Short courses for school students 2015

tafesa.edu.au/schools
Overview

This booklet provides a selection of the courses available for school students to attend at TAFE SA campuses across SA.

Should your school wish to register students to participate in any of the courses in this document, register directly with the TAFE SA program area, and note the terms and conditions. Individual program contacts can also provide further details of specific courses.

A feedback form is included at the end of this document. Your opinions are welcome and will assist us to continuously improve and assess the ongoing need for a document of this nature.

Customisation

If the course you want is not listed within this document, talk to us about customising something for your students!

Terms and Conditions

Registration of students in a course

- Registration is essential.
- School VET Coordinators should register students directly with the program contact.
- Selection details are listed where relevant.
- Minimum and maximum numbers for each course apply. The program contact will be able to provide more details.

Delivery and assessment methodologies

- Delivery and assessment methodologies differ for each course.
- Generally, delivery and assessment will involve a combination of attendance, practical and theoretical activities, and home assignments.
- Further information about specific course delivery and assessment can be obtained from the program contacts listed.

Course outcomes and pathways

- General information about course outcome and pathways is included on the relevant courses’ page. Further details can be obtained from the program contact listed.

Results

- Results will be issued to students.
- It is the responsibility of the student to inform the school of their final result for the units undertaken.

Fees and payment

- Fees for each course are listed.
- Invoices for the full fee amount will be issued to the student’s school and sent to the School VET Coordinator.
- School VET Coordinators will be required to authorise an Agreement for Payment of Student Fees form to confirm enrolment. This form will be sent to the school by the program contact upon registration.
- An invoice will not be generated until minimum numbers for the course are confirmed.
- Generally, once the course has commenced there is not refund of course fees. Further details can be obtained from the program contact listed.

Duty of care

- Students who participate in any of these courses remain under the duty of care of the school.
- Where possible, the program contact will liaise with the school regarding absentee students.
- For any other specific queries or concerns, liaise with the program contact listed on the relevant course page.

Students rights and responsibilities

- Students and staff at TAFE SA have a right to work and study in an environment free from harassment, discrimination or threatening behaviour.
- Students that enrol at TAFE SA must agree to accept and abide by the policies and procedures, follow the rules and regulations and participate in studies as directed by the program area.
- Further details about student rights and responsibilities are available on the TAFE SA website (www.tafesa.edu.au/students/rightsandresponsibilities) including:
  - access and equity
  - child protection
  - complaints
  - copyright
  - discrimination
  - harassment
  - health and safety
  - internet user agreement
  - participation
  - plagiarism and cheating
  - racism
  - sexual harassment
  - student code of behaviour
  - student records
  - vehicle regulations.
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Business, information technology and retail
Pathways to Business and Administration

These accredited short courses can be undertaken to prepare school students for a pathway into: Certificate II in Business, Certificate II in Health Support Services or Certificate III in Business, Business Administration, Business Administration (Medical), Business Administration (Education) qualifications.

These units can be undertaken as a single or multiple units can be studied concurrently and are offered in various campuses around SA.

Competencies Delivered from Certificate II in Business (BSB20112), Certificate II in Health Support Services (BSB21212)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU201A</td>
<td>Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td>BSBITU202A</td>
<td>Create and use spreadsheets</td>
<td>30</td>
</tr>
<tr>
<td>BSBCCUS201A</td>
<td>Deliver a service to customers</td>
<td>40</td>
</tr>
<tr>
<td>BSBITU203A</td>
<td>Communicate electronically</td>
<td>20</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
<td>15</td>
</tr>
<tr>
<td>TLIP2029A</td>
<td>Prepare and process financial documents</td>
<td>30</td>
</tr>
<tr>
<td>BSBINM202A</td>
<td>Handle mail</td>
<td>15</td>
</tr>
<tr>
<td>BSBINM201A</td>
<td>Process and maintain workplace information</td>
<td>30</td>
</tr>
<tr>
<td>BSBWOR204A</td>
<td>Use Business Technology</td>
<td>20</td>
</tr>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and other</td>
<td>20</td>
</tr>
<tr>
<td>BSBITU201A</td>
<td>Develop Keyboard Skills</td>
<td>40</td>
</tr>
<tr>
<td>BSBITU307A</td>
<td>Develop Keyboarding Speed and Accuracy</td>
<td>50</td>
</tr>
</tbody>
</table>

Total hours 370

Training format
Choice of:
- On campus in a simulated business environment or flexible classroom
- External (online)
- Delivery to groups of 15 or more students at your school (depending on location)

Fee
$199 per unit per student
Group pricing may be negotiable

Selection Criteria
Students in Years 10, 11 and 12

Other Details
- Access to computer and appropriate software essential if studying externally (online)
- Students will be required to have their own USB and stationery (note pads/pens)

Course Location
Various campuses

Contact person
Business Services Program Support
(08) 8207 9626
busstud@tafesa.edu.au
busstud@tafesa.edu.au
Build your own Micro Business

This nationally accredited Certificate is designed to give Year 10, 11 and 12 school students the skills required to measure business viability. It covers a range of operational practices necessary to research a small business environment. This course is for people intending to open their own small business in the near future.

Students will develop a business idea from concept to implementation readiness, and work with this throughout the program, investigating, developing and planning for its eventual launch.

The course is divided into a series of 5 integrated building blocks:

- Building Block 1 - Business ideas and investigation
- Building Block 2 - Constraints and obligations
- Building Block 3 - Practical business promotion strategies
- Building Block 4 - Knowing your numbers (financial planning)
- Building Block 5 - Launching your micro business

These building blocks can be studied individually or as part of the full qualification.

**Course duration**
15 weeks, 1 day per week, dates negotiable

**Competencies Delivered** from Certificate III in Micro Business Operations (BSB30307)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBM301A</td>
<td>Investigate micro business opportunities</td>
<td>30</td>
</tr>
<tr>
<td>BSBM302A</td>
<td>Develop micro business proposal</td>
<td>30</td>
</tr>
<tr>
<td>BSBM303A</td>
<td>Organise finances for the micro business</td>
<td>30</td>
</tr>
<tr>
<td>BSBM304A</td>
<td>Determine resource requirements for the micro business</td>
<td>30</td>
</tr>
<tr>
<td>BSBM305A</td>
<td>Comply with regulatory, taxation and insurance requirements for the micro business</td>
<td>45</td>
</tr>
<tr>
<td>BSBM403A</td>
<td>Market the small business</td>
<td>50</td>
</tr>
<tr>
<td>BCUS301B</td>
<td>Deliver and monitor a service to customers</td>
<td>35</td>
</tr>
<tr>
<td>BSBWOR301A</td>
<td>Organise personal work priorities and development</td>
<td>30</td>
</tr>
<tr>
<td>BSBREL401A</td>
<td>Establish networks</td>
<td>35</td>
</tr>
<tr>
<td>BSBM306A</td>
<td>Plan a home-based business</td>
<td>25</td>
</tr>
</tbody>
</table>

**Total hours** 340

**Training format**
Classroom / workshop / online

**Fee**
$1,170 per student, per group of 15
$1,350 per individual student
Individual Building Block prices available by negotiable

**Selection Criteria**
Students in Years 10, 11 and 12

**Other Details**
Delivery of this course can be tailored to your needs

**Course Location**
Various campuses and schools state-wide

**Contact person**
Emma O’Donoghue
0477 381 850
emma.odonoghue@tafesa.edu.au
Create & Get on the Web!

This course will enable you to gain skills and knowledge in developing a website and uploading your site using Hyper Text Markup Language, style sheets, Dreamweaver and an FTP program.

Course Duration 2 days
Day, Time & Date Thursday - Friday, 1 & 2 October, 2015

Competencies Delivered from Certificate IV in Web-Based Technologies (ICA40311)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAWEB429A</td>
<td>Create a simple markup language document to specification</td>
<td>20</td>
</tr>
<tr>
<td>ICAWEB409A</td>
<td>Develop cascading style sheets</td>
<td>20</td>
</tr>
<tr>
<td>ICAWEB302A</td>
<td>Build simple websites using commercial programs</td>
<td>40</td>
</tr>
<tr>
<td>ICAWEB403A</td>
<td>Transfer content to a website using commercial packages</td>
<td>20</td>
</tr>
</tbody>
</table>

Total hours 100

Training format Classroom/Workshop

Fee $276

Selection Criteria (if applicable) Students in years 11 and 12

Other Details Access to a computer and appropriate software is essential if studying externally (online)

This course can be delivered on site at school if viable numbers and access to suitable PC suite is available

Course Location Elizabeth Campus
              Tea Tree Gully Campus

Contact person Vicki Thomas
              (08) 8207 8113
              vicki.thomas@tafesa.edu.au
Using Social Media, Images and Tools

This short course will enable you to gain skills and knowledge in the use of a variety of social media programs, producing digital images suitable for web use and manipulating digital images using a digital media program.

Course Duration 2 days
Day, Time & Date Tuesday – Wednesday, 29 & 30 September, 2015

Competencies Delivered from Certificate II in Information, Digital Media Technologies (ICA20111)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAWEB201A</td>
<td>Use social media tools for collaboration and engagement</td>
<td>20</td>
</tr>
<tr>
<td>ICAWEB303A</td>
<td>Produce digital images for the web</td>
<td>30</td>
</tr>
<tr>
<td>ICAICT204A</td>
<td>Operate a digital media technology package</td>
<td>40</td>
</tr>
</tbody>
</table>

Total hours 90

Training format Classroom/Workshop

Fee $276

Selection Criteria (if applicable) Students in years 11 and 12

Other Details
- Access to a computer and appropriate software is essential if studying externally (online)
- This course can be delivered on site at school if viable numbers and access to suitable PC suite is available

Course Location
- Elizabeth Campus
- Tea Tree Gully Campus

Contact person
- Vicki Thomas
- 08 8207 8113
- vicki.thomas@tafesa.edu.au
In the office – Stage 1: Workplace skills

This short course has a strong focus on a variety of core workplace skills, providing an introduction to the workplace environment.

Selected from the Certificate II in Financial Services (FNS20111), the units below will provide the student with basic skills in business and financial computing, workplace communication, health and safety, and an awareness for work.

On successful completion of this course the student may progress to Stage 2: Finance Skills, or complete a further 2 units to meet the requirements of the Certificate II in Financial Services qualification.

**Course Duration**
Approximately 24 weeks

**Day, Time & Date**
Continuous enrolment available for online courses. Classes on campus subject to demand.

**Competencies Delivered** from Certificate II in Financial Services (FNS20111) and Certificate III in Financial Services (FN30111)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR204A</td>
<td>Use business technology (4 weeks)</td>
<td>20</td>
</tr>
<tr>
<td>BSB0HS201A</td>
<td>Participate in OHS processes (4 weeks)</td>
<td>20</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others (4 weeks)</td>
<td>15</td>
</tr>
<tr>
<td>BSBCUS301B</td>
<td>Deliver and monitor a service to customers (4 weeks)</td>
<td>35</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>Write simple documents (4 weeks)</td>
<td>30</td>
</tr>
<tr>
<td>BSBITU304A</td>
<td>Produce spreadsheets (4 weeks)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td></td>
<td>155</td>
</tr>
</tbody>
</table>

**Training format**
Classroom, online

**Fee**
$400

**Selection Criteria**
Students in Year 11 (minimum age 16 years)

**Other Details**
This course can be delivered on site if the school has sufficient number of participants

**Course Location**
Various campus locations including:
Adelaide City campus, Elizabeth, Gawler, Mount Barker, Mount Gambier, Noarlunga, Port Adelaide, Tea Tree Gully, Victor Harbor and Whyalla

**Contact person**
Kathryn Reschke
(08) 88648 8757
kathryn.reschke@tafesa.edu.au

Shan Pasupathy
(08) 8207 2738
sivasankar.pasupathy@tafesa.edu.au

**Enquiry hotline**
Finance.online@tafesa.edu.au
In the office – Stage 2: Finance skills

This short course has a strong focus on a variety of core financial skills, providing an introduction to financial literacy.

Selected from the Certificate II in Financial Services (FNS20111) and the Certificate III in Financial Services (FNS30111), the units below will provide the student with skills in business and financial calculations, workplace communication, working effectively in the financial services industry, an understanding of taxation, preparing budgets and skills that are transferrable to the majority of industry sectors.

On successful completion of this course the student may progress to Stage 3: Financial Service Industry Skills, or complete a further 4 units to meet the requirements of the Certificate III in Financial Services qualification.

**Course Duration**  
Approximately 24 weeks

**Day, Time & Date**  
Continuous enrolment available for online courses. Classes on campus subject to demand.

**Competencies Delivered** from Certificate II in Financial Services (FNS20111) and Certificate III in Financial Services (FNS30111)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSINC301A</td>
<td>Work effectively in the financial services industry (6 weeks)</td>
<td>30</td>
</tr>
<tr>
<td>FNSACC303A</td>
<td>Perform financial calculations (6 weeks)</td>
<td>30</td>
</tr>
<tr>
<td>FNSFLT206A</td>
<td>Develop understanding of taxation (4 weeks)</td>
<td>40</td>
</tr>
<tr>
<td>FNSFLT301A</td>
<td>Be Money Smart (4 weeks)</td>
<td>40</td>
</tr>
<tr>
<td>FNSFLT202A</td>
<td>Develop and use a savings plan (4 weeks)</td>
<td>20</td>
</tr>
</tbody>
</table>

Total hours 140

**Training format**  
Classroom, online

**Fee**  
$400

**Selection Criteria**  
Students in Year 11 (minimum age 16 years)

**Other Details**  
This course can be delivered on site if the school has sufficient number of participants

**Course Location**  
Various campus locations including: Adelaide City campus, Elizabeth, Gawler, Mount Barker, Mount Gambier, Noarlunga, Port Adelaide, Tea Tree Gully, Victor Harbor and Whyalla

**Contact person**  
Kathryn Reschke  
(08) 88648 8757  
kathryn.reschke@tafesa.edu.au

Shan Pasupathy  
(08) 8207 2738  
sivasankar.pasupathy@tafesa.edu.au

Enquiry hotline  
Finance.online@tafesa.edu.au
In the office – Stage 3: Finance Services Industry skills

This short course has a strong focus on a variety of core financial skills, providing an introduction to the financial services industry.

Selected from the Certificate III in Financial Services (FNS30111), the units below will provide the student with a career pathway into the financial services industry such as accounting, banking, financial services, insurance and superannuation.

This course is perfect for those wishing to engage in careers such as: entry level positions across key areas of banking and finance in private companies or the government sector. This includes customer service officer; accounts clerk; finance clerk; sales and service officer; clerical positions in other business.

On successful completion of this course the student will meet the requirements of the Certificate III in Financial Services qualification.

Course Duration: Approximately 24 weeks
Day, Time & Date: Continuous enrolment available for online courses.

Competencies Delivered from Certificate II in Financial Services (FNS20111) and Certificate III in Financial Services (FNS30111)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit Name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSIAD301A</td>
<td>Provide general advice on financial products and services</td>
<td>(6 weeks)</td>
</tr>
<tr>
<td>FNSASIC301C</td>
<td>Establish client relationship and analyse needs (6 weeks)</td>
<td></td>
</tr>
<tr>
<td>FNSASIC302C</td>
<td>Develop, present and negotiate client solutions (6 weeks)</td>
<td></td>
</tr>
<tr>
<td>FNSINC401A</td>
<td>Apply principles of professional practice to work in the financial services industry (6 weeks)</td>
<td></td>
</tr>
</tbody>
</table>

Total hours: 160

Training format: Online

Fee: $400

Selection Criteria: Students in Year 12 (minimum age 16 years)

Other Details: This course can be delivered on site if the school has sufficient number of participants

Course Location: Various campus locations including: Adelaide City campus, Elizabeth, Gawler, Mount Barker, Mount Gambier, Noarlunga, Port Adelaide, Tea Tree Gully, Victor Harbor and Whyalla

Contact person:
Kathryn Reschke (08) 88648 8757 kathryn.reschke@tafesa.edu.au
Shan Pasupathy (08) 8207 2738 sivasankar.pasupathy@tafesa.edu.au

Enquiry hotline: Finance.online@tafesa.edu.au
Community services, health and lifestyle

Children’s services  Education support  Nutrition and health
Working with Young Children

Students will begin to develop skills and knowledge regarding caring and working with young children through hands on practical experience and child theory based research in the area of health, communication, nutrition, and working with others, in an educational environment.

Course Duration: 14 weeks, 1 day per week
Day, Time & Date: 9:00am - 3:00pm, commencing week beginning 27 July, 2015 (Monday’s)

Competencies Delivered from Certificate II in Community Services (Children’s Services focus) (CHC20112)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS211B</td>
<td>Prepare for work in the community sector</td>
<td>55</td>
</tr>
<tr>
<td>CHCCOM201C</td>
<td>Communicate with people accessing the services of the organisation</td>
<td>15</td>
</tr>
<tr>
<td>CHCORG201C</td>
<td>Follow policies, procedures and programs of the organisation</td>
<td>15</td>
</tr>
<tr>
<td>CHCORG202C</td>
<td>Work with others</td>
<td>15</td>
</tr>
<tr>
<td>HLTWHS200A</td>
<td>Participate in WHS processes</td>
<td>20</td>
</tr>
<tr>
<td>CHCIC201B</td>
<td>Communicate with children</td>
<td>30</td>
</tr>
<tr>
<td>CHCADMIN201D</td>
<td>Undertake basic administration duties</td>
<td>15</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
<td>63</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
<td>35</td>
</tr>
</tbody>
</table>

Total hours 263

Training format
- **Centre-based methodology:** students will undertake 2 units of competencies over 14 weeks in a partnering Child Care Centre, with a 2 hour tutorial facilitated per week within the childcare centre.
- **Mix mode methodology:** students will undertake 2 units of competencies over 14 weeks through a blend of workshops and/or facilitated online classroom work.

Fee: Approximately $480 per student per semester (full fee including materials fee). Final fee will depend on the units a student enrolls into. Fees subject to change

Selection Criteria: Students in Years 10, 11 and 12

Other Details
- **Centre-based methodology:** hat for outdoors – comfortable clothing that allows students to participate fully in children’s program – writing material and folder.
- **Mix mode methodology:** regular access to a computer, internet and telephone. Minimal workshop requirements

Course Location
- **Centre-based methodology:** The partnering childcare centres is Royal Adelaide Hospital.
- **Mix mode methodology:** across regional areas of South Australia.

Contact person
- Elizabeth Campus
  - Kathy Carman
  - 0412 000 181
  - kathy.carman@tafesa.edu.au
- Murray Bridge Campus
  - Kerry McCulloch
  - 08 8535 6544
  - kerry.mcculloch@tafesa.edu.au
Education Support Worker

Are you interested in working in a school or kindergarten?

This certificate meets the national competencies required for people wanting to obtain employment in school settings as a student/education support officer (school support officer) or as an early childhood worker in a kindergarten.

Note: Department for Education and Child Development (DECD) recommend the following when considering this qualification for ECW work:

Early Childhood Workers (ECW) in DECD preschools and School Support Officers (SSO) who are working in DECD school based preschool programs must have a minimum qualification of a Certificate III in Children Services or Education Support.

Course Duration

14 weeks for 2 units
Semester 2 registrations available from 2 July - 30 October, 2015

Competencies Delivered from Certificate III in Education Support (CHC30213)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Cost</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCEDS004</td>
<td>Contribute to organisation and management of the classroom or centre (online)</td>
<td>$97.50</td>
<td>30</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people (online)</td>
<td>$113.75</td>
<td>35</td>
</tr>
<tr>
<td>CHCEDS005</td>
<td>Support the development of literacy and oral language skills (online)</td>
<td>$278.25</td>
<td>55</td>
</tr>
<tr>
<td>CHCEDS012</td>
<td>Set up and sustain individual and small group learning areas (online)</td>
<td>$58.50</td>
<td>18</td>
</tr>
<tr>
<td>CHCEDS015</td>
<td>Support development of student research skills (online)</td>
<td>$113.75</td>
<td>35</td>
</tr>
</tbody>
</table>

Total hours 173

Training format

Classroom, workshop or external (online)
Students will undertake 2 units of competency over 14 weeks

Fee

See above. $392 maximum per student for 2 units (depending on units selected)
Group fees can be negotiated

Selection Criteria

Students in years 11 and 12

Other Details

- Access to a computer and appropriate software essential if studying externally (all units)
- Each unit requires an "on job" placement component
- Register any number or combination of units listed above

Course Location

External-Online
Opportunities for face-to-face workshops may exist in the metropolitan area

Contact person

Karen Judd
08 8735 1536
karen.judd@tafesa.edu.au
Students in this course are often interested in further study in nursing, allied health, nutrition and dietetics, aged care or other health related fields. These units provide students with a foundation in health-related subjects that are core or electives and transferrable to the three above qualifications and health and care contexts.

This cluster of units will help develop communication skills required to work with different cultural groups and to converse with other health professionals.

**Course Duration**

8 weeks per cluster

Semester 2 registrations available from 10 August - 30 October, 2015

**Competencies Delivered** from Certificate III in Health Services Assistance (HLT32512); Certificate III in Allied Health Assistance (HLT32412); and Certificate III in Nutrition and Dietetic Assistance (HLT31512)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR403B</td>
<td>Work effectively with culturally diverse clients and co workers (online)</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and Torres Strait Islander people (online)</td>
<td>40</td>
</tr>
</tbody>
</table>

**Cluster 2 – The human body and the language of health**

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>70</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>60</td>
</tr>
</tbody>
</table>

Total hours 190

**Training format**

Students will undertake a cluster of competencies over 14 weeks by either workshops on campus or facilitated online delivery

**Fee**

- Cluster 1 $171.00
- Cluster 2 $370.50
- Full course $541.50

**Selection Criteria**

Students in year 11 and 12

**Other Details**

- Access to a computer and appropriate software essential if studying externally
- No workshop attendance required for this group of clusters. Online learning facilitated from Mt Barker Campus

**Contact person**

Mount Barker Campus
Cheryl Leeton
08 8391 7049
Cheryl.Leeton@tafesa.edu.au
Practical skills for all health workers

Students in this course are often interested in further study in nursing, allied health, nutrition and dietetics, aged care or other health related fields. These units provide students with a foundation in health-related subjects that are core or electives and transferrable to the three above qualifications and health and care contexts.

This cluster of units will develop the knowledge and skills to follow safe work practices in the health care environment.

Course Duration  
Semester 2 registrations available from 10 August - 30 October, 2015  
Workshop dates to be confirmed

Competencies Delivered from Certificate III in Health Services Assistance (HLT32512); Certificate III in Allied Health Assistance (HLT32412); and Certificate III in Nutrition and Dietetic Assistance (HLT31512)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIN301C</td>
<td>Comply with infection control policies and procedures in health work (online &amp; assessment conducted in Manual Handling workshops)</td>
<td>40</td>
</tr>
<tr>
<td>HLTWHS200A</td>
<td>Participate in WHS processes (online cluster)</td>
<td>20</td>
</tr>
<tr>
<td>HLTCSD305D</td>
<td>Assist with client movement</td>
<td>20</td>
</tr>
<tr>
<td>HLTCSD208D</td>
<td>Transport clients</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE204D</td>
<td>Follow safe manual handling practices</td>
<td>20</td>
</tr>
</tbody>
</table>

Total hours  100

Training format  
Campus based workshops or facilitated online delivery  
First Manual Handling workshop is on Tuesday 24 February, 2015 (Mount Barker), other dates and locations to be advised

Fee  $342.00

Selection Criteria (if applicable)  
Students in year 11 and 12

Other Details  
- Access to a computer and appropriate software essential if studying externally.
- Ability to attend workshops at Adelaide, Mt Barker or Noarlunga campus. Some regional delivery can be negotiated.
- Workshop locations will be determined by student registrations.

Contact person  
Mount Barker Campus  
Cheryl Leeton  
08 8391 7049  
Cheryl.Leeton@tafesa.edu.au
Students in this course are often interested in further study in nursing, allied health, nutrition and dietetics, aged care or other health related fields. These units provide students with a foundation in health-related subjects that are core or electives and transferrable to the three above qualifications and health and care contexts.

This cluster of units will assist to develop team skills to work in the health sector or to safely assist with meal preparation.

**Course Dates**  
8 weeks per cluster  
Semester 2 registrations available from 10 August - 30 October, 2015

**Competencies Delivered** from Certificate III in Health Services Assistance (HLT32512); Certificate III in Allied Health Assistance (HLT32412); and Certificate III in Nutrition and Dietetic Assistance (HLT31512)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR301C</td>
<td>Communicate and work effectively in health</td>
<td>20</td>
</tr>
<tr>
<td>BSFLM303C</td>
<td>Contribute to effective workplace relationships</td>
<td>40</td>
</tr>
</tbody>
</table>

**Cluster 5 – Supporting food services**

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTFS207C</td>
<td>Follow basic food safety practices</td>
<td>30</td>
</tr>
</tbody>
</table>

Total hours 90

**Training format**

Students will undertake a cluster of competencies over 14 weeks by either campus based workshops or facilitated online delivery

**Fee**

- Cluster 4  $225.00
- Cluster 5  $112.50
- Full course  $337.50

**Selection Criteria**

Students in year 11 and 12

**Other Details**

- Access to a computer and appropriate software essential if studying externally.
- Ability to attend workshops at Adelaide, Mt Barker or Noarlunga campus.
- Workshop locations will be determined by student registrations.

**Contact person**

Mount Barker Campus  
Cheryl Leeton  
08 8391 7049  
Cheryl.Leeton@tafesa.edu.au
Primary industries, animal and laboratory sciences
This course is designed to provide students with general animal care information, whilst also providing pathways to further training.

Practical activities will include companion animal handling, cleaning and feeding.

**Course Duration** 9 weeks, 1 day per week

**Day, Time & Date**
- OPTION 1: Tuesday, 9:00am - 4:30pm, 21 July – 15 September, 2015
- OPTION 2: Monday/Thursday, 9.00am – 4.30pm, 12 October – 23 November, 2015

**Competencies Delivered from Certificate I in Animal Studies (ACM10110)**

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMGAS101A</td>
<td>Investigate job opportunities in animal care and related industries</td>
<td>10</td>
</tr>
<tr>
<td>ACMGAS202A</td>
<td>Participate in workplace communications</td>
<td>20</td>
</tr>
<tr>
<td>ACMGAS102A</td>
<td>Catch and handle a range of quiet animals</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS103A</td>
<td>Assist in the care of animals</td>
<td>40</td>
</tr>
<tr>
<td>ACMOHS201A</td>
<td>Participate in occupational health and safety processes</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS210A</td>
<td>Prepare for and conduct a tour or presentation</td>
<td>30</td>
</tr>
<tr>
<td>SIRXCLM001A</td>
<td>Organise and maintain work areas</td>
<td>20</td>
</tr>
</tbody>
</table>

Total hours 200

**Training format** Classroom / Workshop

**Fee** $810

**Selection Criteria** Students completing Year 10, in Years 11 or 12

**Other Details**
- Participating students must wear comfortable clothing and closed-in shoes
- Nails must be short and hair tied back
- Disposable laboratory gowns will be provided
- No prior experience with animals is required
- Handling of animals is included; therefore TAFE SA must be informed of phobias and/or allergies
- Successful completion of the course requires a pass grade in a variety of assessment items, across all seven competencies. This includes online assessments, examinations and practical animal handling.

**Course Location** Gilles Plains Campus

**Contact person** Bobbie Latta
- 08 8207 1248
- bobbie.latta@tafesa.edu.au
This course is designed to provide students with general animal care information, whilst also providing pathways to further training. Practical activities will include companion animal handling, basic first aid for animals and simulated work activities.

Course Duration 16 weeks, 1 day per week

Day, Time & Date
OPTION 1: Tuesdays, 9.30am - 4.30pm, 21 July - 17 November, 2015
OPTION 2: Fridays, 9.30am - 4.30pm, 24 July - 20 November, 2015

Competencies Delivered from Certificate II in Animal Studies (ACM20110)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMGAS201A</td>
<td>Work in the animal care industry</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS202A</td>
<td>Participate in workplace communications</td>
<td>20</td>
</tr>
<tr>
<td>ACMGAS203A</td>
<td>Complete animal care hygiene routines</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS204A</td>
<td>Feed and water animals</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS205A</td>
<td>Assist in the health care of animals</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS206A</td>
<td>Provide basic first aid for animals</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS207A</td>
<td>Provide reception services for an animal care facility</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS209A</td>
<td>Provide information on companion animals, products and services</td>
<td>40</td>
</tr>
<tr>
<td>ACMOHSS201A</td>
<td>Participate in OH&amp;S processes</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS208A</td>
<td>Source information for animal care needs</td>
<td>40</td>
</tr>
<tr>
<td>ACMSSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
<td>20</td>
</tr>
<tr>
<td>SIRXF201</td>
<td>Balance and secure point of sale terminal</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Total hours</td>
<td>380</td>
</tr>
</tbody>
</table>

Training format Classroom / Workshop

Fee $1440

Selection Criteria Students in Years 11 and 12

Other Details
• Students need to purchase a laboratory gown
• Participating students must wear comfortable clothing and closed-in shoes
• Nails must be short and hair tied back
• No prior experience with animals is required
• Handling of animals is included; therefore TAFE SA must be informed of phobias and/or allergies
• Assessment is based on attendance at all classes, active participation in class, written/online assignments, group projects, animal handling and theory examinations

Course Location Gilles Plains Campus
Contact person Bobbie Latta
08 8207 1248
bobbie.latta@tafesa.edu.au
This course is designed to provide students with general animal care information, whilst also providing pathways to further training.

Practical activities will include companion animal handling, basic first aid for animals and simulated work activities.

**Delivery format**
Online with a 3 day practical block placement

**Date & times**
Practical block dates to be confirmed

**Competencies Delivered** from Certificate II in Animal Studies (ACM20110)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMGAS201A</td>
<td>Work in the animal care industry</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS202A</td>
<td>Participate in workplace communications</td>
<td>20</td>
</tr>
<tr>
<td>ACMGAS203A</td>
<td>Complete animal care hygiene routines</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS204A</td>
<td>Feed and water animals</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS205A</td>
<td>Assist in the health care of animals</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS206A</td>
<td>Provide basic first aid for animals</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS207A</td>
<td>Provide reception services for an animal care facility</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS209A</td>
<td>Provide information on companion animals, products and services</td>
<td>40</td>
</tr>
<tr>
<td>ACMOHS201A</td>
<td>Participate in OH&amp;S processes</td>
<td>40</td>
</tr>
<tr>
<td>ACMGAS208A</td>
<td>Source information for animal care needs</td>
<td>40</td>
</tr>
<tr>
<td>ACMUSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
<td>20</td>
</tr>
<tr>
<td>SIRXFIN201</td>
<td>Balance and secure point of sale terminal</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Total hours</strong></td>
<td>380</td>
</tr>
</tbody>
</table>

**Training format**
Online / Workshop

**Fee**
$1440

**Selection Criteria**
Students in Years 11 and 12

**Other Details**
- Students need to purchase a laboratory gown
- Participating students must wear comfortable clothing and closed-in shoes
- Nails must be short and hair tied back
- No prior experience with animals is required
- Handling of animals is included; therefore TAFE SA must be informed of phobias and/or allergies
- Assessment is based on attendance at all classes, active participation in class, written/online assignments, group projects, animal handling and theory examinations

**Course Location**
Gilles Plains Campus

**Contact person**
Bobbie Latta
08 8207 1248
bobbie.latta@tafesa.edu.au
Tourism, hospitality and creative arts

Hair and beauty
Hospitality
Tourism, events and travel
Bakery
Do you love selling? Would you like to learn how to do it well?
It’s easy when the product is lovely holidays and adventures!

Come along and learn how to sell Tourism products and services.

**Course Duration**  
4 weeks, 1 day per week

**Day, Time & Date**  
Wednesdays 9am – 3pm, 14 October - 4 November, 2015 at Mt Barker Lead School  
OR  
Fridays 9am – 3pm, 16 October - 6 November, 2015 at TAFE SA Adelaide City Campus

**Competencies Delivered** from Certificate III in Tourism (SIT30112)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITTTSL303</td>
<td>Sell tourism products and services</td>
<td>35</td>
</tr>
</tbody>
</table>

Total hours 35

**Training format**  
Classroom

**Fee**  
$370

**Selection criteria**  
Students in Years 11 and 12

**Other Details**  
Minimum number of students required 12

**Course Location**  
Mt Barker Lead School  
Adelaide City Campus

**Contact person**  
Renee Shearer or Cindy Fallon  
08 8348 4662  
tourism.adl@tafesa.edu.au
Would you like to learn how to operate a Tourism Reservation Management System?

If you are good with computers and like learning about Tourism, this One Day introductory course is for you.

**Course Duration**  
1 day workshop

**Day, Time & Date**  
Wednesday 9am – 3pm, 9 September, 2015 at Mt Barker Lead School  
OR  
Friday 9am – 3pm, 11 September, 2015 at TAFE SA Adelaide City Campus

**Competencies Delivered from Certificate III in Tourism (SIT30112)**

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITTTSL201</td>
<td>Operate an online information system</td>
<td>40</td>
</tr>
</tbody>
</table>

Total hours 40

**Training format**  
Classroom

**Fee**  
$414

**Selection criteria**  
Students in Years 11 and 12  
Basic computer skills required

**Other Details**  
Minimum number of students required 12

**Course Location**  
Mt Barker Lead School  
Adelaide City Campus

**Contact person**  
Renee Shearer or Cindy Fallon  
08 8348 4662  
tourism.adl@tafesa.edu.au
Do you like events? Do you help out at events for school or your local community? Would you like to get started on a Tourism or Event course?

This course will give you some basic skills in organising events, and is an indicator for whether you want to continue on at TAFE SA in events or tourism.

**Course Duration**
6 weeks, 1 day per week

**Day, Time & Date**
- Wednesdays 9am – 3pm, 29 July - 2 September, 2015 at Mt Barker Lead School
- OR
- Fridays 9am – 3pm, 31 July - 4 September, 2015 at TAFE SA Adelaide City Campus

**Competencies Delivered** from Certificate III in Tourism (SIT30112)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXEVT301</td>
<td>Access information on event operations</td>
<td>25</td>
</tr>
<tr>
<td>SITXMPR402</td>
<td>Create a promotional display or stand</td>
<td>30</td>
</tr>
</tbody>
</table>

Total hours: 55

**Training format**
Classroom

**Fee**
$570

**Selection criteria**
Students in Years 11 and 12

**Other Details**
Minimum number of students required 12

**Course Location**
- Mt Barker Lead School
- Adelaide City Campus

**Contact person**
Renee Shearer or Cindy Fallon
08 8348 4662
tourism.adl@tafesa.edu.au
Directions in Hairdressing and Beauty Services

This course will expose you to the hair and beauty industry. You’ll have fun watching and participating in skin-care, skincare, make-up, nails, blow-drying, braiding, long hair styling, basin services and salon skills.

It will give you a good understanding of the scope and career options the industry can offer you.

This course is offered as a ‘taster’ to a Certificate II in Year 11, and it may be a ‘taster’ to pre-TGSS.

Course Duration 8-10 weeks, 1 day per week
All campuses have an intake each semester and some have an intake each term

Day, Time & Date Contact preferred campus for dates and times

Competencies Delivered from Certificate II in Beauty Services (SIB20110)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIRXIND001A</td>
<td>Work Effectively in a retail environment</td>
<td>45</td>
</tr>
<tr>
<td>SIHHHIND201A</td>
<td>Maintain and organise tools, equipment and work areas</td>
<td>20</td>
</tr>
<tr>
<td>SIHHCCS201A</td>
<td>Greet and prepare clients for salon services</td>
<td>10</td>
</tr>
</tbody>
</table>

Total hours 70

Training format On campus

Fee $595 (includes materials fee)

Selection Criteria Students in Years 10 and 11

Course Location Adelaide City campus
Berri campus
Elizabeth campus
Mount Barker campus
Mount Gambier campus
Murray Bridge campus
Noarlunga campus
Tea Tree Gully campus
Whyalla campus

Contact person Lisa Brennan
08 8207 8412
lisa.brennan@tafesa.edu.au
The Hair Focus

This course provides you with an introduction to the Hairdressing Industry. The course will provide exposure to blow-drying, braiding, long hair styling, basin services and salon practical skills.

It will give you a good understanding of the scope and career options the industry can offer you.

This course is offered as a ‘taster’ to a Certificate II in Year 11, and it may be a ‘taster’ to pre-TGSS.

This program is also offered at selected campuses as a School Holiday program and can be used to top-up SACE.

**Course Duration**  
9-10 weeks, 1 day per week  
All campuses have an intake each semester and some have an intake each term

**Day, Time & Date**  
Contact preferred campus for dates and times

**Competencies Delivered from Certificate II in Hairdressing (SIH20111)**

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIHHCCS201A</td>
<td>Greet and prepare clients for salon service</td>
<td>10</td>
</tr>
<tr>
<td>SIHHIND202A</td>
<td>Develop hairdressing industry knowledge</td>
<td>15</td>
</tr>
<tr>
<td>SIRXIND001A</td>
<td>Work effectively in a retail environment</td>
<td>45</td>
</tr>
</tbody>
</table>

Total hours 70

**Training format**  
On campus

**Fee**  
$645 (includes materials fee)

**Selection criteria**  
Students in Years 10 and 11

**Course Location**  
Adelaide City campus  
Elizabeth campus  
Mount Gambier campus  
Noarlunga campus  
Tea Tree Gully campus  
Whyalla campus

**Contact person**  
Lisa Brennan  
08 8207 8412  
lisa.brennan@tafesa.edu.au
This course provides you with a taste of the Beauty Industry with a focus on make-up artistry. The course will provide exposure to skincare and make-up and salon practical skills.

It will give you a good understanding of the scope and career options the industry can offer you.

This course is offered as a ‘taster’ to a Certificate II in Year 11, and it may be a ‘taster’ to pre-TGSS.

This program is also offered at selected campuses as a School Holiday program and can be used to top-up SACE.

**Course Duration**
8-10 weeks, 1 day per week  
All campuses have an intake each semester and some have an intake each term

**Day, Time & Date**
Contact preferred campus for dates and times

**Competencies Delivered** from Certificate II in Retail Make-up and Skincare (SIB20110)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIBBRES201A</td>
<td>Research and apply beauty information</td>
<td>20</td>
</tr>
<tr>
<td>SIBBFAS201A</td>
<td>Demonstrate retail skin care products</td>
<td>25</td>
</tr>
<tr>
<td>SIRXMER001A</td>
<td>Merchandise products</td>
<td>30</td>
</tr>
</tbody>
</table>

Total hours 75

**Training format**
On campus

**Fee**
$595 (includes materials fee)

**Selection criteria**
Students in Years 10 & 11

**Course Location**
Adelaide City campus  
Elizabeth campus  
Mount Gambier campus  
Noarlunga campus  
Tea Tree Gully campus  
Whyalla campus

**Contact person**
Lisa Brennan  
08 8207 8412  
lisa.brennan@tafesa.edu.au
You will touch on all things Hair and Beauty with a focus on personal hair and make-up tips and advice.

The course provides excellent industry standard advice and can be utilised as a taster, to meet TGSS criteria, or, to top-up SACE Credits.

**Course Duration**  
5 weeks, 1 day per week in Term 4

**Day, Time & Date**  
9am - 3pm, contact preferred campus for dates

**Competencies Delivered** from Certificate II in Retail Make-up and Skincare (SIB20110)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIRXMER005A</td>
<td>Create a display</td>
<td>35</td>
</tr>
</tbody>
</table>

Total hours 35

**Training format**  
On campus

**Fee**  
$375 (includes materials fee)

**Selection criteria**  
Students in Years 10, 11 & 12

**Course Location**  
Adelaide City campus  
Elizabeth campus  
Mount Gambier campus  
Murray Bridge  
Noarlunga campus  
Tea Tree Gully campus  
Whyalla campus

**Contact person**  
Lisa Brennan  
08 8207 8412  
lisa.brennan@tafesa.edu.au
Industry boys - Look your best!

This short course is designed to give students the skills to walk away with confidence on how to present themselves as they get ready to enter into their career choice.

Be it Barista or Barrister, implement these skills in male skincare and hair, to get the look for success.

This course can be a “taster” course to qualify for TGSS training in Hair & Beauty.

Course Duration 3 weeks, 1/2 day per week in Terms 1, 2 or 3
Day, Time & Date 9am - 1pm, contact preferred campus for dates
Competencies Delivered from Certificate II in Retail Make-up and Skincare (SIB20110)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIRXMER005A</td>
<td>Create a display</td>
<td>35</td>
</tr>
</tbody>
</table>

Total hours 35

Training format On campus
Fee $180 (includes materials fee)
Selection criteria Students in Years 10 & 11
Course Location Adelaide City campus
Berri campus
Elizabeth campus
Mount Gambier campus
Murray Bridge campus
Noarlunga campus
Tea Tree Gully campus
Whyalla campus

Contact person Lisa Brennan
08 8207 8412
lisa.brennan@tafesa.edu.au
Creating cakes and meringues

Do you enjoy being in the kitchen and making sweet treasures?

This course will enable you to gain skills and knowledge in commonly produced cake and meringue products such as muffins, fruit cake, lamingtons, tea cakes, mudcakes, cupcakes, pavlova and macarons.

**Course Duration**  
11 weeks, 1 day per week

**Day, Time & Date**  
Wednesdays 8am – 3pm, 1 July - 23 September, 2015  
(no classes during school holidays on 8 & 15 July)

**Competencies Delivered** from *Certificate II in Food Processing* (FDF20111)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFRB2005A</td>
<td>Provide assistance in cake, pastry and biscuit production</td>
<td>80</td>
</tr>
<tr>
<td>FDFBK2007A</td>
<td>Operate a cooling and slicing process</td>
<td>40</td>
</tr>
<tr>
<td>SIRRMER004A</td>
<td>Prepare and display bakery products</td>
<td>25</td>
</tr>
<tr>
<td>FDFRB2003A</td>
<td>Produce meringue based products</td>
<td>20</td>
</tr>
</tbody>
</table>

**Total hours**  
165

**Training format**  
Classroom / Bakery simulated

**Fee**  
$1155

**Selection criteria**  
Students in Years 11 and 12

**Other Details**  
Uniform and equipment to be purchased by the student (cost approximately $250)  
Detailed list is available on registration

**Course Location**  
Regency campus

**Contact person**  
Ashley Schmidt  
08 8348 4264  
ashley.schmidt@tafesa.edu.au

[tafesa.edu.au](http://tafesa.edu.au)
Introduction to Breadmaking  *(Royal Adelaide Show special)*

Do you love the smell of fresh bread straight from the oven? Want to be part of the Royal Adelaide Show?

This course covers the skills and knowledge required to provide assistance in the preparing, mixing, and baking of dough to produce bread products, including:

- basic principles of bread baking, including processes such as mixing and producing, dividing and shaping, moulding dough to final shape, final proving dough, and baking bread
- characteristics of ingredients and storage requirements
- settings, operating requirements, and safety features of equipment used
- methods used to confirm accuracy of measuring equipment used
- time, temperature and humidity on the bread baking processes & required characteristics of dough
- waste handling, cleaning, and procedures.

**Course Duration**  
4 days

**Day, Time & Date**  
**OPTION 1:** Friday - Monday, 8.30am - 3.30pm, 4 - 7 September, 2015  
**OPTION 2:** Wednesday - Saturday, 8.30am - 3.30pm, 9 - 12 September, 2015

**Competencies Delivered**  
*from Certificate II in Food Processing (FDF20111)*

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFRB2004A</td>
<td>Provide production assistance for bread products</td>
<td>60</td>
</tr>
<tr>
<td>FDFRB1001A</td>
<td>Finish products</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Total hours</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

**Training format**  
Workshop (on location)

**Fee**  
$390

**Selection criteria**  
Students in Years 11 and 12

**Other Details**  
Students to provide:

- White trousers (cricket pants)
- White polo shirt with short sleeves (cotton)
- White bib apron (cotton drill)
- Black fully-enclosed shoes (no sneakers)

Limited places available

Baker’s cap and hair net will be provided

**Course Location**  
Royal Adelaide Showgrounds, Wayville

**Contact person**  
Shayne Bulluss  
08 8348 4489  
shayne.bulluss@tafesa.edu.au
Café Culture

It’s all about coffee & food! Learn how to make the perfect espresso coffee and also gain some skills in the kitchen while preparing dishes including canapés, gourmet sandwiches and stylish yet simple dishes.

During the course you will be training in our specifically designed coffee academy where you will learn how to fall in love with the perfect espresso coffee.

From short blacks to cappuccinos, it will be a memorable experience. You will also have the opportunity to be creative in presenting food in a flamboyant style to impress.

**Course Duration**  
5 day workshop

**Day, Time & Date**  
Monday - Friday, 9.00am - 6.00pm each day  
OPTION 1.2: Monday 13 July to Friday 17 July, 2015 (school holidays)  
OPTION 2.2: Monday 28 September to Friday 2 October, 2015 (school holidays)  
OPTION 3.2: Monday 30 November to Friday 4 December, 2015

**Competencies Delivered** from Certificate III in Hospitality (TP00639)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHFAB204</td>
<td>Prepare and Serve Espresso coffee</td>
<td>30</td>
</tr>
<tr>
<td>SITXFSA101</td>
<td>Use hygienic practices for food safety</td>
<td>15</td>
</tr>
</tbody>
</table>

Total hours 45

**Training format**  
Practical sessions on campus, online

**Fee**  
$450

**Selection criteria**  
Students 16 years and over

**Other Details**  
Please note that access to the internet is needed as there are components of the course that must be completed online  
Registration is available on the TAFE SA website (tafesa.edu.au) under Courses > Hospitality & Tourism > Hospitality > Café Culture - click “enrol now” to purchase tickets on Eventopia.

**Course Location**  
Regency campus

**Contact person**  
Hospitality Reception  
08 8348 4662  
hospitality@tafesa.edu.au
Learn to make the perfect espresso coffee with our passionate and qualified lecturers who will inspire you to make coffee with enthusiasm and confidence.

**Course Duration**

6 weeks, 1 evening per week

**Day, Time & Date**

6.00pm - 9.00pm
OPTION 1: Wednesday 5 August to Wednesday 9 September, 2015
OPTION 2: Wednesday 14 October to Wednesday 18 November, 2015

**Course Duration**

4 Day course

**Day, Time & Date**

9.30am – 3.00pm
Monday 30 November – Thursday 3 December, 2015

**Competencies Delivered** from Certificate III in Hospitality (TP00639)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHFAB204</td>
<td>Prepare and Serve Espresso coffee</td>
<td>30</td>
</tr>
<tr>
<td>SITXFSA101</td>
<td>Use hygienic practices for food safety</td>
<td>15</td>
</tr>
</tbody>
</table>

Total hours 45

**Training format**

Practical sessions on campus, online

**Fee**

$335

**Selection criteria**

Students 16 years and over

**Other Details**

Please note that access to the internet is needed as there are components of the course that must be completed online

**Course Location**

Noarlunga Campus
Also Mt Barker, Victor Harbor

**Contact person**

Kirsty Fletcher
08 8207 3613
Kirsty.fletcher@tafesa.edu.au

**Note:** This course is also available at
TAFE SA Mount Barker (31 Aug - 8 Sept)
TAFE SA Victor Harbor (21-24 Sept)
For details, contact Melissa Stapleton on 08 8391 7076 (email melissa.stapleton@tafesa.edu.au)
Responsible Service of Alcohol

This course is a legal requirement and therefore essential for all hospitality staff to provide an understanding of the legal responsibilities of all personnel involved in the sale and supply of liquor.

To be eligible to apply for your responsible person badge, you must also complete SA Liquor Licensing Laws.

Course Duration  
**Half a day**

Day, Time & Date  
**9.30am - 1.30pm**
OPTION 1: Wednesday 29 July, 2015
OPTION 2: Wednesday 25 November, 2015

Competencies Delivered from Certificate III in Hospitality (TP00639)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHFAB201</td>
<td>Provide responsible service of alcohol</td>
<td>10</td>
</tr>
</tbody>
</table>

Total hours 10

Training format  
Classroom or online

Fee  
$99 - classroom
$80 - online

Selection criteria  
Students 17.5 years and over

Other Details  
Please note that access to the internet is needed as there are components of the course that must be completed online

Course Location  
TAFE SA Noarlunga Campus

Contact person  
Kirsty Fletcher
08 8207 3613
Kirsty.fletcher@tafesa.edu.au

Note: This course is also available at
TAFE SA Mount Barker (30 July & 26 Nov)
TAFE SA Victor Harbor (16 Nov)

For details, contact Melissa Stapleton
08 8391 7076
email melissa.stapleton@tafesa.edu.au

V2.2 June 2015
During this course, you will be taken through every aspect of the bartending profession. Learn from experienced bartenders the correct methods and approaches of bar work and providing quality service.

**Course Duration**  
**Regular** – 7 weekly Sessions, **Intensive** - 4 full days

**Day, Time & Date**  
**Regular:** Thursday, 6.00pm - 9.30pm  
**Noarlunga campus:**  
OPTION 1: Thursday 13 August to 24 September 2015  
OPTION 2: Thursday 22 October to Thursday 3 December 2015  

**Intensive:** Monday to Thursday, 9.30am - 3.00pm  
**Noarlunga:**  
OPTION 3: Monday 7 September to Thursday 10 September, 2015  
OPTION 4: Monday 30 November to Thursday 3 December, 2015

**Other campuses:**  
Mount Barker  
2 weeks, 2 days per week (Mon & Tues)9.30am – 3.00pm  
OPTION 5: Monday 19 October to Tuesday 26 October

**Victor Harbor**  
4 Full Days 9.30am – 3.00pm  
OPTION 6: Monday 16 November to Thursday 19 November, 2015 (Victor Harbor)

**Competencies Delivered** from **Certificate III in Hospitality** (TP00639)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHFAB101</td>
<td>Clean &amp; Tidy Bar Areas</td>
<td>15</td>
</tr>
<tr>
<td>SITHFAB202</td>
<td>Operate a Bar</td>
<td>35</td>
</tr>
<tr>
<td>SITHFAB201</td>
<td>Provide responsible service of alcohol</td>
<td>10</td>
</tr>
<tr>
<td>SITXFIN201</td>
<td>Process financial transactions</td>
<td>25</td>
</tr>
<tr>
<td>SITXFS101</td>
<td>Use hygienic practices for food safety</td>
<td>15</td>
</tr>
<tr>
<td>RRRF</td>
<td>SA Liquor Licensing Laws</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total hours</strong></td>
<td><strong>106</strong></td>
</tr>
</tbody>
</table>

**Training format**  
Practical sessions on campus, online

**Fee**  
$450

**Selection criteria**  
Students 17.5 years and over

**Other Details**  
Please note that access to the internet is needed as there are components of the course that must be completed online

**Contact person**  
Kirsty Fletcher  
08 82073613  
Kirsty.fletcher@tafesa.edu.au
Foundation skills

Literacy
Numeracy
Basic computing
Wanting to get into a career and succeed? Help prior to enrolling is a great option to hone those skills that perhaps aren’t as neat as they could be.

The Assignment Workshop will help you develop, write and present your assignments better. Learn good writing techniques, how to research, reference correctly and produce a well presented document.

**Course Duration**  
3 weeks, 1 day per week

**Day, Time & Date**  
Monday, 3:00pm - 5:00pm, 7 September - 21 September, 2015

**Competencies Delivered** from Certificate I Skills for Vocational Pathways (FSK10213)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAEWK</td>
<td>Write simple workplace information</td>
<td>10</td>
</tr>
</tbody>
</table>

Total hours 10

**Training format**  
Classroom

**Fee**  
$105

**Selection Criteria**  
Students in Years 10, 11 & 12

**Other details**  
Expressions of interest to Kay Freeth by 2 September 2015

10 participants required to run the workshop.

**Registrations Day** on Wednesday 2 September at 3.30pm at Whyalla campus Room 8.29 (old canteen)

**Course Location**  
Whyalla Campus

**Contact person**  
Kay Freeth  
08 8648 8872  
Kay.Freeth@tafesa.edu.au
The Mathematics Workshop will help you develop and understand basic maths skills (essential calculations, decimals, fractions, percentages and ratio/proportions) including order of operations, transposition and algebra.

**Course Duration**  
3 weeks, 1 day per week (6 hours)

**Day, Time & Date**  
Monday, 3:00pm - 5:00pm, 10 August – 24 August, 2015

**Competencies Delivered** from Certificate II in Skills for Work and Vocational Pathways (FSK20113)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAETY</td>
<td>Calculate with whole numbers, and familiar fractions, decimals and percentages for work</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training format</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>$105</td>
</tr>
</tbody>
</table>

**Selection Criteria (if applicable)**  
Students in Years 10, 11 & 12

**Other details**  
Expressions of interest to Kay Freeth by 5 August 2015  
10 participants required to run the workshop.  
**Registrations Day** on Wednesday 5 August at 3.30pm  
at Whyalla campus Room 8.29 (old canteen)

**Course Location**  
Whyalla Campus

**Contact person**  
Kay Freeth  
08 8648 8872  
Kay.freeth@tafesa.edu.au
Mining, engineering and transport
Operate a forklift

This course will provide participants with the training requirements to obtain a Forklift Licence (High Risk).

<table>
<thead>
<tr>
<th>Duration</th>
<th>2 day or 3 day course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day, Time &amp; Date</td>
<td>Starting date by negotiation</td>
</tr>
<tr>
<td>Training format</td>
<td>Classroom/workshop</td>
</tr>
<tr>
<td>Fee</td>
<td>$375*</td>
</tr>
<tr>
<td>* This price may increase depending on equipment hire or engaging additional staff and travel costs for regional and remote areas</td>
<td></td>
</tr>
<tr>
<td>Selection Criteria</td>
<td>Students must be 18 years of age and over, and hold a current drivers licence (minimum probationary licence)</td>
</tr>
<tr>
<td>Other details</td>
<td>Maximum of 6 students for 2 day course and maximum of 8 students for 3 day course.</td>
</tr>
<tr>
<td>Required PPE:</td>
<td>• Safety glasses</td>
</tr>
<tr>
<td></td>
<td>• Long sleeved shirt</td>
</tr>
<tr>
<td></td>
<td>• Long pants</td>
</tr>
<tr>
<td></td>
<td>Fully enclosed shoes (safety boots preferred)</td>
</tr>
</tbody>
</table>

Note: The assessment we use is mandated by SafeworkSA and has high level reading, writing and calculation requirements to achieve accreditation. This is a high risk licence issued by SafeworkSA and TAFE SA has no input in the assessment process and criteria.

Course Location
- Mount Barker campus
- Port Augusta campus
- Port Pirie campus
- Regency campus
- Whyalla campus

Contact person
Danielle Ayres
8535 6581
danielle.ayres@tafesa.edu.au
Introduction to Fitting and Machining

This course will provide participants with basic skills to safely try their hand at various tools and machinery used within the mechanical engineering industry.

**Duration**  
5 day block - negotiable

**Day, Time & Date**  
Starting date by negotiation

**Training format**  
Classroom/workshop

**Fee**  
$600.00 per student  
minimum group numbers apply

**Selection Criteria (if applicable)**  
Students in years 10, 11 and 12

**Other details**  
Required PPE:  
- Safety glasses  
- Steel capped safety boots  
- Long sleeved shirt  
- Long pants or overalls

**Course Location**  
Berri campus  
Elizabeth campus  
Mount Gambier campus  
Murray Bridge campus  
Noarlunga campus  
Port Augusta campus  
Port Pirie campus  
Regency campus  
Whyalla campus

**Contact person**  
Danielle Ayres  
8535 6581  
danielle.ayres@tafesa.edu.au
## Introduction to Welding

This course will provide participants with basic skills to safely try their hand at gas metal arc welding, manual metal arc welding, oxy acetylene welding, gas tungsten arc welding, and thermal cutting.

<table>
<thead>
<tr>
<th>Duration</th>
<th>5 day block - negotiable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day, Time &amp; Date</td>
<td>Starting date by negotiation</td>
</tr>
<tr>
<td>Training format</td>
<td>Classroom/workshop</td>
</tr>
<tr>
<td>Fee</td>
<td>$600.00 per student minimum group numbers apply</td>
</tr>
<tr>
<td>Selection Criteria (if applicable)</td>
<td>Students in years 10, 11 and 12</td>
</tr>
<tr>
<td>Other details</td>
<td>Required PPE:</td>
</tr>
<tr>
<td></td>
<td>• Safety glasses</td>
</tr>
<tr>
<td></td>
<td>• Steel capped safety boots</td>
</tr>
<tr>
<td></td>
<td>• Long sleeved shirt</td>
</tr>
<tr>
<td></td>
<td>• Long pants or overalls</td>
</tr>
<tr>
<td></td>
<td>Clothing must be natural fibre eg cotton or wool, no synthetics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Location</th>
<th>Barossa Valley campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Berri campus</td>
</tr>
<tr>
<td></td>
<td>Elizabeth campus</td>
</tr>
<tr>
<td></td>
<td>Kadina campus</td>
</tr>
<tr>
<td></td>
<td>Mount Gambier campus</td>
</tr>
<tr>
<td></td>
<td>Murray Bridge campus</td>
</tr>
<tr>
<td></td>
<td>Noarlunga campus</td>
</tr>
<tr>
<td></td>
<td>Port Augusta campus</td>
</tr>
<tr>
<td></td>
<td>Port Lincoln campus</td>
</tr>
<tr>
<td></td>
<td>Port Pirie campus</td>
</tr>
<tr>
<td></td>
<td>Regency campus</td>
</tr>
<tr>
<td></td>
<td>Roxby Downs campus</td>
</tr>
<tr>
<td></td>
<td>Whyalla campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Danielle Ayres</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8535 6581</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:danielle.ayres@tafesa.edu.au">danielle.ayres@tafesa.edu.au</a></td>
</tr>
</tbody>
</table>
Building and construction

Carpentry
Civil construction

Electrical
This structured course will provide students with the opportunity to achieve accreditation in the operation of a Front End Loader.

**Course Duration**  
2 days

**Day, Time & Date**  
Workshop dates can be negotiated

**Competencies Delivered** from *Certificate III in Civil Construction Plant Operations (RII30813)*

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIMP0321D</td>
<td>Conduct front end loader operations</td>
<td>160</td>
</tr>
</tbody>
</table>

Total hours 160

**Training format**  
In class plus Active Training

**Fee**  
$375.00 (includes materials fee)

**Selection Criteria**  
Students in years 11 and 12 (must be 18 years of age and over)

**Other details**  
Require:
- Current drivers licence
- Steel cap boots
- Hi-Visibility shirt

**Course Location**  
Tonsley campus

**Contact person**  
Theo Cocking  
08 8207 2912  
Theo.cocking@tafesa.edu.au

Bernie Kasza  
8207 2914  
Bernie.kasza@tafesa.edu.au
This structured course will provide students with the opportunity to achieve accreditation in the operation of a Roller.

**Course Duration**  
2 days

**Day, Time & Date**  
*Workshop dates can be negotiated*

**Competencies Delivered** from *Certificate III in Civil Construction Plant Operations (RII30813)*

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIMP0317D</td>
<td>Conduct roller operations</td>
<td>80</td>
</tr>
</tbody>
</table>

Total hours 80

**Training format**  
In class plus Active Training

**Fee**  
$375.00 (includes materials fee)

**Selection Criteria**  
Students in years 11 and 12 (must be 18 years of age and over)

**Other details**  
Require:  
Current drivers licence  
Steel cap boots  
Hi-Visibility shirt

**Course Location**  
Tonsley campus

**Contact person**  
Theo Cocking  
08 8207 2912  
Theo.cocking@tafesa.edu.au

Bernie Kasza  
8207 2914  
Bernie.kasza@tafesa.edu.au
Conduct Skid Steer Operations

This structured course will provide students with the opportunity to achieve accreditation in the operation of a Skid Steer Loader.

Course Duration 2 days

Day, Time & Date Workshop dates can be negotiated

Competencies Delivered from Certificate III in Civil Construction Plant Operations (RII30813)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIMPO318D</td>
<td>Conduct skid steer loader operations</td>
<td>80</td>
</tr>
</tbody>
</table>

Total hours 80

Training format In class plus Active Training

Fee $375.00 (includes materials fee)

Selection Criteria (if applicable) Students in years 11 and 12 (must be 18 years of age and over)

Other details Require:
Steel cap boots
Hi-Visibility shirt

Course Location Tonsley campus

Contact person Theo Cocking
08 8207 2912
Theo.cocking@tafesa.edu.au

Bernie Kasza
8207 2914
Bernie.kasza@tafesa.edu.au
Work Zone Traffic Management

This structured course will provide students with the opportunity to achieve accreditation in the implementation of Traffic Management.

**Course Duration**  
One and a half days

**Day, Time & Date**  
Workshop dates can be negotiated

**Competencies Delivered** from Certificate III in Civil Construction Plant Operations (RII30813)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIWHS302D</td>
<td>Implement traffic management plan</td>
<td>20</td>
</tr>
<tr>
<td>RIIWHS205D</td>
<td>Control traffic and stop/slow bat</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total hours**  
28

**Training format**  
In class simulated

**Fee**  
$325.00 (includes materials fee)

**Course Location**  
Tonsley campus

**Contact person**  
Theo Cocking  
08 8207 2912  
Theo.cocking@tafesa.edu.au  

Bernie Kasza  
8207 2914  
Bernie.kasza@tafesa.edu.au
This structured course will provide students with the opportunity to achieve a Yellow Card to operate Boom Lift and Scissor Lift under 11 metres.

**Course Duration**  
1 day

**Day, Time & Date**  
*Friday 8am – 4pm, dates to be negotiated*

**Competencies Delivered** from Certificate III in Civil Construction Plant Operations (RII30813)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIHAN301D</td>
<td>Operating elevated work platform</td>
<td>40</td>
</tr>
</tbody>
</table>

**Total hours**  
40

**Training format**  
Active workshop learning

**Fee**  
$375.00 (includes materials fee)

**Selection Criteria** (if applicable)  
Age restrictions:
- Restricted licence - under 18
- Full licence - must be 18 years of age and over

**Other details**  
Require:
- Steel cap boots
- Photo ID (eg Current drivers licence)

**Course Location**  
Tonsley campus

**Contact person**
- Theo Cocking  
  08 8207 2912  
  Theo.cocking@tafesa.edu.au

- Bernie Kasza  
  8207 2914  
  Bernie.kasza@tafesa.edu.au
Make your own electric guitar

This structured and fun course will provide students with the opportunity to create their own working instrument.

The experienced lecturer will guide students through the process in a safe and supportive environment.

Course Duration  
9 weeks, 1 day per week

Day, Time & Date  
Thursday, 12:00pm - 4:00pm, 30 July– 24 September, 2015

Competencies Delivered from Certificate II in Furniture Making (MSF20313)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSFGN2001</td>
<td>Make measurements and calculations</td>
<td>30</td>
</tr>
<tr>
<td>MSFFM2005</td>
<td>Join solid timber</td>
<td>8</td>
</tr>
</tbody>
</table>

Total hours 38

Training format  
Active workshop learning

Fee  
$730 (includes material fee)

Selection Criteria  
Students in year 11 & 12

Other Details  
Safety glasses  
Steel capped boots  
Hearing protection

Course location  
Tonsley Campus

Contact person  
Michael Snowden  
(08) 8207 4926  
michael.snowden@tafesa.edu.au
Phase 1 in Electrical

Are you interested in the Electrical Industry? Are you looking for a career which is exciting and challenging with the opportunity to go on and do Diploma or Degrees? Would you be interested in working in various industries such as mining, manufacturing, renewable energy, security or communications; designing and installing and troubleshooting equipment?

Phase 1 introduces you to the requirements of Workplace Health and Safety and how they apply to you in electrical work.

These are the basic skills you will need if you’re looking for a career in the electrical industry. You will also complete the White Card, to enable you to work on Construction Sites. The subjects you complete in this course will be credited to you, if you proceed into an Electrical Apprenticeship.

Course Duration 5 weeks, 1 day per week
Day, Time & Date 9.00am – 3.00pm, Dates by negotiation

Competencies Delivered from Certificate II in Electrotechnology (Career Start) (UEE22011/UEE30811)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEEENEE101A</td>
<td>Apply OHS &amp; Safety regulations, codes and practices in the workplace (inc White Card)</td>
<td>20</td>
</tr>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
<td>10</td>
</tr>
<tr>
<td>HLTAID001</td>
<td>Perform CPR</td>
<td>10</td>
</tr>
<tr>
<td>UETTDRRF06B</td>
<td>Perform Rescue from a live Low Voltage panel</td>
<td>10</td>
</tr>
</tbody>
</table>

Total hours 50

Training format Blended - Classroom, online (Moodle), practical workshops

Fee $390.00 (includes material & White Card fee)

Selection Criteria Students in Years 11 and 12

Other details PPE required: Safety shoes, long sleeve shirt, long trousers, safety glasses

Course Location Elizabeth campus
Noarlunga campus
Tonsley campus

Contact person Andrew Boyt-Cullis
0409 282 468
Andrew.boyt-cullis@tafesa.edu.au
Phase 2 in Electrical

Are you interested in the Electrical Industry? Are you looking for a career which is exciting and challenging with the opportunity to go on and do Diploma or Degrees? Would you be interested in working in various industries such as mining, manufacturing, renewable energy, security or communications; designing and installing and troubleshooting equipment?

Phase 2 introduces you to basic workshop fitting and fabrication techniques, including the safe use of hand, fixed and portable power tools, cutting and shaping joining and fixing equipment, using metallic and non-metallic materials, dismantling and assembling equipment, basic mechanical measurement, and marking-out and reading drawings & diagrams.

You will complete a practical project, which you will be proud of and can take away from the course.

The subjects you complete in this course will be credited to you, if you proceed into an Electrical Apprenticeship.

Course Duration  
7 weeks, 1 day per week

Day, Time & Date  
Tuesdays 9am – 3pm, Dates by negotiation

Competencies Delivered from Certificate II in Electrotechnology (Career Start)  
(UEE22011/UEE30811)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEEENEEE102A</td>
<td>Fabricate, assemble and dismantle utilities</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>industry components</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total hours</td>
<td>40</td>
</tr>
</tbody>
</table>

Training format  
Blended - Classroom, online (Moodle), practical workshops

Fee  
$600.00

Selection Criteria  
Students in Years 11 and 12

Other details  
PPE required:
Safety shoes, long sleeve shirt, long trousers, safety glasses

Course Location  
Elizabeth campus
Noarlunga campus
Tonsley campus

Contact person  
Andrew Boyt-Cullis
0409 282 468
Andrew.boyt-cullis@tafesa.edu.au
In Phase 3 you will learn about the Electrical sector vocations and areas which you may be interested in working. It also enables you to start planning your career pathway within the industry, helping you to understand the various classifications and qualifications you will need to be successful.

You will learn about apprenticeships and what it will mean to you and how it will work. This includes the licencing requirements of the electrical industry and the Awards under which you will be working.

We will help you with the very important aspect of job applications and interview techniques. People from within the Electrical Industry will talk with you about working in the electrical field as a young woman. Our guest speakers include a young woman who has gone through her apprenticeship and is now working as an electrician in Adelaide.

**Course Duration**  
7 weeks, 1 day per week

**Day, Time & Date**  
Tuesdays 9am – 3pm, Dates by negotiation

**Competencies Delivered** from Certificate II in Electrotechnology (Career Start)  
(UEE22011/UEE30811)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEEENEE148A</td>
<td>Carry out routine work activities in an energy sector environment</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Total hours</td>
<td>40</td>
</tr>
</tbody>
</table>

**Training format**  
Blended - Classroom, discussion forums, interactive workshops

**Fee**  
$600.00

**Selection Criteria**  
Students in Years 11 and 12

**Other details**  
PPE required:  
Safety shoes, long sleeve shirt, long trousers, safety glasses

**Course Location**  
Elizabeth campus  
Noarlunga campus  
Tonsley campus

**Contact person**  
Andrew Boyt-Cullis  
0409 282 468  
Andrew.boyt-cullis@tafesa.edu.au
Other courses including non accredited courses

Retail
Hair and beauty
Bakery

Equine studies
Business management
Jewellery

Creative arts
Creative writing
Acting
Provide First Aid (formerly Apply First Aid or Senior First Aid) is a comprehensive first aid course suitable for everyday emergency situations. This qualification meets the requirement, set out in the Code of Practice, for a Senior First Aider. It incorporates Provide Cardiopulmonary Resuscitation (CPR) & Provide Basic Emergency Life Support.

Provide First Aid is a core or elective unit in a wide variety of qualification areas.

**Course Duration**
1 day

**Day, Time & Date**
9am – 5pm (8 hrs), dates by negotiation

**Competencies Delivered** from the Community Services & Health training package (CHC12)

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>18</td>
</tr>
<tr>
<td>HLTAID002</td>
<td>Provide Basic Emergency Life Support</td>
<td></td>
</tr>
<tr>
<td>HLTAID001</td>
<td>Provide Cardiopulmonary Resuscitation</td>
<td></td>
</tr>
</tbody>
</table>

Total hours 18

**Training format**
Face to face - Classroom/Workshop

**Fee**
$150 per person

**Selection Criteria**
Students must be 14 years and over

**Details**
During First Aid training participants will be required to work at a range of height levels. Participants will also be required to kneel for a minimum of four (4) minutes for Cardio Pulmonary Resuscitation (CPR) assessment and to roll onto their back, side and/or stomach.

**Course Location**
Available on or off campus, by negotiation

**Contact person**
Steve Buckle
08 8648 9976
steve.buckle@tafesa.edu.au
How to start your own business (*Non Accredited*)

Have you got a great idea that you would like to turn into a business?

Learn the basics of getting your business up and running.

This 3 hour workshop will cover information on marketing your business, the legal aspects of running a business and how you go about pricing your services. Participants will take away useful tools and templates to implement when starting their own business.

Completion in this workshop can lead to the Certificate III in Micro Business Operations.

**Course Duration**  
1 x 3 hour session

**Day, Time & Date**  
Negotiable. *Day, evening or weekend sessions can be set up as required.*

**Training format**  
Flexible - Face to face, on campus and external

**Fee**  
$50 per student

**Selection Criteria**  
Students in Years 10, 11 and 12

**Course Location**  
Various locations statewide

**Contact person**  
Emma O'Donoghue  
0477 381 850  
emma.odonoghue@tafesa.edu.au
Equine Studies - Introductory Horse Management

This course covers the basic concepts of general horse management, essential to the provision of minimum standards of horse welfare and practice.

With any equestrian environment, safety is given the highest priority. Therefore all skills through this unit are taught with consideration for the safety of the horse and handler.

Course Duration 15 weeks, 1 morning per week

Day, Time & Date Wednesday, 9:00am - 12:00pm, 7th August - 11th November 2015

Qualification / Accreditation The training is an agreed accredited, organised program of instruction, supported by curriculum developed by Equestrian Australia.

The course is awarded 10 SACE credit points under the SACE Board's Policy of 'Recognition of Community Learning'.

Refer “Community Learning program” details at www.sace.sa.edu.au

Training format Classroom / practical work with horses

Fee $675

Selection Criteria This course would suit Year 10 or 11 students Minimum of 10 students required

Other Details • Participating students must wear comfortable clothing and boots
• Nails must be short and hair tied back

Course Location Morphettville campus

Contact person Steve Humphries
08 8293 1017
steve.humphries@tafesa.edu.au
Tourism, Hospitality and Creative Arts
Hair and Beauty

Intro to Hair and Beauty - School Holiday Program  (Non Accredited)

The course will provide exposure to skincare and make-up basics, blow-drying, braiding, basin services and salon practical skills.

This course is offered as a ‘taster’ to a Certificate II in Year 11.

Course Duration  2 days
April, July & October School Holidays

Day, Time & Date  Contact campus for dates and times

Training format  On campus

Fee  $120 (includes materials fee)

Selection criteria  Students in Years 10 and 11

Course Location  Adelaide City campus (numbers pending/offered at other campuses dependant on student numbers)

Contact person  Lisa Brennan
08 8207 8412
lisa.brennan@tafesa.edu.au
Tourism, Hospitality and Creative Arts

Bakery Taster Day - Royal Adelaide Show Special  *(Non Accredited)*

This will be a special fun day for students wanting to experience what baking is all about by making cookies, rock buns and a selection of bread products.

*Includes FREE entry to the Royal Adelaide Show*

**Course Duration**  
1 days

**Day, Time & Date**  
Tuesday, 8.30am - 3.30pm, 8 September, 2015

**Training format**  
Workshop (on location)

**Fee**  
$97.50

**Selection criteria**  
Students in Years 11 and 12

**Other Details**  
Students to provide:
- White trousers (cricket pants)
- White polo shirt with short sleeves (cotton)
- White bib apron (cotton drill)
- Black fully-enclosed shoes (no sneakers)

Limited places available

Baker’s cap and hair net will be provided

**Course Location**  
Royal Adelaide Showgrounds, Wayville

**Contact person**  
Shayne Bulluss  
08 8348 4489  
shayne.bulluss@tafesa.edu.au
Would you like to learn how to write great short stories? Then this course could be just what you’re looking for…

**AIM of the Course:** To help students improve their writing skills and resulting in completion of one short story.

**CONTENT:**
- Introduction to short story writing
- Getting into the flow
- Language based strategies and mind mapping
- Six writing hats, creativity and metaphor
- Narrative point of view and genre
- Putting the elements together
- The gift of speech
- Know the market

**Course Duration**
8 x fortnightly classes in the evening

**Day, Time & Date**
21 July – 25 November 2015

**Training format**
On campus and external
This course can also be done online

**Fee**
$450

**Course Location**
Adelaide College of the Arts
Light Square

**Contact person**
Adelaide College of the Arts
arts.adl@tafesa.edu.au
8463 5000
Aim of the Course: The course has an external study mode. You will complete 8 assignments during this course. Characteristics of Biographies; Selecting Subjects; Research; Interviews; Preparing the Manuscript; Presenting the manuscript to publishers; Aspects of Marketing.

Content: Presented by Ashley Mallett, you will develop the skills and knowledge necessary to write successful biographies.

Day, Time & Date: 27 July – 30 November 2015

Training format: Online

Fee: $450

Course Location: Adelaide College of the Arts
Light Square

Contact Person: Adelaide College of the Arts arts.adl@tafesa.edu.au
8463 5000
Writing Stories for Children and Young Adults *(Non Accredited)*

**AIM of the Course:** To help students develop skills needed to successfully write for children. You will complete 8 assignments during this course.

**CONTENT:** Why Write for Children? Picture Book Text; Chapter Books; Junior Fiction; Novels; Young Adult Fiction; Improving your Technical Skills; Values in Children's Books; Marketing your Manuscript.

**Course Duration** 8 x fortnightly classes in the evening

**Day, Time & Date** 22 July – 25 November 2015

**Training format** On campus and external
This course can also be done online

**Fee** $450

**Course Location** Adelaide College of the Arts
Light Square

**Contact person** Adelaide College of the Arts
[arts.adl@tafesa.edu.au](mailto:arts.adl@tafesa.edu.au)
8463 5000
AIM of the Course: This course will develop the skills and knowledge necessary to write successfully for the stage. You will learn to develop dramatic action, use sound, image, design and music in stage writing and analyse plots, alternative dramatic styles, scene structure, characterisation and character development. You will also identify opportunities for stage writing.

CONTENT: Dramatic Action; Developing an understanding of plot; The hero's journey pattern; Scene structure; Characterisation; Dialogue; Image, design sound and music; The marketplace.

Day, Time & Date 27 July – 30 November 2015

Training format Online

Fee $450

Course Location Adelaide College of the Arts
Light Square

Contact person Adelaide College of the Arts
arts.adl@tafesa.edu.au

8463 5000
Fantasy Writing 101 (Non Accredited)

This course will build on your knowledge of the fantasy genre and get you started on your own manuscript.

‘Fantasy Writing 101’ is online with a bonus option of attending 3 face-to-face classes. You will complete 6 assignments over the course of one semester.

We will look at: Getting started; World building; Character; Plot; Effective dialogue; Industry Trends.

**Course Duration**
29 July – 4 November 2015

**Day, Time & Date**
Workshops: Tuesdays, 6:00pm - 8:00pm, on 28 July, 25 August, 22 September

**Training format**
On campus and external

**Fee**
$360

**Course Location**
Adelaide College of the Arts
Light Square

**Contact person**
Adelaide College of the Arts
arts.adl@tafesa.edu.au
AIM of the Course: This course will help you discipline your skills in writing history on a topic of your choice. You will complete 8 assignments during the course.

CONTENT: History and historians; Written History; Planning the Project; Research; Oral History; Illustration's; Writing History; Getting a Manuscript in Print.

Day, Time & Date 27 July – 30 November 2015

Training format Online

Fee $450

Course Location Adelaide College of the Arts
Light Square

Contact person Adelaide College of the Arts
arts.adl@tafesa.edu.au
8463 5000
AIM of the Course: To help students gain editing skills in a number of areas.

CONTENT: The Editor's Role; Making Judgments about Writing; Structural or Overview Editing; Copy Editing; Proofreading; Bibliographies, Reference Lists and Notes; Indexing. There will be eight assignments to complete.

Course Duration: 8 x fortnightly classes in the evening

Day, Time & Date: 27 July – 30 November

Training format: On campus and external
This course can also be done online

Fee: $450

Course Location: Adelaide College of the Arts
Light Square

Contact person: Adelaide College of the Arts
Arts arts.adl@tafesa.edu.au
8463 5000
AIM
To help you improve your skills in writing for newspapers and magazines. You will complete 9 assignments during the course.

CONTENT
Grammar and Punctuation; Ideas and Focusing; Research and Interviews; the News Story and Public Relations (PR) Release; Constructing a Feature; The Human Interest Story; Marketing and Syndication.

Course Duration 9 fortnightly classes from 20 July 2015
Day, Time & Date Mondays, 6:00pm - 8:00pm, 20 July – 23 November

Training format On campus and external
This course can also be done online.
Contact us for details

Fee $450

Course Location Adelaide College of the Arts
Light Square

Contact person Adelaide College of the Arts
arts.adl@tafesa.edu.au
**Tourism, Hospitality and Creative Arts**  
**Jewellery**

### Introduction to Jewellery Making *(Non Accredited)*

This 6 week course introduces participants to basic skills used to create silver jewellery - including saw piercing, filing, soldering, polishing, decorative finishes, & basic design principles. Learners will be guided through the design and creation of a neck pendant and either a finger ring or pair of earrings by a fully qualified and patient tutor.

<table>
<thead>
<tr>
<th><strong>Course Duration</strong></th>
<th>6 weeks x 2 ½ hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day, Time &amp; Date</strong></td>
<td>Workshops: Wednesdays, 6:00pm - 8:30pm, 29 July – 2 September</td>
</tr>
<tr>
<td><strong>Training format</strong></td>
<td>On campus</td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>$375 which includes a materials fee of $25</td>
</tr>
<tr>
<td><strong>Other Details</strong></td>
<td>Participants to bring: closed toe footwear (no sandals), pen and notebook.</td>
</tr>
</tbody>
</table>

In addition to materials fee, students are required to purchase their own silver for the projects and your tutor will provide you with the necessary details and information on how to do so.

Other affordable options such as brass and copper are available should you choose not to work in silver.

| **Course Location** | Adelaide College of the Arts  
Light Square |
|---------------------|---------------------|
| **Contact person** | Adelaide College of the Arts  
[arts.adl@tafesa.edu.au](mailto:arts.adl@tafesa.edu.au)  
8463 5000 |
This 6 week intermediate jewellery course has been designed as a progressive step for students who have completed the introductory jewellery class or have some prior skills and jewellery making experience. Participants will continue to build on their jewellery making skills and gain additional experience in a range of processes; including chain making and linking techniques, soldering, forming and cold joining methods. Students will design and make a more complex neck piece of their choice that incorporates these new skills and techniques.

Course Duration
6 weeks x 2 ½ hours

Day, Time & Date
Workshops: Tuesdays, 6:00pm - 8:30pm, 3 November – 8 December

Training format
On campus

Fee
$375 which includes a materials fee of $25

Other Details
Participants to bring: closed toe footwear (no sandals), pen and notebook.
In addition to materials fee, students are required to purchase their own silver for the projects and your tutor will provide you with the necessary details and information on how to do so.
Other affordable options such as brass and copper are available should you choose not to work in silver.

Course Location
Adelaide College of the Arts
Light Square

Contact person
Adelaide College of the Arts
arts.adl@tafesa.edu.au

8463 5000
Photographic Portraiture *(Non Accredited)*

This is a program for the novice or practising artist / crafts person who wishes to gain basic skills in photographic portraiture. Learn about photographic portraiture with a contemporary edge, and the technicalities of pose, setting and lighting. Develop conceptual approaches to expressing your ideas. People with a basic understanding of digital photography who want to learn basic lighting techniques are encouraged to apply.

**Course Duration**

6 weeks  x  2 1/2 hours

**Day, Time & Date**

Workshops: Thursday 6pm – 830pm, 6 August – 10 September

**Training format**

On campus

**Fee**

$350

**Other Details**

Bring own camera to learn from

**Course Location**

Adelaide College of the Arts
Light Square

**Contact person**

Adelaide College of the Arts, arts.adl@tafesa.edu.au

8463 5000
Wheel Throwing *(Non Accredited)*

Always wanted to create your own cups and bowls? In this 8 week class you will learn the fundamental skills of wheel throwing with our experienced lecturer Klaus Gutowski.

You will learn how to centre clay on the wheel, throw cylinder and bowl forms and turning. A combination of frequent demonstrations, practical tips and personal tuition means that even those who have never touched clay before will soon be making surprisingly beautiful pots, making this course ideal for beginners.

You will also be introduced to a range of decorative techniques. At the completion of the course you will have your own glazed pots and bowls to take home to use.

**Course Duration**
8 weeks x 2 hours

**Day, Time & Date**
Workshops: Tuesdays, 6:00pm - 8:00pm, 28 July – 15 September, 2015

**Training format**
On campus

**Fee**
$320

**Other Details**
The cost of the course includes clay, use of wheel and tools, firing and materials for decorating and glazing

**Course Location**
Adelaide College of the Arts
Light Square

**Contact person**
Adelaide College of the Arts
arts.adl@tafesa.edu.au

8463 5000
Wheel Throwing Intermediate *(Non Accredited)*

For those who have mastered wheel-throwing basic skills such as centering, pulling and trimming, we've designed a course that takes you to the next level. This class provides demonstrations and instruction on more complex forms (e.g., altered forms, multiple parts, lidded and larger vessels).

**Course Duration**  
8 weeks x 2 hours

**Day, Time & Date**  
Workshops: Wednesday, 6:00pm - 8:00pm, 29 July – 16 September

**Training format**  
On campus

**Fee**  
$320

**Other Details**  
The cost of the course includes clay, use of wheel and tools, firing and materials for decorating and glazing

**Course Location**  
Adelaide College of the Arts  
Light Square

**Contact person**  
Adelaide College of the Arts  
arts.adl@tafesa.edu.au

8463 5000
This course will enable you to gain skills and knowledge in preparation for the STAT tertiary pathway option.

Course Duration 2 hours per week for 3 weeks, total 6 hours

Day, Time & Date Semester 2: Thursdays, 6pm - 8pm, on 3, 10 & 17 September, 15, 22 & 29 October 2015

Training format Face to face workshops or online/blended

Face to face workshops will be 2 hours per week for 3 weeks for students wishing to attend classes.

Students who wish to commence the course earlier through blended delivery can enrol and pay and will receive materials via email.

Fee $80 (includes materials fee)

Course content The following areas will be covered:

- Reasoning
- Critical thinking
- Vocabulary
- Basic mathematics
- Problem solving
- Test taking skills

Other details Participants will need access to email and a printer

Course Location Adelaide City campus

Contact person Bianca Warner or Gary Belder
08 8207 8637
bianca.warner@tafesa.edu.au
gary.belder@tafesa.edu.au
Opportunity for Teachers
Certificate IV in Training and Assessment (TAE40110)

To deliver VET in a school setting, you need to hold the Certificate IV in Training and Assessment (TAE40110) as well as have industry competency and currency.

For teachers who have completed the Bachelor of Education (or equivalent) OR hold current registration as a teacher with the Teachers Registration Board of SA (or equivalent regulatory agency)...........

Option 1: Upgrade to VET

**Workshop** – three day interactive workshop, includes the Language, Literacy & Numeracy unit.

**Online** – self directed & self paced, participants must have computing skills to commence

**Video Conference (VC)** – weekly sessions hosted live over six weeks, includes the Language, Literacy and Numeracy unit. See VC Dates & Locations below.

Cost: $595.00 per person

Option 2: Upgrade from TAA to TAE

For teachers who currently work within the VET environment and deliver and assess competency based training AND hold a current Certificate IV in Training and Assessment (TAA40104)

**Workshop** – one day interactive workshop, includes the Language, Literacy & Numeracy unit.

**Online** – self directed & self paced, participants must have computing skills to commence

Cost: $495.00 per person

Option 3: Language, Literacy & Numeracy (core unit)

For holders of the TAE40110 qualification, this unit is now core in 2015.

**Workshop** – one day interactive workshop

Cost: $295.00 per person

For all dates please refer to our ICentral site:
www.tinyurl.com/tafesa-taa or contact:

Maria Fuentes  t: 08 8207 8324
e: maria.fuentes@tafesa.edu.au

VC Locations (TAFE SA Campuses):
Berri / Kadina / Mt Barker / Mt Gambier / Noarlunga / Pt Pirie / Pt Lincoln / Victor Harbor / Whyalla
Feedback Form – TAFE SA Short courses for school students

TAFE SA Secondary Schools Engagement Team is seeking your feedback and comments regarding this booklet of short courses for school students.

Your opinions will assist us to determine any opportunities for improvement.

Please complete the following:

1. Your role
   - School teacher
   - School counsellor
   - School VET coordinator
   - TAFE SA lecturer
   - Other

2. Overall you found the:
   - Content
   - Very Good
   - Good
   - Fair
   - Poor
   - Layout and presentation
   - Very Good
   - Good
   - Fair
   - Poor
   - Amount of information
   - Very Good
   - Good
   - Fair
   - Poor
   - Ability to print single flyers
   - Very Good
   - Good
   - Fair
   - Poor
   - Availability on website
   - Very Good
   - Good
   - Fair
   - Poor

3. The aspects of the booklet that you found most useful are

   [Write in blank box]

4. The aspects of the booklet that you feel require improvement are

   [Write in blank box]

5. Any other comments
   [Write in blank box]

6. School (optional)
   [Write in blank box]

Please fax completed form to 8348 2466
or
Post to: TAFE SA Secondary Schools Engagement Team
Regency Campus
Days Road
Regency Park  SA  5010