2020 VETiS COURSE GUIDE
VOCATIONAL EDUCATION AND TRAINING IN SCHOOL
RELEASED MAY 2019
BE WHAT YOU WANT TO BE
CQU.EDU.AU
VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS

If you’re a Year 10*, 11 or 12 high school student, you can kickstart your career by starting a vocational education and training (VET) course while still at school. CQUniversity Australia’s Vocational Training and Education in Schools (VETiS) program allows you to study a range of VET courses as part of your Queensland Certificate of Education (QCE) and/or Australian Tertiary Admission Rank (ATAR). As a registered training organisation and trusted local provider, we give you the option to choose between Certificate I, II, III, IV and Diploma level courses in a wide variety of disciplines.

THE BENEFITS OF THE VETIS PROGRAM
VETiS provides you with the opportunity to achieve job readiness and gain:
» practical hands-on training
» valuable skills for greater employability
» credit towards your Queensland Certificate of Education (QCE)
» real trade skills and qualifications while completing high school
» a competitive edge in the employment marketplace
» credit towards further study.

Plus, Year 11 students can include a Certificate III qualification or higher to contribute to the Australian Tertiary Admission Rank (ATAR), which replaces the Overall Position (OP) as the standard pathway to tertiary study for Queensland Year 12 students.

VETIS STUDY OPTIONS
There are three ways to undertake a VETiS program.

1. Become a school-based apprentice or trainee. For more information on school-based apprenticeships or traineeships, please visit www.training.qld.gov.au/apprentices.

2. Study a VET course with CQUniversity – delivered at one of our locations, mixed mode or online.

3. Study a VET course via a partnership with your school and CQUniversity. The school forms a partnership, sometimes entering into a third-party agreement with CQUniversity, enabling VET-qualified high school teachers to deliver training to you at your school. You’ll find details regarding Partnered School locations in the course information in this guide and online at www.cqu.edu.au/vetis. Specific information on Partnered Schools may be provided by your school VET Coordinator and CQUniversity representative or by making a specific enquiry via email to vetis@cqu.edu.au.

For more information on VETiS study options check out the VETiS Fact Sheet available at www.training.qld.gov.au/vetis.

HOW TO USE THIS GUIDE
This guide provides information for students, parents and school Vocational Education and Training (VET) Coordinators on VET courses that can be studied whilst still at high school in Year 10*, 11 and 12. These courses form part of your learning pathway for your senior schooling. If you’re interested in participating in the VETiS program, it’s a good idea to discuss your options with your parents or guardians and your school VET Coordinator.

Please read the information in this guide together with the VETIS information on our website www.cqu.edu.au/vetis.

To apply, view the How to Apply information in this guide or on our website, download and complete the application form at www.cqu.edu.au/vetis and submit it to your school VET Coordinator.
FIND THE RIGHT PATH FOR YOU

VETiS is just one of the ways CQUniversity can help you reach your goals.

If you’re thinking about post-school study options, explore TAFE courses and university study options in our 2020 Undergraduate and TAFE Course Guide.

The 2020 Course Directory will help you find everything you need to know about studying at CQUniversity, including an overview of all courses, entry requirements, availabilities and more.

The VETiS program offers you the opportunity to gain real trade skills and qualifications while still completing high school.

ELIGIBILITY REQUIREMENTS

To participate in the VETiS program you must:

» have a sound achievement result in Year 10 Maths and English subjects or equivalent prior to enrolling in the program

» have achieved a minimum high achievement (B) in Year 10 English and a sound achievement (C) in Year 10 Maths if enrolling in a certificate IV or diploma course

» complete the online basic key skills builder (bkSB) pre-enrolment language literacy numeracy (LLN) testing

» be a minimum of 15 years-of-age

» be in Year 10*, 11, 12

» provide a copy of your birth certificate at enrolment

» provide a copy of all previously completed certificate qualifications

» remain enrolled in and attend a Queensland school throughout the duration of the program

» identify the VETiS program in your Senior Education and Training (SET) plan.

Not all qualifications can be accessed if you are in Year 12, depending on the course duration.

PRE-ENROLMENT REQUIREMENTS

The basic key skills builder (bkSB) is a pre-enrolment literacy and numeracy assessment tool for all new VETiS students.

On receipt of your VETiS application, CQUniversity will email you a link to bkSB to complete an initial assessment in both maths and English. Once completed, you will be assigned an Australian Core Skills Framework (ACSF) level.

The ACSF level is then used to provide you with advice around your course of study and to identify if literacy and numeracy support is required. It’s important that you complete this test as you cannot be enrolled or commence study until the bkSB assessment has been completed in full.

You are required to complete the bkSB on your own.

*Applications by Year 10 students may be considered for admission.
COURSE FEES AND CHARGES
From 1 July 2014, the Queensland Government VET investment budget has funded employment stream qualifications. The VETiS qualifications that are funded by the Queensland Government’s VET investment budget are listed on the Queensland Government Department of Employment, Small Business and Training (DESBT) Priority Skills List, available at www.training.qld.gov.au.
Qualifications that are not on the DESBT Priority Skills List are available to study as full-fee paying courses. If fees are applicable to your studies, you may be eligible for a payment plan to cover some or all of the costs of your studies; more details are available at www.cqu.edu.au/fees. The Queensland Government funds only one successful VETiS course. Please ensure to select the course that will best suit your career goals.

The Queensland Government Priority Skills List is released in July each year. Once available, the fully funded courses offered at CQUniversity will be provided on our website at www.cqu.edu.au/vetis.

Not all courses listed within this guide are fully funded (fee free). Please visit www.cqu.edu.au/vetis for the current list of fully funded courses offered at CQUniversity.

Some VET Diploma qualifications are eligible for VET Student Loans, please visit www.cqu.edu.au/vetfees.

WORK PLACEMENT
Some courses listed within this guide require you to participate in work placement activities relevant to your training. These placement hours are in addition to normal classroom attendance and will be organised and administered by your school unless otherwise advised.

Some work placements also include mandatory requirements (such as immunisations, a Blue Card, an Australian Federal Police check, etc.) which need to be met prior to attending a placement.

SCHOOL PARTNERSHIPS
CQUniversity partners with schools in a number of locations to enable CQUniversity teachers or VET-qualified high school teachers to deliver training at schools. As part of our school partnership arrangements, your school will be provided with support, learning and assessment resources to assist with delivery of high quality and relevant training. You will be enrolled with CQUniversity and issued with a CQUniversity qualification or result of assessment upon successful completion of your training.

There are a number of courses where partnership delivery options are available. To discuss a partnership arrangement please email vetis@cqu.edu.au.

AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)
From 2020, the Australian Tertiary Admission Rank (ATAR) will replace the Overall Position (OP) as the standard pathway to tertiary study for Queensland Year 12 students. If you have started year 11 in 2019, will graduate from the end of 2020 and seek entry to tertiary courses from 2021, you will be ranked by ATAR. The ATAR is the standard measure of overall school achievement which indicates your position overall relative to other students. You are able to combine vocational education and training qualifications with school subjects to receive an ATAR score. To receive an ATAR score using a vocational education and training qualification at certificate III or above, you must complete the full qualification and meet QCE requirements. Each TAFE course level (certificate III or higher) will have a single scaled score that can be included in your ATAR.

It is expected that the scaled score for a completed VET diploma will be higher than that for a completed VET certificate IV, which in turn will be higher than the scaled score for a completed VET certificate III.

START UNI NOW (SUN)
SUN offers you, as a Year 10, 11 or 12 student the opportunity to study CQUniversity units from degree-level courses while still in secondary school as part of your Queensland Certificate of Education (QCE). Year 10 students are eligible for Term 3 enrolment only. You can enrol in a range of units, either on campus (face-to-face) or online, and combine them with your regular schoolwork. For more information visit www.cqu.edu.au/sun.

STUDENT SUPPORT
At CQUniversity, we offer a variety of support services to assist our students to develop the personal resilience and skills needed to achieve both your academic and personal goals visit www.cqu.edu.au/support.
HOW TO APPLY

At CQUniversity we’re here to help you every step of the way. If you’re interested in studying a VETiS course in 2020, starting in February or mid-year*, follow these steps to complete and submit your application.

EXPLORE YOUR OPTIONS
Check out the information within this guide in consultation with your parents or guardians and school VET Coordinator. Talk to your parents or guardians, school VET Coordinator and CQUniversity about the pathways and study options available to help you reach your goals. If you would like further information on any of the courses available at CQUniversity visit www.cqu.edu.au/vetis.

Not all courses within this guide are subsidised by the Queensland Government. Visit www.cqu.edu.au/vetis or email vetis@cqu.edu.au for details of costs that may be associated with your chosen course. VETiS courses within this guide may be subsidised (fee free) or fee for service (full fees payable).

COMPLETE YOUR APPLICATION
With parental or guardian consent, complete the 2020 VETiS application for enrolment. The VETiS application can be downloaded from www.cqu.edu.au/vetis. When completing your application, please consider filling out details directly into the online form to ensure accuracy, ensure all sections are completed in full, including: parental or guardian consent, school consent, Unique Student Identifier (USI) and Learner Unique Identifier (LUI). If you do not have a USI you will need to apply for one at www.usi.gov.au. You will also need to provide an email address that you check regularly as both the bksb link and confirmation of your enrolment will be sent to this email address. Please note incomplete applications cannot be processed and will be returned for correction.

SUBMIT YOUR APPLICATION
Once you have completed your application, print and submit this to your school VET Coordinator or Career Adviser with a copy of your birth certificate and copy of previously completed certificate qualifications (if applicable). Your school VET Coordinator, in consultation with your school principal, will complete the approval sections on the application, and confirm all details are true and correct.

Your VET Coordinator will submit your application with a copy of your birth certificate and previous qualifications (if applicable) by email to vetis@cqu.edu.au. Please note that applications are only accepted via this email address.

PREPARE FOR ENROLMENT
On receipt of your application you will be sent an email with a link to complete the pre-enrolment bksb LLN test. Please click on this link, enter your USI and password (provided in the email) and complete the test. You cannot be enrolled or commence study until this is completed.

On completion of this test you will be enrolled into your chosen course and confirmation of enrolment will be emailed to you.

By following these steps, and provided you meet the eligibility requirements, you’ll be ready to commence your VETiS course with CQU in 2020.

*Some courses have multiple intake periods throughout the year. Class details subject to change.
CQUUniversity offers VETiS courses on campus at a number of locations across Queensland. We also offer you the flexibility to study VETiS courses online, or by mixed mode delivery so you can study from anywhere across Australia, while continuing your enrolment in a Queensland school.

VETiS courses that are available to study online and/or mixed mode delivery may have workshops to attend (some may be compulsory) and you’ll complete these workshops at the CQUUniversity campus or study centre closest to you or by videoconference.

### COURSE DIRECTORY

New courses are listed online as they become available. Please visit our website for the most up-to-date information. For diploma course enquiries please contact the VETiS Team vetis@cqu.edu.au.

Most VETiS courses commence in February.

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<td>CHC50113 - Diploma of Early Childhood Education and Care</td>
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<td>28</td>
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<td>ICT30115 - Certificate III in Information, Digital Media and Technology</td>
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* In some circumstances this qualification is delivered in partnership with a third party training provider. Please visit [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis) for more information.

**Note:** CQUUniversity will consider additional location requests for courses. If you have students interested in studying a course at locations other than those mentioned above, please contact vetis@cqu.edu.au. Please note that courses require a minimum of 12 students at the nominated location.
Visit [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis) for the current list of fully-funded (fee free) VETiS courses available at CQUniversity. For information on how to apply see page 3.

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<td>10283NAT - Certificate IV in Crime and Justice Studies</td>
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<td>MSL20118 - Certificate II in Sampling and Measurement</td>
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<td>MSL30118 - Certificate III in Laboratory Skills</td>
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<td>SHB20216 - Certificate II in Salon Assistant</td>
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<tr>
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<tr>
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<tr>
<td>RII2015 - Certificate II in Resources and Infrastructure Work Preparation</td>
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1 See availability definitions inside back cover.
BUSINESS AND ACCOUNTING

If you’re looking to work in business or logistics you’ll be interested in the study options CQUniversity has available. Choose from a range of courses to give your business career a head start.

BOOKKEEPING

FNS30317 - CERTIFICATE III IN ACCOUNTS ADMINISTRATION

If you would like to pursue a career in finance or formalise your existing practical experience this course may be for you. Your studies will focus on developing valuable skills that are highly sought after by finance departments. Enhance your employability by gaining formal training in fundamental office procedures such as checking and processing financial data entry, accounts payable and accounts receivable and much more. This course is the ideal platform if you choose to increase your skill set and employment prospects by undertaking further studies.

Career Opportunities
Career possibilities may include inventory clerk, accounts clerk, payroll clerk, accounting operative, accounts receivable clerk and accounts payable clerk.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity email address.

Availability
Online.

BUSINESS

BSB20115 - CERTIFICATE II IN BUSINESS

This course provides an introduction to an office environment and will allow you to develop skills in word processing documents, working and communicating effectively, working with spreadsheets, handling mail and filing.

Career Opportunities
Roles in business include administration assistant, clerical worker, data entry operator, receptionist and more.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity student email address.

Availability
Online.

BSB30115 - CERTIFICATE III IN BUSINESS

This course provides an advanced understanding of an office environment and will allow you to further your skills in word processing documents, working and communicating effectively, working with spreadsheets, handling mail and filing.

Career Opportunities
Roles in business include customer service officer, clerical officer, data entry operator, information officer and more.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity student email address.

Availability
Biloela, Gladstone, Rockhampton, Online.

BSB50215 - DIPLOMA OF BUSINESS

If you want to further develop your skills across a wide variety of business functions the Diploma of Business may be for you. Your studies will focus on building skills needed to work in a senior administrative role, including how to effectively manage meetings, conferences, human resources and your professional development. Further study opportunities include the Bachelor of Business or Bachelor of Accounting. You may receive credit within these bachelor degrees following completion of the Diploma of Business (BSB50215).

Career Opportunities
Career possibilities may include executive officer, program consultants or program coordinators.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity email address.

Availability
Online.
BUSINESS ADMINISTRATION

BSB30415 - CERTIFICATE III IN BUSINESS ADMINISTRATION

This course provides you with a broad range of administration competencies in varied work contexts such as using some discretion and judgement and providing some technical advice and support to a team. You will develop skills in communication, teamwork, problem solving, initiative and enterprise, planning and organisation, self-management, learning and technology.

Career Opportunities
Roles in business administration include administration assistant, accounts receivable clerk, accounts payable clerk, junior personal assistant, data entry operator, receptionist and more.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity student email address.

Availability
Biloela, Gladstone, Rockhampton, Online.

BSB40515 - CERTIFICATE IV IN BUSINESS ADMINISTRATION

Study the Certificate IV in Business Administration and equip yourself with valuable administrative skills to enhance your employability and prepare you for office administration and project assistant roles. Your studies will focus on developing a broad skill set across a range of administrative contexts, including the ability to problem solve, and analyse and evaluate information. Following completion of this course, you may choose to further your studies and build on your skills with the Diploma of Business (BSB50215).

Career Opportunities
Career possibilities may include administration supervisor, executive personal assistant, office administrator and project administrator.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity email address.

Availability
Online.
HUMAN RESOURCES MANAGEMENT

BSB50618 - DIPLOMA OF HUMAN RESOURCES MANAGEMENT

If you are looking to commence work in the field of human resources (HR), or would like to advance your career, this course may be for you. Your studies will focus on developing skills enabling you to effectively perform a variety of duties such as recruitment, selection, and developing performance management processes. You will become confident in developing HR policies and procedures, workforce planning and employee relations. Further study opportunities include the Bachelor of Business at CQUniversity. You may receive credit within this degree following completion of the Diploma of Human Resources Management.

Career Opportunities
Career possibilities may include human resources adviser, human resources and change manager, human resources consultant, human resources manager and senior human resources officer.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity email address.

Availability
Online.

SUPPLY CHAIN AND LOGISTICS

TLI21815 - CERTIFICATE II IN LOGISTICS

This course provides introductory skills and knowledge for logistic operations. You will develop skills that will assist you in understanding basic logistics tasks such as goods inwards, goods outwards, as well as basic inventory knowledge.

Career Opportunities
Roles in transport and logistics include logistics clerk, logistics support officer and more.

Work Placement
It is highly recommended that you participate in work experience in conjunction with your school arrangements.

Resource Requirements
Requirements for students studying online
» Access online learning material via an internet connection at your school.
» Participate in monthly tutorial sessions delivered by video conference, this can be done from any CQUniversity campus.
» Maintain email contact with your trainer.
» Participate in online Zoom sessions scheduled as required allowing the teacher to observe, discuss units and connect with students.
» Maintain academic progression and be self-motivated to complete units.

Availability
Online.
CREATIVE, PERFORMING AND VISUAL ARTS

Get practical real-world experience and follow your creative and artistic passion with a visual arts course.

VISUAL ARTS

CUA31115 - CERTIFICATE III IN VISUAL ARTS

This course will advance your visual art abilities, providing you the opportunity to develop skills in drawing and in studio electives including printmaking, painting or silver-smithing.

Design theory and art history are also included in this course.

Career Opportunities

Roles in visual arts include visual artist, craftsperson, visual designer, workshop tutor and more.

Availability

Rockhampton, Mixed Mode, Partnered schools.

Visit [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis) for the current list of fully-funded (fee free) VETiS courses available at CQUniversity. For information on how to apply see page 3.
EDUCATION, TEACHING AND CHILDCARE

Love working with children and making a difference? Our education and childcare courses will get you there. Kickstart your career with CQUndergraduate.

**CHILDCARE**

**CHC30113 - CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE**

This course is the nationally regulated entry-level qualification for working in early childhood education and care. You’ll develop skills in assisting with the implementation of an approved learning framework and supporting the wellbeing, learning and development of children.

**Career Opportunities**

Employment opportunities may include early childhood educator, school-aged care educator, family day care coordinator, or nanny.

**Work Placement**

You will be required to organise work placements each year at a licensed service.

**Availability**

Bundaberg, Cairns, Gladstone, Rockhampton, Mixed Mode, Partnered Schools.

**CHC50113 - DIPLOMA IN EARLY CHILDHOOD EDUCATION AND CARE**

The Diploma of Early Childhood Education and Care provides you with the essential skills and qualification required for a career in one of the fastest-growing sectors in Australia. On completion, you will be equipped to work as a qualified Early Childhood Educator. You will learn how to plan, implement and manage early childhood programs in accordance with quality assurance, licensing and duty of care requirements. As a graduate of this course, you may choose to undertake additional study and enrol in a Bachelor of Education at CQUndergraduate, where you will gain credit for your Diploma of Early Childhood Education and Care.

**Career Opportunities**

Career possibilities may include early childhood educator, family day care educator, family day care coordinator, service director/centre director and out-of-school hours care coordinator.

**Work Placement**

You will be required to organise work placements each year at a licensed service.

**Availability**

Bundaberg, Cairns, Gladstone, Rockhampton, Mixed Mode.

**EDUCATION SUPPORT**

**CHC30213 - CERTIFICATE III IN EDUCATION SUPPORT**

This course will give you the operational knowledge required for a role as a teacher’s assistant. You’ll learn how to provide support to teachers and students as needed in various classroom settings.

**Career Opportunities**

Opportunities may include roles as an education support worker, education assistant and more.

**Work Placement**

You will be required to organise work placement within a school environment.

**Availability**

Cairns, Rockhampton, Mixed Mode.
INFORMATION SYSTEMS AND TECHNOLOGY

CQU’s Information Technology (IT) courses recognise the impact of IT on all aspects of our day-to-day lives. Whether you’re looking to start your career in IT, or for a pathway for future study, our school-based IT courses will meet your learning needs.

INFORMATION TECHNOLOGY

ICT20115 - CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

This course provides you with a foundation for a career in computers and modern technology by giving you fundamental information communication technology (ICT) knowledge and skills. You will be involved in areas such as an introduction to the IT environment, workplace health and safety, hardware and peripherals, software applications and client services. This qualification provides basic digital literacy skills to support a wide range of occupations.

Career Opportunities
Roles in information technology include office assistant, records assistant, junior office support and more.

Resource Requirements
You must have access to a computer with internet, Windows 7/Windows 8.1/Windows 10 and a current Microsoft Office software suite (2013/365/2016).

Availability
Mackay, Rockhampton.

ICT30115 - CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

This course will help to develop your skills and knowledge to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. This course will enable you to work at a level that will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

Career Opportunities
Roles in information technology include help desk officer, help desk assistant, ICT operations support, ICT user support, PC support and technical support.

Resource Requirements
You must have internet access and a computer capable of running Windows 10.

Availability
Mackay, Rockhampton.
LAW, CRIMINOLOGY AND JUSTICE

When studying criminology and justice at CQUniversity, you’ll benefit from strong links to industry allowing you to get a practical understanding of the latest industry practices and give your career a strong start.

CRIMINOLOGY AND JUSTICE

10283NAT - CERTIFICATE IV IN CRIME AND JUSTICE STUDIES

This course will provide you with a sound grounding in workplace skills, knowledge of organisations, management practice and legal knowledge to work effectively and research in the justice field. You will learn how to research, analyse and present information relevant to the criminal justice system and communicate with clients on justice related issues.

Career Opportunities
Roles could include, employment with Queensland Police, corrective services, legal officer, customs service, security, private investigator, parks and wildlife, transport, youth justice, legal centres, government departments in compliance or workplace health and safety.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity student email address.

Availability
Online.
NURSING, PARAMEDICINE AND HEALTH

If you’re interested in a career in the health industry, CQU's health courses may be the right fit for you. Get the qualification you need to enter the workforce, or start on a pathway to further study.

FITNESS

SIS20115 - CERTIFICATE II IN SPORT AND RECREATION

This qualification enables you to develop basic knowledge and skills to work in the sport or community recreation industry. A very practical course, the Certificate II in Sport and Recreation also includes a range of administrative skills.

Career Opportunities
Roles in sport and community recreation include activity assistant, customer service assistant, leisure assistant, recreation assistant, retail assistant, grounds assistant, facility assistant and more.

Resource Requirements
A Blue Card is required for this course. If you do not hold a Blue Card, you will be provided with the relevant forms for completion.

Availability
Mixed Mode, Partnered Schools.

SIS30315 - CERTIFICATE III IN FITNESS

This course will develop your skills and knowledge in a range of activities and functions requiring autonomous work within a defined range of exercise instruction situations and activities. This course is the entry qualification to work in the fitness industry.

Career Opportunities
Roles in fitness include a fitness instructor for a gym and/or group exercise and more.

Availability
Mixed Mode, Partnered Schools.
HEALTH CARE

HLT23215 - CERTIFICATE II IN HEALTH SUPPORT SERVICES
This course equips you with the skills, knowledge and training to provide support for the effective functioning of health services and assisting staff with the care of clients. At this level workers complete tasks under supervision involving known routines and procedures, or complete routine but variable tasks in collaboration with others in a team environment.

Career Opportunities
Roles in health support include administration support, clerk, or ward assistant.

Work Integrated Learning (WIL)
You will be required to undertake approximately two days of work placement as a component of this course. This will be arranged by the University.

Pre-WIL Compulsory Conditions
You will be required to meet extensive Pre-WIL Compulsory Conditions prior to undertaking a work placement. Please note these requirements are subject to change. For further information visit the course page on www.cqu.edu.au.

On-Campus Learning Sessions
You will be required to attend a compulsory three-day on-campus learning session prior to undertaking a work placement.

Availability
Mixed Mode, Partnered Schools.

HLT33115 - CERTIFICATE III IN HEALTH SERVICES ASSISTANCE
This course involves direct client contact under supervision across a range of roles. You will develop factual, technical and procedural knowledge and skills to provide assistance to health professional staff for the care of clients.

Career Opportunities
Careers in health services may include roles such as an assistant in nursing, nursing assistant, nursing support worker, patient service attendant, ward assistant, patient support assistant, patient care assistant.

Work Integrated Learning (WIL)
You will be required to undertake approximately 80 hours of work placement as a component of this course. This will be arranged by the University.

Pre-WIL Compulsory Conditions
You will be required to meet extensive Pre-WIL Compulsory Conditions prior to undertaking a work placement. Please note these requirements are subject to change. For further information visit the course page on www.cqu.edu.au.

On-Campus Learning Sessions
You will be required to attend a compulsory three-day on-campus learning session prior to undertaking a work placement.

Availability
Mixed Mode, Partnered Schools.
CQUniversity’s science, environment, and agriculture courses cover a diverse range of areas including agriculture, horticulture and laboratory operations. If you’re interested in starting a career in science our courses will help you get there.

**ANIMAL STUDIES**

**ACM20117 - CERTIFICATE II IN ANIMAL STUDIES**

The qualification is an ideal entry point into the animal care and management industry. This course will assist you in gaining experience in working with animals.

**Career Opportunities**
Roles in the animal care and management industry include animal attendant in a kennel, cattery, animal shelter or pet shop.

**Availability**
Gladstone, Mixed Mode.

**HORTICULTURE**

**AHC20416 - CERTIFICATE II IN HORTICULTURE**

As a budding horticulturist you will learn to identify plant and soil types as well as develop your potting, pruning and communication skills.

**Career Opportunities**
Roles in horticulture include horticulture worker, horticulture assistant and more.

**Work Placement**
It is highly recommended that you participate in work experience as part of a partnered schools agreement. No work placement is required if studying on campus.

**Resource Requirements**
You will be required to supply your own personal protection equipment.

**Availability**
Gladstone, Rockhampton, Mixed Mode, Partnered Schools.

**LABORATORY OPERATIONS**

**MSL20118 - CERTIFICATE II IN SAMPLING AND MEASUREMENT**

This qualification offers entry-level training for sampling and measurement skills applied across a range of industries. Upon completion of this course, you will have the skills and knowledge required to perform a range of sampling and measurement as part of laboratory, production or field operations in the construction, manufacturing, resources and environmental industry sectors.

**Career Opportunities**
Roles in sampling and measurement include sampler and tester, plant operator, production operator, field assistant, production personnel and more.

**Availability**
Mackay.

**MSL30118 - CERTIFICATE III IN LABORATORY SKILLS**

In this course you will learn how to work effectively in a laboratory. You will develop skills in performing basic laboratory analysis, maintaining equipment, calibrating test equipment, processing and recording data, communication and teamwork.

**Career Opportunities**
Roles in laboratory operations include lab technician, instrument operator and more.

**Availability**
Mackay.

In some instances you will be required to supply your own Personal Protection Equipment (PPE). For outside activities such as horticulture you will require a long sleeved shirt, broad brimmed hat and sunscreen. If you have any questions in relation to PPE please email vetis@cqu.edu.au.
SERVICE INDUSTRIES

At CQUndiversity our service industry courses cover a diverse range of areas including beauty, hairdressing, hospitality and tourism. Our study options offer you practical, hands-on experience in a supportive learning environment.

BEAUTY

**SHB30115 - CERTIFICATE III IN BEAUTY SERVICES**

If you would like to work in the beauty sector this may be the ideal course for you. It equips you with the important skills to provide manicure and pedicure services, lash and brow treatments, waxing, skin biology and designing and applying make-up, spray tanning and interacting with customers in beauty reception.

**Career Opportunities**
Roles in beauty include beauty salon assistant and more.

**Resource Requirements**
An equipment kit is required for this course.

**Availability**
Gladstone, Mackay, Rockhampton, Mixed Mode.

**SHB30215 - CERTIFICATE III IN MAKE-UP**

Do you have an artistic flair, and love to make people feel and look beautiful? If so, the Certificate III in Make-Up may start you on your way to a career in the beauty sector.

You will be trained in a well-equipped beauty salon where you will develop and learn skills in the latest make-up trends, designs and techniques. On completion of this course, you will have the skills to provide advice on beauty products and services, design, and apply make-up, apply cosmetic tanning and provide lash and brow services. In addition to this you will also have knowledge in hygiene, health, and work practices. You may choose to further your career with the Certificate III in Beauty Services (SHS30115), the Certificate IV in Beauty Therapy (SHB40115) or the Diploma of Beauty Therapy (SHB50115).

**Career Opportunities**
Career possibilities may include employment as a make-up artist working with photographers, make-up artist in salon or be self-employed as a make-up artist.

**Resource Requirements**
An equipment kit is required for this course.

**Availability**
Mackay, Rockhampton.

HAIRDRESSING

**SHB20216 - CERTIFICATE II IN SALON ASSISTANT**

This is a practical and hands-on qualification which provides you with a range of experiences and basic knowledge used in hairdressing salons. You will gain the skills to provide assistance with hairdressing services including basin treatments, colour application, hair drying as well as how to effectively communicate within a team.

**Career Opportunities**
This qualification gives you a sound platform to undertake further training in the hairdressing field. You will need to complete further qualifications as part of an apprenticeship to qualify as a hairdresser. Visit [www.cqu.edu.au/apprenticeships](http://www.cqu.edu.au/apprenticeships) for more information.

**Availability**
Gladstone, Mackay, Rockhampton.

HOSPITALITY

**SIT20316 - CERTIFICATE II IN HOSPITALITY**

This course will develop your skills and knowledge in a range of activities and functions required in hospitality to a basic level. This qualification provides a pathway to work in various hospitality settings such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés and coffee shops.

**Career Opportunities**
Roles in hospitality include function attendant, front desk receptionist, food and beverage attendant, waiter and more.

**Resource Requirements**
You will be required to wear a polo shirt and enclosed footwear (black school shoes are suitable). You will also be required to have access to a computer with internet access and will be provided with a CQUndiversity student email address.

**Availability**
Gladstone, Mackay, Rockhampton, Mixed Mode, Partnered Schools.
SIT20416 - CERTIFICATE II IN KITCHEN OPERATIONS

This course provides you with the skills and knowledge to start your career in the hospitality industry. This hands-on course will cover essentials such as workplace health, safety and hygiene, food preparation, presentation, appetisers, stocks, sauces and storage principles.

Career Opportunities
Roles in kitchen operations include breakfast cook, catering assistant, fast food cook, sandwich hand, take-away cook and more.

Resource Requirements
It is recommended that you have a full chef’s uniform (white jacket) and enclosed footwear (black school shoes are suitable).

Availability
Mackay, Rockhampton.

SIT30616 - CERTIFICATE III IN HOSPITALITY

This course will provide you with sound knowledge of hospitality industry operations and can lead to roles in hospitality where you will work with some independence and under limited supervision and may provide operational advice and support to team members. Upon successful completion of this course you may be interested in CQUniversity’s Diploma of Hospitality. There is a clear and direct study pathway from this course into the diploma, which will enhance your skills and knowledge in all facets of hospitality.

Career Opportunities
Roles in hospitality include espresso coffee machine operator, function attendant, front desk receptionist, food and beverage attendant, restaurant host, senior bar attendant, function host, gaming attendant, waiter and more.

Resource Requirements
You will be required to wear a polo shirt and enclosed footwear (black school shoes are suitable). You will also be required to have access to a computer with internet access and will be provided with a CQUniversity student email address.

Availability
Gladstone, Mackay, Rockhampton, Mixed Mode.

TOURISM

SIT20116 - CERTIFICATE II IN TOURISM

The Certificate II in Tourism provides you with the tools and knowledge to begin your career in the tourism and travel industry. Employment opportunities may exist in multiple tourism industry facilities, travel agencies, hotels, restaurants, theme parks, transportation and many other exciting areas. Upon successful completion of this course you may be interested in CQUniversity’s Certificate III in Tourism (SIT30116). There is a clear and direct study pathway from this course into the Diploma of Travel and Tourism Management (SIT50116). Throughout completing the diploma you will enhance your skills and knowledge of becoming a supervisor or manager within the travel and tourism industry.

Career Opportunities
Roles in tourism include office assistant, conference organiser, small tour operator, sales assistant, ride attendant, receptionist and more.

Resource Requirements
You must have access to a computer with internet access and will be provided with a CQUniversity student email address.

Availability
Mixed Mode, Partnered Schools.
TRADES
There are many study options available to you if you want to work within the trades of automotive, construction, electrical, engineering, infrastructure, or process plant operations. Our trade courses will set you on the path towards an apprenticeship or enhance your qualifications and employability.

AUTOMOTIVE

AUR20716 - CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION
This course covers the skills and knowledge required to perform a range of servicing operations on light and heavy vehicles within an automotive service or repair business. Successful completion of this course enhances your employment opportunities if you are seeking an apprenticeship in the automotive trades.

Career Opportunities
Career opportunities include trades assistant, vehicle service assistant, automotive service assistant, automotive trainee and a gateway to an apprenticeship in light, heavy or auto electrical.

Work Placement
It is highly recommended that you participate in work experience in conjunction with your school arrangements.

Resource Requirements
You will be required to supply your own personal protection equipment.

Availability
Emerald, Gladstone, Mackay, Rockhampton.

CONSTRUCTION

CPC10111 - CERTIFICATE I IN CONSTRUCTION
This course will provide you with an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. This course delivers you skills suited for entry into a range of construction occupations, such as joinery and shop fitting as well as carpentry, bricklaying and other occupations in general construction.

Career Opportunities
Successful completion of this course will enhance employment opportunities if you are seeking an apprenticeship in the construction trades.

Work Placement
It is highly recommended that you participate in work experience in conjunction with your school arrangements.

Resource Requirements
You will be required to supply your own personal protection equipment. Australian Standard safety footwear and glasses are a requirement.

Availability
Gladstone, Mackay, Rockhampton, Partnered Schools.
ELECTROTECHNOLOGY

**UEE22011 - CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)**

This course is designed for those seeking an apprenticeship in the electrical industry and covers safety and basic skills and knowledge for work in an electrotechnology discipline. Some units attained in this qualification give credit towards the listed apprenticeship training plan. This course is only available for entry if you are in Year 11.

**Career Opportunities**
Successful completion of this course enhances your employment opportunities if you are seeking an apprenticeship in the electrical trades. Following the completion of an electrical apprenticeship, career opportunities include electrical contractor.

**Work Placement**
It is highly recommended that you participate in work experience in conjunction with your school arrangements.

**Resource Requirements**
You will be required to supply your own personal protection equipment.

**Availability**
Biloela, Emerald, Gladstone, Mackay, Rockhampton.

ENGINEERING

**MEM20413 - CERTIFICATE II IN ENGINEERING PATHWAYS**

This course will equip you with the knowledge and skills to enhance your prospects of employment in an engineering or related working environment. You will develop skills in communication, teamwork, problem solving, initiative and enterprise, planning and organising, self management and skills relevant to the industry.

**Career Opportunities**
Successful completion of this course enhances your employment opportunities in engineering trades including metal fabrication, fitting and machining, and diesel fitting.

**Work Placement**
It is highly recommended that you participate in work experience in conjunction with your school arrangements.

**Resource Requirements**
You will be required to supply your own personal protection equipment.

**Availability**
Gladstone, Mackay, Rockhampton, Partnered Schools in the Emerald region.
PMA20116 - CERTIFICATE II IN PROCESS PLANT OPERATIONS

This course has been developed as a technical qualification for use in the PMA16 Chemical, Hydrocarbons and Refining Training Package. This course is intended to prepare you to perform operational roles in the chemical, hydrocarbons or refined sectors. Entry to this course requires application direct to Education Queensland and Industry Partnerships (EQIP). The application process includes a formal interview and you will be advised of the success of your application prior to finalisation of your enrolment. No direct enrolments to CQUniversity are accepted for this course. Visit www.eqipgladstone.com.au for further information.

Career Opportunities
Operational roles in chemical, hydrocarbons or refining sectors.

Work Placement
Meaningful involvement of industry is essential to achieving this qualification outcome and the second year of this course includes a formal structured workplace component.

Resource Requirements
You will be required to supply your own personal protection equipment.

Availability
Partnered Schools in the Gladstone region.

RII20115 - CERTIFICATE II IN RESOURCES AND INFRASTRUCTURE WORK PREPARATION

In this course you will learn the basics of health and safety, risk management, communication, planning and preparing to undertake a task, hand and power tool operation, measurements and calculations.

Career Opportunities
This course is a pathway qualification and will prepare you to undertake a certificate III from the resources and infrastructure industry.

Work Placement
It is highly recommended that you participate in work experience in conjunction with your school arrangements.

Resource Requirements
You will be required to supply your own personal protection equipment.

Online study requirements
» Access online learning material via an internet connection at your school.
» Maintain email contact with your trainer.
» Participate in practical workshops as negotiated with schools. Locations for these workshops will be advised upon enrolment.
» Maintain academic progression and be self-motivated to complete units.

Availability
Mixed Mode, Partnered Schools.

Notes: CQUniversity will consider additional location requests for this course. If you have students interested in studying this course please contact vetis@cqu.edu.au. To offer mix mode delivery this course requires a minimum of 12 students at the nominated location.

This course is run in conjunction with the Queensland Minerals Energy Academy (QMEA).

Delivery differs depending on location, so as a mixed mode student you may have workshops to attend at your local campus, school or a designated site. These workshops are typically one week in duration and you will receive more information following enrolment.

In some instances you will be required to supply your own Personal Protection Equipment (PPE) as follows.

» For engineering workshop activities such as welding you will require steel capped boots, jeans, a long sleeved cotton shirt, safety glasses, face shield and welding gloves.

» For general workshop activities such as automotive, electrical and construction you will require steel capped boots, jeans and a long sleeved cotton shirt.

If you have any questions in relation to PPE please email vetis@cqu.edu.au.
STUDY PATHWAYS

Whether you’re interested in getting a job, undertaking a traineeship or apprenticeship, or applying for further study you’ll find our VETiS courses provide you with the basic skills needed to prepare you for your next step.

CQU delivers more than 300 education and training courses, from short courses, TAFE certificates and diplomas, through to associate, bachelor, postgraduate and research higher degrees. Our courses are designed to provide you with seamless study pathways between vocational and tertiary study. You may also find that some units within the VETiS certificate you study with us will provide you with credit towards further certificates as you progress along your study pathway.

So, if you’re interested in taking your study further, talk to us today about the pathway options available to you.

EDUCATION AND TRAINING ROAD MAP

AQF Level 1 – 10 Vocational, Undergraduate, Postgraduate and Research.

AQF Level 1 Certificate I

AQF Level 2 Certificate II

AQF Level 3 Certificate III

AQF Level 4 Certificate IV

AQF Level 5 Diploma

AQF Level 6 Advanced diploma

AQF Level 7 Bachelor degree

AQF Level 8

Honours

Graduate certificate

Graduate diploma

AQF Level 9

Masters by coursework

Masters by research

AQF Level 10 Doctorate degree

This diagram is for indicative purposes only and does not take into account your personal circumstances or individual course requirements. Please contact us or visit our website for more information.
Traineeships can be one to two years in a range of vocational areas, while apprenticeships usually last three to four years to become a qualified tradesperson.

How do I secure an apprenticeship or traineeship?

Traineeships and apprenticeships need to be secured with an employer before you can start your study. Your employer will then work with CQUniversity to create a training program that is right for you.

To apply for an apprenticeship or traineeship, visit the Australian Government Australian Apprenticeships website at www.australianapprenticeships.gov.au and follow the steps to become an apprentice.

CQUniversity has a range of apprenticeship and traineeship courses available. Apprenticeships and traineeships combine the benefits of structured training and paid employment. Undertaken on a full-time, part-time or school-based basis, apprenticeships and traineeships enable you to learn a trade or skill and receive a nationally accredited qualification.

Traineeships can be one to two years in a range of vocational areas, while apprenticeships usually last three to four years to become a qualified tradesperson.

ARE YOU LOOKING FOR TRAINING FOR YOUR APPRENTICE OR TRAINEE?

If you employ apprentices or trainees and are seeking a trusted local TAFE training provider, you’ll find everything you need at CQUniversity. Our expert teachers deliver quality and industry relevant training to ensure your apprentices and trainees gain the knowledge and skills needed to succeed. Our apprenticeship and traineeship courses cover a huge array of areas including:

» automotive engineering and technology
» beauty
» business
» childcare
» construction
» electrical and electronic engineering and technology
» manufacturing engineering and technology
» mechanical and industrial engineering and technology
» hairdressing
» horticulture
» hospitality
» laboratory.

For more information visit www.cqu.edu.au/apprenticeships.

SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP

A school-based apprenticeship or traineeship is a great way to kickstart your career before you leave school. As a high school student in Year 10, 11 or 12 you can combine work, study and training to get a head-start on your chosen career path. You’ll get a head start on your studies, gain valuable experience in a real workplace and get paid while you do it. To get a school-based apprenticeship or traineeship started you should talk to your school’s VET Coordinator to discuss how this would affect your school timetable and ATAR score.
IMPORTANT DATES

APPLICATION DATES
Please note that application due dates are prior to the commencement of each term, and vary depending on your individual circumstances and the course you choose.

TERM DATES
TAFE course intakes and availabilities occur throughout the year, visit www.cqu.edu.au/tafe for specific course information.

2019 OPEN DAYS
Brisbane Thursday, 8 August, 3 – 6 pm
Bundaberg Saturday, 10 August, 9 am – 1 pm
Cairns Sunday, 11 August, 9 am – 1 pm
Emerald Thursday, 29 August, 3 – 7 pm
Gladstone Thursday, 29 August, 3 – 7 pm
Mackay Saturday, 10 August, 9 am – 1 pm
Melbourne Thursday, 15 August, 5 – 8 pm
Noosa Tuesday, 13 August, 4 – 6.30 pm
Perth Saturday, 24 August, 11 am – 3 pm
Rockhampton Sunday, 18 August, 9 am – 1 pm
Sydney Thursday, 22 August, 5 – 8 pm
Townsville Sunday, 25 August, 9 am – 1 pm
Online Wednesday, 14 and 28 August, 3 – 6 pm

2019 TAFE CAREERS EXPOS
Gladstone Wednesday, 26 June, 2 – 5:30 pm
Mackay Wednesday, 26 June, 2 – 5:30 pm
Rockhampton Wednesday, 26 June, 2 – 5:30 pm

2020 TAFE CAREERS EXPOS
Gladstone Wednesday, 22 January, 2 – 5:30 pm
Mackay Wednesday, 22 January, 2 – 5:30 pm
Rockhampton Wednesday, 22 January, 2 – 5:30 pm
Visit www.cqu.edu.au/tafe

AFTER YEAR 12

STUDY OPTIONS WITH CQUUNIVERSITY AFTER LEAVING SCHOOL
If you’re interested in post-school VET study, you’ll find a number of support options available at CQUUniversity, such as the Queensland Government’s Certificate 3 Guarantee and fee-free training for Year 12 graduates, which could offset or cover the cost of your study.

Certificate 3 Guarantee
The Certificate 3 Guarantee supports eligible individuals to complete your first post-school certificate III level qualification and increase your skills to move into employment, re-enter the workforce or advance your career. The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VETiS students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students must not possess or be enrolled in a certificate III level or higher qualification. This does not include qualifications completed at school and foundations skills training.


Free training for Year 12 graduates
Year 12 graduates can take advantage of fee-free training under the Certificate 3 Guarantee. To be eligible you must commence training within the calendar year following completion of Year 12. The program is only applicable to predetermined courses in high priority study areas. For more details and eligibility visit www.training.qld.gov.au/year12feefree.

SHORT COURSES
At CQUUniversity we offer a range of short courses that are delivered outside of school hours to help you gain industry-specific work skills and enhance your future employability.

We also offer sampler sessions: interactive mini learning events designed to expose you to different techniques and specialised areas.

These fun and informative sessions are guided by expert CQUUniversity staff and are perfect if you are wanting to explore your future career options.

For more information on short courses available at CQUUniversity visit www.cqu.edu.au/shortcourses.

ACCOMMODATION
Student residences are available at CQUUniversity Mackay Ooralea and CQUUniversity Rockhampton North. For more information visit www.cqu.edu.au/accommodation.
AVAILABILITY DEFINITIONS

Online: Online courses provide the flexibility to study without normally requiring a student to visit a campus. Course content is studied through a number of means including the use of online discussion forums, electronic library resources, by contacting lecturers and teachers, and receiving study materials online/electronically.

On Campus: Where a campus is denoted, students studying in on-campus mode typically are expected to attend and participate in regular, structured on-campus teaching and learning activities throughout the University’s academic term. These activities may include lectures, tutorials, workshops and practice, online or other activities and normally will be timetabled at a CQUniversity campus or approved delivery site.

Mixed Mode: Mixed Mode is a combination of online learning activities in addition to site-specific learning activities, which may include residential schools, co-op placements and/or work-integrated learning as a compulsory requirement of a unit.

For more information please contact us or visit www.cqu.edu.au.

IMPORTANT NOTES

1. Intakes, duration and availability may differ from what is listed in this directory depending on preferred intake, study mode and personal circumstances. Course commencement is dependant on sufficient enrolments.

2. If you are an international student you will need to enquire at vetis@cqu.edu.au.