate III Community Services CHC32015

This qualification applies to community work delivered through a broad range of services which provide support to individuals and groups. This level is appropriate for support workers, case workers and client contact officers.

Approximate cost \$1,635 Delivered: One day per week over 3 Terms (Thursday)

Qualification: Certificate IV Community Services CHC42015

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

Approximate cost \$1,770 Delivered: One day per week over 3 Terms (Monday)

Early Childhood

Qualification: Certificate III Early Childhood Education and Care CHC30113

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of Education Care Services National Regulations Quality Standard. They support the implementation of an approved learning framework, support children's wellbeing, learning and development.

Approximate cost \$1,920 Delivered: One day per week over 3 Terms (Tuesday)

Education

Qualification: Certificate III Education Support CHC30213

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

Approximate cost \$1,370 Delivered: One day per week over 3 Terms (Tuesday)

Qualification: Certificate IV Education Support CHC40213

This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision. Some job roles may require tasks to be performed with a moderate level of autonomy and/or the provision of supervision/leadership to other staff/volunteers.

Approximate cost \$1,770 Delivered: One day per week over 3 Terms (Monday)

Health

Qualification: Certificate III Health Services Assistance HLT33115

This qualification reflects the role of a variety of workers who use a range of decisions, practical procedures and knowledge to provide assistance and support to health professional staff for the care of patients. Health Services Assistance involves working with patients directly under supervision in a wide variety of health fields. This course is practical and endeavours to highlight the wide range of health sectors available to gain a career. Students will attain comprehensive knowledge in infection control, communication, working with colleagues in the health sector, WHS, medical techniques, moving patients, patient observations, medical communication.

Approximate cost \$2,810 Delivered: One day per week over 3 Terms (Friday)

Qualification: Certificate IV Health Care HLT41115

This course is designed for the person who wishes to commence a career in providing emergency services support to the mining and industrial sectors and may be progressing from the Certificate II in Medical Service First Response. Suggestions Cert II Medical Services First Response Year 11 and Certificate IV in Health Care Year 12. The Certificate IV in Health Care contains 7 (seven) units from DNA Kingston Training programme HLT21015 Certificate II in Medical Service First Response qualification, which will be identified as credit transfer.

Approximate cost \$2,220 Delivered: One day per week over 3 Terms (Monday)

Qualification: Certificate IV Preparation for Health and Nursing Studies 52831WA

This course is designed to provide students with the skills and knowledge to ease comfortably into studying health science, with an understanding of anatomy, physiology, microbiology, infection control, applied mathematics, physics and chemistry. This course will also improve your study skills and knowledge for a smoother transition into university

Approximate cost \$2,570 Delivered: One day per week over 3 Terms (Tuesday)

Retail

Qualification: Certificate III Retail SIR30216

This qualification is intended to give students a good range of skills across handling customers, working in teams, visual merchandising and marketing. It is suitable for students who want to further their career in a retail environment.

Approximate cost \$1,570 Delivered: One day per week over 2 Terms (Monday)

Work Health & Safety

Qualification: Certificate III Work Health & Safety BSB30719

This qualification is suitable for students who want to take on Work Health and Safety (WHS) responsibilities. They may provide technical advice and support to a team and apply a range of competencies in varied work contexts. This is a good qualification to give you a base understanding of WHS requirements in industry.

Approximate cost \$1,820 Delivered: One day per week over 2 Terms (Tuesday)

YEAR 12 VET in Schools (VETiS) Options

SOUTH WEST REGIONAL TAFE

All 2 Days a Week - FREE

How do students apply?

Students apply via the South Regional Tafe website: see the VET coordinator for the link and instructions.

Certificate II in Business BSB20115

Business encompasses a huge range of career options. From developing a business idea, to ensuring you've got the right people, processes and structures in place to achieve a strategy. This course is designed to teach you the fundamentals while also giving you the necessary problem solving and organisation skills to thrive in an active marketplace.

Delivered: Two days a week over 2 Terms (Thursday and Friday)

Certificate II in Engineering Pathways MEM20413

Preparing for a career in an engineering environment, this course provides students with the greatest portability across three trades (Fitting & Machining, Metal Fabrication and Heavy Automotive), providing candidates with the opportunity to make an informed decision as to what career path they may take. Employers are looking for applicants with the foundation skills and knowledge, this course will ensure students have a clear understanding of the fundamentals, including measure, calculate and use tools, draw and interpret sketches and work health and safety requirements.

Delivered: Two days a week over 3 Terms (Thursday and Friday)

Certificate II in Hospitality SIT20316

If you like working with people from all walks of life and like to travel, a hospitality qualification will give you skills that can take you around the globe. Gain invaluable knowledge and experience such as barista skills, hospitality, bar skills, restaurant service skills and customer service.

Delivered: Two days a week over 2 Terms (Thursday and Friday)

Certificate II in Information, Digital Media & Technology ICT20115

When you complete this course you will have made a start towards a career in information technology, or be ready for employment using a range of technologies. Students will gain the practical skills and knowledge to operate the essential functions of a computer, including learning skills that enable them to operate a computer, perform basic troubleshooting, and use software applications which include packages for work processing, spreadsheets, databases, presentation packages, internet, email and digital media.

Delivered: Two days a week over 3 Terms (Thursday and Friday)

Certificate II in Retail Cosmetics SHB20116

Do you have a passion for working with people and making them feel good about themselves? There are many opportunities that can lead to a rewarding career in the beauty or complementary therapies field.

This entry level qualification provides you with a range of skills to work in settings that provide direct services for clients.

Under the supervision of industry professionals, you will acquire the skills and knowledge required to consult with clients, analyse face and skin, and demonstrate how to apply make-up products to suit each individual client's needs or make-up brief.

Delivered: Two days a week over 3 Terms (Thursday and Friday)

Certificate II in Retail Services SIR20216

Gain a competitive advantage and establish valuable skills and basic knowledge in the retail sector. On completion of this qualification you will know how to merchandise, market, sell and control stock, customer service, point of sale systems, balancing the register, effective communication, team work and theft prevention in retail and wholesale establishments along with knowledge of the global world of sales with online shopping.

Delivered: Two days a week for 6 weeks, over 2 Terms (Thursday and Friday)

Certificate II in Salon Assistant SHB20216

Are you ready to have the skills to impress potential employers as a salon assistant, on your way to becoming a hairdresser. This preparatory qualification ensures students gain basic skills and knowledge used in hairdressing salons including shampooing, maintaining hairdressing tools, scheduling appointments, merchandising and work place health and safety.

Delivered: Two days a week over 2 Terms (Thursday and Friday)

Certificate II in Sport & Recreation SIS20115

Set yourself on the path to a career in the sport and recreation industry with this entry-level qualification. Gain the skills and knowledge to effectively provide support in sport and recreation programs. During this course students develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision.

Delivered: Two days a week over 3 Terms (Thursday and Friday)

Certificate II in Tourism SIT20116

When you complete this course you will be ready to enter a career working in the tourism and travel industry sectors. You will have the skills and knowledge to work effectively with a diverse range of employers including tourist attractions, tour operators, tour guiding, companies, event operators, retail travel agencies, wineries, tour wholesalers, visitor information centres, natural, cultural and heritage sites, caravan park operations and a wide range of small tourism businesses.

Delivered: Two days a week over 2 Terms (Thursday and Friday)

Certificate III in Accounts Administration FNS30317

If you have an eye for figures, can think on your feet, and enjoy working with others, then this is an excellent qualification to launch you towards a highly successful and rewarding career.

This course is ideal if you are comfortable working with numbers and financial concepts or have good problem solving and analytical skills. It will introduce you to basic accounting skills and terminology and prepares you for a role as an accounts clerk.

Delivered: Two days a week over 2 Terms (Thursday and Friday)

Recommended School Courses for VET Students

English

Course	Year 11 2021	Year 12 2022	Focus
General English	GEENG	GTENG	Apprenticeship, Further Training & Employment

General English (GEENG)

The General English course does not require students to sit WACE exams at the end of Year 12, however, they must sit a School Curriculum and Standards Authority Externally Set Task in Term 2 of Year 12.

Mathematics

If students are capable of doing Mathematics Essential it is recommended for Electro-technology.

Course	Year 11 2021	Year 12 2022
Mathematics Essential	GEMAE	GTMAE

Mathematics Essential General (GEMAE)

The Mathematics Essential General course focuses on using mathematics effectively, efficiently and critically to make informed decisions. It provides students with the mathematical knowledge, skills and understanding to solve problems in real contexts for a range of workplace, personal, further learning and community settings. This course provides the opportunity for students to prepare for post-school options of employment and further training.

Career and Enterprise

Course	Year 11- 2021	Year 12 – 2022
Career & Enterprise – General	GECAE	GTCAE

Career and Enterprise (GECAE)

This course enables students to increase their knowledge of work and career choices and identify a network of people and organisations that can help with school to work transitions. The focus is exploring my world and its connections. Students recognise themselves as part of a network of people and organisations and identify who can help with school to work transitions.

Basic skills and entry-level jobs are studied and links drawn between the two as students broaden their understanding of work roles within specific industry areas.