

## VET COURSES



In 2010 St Andrew's became a Registered Training Organisation (**RTO No: 32322**). This has meant we are able to offer nationally-accredited vocational courses. These are designed to train students for a specific vocation or provide a skills-advantage when students seek part-time employment or further study. Whilst these courses do not contribute to an OP, they provide points for the Queensland Certificate of Education (QCE) and contribute to Tertiary Entrance scores.

The college is proudly able to display the National Accreditation logo on qualifications we deliver. We also offer other certificate courses that are outside our scope of registration and are delivered through another nationally accredited training organisation. Where this is the case, it is indicated in the subject information section below.

Qualification	Information	Description
<p><b>BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Certificate II in Business BSB20112</li> </ul>	<p><b>Pre-requisites:</b> None, however Business Studies in Year Ten can be an advantage to students taking this qualification.</p> <p><b>Future relevance:</b> Administration assistant, customer service, office junior, receptionist.</p> <p><b>Mode of Delivery:</b> Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components</p> <p><b>Credit Points for QCE:</b> 4</p> <p><b>Cost:</b> NIL</p>	<p><b>Description:</b> The Certificate II Business course is a two semester course, however due to flexibility in learning students will be allowed a maximum time of four semesters to complete the course. This course provides students with the basic skills to work successfully in an office environment. The program covers filing, typing, basic financial document preparation and skills in Word and Excel programs.</p>
<p><b>BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Certificate III in Business BSB30112</li> </ul>	<p><b>Pre-requisites:</b> None, however Business Studies in Year Ten can be an advantage to students taking this qualification.</p> <p><b>Future relevance:</b> Customer service, general clerk, receptionist, payroll, typist, data entry, word processing, owning your own business.</p> <p><b>Mode of Delivery:</b> Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components. 30 hours work experience.</p> <p><b>Credit Points for QCE:</b> 8</p> <p><b>Cost:</b> NIL</p>	<p><b>Description:</b> The Certificate III in Business is a four semester course, however flexibility of learning can be considered. This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.</p>

<p><b>TOURISM, TRAVEL &amp; HOSPITALITY</b></p> <ul style="list-style-type: none"> <li>• Certificate II in Tourism SIT20112</li> </ul>	<p><b>Pre-requisites:</b> None  <b>Future relevance:</b> Work as a receptionist or office assistant in a travel office, tourist information centre, resort or with a tour operator.  <b>Mode of Delivery:</b> Face to Face  <b>Assessment:</b> Competency based, practical work and knowledge components.  <b>Credit Points for QCE:</b> 4  <b>Cost:</b> NIL</p>	<p><b>Description:</b> The Certificate II Tourism is two semester course, however due to flexibility in learning students will be allowed a maximum time of four semesters to complete the course. The course is designed to provide students with an entry level qualification to tourism operations. Students wishing to work either part-time or full-time in tourism will be able to receive and process reservations, sell products and services, provide visitor information and work effectively in an office.</p>
<p><b>TOURISM, TRAVEL &amp; HOSPITALITY</b></p> <ul style="list-style-type: none"> <li>• Certificate III in Tourism SIT30112</li> </ul>	<p><b>Pre-requisites:</b> None  <b>Future relevance:</b> Work in various tourism industry sectors including retail travel, tour operator, resorts and information centres as a booking agent, consultant, sales person or tour coordinator, etc.  <b>Mode of Delivery:</b> Face to Face  <b>Assessment:</b> competency based. Practical work and knowledge components. 30 hours work experience.  <b>Credit Points for QCE:</b> 7  <b>Cost:</b> NIL</p>	<p><b>Description:</b> The Certificate III Tourism is a four semester course, however flexibility of learning can be considered. This qualification provides the skills and knowledge for an individual to be competent in a range of well-developed tourism sales, operational and tour delivery skills. Students plan holidays and learn how to provide information about tourism products and services. The fields include any destination, local or regional area, tourist precincts and attractions.</p>
<p><b>TOURISM, TRAVEL &amp; HOSPITALITY</b></p> <ul style="list-style-type: none"> <li>• Certificate I in Hospitality SIT10213</li> </ul>	<p><b>Pre-requisites:</b> None, however Year Ten Hospitality can be an advantage to students taking this qualification.  <b>Future relevance:</b> Work in kitchen, café or as a barista. Assist with apprenticeship in Hospitality/Chef.  <b>Mode of Delivery:</b> Face to Face  <b>Assessment:</b> Competency based, practical work and knowledge components.  <b>Credit Points for QCE:</b> 2  <b>Cost:</b> NIL</p>	<p><b>Description:</b> The Certificate I Hospitality is a four semester course, however flexibility of learning can be considered. Students engage in a range of kitchen skills including coffee-making and food preparation that would prepare them for part-time or full-time work in either a café or restaurant. It also provides pathway skills that can help with gaining an apprenticeship in Hospitality.</p>

<p><b>INFORMATION and COMMUNICATIONS TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>• Certificate II in Information, Digital Media and Technology ICA20111</li> </ul>	<p><b>Pre-requisites:</b> None  <b>Future relevance:</b> This qualification provides entrance level skills from which students can seek further qualifications and provides basic skills to provide junior office support and work as an office or records assistant.  <b>Mode of Delivery:</b> Face to Face  <b>Assessment:</b> Competency based, practical work and knowledge components.  <b>Credit Points for QCE:</b> 4  <b>Cost:</b> NIL</p>	<p><b>Description:</b> The Certificate II in Digital Media is a four semester entry level course, however flexibility of learning can be considered. This course provides the foundation skills and knowledge to use information and communications technology in any industry. Students to gain basic IT skills that include installing and managing software programs, familiarity with programs to facilitate diagnostic and advanced features.</p>
<p><b>Qualifications through other providers</b></p>		
<p><b>FITNESS</b>  (Provider: College of Health &amp; Fitness/RTO No: 30798)</p> <ul style="list-style-type: none"> <li>• Certificate III in Fitness SIS30313</li> </ul>	<p><b>Pre-requisites:</b> None  <b>Future relevance:</b> Work as an exercise instructor in gyms, fitness facilities, pools and community facilities.  <b>Mode of Delivery:</b> Face to Face  <b>Assessment:</b> Competency based, practical work and knowledge components.  <b>Credit Points for QCE:</b> 8  <b>Cost:</b> \$550 + \$40 First Aid Certificate Fee</p>	<p><b>Description:</b> The Certificate III in Fitness is a four semester course designed to equip students with the knowledge and skills to perform the duties of a gym, group or aqua aerobics instructor. As well as a basic knowledge of Human Physiology and Kinesiology, students develop skills in program design and effective demonstration and safety for fitness training.</p>
<p><b>FITNESS</b>  (Provider: College of Health &amp; Fitness/RTO No: 30798)</p> <ul style="list-style-type: none"> <li>• Certificate IV in Fitness SIS40210</li> </ul>	<p><b>Pre-requisites:</b> Cert III Fitness  <b>Future relevance:</b> Work as an exercise trainer or program coordinator in gyms, fitness facilities, pools, community facilities and as personal trainer.  <b>Mode of Delivery:</b> Face to Face  <b>Assessment:</b> Competency based, practical work and knowledge components.  <b>Credit Points for QCE:</b> 8  <b>Cost:</b> \$650</p>	<p><b>Description:</b> The Certificate III in Fitness is a four semester course designed to equip students with the knowledge and skills to perform the duties of a gym, group, aqua aerobics or personal trainer. As well as a basic knowledge of Human Physiology and Kinesiology, students develop skills in program design and effective demonstration and safety for fitness training.</p>

<p><b>JUSTICE and LAW</b> (Provider: Unity College/RTO No: 32133)</p> <ul style="list-style-type: none"> <li>• Certificate IV in Justice Studies</li> </ul>	<p><b>Pre-requisites:</b> Completion of Year 10 (or equivalent). It is an advantage if students are doing Legal Studies but not essential.</p> <p><b>Future relevance:</b> Suitable for careers in the QLD Police, Government Justice, Court Jobs and Corrections, legal offices. Provides a pathway to completion of a Diploma within one semester and credit towards university study.</p> <p><b>Mode of Delivery:</b> Online/Face to Face.</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 8</p> <p><b>Cost:</b> \$600</p>	<p><b>Description:</b> The Certificate IV in Justice Studies is a four semester course. The program will prepare students for further study and employment in law enforcement, legal or corrections departments. The course is delivered online with email and phone support. Two compulsory study workshops (Semester 1 and 2) at Coolum High School, after hours.</p>
<p><b>EARLY CHILDHOOD</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate III in Early Childhood Education and Care CHC30113</li> </ul>	<p><b>Pre-requisites:</b> Completion of Year 10 (or equivalent), Working with Children Blue Card, mandatory work experience placement of 120 hours.</p> <p><b>Future relevance:</b> This course is designed to provide students with a qualification to work in a child care centre, as an assistant. This course is a pre-requisite for the Diploma in Children's Services which provides the qualification to work as a group leader.</p> <p><b>Mode of Delivery:</b> Online/Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 8</p> <p><b>Cost:</b> TBA by TAFE</p>	<p><b>Description:</b> The Certificate III in Children's Services is a four semester course that enables students to work in an Early Learning Centre or Child Care Centre as an assistant. It provides all industry skills including safety and management of children.</p>
<p><b>AUTOMOTIVE</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate II in Automotive Vocational Program AUR20712</li> </ul>	<p><b>Pre-requisites:</b> None, however Year 10 or equivalent is recommended. Students require a reasonable level of literacy and numeracy. Cotton work wear (long pants and long sleeved shirt), steel cap boots and safety glasses are required.</p> <p><b>Future relevance:</b> Work in the automotive industry performing general automotive repairs and sales of spare parts. May assist with an apprenticeship.</p> <p><b>Mode of Delivery:</b> Face to Face</p>	<p><b>Description:</b> The Certificate II in Automotive Vocational Program is a one semester course delivered on campus (Nambour) one day per week. This program focuses on the trade orientated areas of mechanical and auto electrics and provides students with a qualification to transition from school to work in the automotive industry.</p>

	<p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 4</p> <p><b>Cost:</b> TBA by TAFE</p>	
<p><b>CONSTRUCTION</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate I in Construction CPC10111</li> </ul>	<p><b>Pre-requisites:</b> None, however Year Ten Design Technology can be an advantage to students taking this qualification. Cotton work wear - long pants and long sleeved shirt, steel capped boots and a pair of safety glasses</p> <p><b>Future relevance:</b> work in construction industry. Assist with apprenticeship in Carpentry or traineeship in construction.</p> <p><b>Mode of Delivery:</b> Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 3</p> <p><b>Cost:</b> Nil</p>	<p><b>Description:</b> The Certificate I Construction is a two semester entry level course into the construction industry. It is designed to give a combination of on- the-job work experience and basic skills in tools and materials, costing, workplace safety and project management. It would be an ideal program for those with an interest in obtaining employment in the areas of Carpentry, Bricklaying, Tiling and Plastering etc. The course is delivered on campus (Nambour) one day per week.</p>
<p><b>MANUFACTURING</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate II in Manufacturing Technology MSA20208</li> </ul>	<p><b>Pre-requisites:</b> None, however Year Ten Design Technology can be an advantage to students taking this qualification. Closed in shoes, long sleeves and long pants are required.</p> <p><b>Future relevance:</b> Pathway to Certificate III Manufacturing Technology (Fee Free to Year 12 Graduates). Assist with apprenticeship.</p> <p><b>Mode of Delivery:</b> Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 4</p> <p><b>Cost:</b> TBA by TAFE</p>	<p><b>Description:</b> This program is a two semester course that provides insight into the Manufacturing and Engineering industries. It would be ideal for those considering an apprenticeship in Engineering leading towards a career as a Fitter and Turner, Fabricator Boilermaker. The course is delivered on campus (Nambour) one day per week.</p>

<p><b>HORTICULTURE</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate II in Horticulture AHC20410</li> </ul>	<p><b>Pre-requisites:</b> None, however Year 10 or equivalent is recommended. Students require a reasonable level of literacy and numeracy. Hat, secateurs and work boots are required for practical sessions.</p> <p><b>Future relevance:</b> work in a nursery, landscape assistant, parks and garden labourer, lawn and garden maintenance. Provides a pathway to M, Certificate III in Horticulture (Fee Free to Year 12 Graduates) and Diploma courses.</p> <p><b>Mode of Delivery:</b> Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 4</p> <p><b>Cost:</b> TBA by TAFE</p>	<p><b>Description:</b> This program is a two semester course that provides skills and knowledge to gain employment in the nursery, landscape, garden maintenance and environmental industries. This course is delivered on campus (Nambour) one day per week.</p>
<p><b>TOURISM, TRAVEL &amp; HOSPITALITY</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate II in Hospitality SIT20212</li> </ul>	<p><b>Pre-requisites:</b> None, however Year Ten Hospitality can be an advantage to students taking this qualification. Smart, neat casual clothes with closed in shoes.</p> <p><b>Future relevance:</b> Provides a pathway to Certificate III in Hospitality (Fee Free to Yr 12 Graduates), Certificate IV and Diploma qualifications. Assist with apprenticeship.</p> <p><b>Mode of Delivery:</b> Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 4</p> <p><b>Cost:</b> TBA by TAFE</p>	<p><b>Description:</b> This is a 1.5 semester program that provides the skills and knowledge to be competent in a range of kitchen activities within hospitality establishments including restaurants, coffee shops, take away foods, hotels and most food preparation industries. This course is delivered on campus (Mountain Creek) one day per week.</p>
<p><b>HAIRDRESSING</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate II in Hairdressing SIH20111</li> </ul>	<p><b>Pre-requisites:</b> None, however Year Ten (or equivalent) is recommended. Black and white attire with closed in shoes.</p> <p><b>Future relevance:</b> Provides a pathway to Certificate III and IV qualifications and can assist with apprenticeship.</p> <p><b>Mode of Delivery:</b> Face to Face</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE:</b> 4</p>	<p><b>Description:</b> This is a one semester course that provides an introduction to the hairdressing industry the skills and knowledge to work as a salon assistant. This course is delivered on campus (Mooloolaba) one day per week.</p>

	<b>Cost:</b> TBA by TAFE	
<b>BEAUTY</b> (Provider: TAFE/RTO No: 0418) <ul style="list-style-type: none"> <li>• Certificate II in Retail Make-Up and Skin Care SIB20110</li> </ul>	<b>Pre-requisites:</b> None, however Year Ten (or equivalent) is recommended. Smart, neat black and white attire with closed in shoes. <b>Future relevance:</b> Work in the beauty industry as a make-up artist, assistant or receptionist. Provides a pathway to Certificate III, IV or Diploma and short courses in cosmetic tanning and pierce ears. <b>Mode of Delivery:</b> Face to Face <b>Assessment:</b> Competency based, practical work and knowledge components. <b>Credit Points for QCE:</b> 4 <b>Cost:</b> TBA by TAFE	<b>Description:</b> This is a one semester course that provides an introduction to the make-up and skin care industry. The course develops the skills required to perform make-up artistry (everyday, photography and camouflage) and learn the basic routine of a workplace offering make-up and skin care services, workplace health and safety, financial transactions and cleaning. This course is delivered on campus (Mooloolaba) one day per week.
<b>BEAUTY</b> (Provider: TAFE/RTO No: 0418) <ul style="list-style-type: none"> <li>• Certificate II in Nail Technology SIB20210</li> </ul>	<b>Pre-requisites:</b> Completion of year 10 (or equivalent), and be 16 years old. <b>Future relevance:</b> Work as a nail technician. <b>Mode of Delivery:</b> Face to Face <b>Assessment:</b> Competency based, practical work and knowledge components. <b>Credit Points for QCE:</b> 4 <b>Cost:</b> TBA by TAFE	<b>Description:</b> This program will provide you with the necessary skills and knowledge to become a proficient Nail Technician in the acrylic and gel areas. On successful completion of this course you will be able to work in areas such as nail bars, beauty salons, hairdressing salons and home based businesses as a nail technician.

<p><b>COMMUNITY SERVICES</b> (Provider: TAFE/RTO No: 0418)</p> <ul style="list-style-type: none"> <li>• Certificate III in Community Service Work CHC30112</li> </ul>	<p><b>Pre-requisites:</b> None, however year 10 (or equivalent) is recommended.</p> <p><b>Future relevance:</b> Employment in various roles such as community development workers, community care workers, residential care workers, neighbourhood centre workers, recreational activities officers or assistant community health workers.</p> <p><b>Assessment:</b> Competency based, practical work and knowledge components.</p> <p><b>Credit Points for QCE: 8</b></p> <p><b>Cost:</b> TBA by TAFE</p>	<p><b>Description:</b> This program will give students a broad introduction to the community services sector and how it operationalises services for clients. Students will study communication skills, cultural awareness, organisational skills, community development and other relevant. This program will qualify you to work as a support worker, case worker and client contact officer competencies.</p>
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**For all TAFE provided courses please note:**

TAFE is in the process of finalising VET in Schools courses and information for 2015. Other programs TAFE may offer include Outdoor Recreation, Sports and Recreation, Fashion and Health (all to be advised). Please contact the SAAC VET Coordinator (Mrs Lizie Bray) for more information by phoning 5449 5856 or emailing [lbray@saac.qld.edu.au](mailto:lbray@saac.qld.edu.au)

The above information obtained from TAFE 'is correct at time of creation but may change without notice'. Program commencement may be contingent on minimum enrolment numbers being achieved and students are responsible for making their own transport arrangements to and from the TAFE campus.