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 Year 11 and 12 high school students are still at school. These courses form part of a student’s learning pathway for their senior schooling. Students are advised to discuss their interest to participate in the VET in Schools (VETiS) program with their parents and 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.

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.

OR

From 2019 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.

PARTNER WITH CQUniversity

CQUniversity has options available for high schools who have teachers interested in delivering VET qualifications at their school in their area of expertise or specialisation.

To discuss partnership opportunities, please email vetis@cqu.edu.au.
VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS

CQUniversity Australia is a registered training organisation and through the Vocational Education and Training in Schools (VETiS) program, offers Year 11 and 12 high school students the opportunity to study a range of vocational education and training (VET) courses as part of their Queensland Certificate of Education (QCE) and/or the Australian Tertiary Admission Rank (ATAR).

Students have the option to choose between Certificate I, II, III, IV and Diploma level courses in a wide variety of disciplines.

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/sats/index.html.

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 students at their respective schools. 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.

ELIGIBILITY REQUIREMENTS

To participate in the VETIS program students must:

» have a sound achievement result in Year 10 Maths and English subjects or equivalent prior to enrolling in the program for certificate IV or diploma courses have achieved a minimum high achievement (B) in Year 10 English and a sound achievement (C) in Year 10 Maths;

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

» be in Year 11 or 12 to participate in most courses

» provide copy of 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 their 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.

COURSE FEES AND CHARGES
From 1 July 2014, the Queensland Government VET investment budget will fund 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 Education and Training (DET) Training Subsidies List, available at www.training.qld.gov.au.

Certificate III qualifications that are not on the DET Training Subsidies 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 2018–19 Training Subsidies list is expected to be available in June 2018. 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.

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.

STUDY OPTIONS WITH CQUNIVERSITY AFTER LEAVING SCHOOL
If you’re interested in post-school VET study then you’ll find a number of support options available at CQUniversity, 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.


Fee-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 visit www.training.qld.gov.au/year12feefree.

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. Students will be enrolled with CQUniversity and issued with a CQUniversity qualification or result of assessment upon successful completion of their training.

There are a number of courses where partnership delivery options are available. To discuss a partnership arrangement please email vetis@cqu.edu.au.
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 2019, starting in February or mid-year*, follow these steps to complete and submit your application.

1. Check out the information within this guide in consultation with your parents and school VET Coordinator. Talk to your parents, 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.

2. You’ve decided on the study pathway to reach your goals – that’s great. Not all courses within this guide are subsidised by the Queensland Government, so now’s the time for you to 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).

3. With parental consent, complete the 2019 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 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.

4. 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.

5. 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.

Applications for the 2019 VETiS courses open Monday, 3 September 2018 and close on Friday 8 February 2019. Please note late applications cannot be accepted.

6. 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. Please note 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.

7. Great news! By following the above steps, and provided you meet the eligibility requirements, you’ll be ready to commence your VETiS course with CQUniversity in 2019.

*Some courses have a mid-year intake. Class details subject to change.
**COURSE DIRECTORY**

CQUniversity 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, however, you must be enrolled 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 CQUniversity campus or study centre closest to you or by videoconference.

New courses are listed online as they become available. Please visit our website for the most up-to-date information.

Most VETiS courses commence in February 2019.

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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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*Plus the completion of 8 units from MSL2016 - Certificate II in Sampling and Measurement.

*In some circumstances this qualification is delivered in partnership with a third party training provider. Please visit the relevant course page at [www.cqu.edu.au](http://www.cqu.edu.au) for details.

*Students are required to be in Year 11 to commence this course.*

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1. See availability definitions inside back cover.
BUSINESS, ACCOUNTING AND LAW

If you’re looking to work in business, supply chain and logistics or tourism, then 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.

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 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
Biloela, Gladstone, Rockhampton, Online.

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.

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

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

Availability
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.

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

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

Availability
Online

BSB50615 - 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 Resource 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.

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

Availability
Online

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 clerks, accounts clerks, payroll clerks, accounting operatives, accounts receivable clerks and accounts payable clerks.

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

Availability
Online
**LAW**

102383NAT - 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 WHS.

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

**Availability**
Online.

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**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 and Other 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.

**Note:** CQUniversity will consider additional location requests for this course. If you have students interested in studying this course at locations other than those mentioned above, please contact vetis@cqu.edu.au. Please note that this course requires a minimum of 12 students at the nominated location.
CREATIVE, PERFORMING AND VISUAL ARTS

Get practical real-world experience and follow your creative and artistic passion with a creative, performing and 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 silversmithing.

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

Career Opportunities

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

Availability

Rockhampton, Partnered schools, Mixed Mode.

Visit 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.
Love working with children and making a difference? Our education and humanities courses will get you there. Kick start your career in early childhood education and care at CQUniversity.

**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**

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

**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 CQUniversity, 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 venue.

**Availability**

Online
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.
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.

Resources and Other Requirements
You will be required to supply your own personal protection equipment.

Availability
Gladstone, Mackay, Rockhampton.

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.
ELECTRICAL

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 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 (Emerald region).
INFRATECURE

RII2015 - 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.

Resources and Other 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.

Notes: CQUniversity will consider additional location requests for this course. If you have students interested in studying this course at locations other than those mentioned above please contact vetis@cqu.edu.au. To offer the distance with workshops delivery mode 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 an online 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.

PROCESS PLANT OPERATIONS

PMA20116 - CERTIFICATE II IN PROCESS PLANT OPERATIONS

This course has been developed as a technical qualification for use in the PMA08 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 applicants will be advised of the success of their application prior to finalisation of their 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 (Gladstone region).
If you’re interested in a career in the health industry, CQUniversity’s health courses will 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 that 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.

**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.
HEALTHCARE

HLT2315 - 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.

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.
CQUniversity’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.
SCIENCE AND ENVIRONMENT

CQUniversity’s science and environment courses cover a diverse range of areas including agriculture and rural operations, horticulture, laboratory skills, and sampling and measurement. If you’re interested in starting a career in science, our courses will help you get there.

AGRICULTURE

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 required if studying on campus.

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

Availability
Gladstone, Rockhampton, Partnered Schools, Mixed Mode.
LABORATORY OPERATIONS

MSL20116 - 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.

MSL30116 - 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 CQUniversity our service industries courses cover a diverse range of areas including beauty, hairdressing and hospitality. 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 is 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.

**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 is intended to prepare you for further training in the hairdressing field, in order to qualify as a hairdresser; it does not provide you with the job outcome of a hairdresser.

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 CQUniversity student email address.

Availability
Cairns, Gladstone, Mackay, Rockhampton, Townsville, Mixed Mode.

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, Partnered Schools.

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. You will be prepared for roles such as espresso coffee machine operator, function attendant, food and beverage attendant and more. Upon successful completion of this course you may be interested in CQUniversity’s Certificate III in Tourism. There is a clear and direct study pathway from this course into the Diploma of Travel and Tourism. Throughout completing the diploma you will enhance your skills and knowledge in all facets of hospitality.

Career Opportunities
Roles in hospitality include 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.

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. There is a clear and direct study pathway from this course into the Diploma of Travel and Tourism. 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.
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.

This diagram is for indicative purposes only and does not take into account your personal circumstances or individual program or course requirements. Please contact us or visit our website for more information.
At CQUniversity 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 CQUniversity staff and are perfect for anyone wanting to explore their future career options.

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

**AVAILABILITY DEFINITION**

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 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.
^Different study periods may apply for some TAFE courses.

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 pm – 5:30 pm
Mackay Wednesday, 26 June, 2 pm – 5:30 pm
Rockhampton Wednesday, 26 June, 2 pm – 5:30 pm
Visit www.cqu.edu.au/tafe

IMPORTANT NOTES
^Courses at CQUniversity Cairns and Townsville may be delivered by a combination of on-campus study, workshops, residential schools and online education.
^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. Different study periods apply for TAFE and university courses. Many TAFE courses offer multiple monthly intakes. Mixed Mode availability is unique to TAFE courses only and is a combination of online learning activities in addition to compulsory site-specific learning activities. Please visit www.cqu.edu.au or contact us for more information.
^OP/SR/ATAR and prerequisite details provided represent the lowest ranking that received an offer in Term 1, 2018 and should be used as a guide only. Courses marked ‘NEW’ do not yet have an OP/SR/ATAR ranking specified. Please visit www.cqu.edu.au or contact us for more information.
^International students, who are not Australian or New Zealand citizens or permanent residents, can study the course at the locations listed. International students in Australia on a student Visa must study full time on campus. International students can only undertake courses online from an overseas location. If you wish to study online, you may be required to attend a residential school/s in Australia for a short period of time to fulfil the requirements of the course. For more information please visit www.cqu.edu.au/international.
^The OP, SR and ATAR listed are the minimum scores required to compete for a place in this course and represent the lowest ranking that received an offer from Term 1, 2018. Visit www.cqu.edu.au for more details.
^This course is pending Australian Nursing and Midwifery Accreditation Council accreditation.
^Course availability subject to academic board approval.
The information contained within this guide is for domestic students who are either an Australian citizen, an Australian permanent resident or a New Zealand citizen.

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The information in this publication was correct at time of printing however is subject to change. Check the CQUniversity website for the latest information. Course commencement is dependent on sufficient enrolments.

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