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IMPORTANT DATES

SEMESTER 1
Monday 30 January – Friday 23 June 2017

SEMESTER 2
Monday 10 July – Friday 8 December 2017

JANUARY 2017
30 January Orientation Day, Cairns & Townsville

JULY 2017
10 July Orientation Day, Cairns & Townsville

DECEMBER 2017
7 December Townsville Graduation
8 December Cairns Graduation
QUALIFICATIONS EXPLAINED

CERTIFICATE I
Certificate I courses cover base-level skills for entry into the workforce.

CERTIFICATE II
These courses prepare students for entry-level positions or apprenticeships in a variety of industries. As well as providing basic knowledge, a Certificate II demonstrates to a potential employer that you’re actively interested in their industry.

CERTIFICATE III
Develop skills, theoretical knowledge and problem solving abilities with career relevant Certificate III courses. This level of qualification is ideal for those wanting to move out of entry-level roles, gain a trade or shift to a new career.

CERTIFICATE IV
Designed for supervisory and management positions, Certificate IV courses typically interest those wanting to advance their careers in the industry they already work in or further develop skills acquired through previous study.

DIPLOMA
These courses develop broad range and in-depth skills in professional, technical or creative fields. A diploma qualification will equip you with planning, development and management skills, giving you the confidence to take on a leadership role in your chosen field. A diploma qualification is ideal if you are seeking a supervisory or managerial role.

ADVANCED DIPLOMA
Advanced Diploma students will develop high-level practical and professional skills, with full-time courses typically taking two or three years. An Advanced Diploma is ideal for ambitious professionals wanting to fast-track their career.

BACHELOR
Take your career to the next level by enrolling in one of our Bachelor degree programs! TAFE Queensland has partnered with some of Australia’s most established and respected universities to deliver world-class degrees in a practical and interactive job-focused training environment.

DISCLAIMER
The information contained in this Course Guide is correct at the time of printing. The requirements of each qualification is reviewed via the regulator (ASQA) to ensure they reflect current industry practices. When superseded, the qualification codes will change to reflect the latest version. For the latest information regarding qualifications registered to TAFE Queensland North, please visit www.tahn.edu.au

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TAFE Queensland North disclaims all responsibility and all liability (including without limitation, liability in negligences) for all expenses, losses, damages, and costs you might incur as a result of the information in this publication being inaccurate or incomplete in any way and for any reason.

In many areas of Australia it is considered offensive to publish photographs of Aboriginal and Torres Strait Islander people who are deceased. Readers are warned that this publication may inadvertently contain such photographs.

LEARN YOUR WAY

FULL TIME
This option is perfect if you’re ready to jump in and give your studies everything you’ve got! Studying full time at TAFE Queensland North is the quickest and most immersive way to get the qualification you need. You’ll be job-ready in no time!

PART TIME
Is your life already in the fast lane? If you’re busy working, juggling family or anything else just as exciting, we don’t mind if you only want to hang with us part time. You’ll still learn everything you need to get fully qualified.

RESIDENTIAL BLOCKS
Some of our Aboriginal and Torres Strait Islander courses are delivered in intensive blocks of training on campus. You may be required to travel away from home to complete this type of study. Funding support for travel, accommodation and meals may be available. Contact a Student Support Officer to find out if you are eligible.

EXTERNAL
We understand if your schedule is too hectic for face-to-face learning sessions as a group. External study is a flexible learning option, allowing students to complete their studies on an individual basis. This could be online, electronic or print-based distance learning with as required contact with teachers.

WORKPLACE
TAFE Queensland North works closely with students in their workplace to help them upskill. We can assess your current skills and develop a flexible, competency-based training program and deliver it in your workplace, ensuring that the training meets your individual and employment needs.

ONLINE
Studying online gives you greater flexibility and access to TAFE Queensland North’s huge range of resources with the added bonus of learning anywhere, anytime, as long you have an internet connection. Our interactive e-learning environment can be accessed 24/7 and allows students to easily connect with teachers and classmates, using the latest e-learning tools.

APPRENTICESHIPS/TRAINEE SHIPS
Get the skills while you pay the bills with an apprenticeship or traineeship through TAFE Queensland North! We work with employers training you for a formal qualification that complements your on-the-job training. You can choose a range of flexible study options including full time and part time or you can even start early while you’re still at high school.

FLEXIBLE
If you want a qualification but don’t know how to fit study into your busy life, TAFE Queensland North will give you the flexible learning options you need. Flexible study combines online forums, video conferences, interactive face-to-face learning and even workplace training, at a pace that suits you.
CONGRATULATIONS!

You have already taken the first step to achieving greatness and doing extraordinary things with your life, simply by picking up this course guide.

At TAFE Queensland North, you can choose from more than 300 courses, we offer everything from prevocational courses to advanced diplomas and some of our programs even offer an easy pathway to university. We are offering direct entry to many James Cook University (JCU) courses and articulations with many other universities. In conjunction with the University of Canberra, in 2017 TAFE Queensland North will be delivering a Bachelor of Visual Arts and students with a Diploma of Visual Arts can begin this new degree with their study time shortened by up to 12 months.

Across 17 campuses, spanning from the Whitsundays to Thursday Island and out to Mount Isa and the lower Gulf, TAFE Queensland North is the region’s largest provider of quality vocational education and training.

We employ award-winning industry professionals who are commercially connected and passionate about bringing out the best in our students. Our facilities replicate industry standards.

In this 2017 Course Guide, we have detailed the flexible learning options available and the range of student services we offer. There are also fee and payment plans you may consider, if eligible.

I’m sure you’ll find the course and qualification you are looking for in the TAFE Queensland North 2017 Course Guide and I look forward to welcoming you at one of our campuses across North Queensland.

Jo Pyne
General Manager,
TAFE Queensland North.
HOW TO ENROL

There are a variety of ways for you to enrol at TAFE Queensland North. Please note fees are payable at time of enrolment via EFTPOS, direct deposit, credit card or BPAY (limited services available). You can enrol:

• By phone, call 1300 656 959
• In person at your nearest TAFE Queensland North campus where you can speak to the Customer Service Team
• By filling out an enquiry form at our website: www.tafenorth.edu.au and we will contact you

For some of our programs, you will need to apply directly to the Queensland Tertiary Admission Centre (QTAC) at: www.qtac.edu.au. If your application to enrol in a program of study is successful, you will receive an acceptance letter and email. Closing dates and timelines are outlined on the QTAC website.

FEE AND PAYMENT OPTIONS*

FULL FEE PAYMENT
If you’re not eligible for a subsidy or concession, you can pay the total amount via EFTPOS, credit card or BPAY – limited cash services available.

VET FEE-HELP/VET STUDENT LOANS
Subject to the passage of legislation, VET Student Loans will commence on 1 January 2017, replacing the current VET FEE-HELP scheme, which will cease on 31 December 2016. Information about the new program is outlined on the Australian Government’s VET Student Loans website at www.education.gov.au/vet-student-loans

PAYMENT PLANS
TAFE Queensland North offers an interest free payment plan option to approved students allowing them to pay their fees in instalments over the duration of their study. Payment plans are available for both full fee paying students and students paying a subsidised tuition fee. Terms and conditions apply and payment plans are only offered through Direct Bank Debit contracts.

FEES CONCESSION
Eligible students are entitled to a fee concession on most Queensland Government funded programs. For more information or to find out if you meet the criteria, visit: www.tafenorth.edu.au

*Fee and payment options are subject to change. Visit www.tafenorth.edu for the latest information and updates.

SUBSIDISED COURSES

PAYMENT SUBSIDIES
The Queensland Government will offset the cost of study for eligible students who meet certain criteria.

CERTIFICATE 3 GUARANTEE
The Certificate 3 Guarantee funding is a Queensland Government initiative. To ensure ongoing training is available to eligible students to increase employment opportunities. If eligible, you will receive subsidised training for your first post-school Certificate III level qualification in a priority training area.

For more information, visit or call your nearest campus and our Customer Service Team will be able to assist.

FEE-FREE TRAINING FOR YEAR 12 GRADUATES
If you’re a Queensland resident, have just finished Year 12 and are keen to start your studies, you might be eligible for fee-free training. The Queensland Government will pay the full cost of a number of Certificate III qualifications in high priority study areas, under the Certificate 3 Guarantee and User Choice programs.

HIGHER LEVEL SKILLS SUBSIDY
The Higher Level Skills Subsidy is a key Queensland Government initiative to assist individuals to gain the higher-level skills required to secure employment, or career advancement in a priority industry, or transition to university. The program provides a government subsidy to support eligible individuals to access one subsidised training place in selected Certificate IV level and above qualifications or priority skill sets.

Various funding is available to assist you with your tuition fees. Conditions apply.

TO FIND OUT MORE, VISIT YOUR NEAREST TAFE QUEENSLAND NORTH CAMPUS OR CALL 1300 656 959.
THESE STUDENT SERVICES ARE AVAILABLE TO HELP YOU

LEARNING SOLUTIONS
We have a dedicated team ready to assist you with:
• Study skills
• Language, literacy and numeracy support
• Online and phone support for students studying off campus
• Tutorials and class support
• Time management and preparing for exams
• Help with assignments, referencing and essay writing
• The bksb (Basic Key Skills Builder) skills review
• 24/7 academic support with the ‘yourtutor’ online program

COUNSELLING AND CAREER ADVICE
Free and confidential short-term counselling is available to assist and support students with physical, emotional, social, educational and vocational needs. Where necessary, a counsellor will work with teachers to assist students to achieve their personal and educational potential.

DISABILITY SERVICES
Students with a disability receive a variety of support services including career advice and assistance with information on course content, adaptive equipment, contacting other service providers and identifying support needs.

INDIGENOUS STUDENT SUPPORT
All Aboriginal and Torres Strait Islander students have access to a team of Indigenous Support Officers, to assist them with their learning and training needs. For details, phone 07 4042 2644.

LIBRARY
Visit: https://north.tafeqld.spydus.com/ for the full range of library services available including: books, magazines, DVDs, computers for student use, eBooks and eJournals. Students studying externally or at a campus without a library, may request resources to be sent to their postal address.

INTERNET/WI-FI
Wi-Fi hot spots are available at various campuses. Ask us how to connect your personal devices. Student computers are equipped with internet access. Ask Client Services how to connect.

myPROFILER
If you are unsure about what to study, TAFE Queensland North’s myPROFILER program on our website can help give you some ideas on what careers and courses will suit you. Visit: www.tafenorth.edu.au
GET A HEAD START ON YOUR CAREER WITH OUR TAFE AT SCHOOL PROGRAM.

With our TAFE at School program you have the opportunity to study a Certificate I or Certificate II TAFE qualification while you’re in Year 11 and Year 12.

TAFE at School courses cover a number of industries including engineering, automotive, community and health, tourism, hospitality, primary industries, construction, electrical, marine, hairdressing and beauty.

If you enrol in the TAFE at School program, you’ll not only obtain a nationally-recognised qualification but you will also gain credit towards your Queensland Certificate of Education.

TAFE at School is designed to give you the right skills to move straight into the workforce or you could even use your qualification as a stepping stone to an apprenticeship or further study.

TAFE at School is held either one day or one afternoon a week during school terms and programs can also be delivered in blocks to accommodate both your school and TAFE.

Atherton Tablelands student and Apprentice Hairdresser, Eva Condullas is thriving in the TAFE at School program, finding it easy to juggle her school work with TAFE and a job.

“I finished all of my first year books early so I had to get special permission from the Department of Training to move onto a second year book.”

Not only is Eva a star in the classroom, she’s also the 2015 Far North School-based Apprentice of the Year, after taking out a major regional Queensland Training Award.

“I was really excited to hear that I’d won. I guess it just goes to show I’m passionate about my work.”

To find out more about kick starting your career with TAFE at School, call us on 1300 656 959 or visit: www.tafenorth.edu.au/tafeatschool
The SchoolTech program is designed to give you a smooth transition from school to the workplace.

It’s a great way to get a head start on your career, as the program begins in Year 11 and finishes when you graduate at the end of Year 12.

If you enrol in SchoolTech, you will attend TAFE Queensland North full-time (Cairns only).

In SchoolTech you’ll still take traditional school subjects, like Maths and English and gain a Queensland Certificate of Education, but you will also be able to gain a certificate qualification.

As a SchoolTech student, you can study a range of industries at TAFE Queensland North including construction, furniture making, engineering, automotive, electrical, sport and recreation, hairdressing, beauty and marine.

You will gain practical, real world skills and work experience in the SchoolTech program, to help you secure either a school-based apprenticeship or a full-time placement when you graduate.

The SchoolTech program is an initiative between TAFE Queensland North, the Great Barrier Reef International Marine College, Woree State High School and Skill360 Australia.

There is no need to wait until you’ve finished high school to get a nationally-recognised qualification; student, Josh McNicol didn’t waste any time, enrolling in an automotive course.

"The mechanic side of things just comes naturally to me, so when I found out about SchoolTech it seemed like a good fit and a great way to get a head start on my career."

If you’d like to find out more about SchoolTech, visit: www.tafenorth.edu.au/schooltech
COMPLETING A DIPLOMA AT TAFE QUEENSLAND NORTH COULD OPEN UP ALL SORTS OF DOORS.

A diploma qualification may help you advance your career, upskill, launch a career change or even credit your first year of university.

TAFE Queensland North has over 50 diploma qualifications available across 16 industries such as, business, beauty therapy, counselling, horticulture and youth work.

TAFE Queensland North’s diploma courses are also nationally accredited and industry recognised. Some people may even be able to fast-track their diploma if they have worked in the industry for a while, through Recognition of Prior Learning.

If you’re eligible, you may even be able to apply for VET FEE HELP/VET Student Loans which is an Australian Government loan scheme.

If you are looking for hands-on training, real-life experiences and flexible study options, then a diploma course from TAFE Queensland North could be the perfect option for you, like it was for Taylor Fontes.

Taylor enrolled in the Diploma of Hospitality at our TAFE Queensland North Whitsundays campus.

“I really enjoyed gaining my Certificate III in Hospitality, so coming back and enrolling in the diploma was a no brainer. I decided to upgrade my skill set to improve my employability and I believe that employers find a diploma qualification much more desirable. I really feel as though this course is preparing me for the workplace, it is teaching me a good deal about management and leadership, Taylor said.

If you’d like to find out more about TAFE Queensland North’s diploma courses, visit: www.tafenorth.edu.au/diplomas
ABORIGINAL & TORRES STRAIT ISLANDER STUDIES
• Diploma of Aboriginal and Torres Strait Islander Legal Advocacy - 10408NAT
• Diploma of Business - BSB50215
• Diploma of Education Aboriginal and Torres Strait Islander students - 10326NAT
• Diploma of Accounting - FNS50215
• Diploma of Leadership and Management/Diploma of Business Aboriginal and/or Torres Strait Islander students - BSB51915/BSB50215
• Diploma of Visual Arts - CUA51115
• Diploma of Aboriginal and Torres Strait Islander Primary Health Care - HLT50113
• Diploma of Aboriginal and Torres Strait Islander Primary Health Care Practice - HLT50213
• Diploma of Aboriginal and Torres Strait Islander Visual Arts Industry work - CUA50615

ACCOUNTING
• Diploma of Accounting - FNS50215

AVIATION
• Diploma of Aviation (Commercial Pilot Licence - Aeroplane) - AV50215

BEAUTY
• Diploma of Beauty Therapy - SHB50115

BUSINESS
• Diploma of Business - BSB50215
• Diploma of Business Administration - BSB50415
• Diploma of Leadership & Management - BSB51915
• Advanced Diploma of Business - BSB60215

COMMUNITY SERVICES
• Diploma of Community Services - CHC50205
• Diploma of Community Services (Case Management) - CHC52115
• Diploma of Community Development - CHC53115
• Diploma of Alcohol & Other Drugs - CHC53215
• Diploma of Child, Youth & Family Intervention - CHC50315
• Diploma of Counselling - CHC51015
• Diploma of Youth Work - CHC 50413
• Diploma of Community Services (Statutory and Forensic Child, Youth and Family Welfare Specialisation) - CHC52015
• Diploma of Mental Health and Diploma of Alcohol and Other Drugs - CHC53315 & CHC53215
• Advanced Diploma of Community Sector Management - CHC62015

EARLY CHILDHOOD EDUCATION & CARE
• Diploma of Early Childhood Education & Care - CHC50113

ENGINEERING
• Diploma of Engineering – Advanced Trade - MEM50105

EVENTS & TOURISM
• Diploma of Travel and Tourism Management - SIT50116 (Travel Sales)
• Diploma of Event Management - SIT50316
• Diploma of Travel and Tourism Management - SIT50116 (Tourism Operations)

HORTICULTURE, CONSERVATION & LAND MANAGEMENT
• Diploma of Conservation & Land Management - AHC50110
• Diploma of Horticulture - AHC50410

HOSPITALITY
• Diploma of Hospitality Management - SIT50416

INFORMATION TECHNOLOGY
• Diploma of Information Technology Networking - ICT50415

JUSTICE
• Diploma of Justice Studies - 39293QLD
• Diploma of Justice Studies (Incorporating Certificate IV in Justice Studies) - 39292QLD
• Diploma of Legal Services - BSB52215

MANAGEMENT & HUMAN RESOURCES
• Diploma of Project Management - BSB51415
• Diploma of Human Resources Management - BSB50615
• Advanced Diploma of Management (Human Resources) - BSB60915
• Diploma of Leadership & Management - BSB51915
• Advanced Diploma of Leadership & Management - BSB61015

MUSIC
• Diploma of Music Industry - CUA50815

NURSING & HEALTH
• Diploma of Practice Management - HLT57715
• Diploma of Nursing - HLT54115

SPORT & RECREATION
• Diploma of Sport Development - SIS50612

VISUAL ARTS
• Diploma of Visual Arts - CUA60715

WORK HEALTHY & SAFETY
• Diploma of Work Health & Safety - BSB51315
HAVE YOU HEARD ABOUT RECOGNITION OF PRIOR LEARNING OR RPL?

If you have existing skills we can recognise your experience through RPL, to help you gain a formal qualification - saving you time and money.

You may be eligible for RPL if you have worked in industry for a while or gained valuable experience through volunteering.

Jono Coker from the Atherton Tablelands has benefited from RPL. He is the General Manager of Landscape, Construction and Garden Maintenance at Bama Services, an Indigenous owned civil construction, building and landscaping services contractor based in Cairns.

Jono has qualifications in Landscaping and Horticulture.

“The RPL program was relatively easy to complete, I just had to prove a lot of my knowledge with the teacher.”

Thanks to the RPL program, Jono was able to work with a TAFE Queensland North assessor to gain enough credit to cover about six months of studying.

“I would definitely recommend RPL to anyone who has experience, even if they are only able to RPL some and not all of their course, it is worth it.”

To find out more about RPL, visit: www.tafenorth.edu.au/recognition-prior-learning
YOUR PATHWAY TO UNIVERSITY CAN START WITH A DIPLOMA FROM TAFE QUEENSLAND NORTH.

Our diploma graduates can earn up to 12 months or more credit towards a degree.

TAFE Queensland has relationships with a number of major universities to provide students with a range of options to reach their career goals. Many of our diploma graduates are able to gain direct entry to James Cook University.

TAFE Queensland North graduate, Simon Naawi is among those to benefit from this pathway after completing a Diploma of Business and a Diploma of Management.

“I did these courses before university to improve my confidence and to gain some skills and techniques surrounding how to study in a higher education setting.

I have benefited so much from my studies at TAFE, the support network has been really great.

Going from TAFE, getting everything sorted with QTAC and enrolling at university was pretty straightforward. I would recommend it to anyone who wants to further their education.”

If you’d like to find out more about using a TAFE Queensland North qualification as a stepping stone to university, visit your nearest TAFE Queensland North campus or phone 1300 656 959
Diploma of Aviation (Commercial Pilot Licence – Aeroplane) | AVI50215
Put yourself in the pilot seat! With a Diploma of Aviation your career will take flight. Gain skills and knowledge to perform normal and emergency commercial pilot duties in support of commercial aviation flight operations. Duties include applying technical and non-technical aviation skills and knowledge to a wide range of air transport operations including, passenger, charter and cargo operations.

Job Prospects:
- Commercial Aeroplane Pilot

AVIATION

My favourite part of the course is gaining flight experience. You get addicted and you have to go back for more.

Brendan Beauchamp,
Diploma of Aviation Student

MODES
- Full Time
- Recognition of Prior Learning

START
- Ongoing

LOCATIONS
- Townsville

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
ACCOUNTING

Certificate III in Accounts Administration I FNS30315
Your exciting career in finance starts here. If you love crunching numbers, then our Certificate III in Accounts Administration will prepare you for a career in financial services, bookkeeping or accounting, in a general business situation in either the public or private sector. Learn entry-level skills in fundamental accounting processes such as general ledger, double entry bookkeeping, journals, trial balance, payroll and spreadsheets to those seeking employment in the bookkeeping or accounting sector.

JOB PROSPECTS I Financial Data Processing and Entry Clerk, Account Clerk, Payroll Assistant

Certificate IV in Bookkeeping I FNS40215
Invest in your career with our Certificate IV in Bookkeeping. You will develop the vital finance skills you need to build a profitable career across a variety of organisations. This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

JOB PROSPECTS I Bookkeeper, Accounts Officer, Payroll Clerk and BAS Agent

Certificate IV in Accounting I FNS40615
Take account of your future. Learn the in-demand skills required to work in an accounting and bookkeeping environment including the preparation of accounts, inventory records and operational reporting. You will learn how to complete a Business Activity Statement and produce basic management reports, as well as preparing budgets and supervising the operation of computer-based systems.

JOB PROSPECTS I Financial Officer, Bookkeeper, Accounts Officer, Payroll Clerk, BAS Agent, Accounts Supervisor

MODES START LOCATIONS

- Online Recognition of Prior Learning
- Part Time
- Part Time
- Part Time

- Ongoing
- Part Time starting January 2017
- Part Time starting January 2017
- External (off campus)
- Cairns External (off campus)
- Cairns External (off campus)

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
ACCOUNTING

Certificate IV in Accounting I FNS40615 Aboriginal and/or Torres Strait Islander students
Take account of your future. Learn the in-demand skills required to work in an accounting and bookkeeping environment including, the preparation of accounts, inventory records and operational reporting. You will learn how to complete a Business Activity Statement and produce basic management reports, as well as preparing budgets and supervising the operation of computer based systems.

JOB PROSPECTS I Financial Officer, Bookkeeper, Accounts Officer, Payroll Clerk, BAS Agent

Diploma of Accounting I FNS50215
Get into a career you can count on! Accountants are important for businesses to meet the needs of dynamic business environments. This qualification provides the skills required for management and administration of accounting functions including, management accounting, preparation of financial reports or income tax returns and legislative compliance.

JOB PROSPECTS I Assistant Accountant, Accountant (General), Bookkeeper, Senior Accountant, Management Financial Accountant

Diploma of Accounting I FNS50215 Aboriginal and/or Torres Strait Islander students
Get into a career you can count on! Accountants are important for businesses to meet the needs of dynamic business environments. This qualification provides the skills required for management and administration of accounting functions including, management accounting, preparation of financial reports or income tax returns and legislative compliance.

JOB PROSPECTS I Assistant Accountant, Budget Officer, Accountant (General), Bookkeeper, Accounts Clerk, Senior Bookkeeper

BUSINESS

Certificate III in Business Administration (Legal) I BSB31015
Start your legal and business career with the important skills. Our Certificate III in Business Administration (legal) is the ideal course to set you up for a career in the legal profession. If you enjoy working indoors in the legal area, on the computer and communicating with others, then gain a new qualification. The program covers Microsoft version 2013 Word-processing, PowerPoint, advanced word, workplace health and safety, customer service, typing and five (5) legal units on the legal system, public records, court documentation and principles of confidentiality and legal terminology of the nationally recognised Business Services Training Package. Subjects are a blend of practical skills, theory and a focus on the development of workplace skills.

JOB PROSPECTS I Legal Secretary, Receptionist, Clerical and Administrative workers, Data Entry Operator, Office Administrator

Certificate III in Business I BSB30115
This course will give you the skills and knowledge to work in an office environment. Learn the latest about customer service, computer programs and communication.

JOB PROSPECTS I Administration Officer, Receptionist, Data Entry Operator

Certificate III in Business I BSB30115 Aboriginal and/or Torres Strait Islander students
Looking for a change? If you are looking to re-enter the workforce or want a career change, this qualification will give you the knowledge and practical skills to work within any office environment. Further develop your office skills to help you pursue employment in business. Subject areas include, communication, customer service and using Microsoft computer packages.

JOB PROSPECTS I Administration Officer, Receptionist, Data Entry Operator, Clerical and Administrative workers, Office Administrator, Clerk/Secretary

Certificate IV in Business I BSB40215
Upgrade your business skills! If you are looking to re-enter the workforce or want a career change, this qualification will give you the knowledge and practical skills to work within any business or corporate office environment. Further develop an understanding of how a business works, identifying the main functions of a business and how they contribute to organisational objectives, in a supervisory capacity.

JOB PROSPECTS I Middle level Managers, Customer Service Advisor, Clerk/Secretary, Project Administrator, Team Leader, Personal Assistant, Receptionist

Diploma of Business I BSB50215
Do you have good business acumen? Gain a leading edge qualification and credit towards a university degree, by enrolling in the Diploma of Business course! Over the length of the program you will learn and gain expertise in key business strategies, people management, human resources and business marketing. In addition, you will receive training in communication, problem solving, decision-making, preparing budgets, recruitment and selection.

JOB PROSPECTS I Managers, Team Leader, Supervisor, Business Administration Managers, Project Management, Managing Meetings
## BUSINESS

<table>
<thead>
<tr>
<th>Certificate III in Business Administration I BSB30415</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
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<tbody>
<tr>
<td>Your future in business starts here! The Certificate III in Business Administration will provide you with the skills you need to gain employment in the business environment, across many industry sectors. Develop skills and knowledge to design and develop business documents, create and use databases, create electronic presentations, maintain financial records and organise schedules.</td>
<td>Full Time</td>
<td>Ongoing</td>
<td>Cairns Charters Towers Mount Isa Townsville (Pimlico) External (off campus)</td>
</tr>
<tr>
<td><strong>JOB PROSPECTS</strong></td>
<td>Secretary, Secretary, Word Processing Operator, Personal Assistant, Data Entry Operator, Accounts Clerk, Receptionist</td>
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<td>Residential Blocks</td>
<td>May 2017 September 2017</td>
<td>Cairns</td>
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<td><strong>JOB PROSPECTS</strong></td>
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<thead>
<tr>
<th>Certificate IV in Business Administration I BSB40515</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade your skills! If you have previous office experience or a Certificate III in Business Administration, this qualification will take you to the next level. This certification will develop your administrative skills, so you can apply solutions to unpredictable problems, analyse and evaluate information and provide leadership and guidance to others in the workplace. Team your existing administrative skills with supervisory skills for a career boost. Learn a range of skills including, preparing financial reports and complex documents, organising meetings and business travel.</td>
<td>Online Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Online</td>
</tr>
<tr>
<td><strong>JOB PROSPECTS</strong></td>
<td>Executive Personal Assistant, Project Assistant, Accounts Supervisor, Office Administrator, Clerk/Secretary, Receptionist, Team Leader, Data Entry Operator</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate IV in Business Administration I BSB40515 Aboriginal and/or Torres Strait Islander students</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade your skills! If you have previous office experience or a Certificate III in Business Administration, this qualification will take you to the next level. This certification will develop your administrative skills, so you can apply solutions to unpredictable problems, analyse and evaluate information and provide leadership and guidance to others in the workplace. Team your existing administrative skills with supervisory skills for a career boost. Learn a range of skills including, preparing financial reports and complex documents, organising meetings and business travel.</td>
<td>Residential Blocks</td>
<td>March 2017</td>
<td>Cairns</td>
</tr>
<tr>
<td><strong>JOB PROSPECTS</strong></td>
<td>Executive Personal Assistant, Project Assistant, Accounts Supervisor, Office Administrator, Clerk/Secretary, Receptionist, Team Leader, Data Entry Operator</td>
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</table>

<table>
<thead>
<tr>
<th>Diploma of Business Administration I BSB50415</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
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</thead>
<tbody>
<tr>
<td>Do you have good business acumen? This qualification will give you the advanced-level administrative skills, and knowledge you need to work in a variety of support roles. Key areas of study include planning meetings and conferences, designing business documents, assisting with project work and developing and reviewing administration systems.</td>
<td>Full Time</td>
<td>January 2017 July 2017</td>
<td>Cairns External (off campus)</td>
</tr>
<tr>
<td><strong>JOB PROSPECTS</strong></td>
<td>Administrator, Office Administrator, Project Administrator, Business Administration Managers, Officer Manager, Senior Officer Administrator</td>
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</tbody>
</table>

## INFORMATION AND COMMUNICATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Certificate III in Information, Digital Media and Technology I ICT30115</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put yourself at the forefront of emerging technologies. Gain the skills you need to be effective in a variety of support roles within the Information and Communication Technology (ICT) industry. The Certificate III in Information, Digital Media and Technology provides skills in networking, workplace legislation and documentation, computer hardware, system maintenance and fundamental web design concepts.</td>
<td>Full Time</td>
<td>February 2017 July 2017</td>
<td>Cairns Townsville (Pimlico)</td>
</tr>
<tr>
<td><strong>JOB PROSPECTS</strong></td>
<td>Network Support Technician, ICT Customer Support Officer, ICT Support Technician</td>
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<table>
<thead>
<tr>
<th>Certificate IV in Information Technology (Networking) I ICT40115</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>When you complete the Certificate IV in Information Technology, you will have gained skills to work in roles such as, Network Support Technician, Website Co-ordinator, or ICT Systems Support. You will also gain the foundation skills required for the development of mobile, web, desktop and cloud applications. This course provides you with the skills and knowledge to install and manage small scale networks, either as an independent Network Support Technician or as part of a team.</td>
<td>Recognition of Prior Learning</td>
<td>Contact us</td>
<td>Cairns Townsville (Pimlico)</td>
</tr>
<tr>
<td><strong>JOB PROSPECTS</strong></td>
<td>Network Support Technician</td>
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<table>
<thead>
<tr>
<th>Diploma of Information Technology Networking I ICT50415</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
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</thead>
<tbody>
<tr>
<td>This qualification provides you with the skills needed to work effectively in Information Communication Technology (ICT) Networking. You will learn about the administration and installation of network switches and routers, security issues, hardware and software faults, operating system configuration of both Windows and Linux network systems, covering a wide range of content in relation to career opportunities in local area networks, wide area networks, security and web development. Elements of the program will be project-based (practicals), giving students the opportunity to work as part of a team in a real-world environment.</td>
<td>Full Time</td>
<td>February 2017 July 2017</td>
<td>Cairns Townsville (Pimlico)</td>
</tr>
<tr>
<td><strong>JOB PROSPECTS</strong></td>
<td>ICT Administrator, ICT Operations Analyst, Network Administrator, Network e-Business Coordinator, Network Operations Analyst, Network Security Coordinator, Network Services Administrator, Network Support Coordinator</td>
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</tbody>
</table>
**MANAGEMENT & HUMAN RESOURCES**

**Certificate IV in Project Management Practice | BSB41515**
Take control with a project management qualification. Learn practical skills to enable you to plan, execute, monitor, control and close a project. Learn scope, time management, project costing, quality, risk management, human resources and communication management.

**JOB PROSPECTS** | Project Administrator, Project Team Member, Contract Administrator, Project Manager

**Diploma of Project Management | BSB51415**
Manage your future! The nationally-accredited Diploma of Project Management builds on the Certificate IV in Project Management and has been developed in consultation with industry. Further develop your knowledge in project management and gain skills in managing a diverse range of complex projects. You will gain the confidence to successfully complete projects within defined scope, cost and quality constraints.

**JOB PROSPECTS** | Project Manager, Project Administrator, Project Leader, Program Administrator, Project Team Member, Project Contract Manager, Project Vendor Manager

**Certificate IV in New Small Business | BSB42615**
Build your empire! The Certificate IV in New Small Business Management will provide you with the tools you need to start or improve the workings of your small business. Develop entrepreneurial skills while you earn a valuable, nationally-accredited qualification. This course gives you strong small business management skills. Learn how to market, plan finances, prepare business plans and meet customer needs.

**JOB PROSPECTS** | Small Business Owner/Operator/Manager

**Certificate IV in Human Resources | BSB41015**
Put your future in focus! From occupational health and safety, training and workplace behaviour, through to recruitment and staff development, you’ll gain the essential skills you need to work as a human resources professional across a wide range of industries. Develop your knowledge and skills to successfully work in human resource management and specialise in remuneration, workforce planning, industrial relations or human resource information systems.

**JOB PROSPECTS** | Human Resources Officer, Human Resource Adviser, Human Resource Professionals, Human Resource Assistant, Human Resource Administrator

**Diploma of Aboriginal and Torres Strait Islander Legal Advocacy | 10408NAT**
Tip the scales in your favour! This training is for Aboriginal and/or Torres Strait Islander people, who have significant experience working in a legal environment. Further develop skills in mediation and counselling, recognition of Aboriginal customary law, sentencing processes and management of client appearances before court.

**JOB PROSPECTS** | Senior Field Officer, Senior Aboriginal and/or Torres Strait Islander Legal Advocate

**Certificate IV in Human Resources Information Systems | BSB42815**
Develop your knowledge and skills to successfully work in human resource management and specialise in remuneration, workforce planning, industrial relations or human resource information systems.

**JOB PROSPECTS** | Human Resources Officer, Human Resource Adviser, Human Resource Professionals, Human Resource Assistant, Human Resource Administrator
## MANAGEMENT & HUMAN RESOURCES

**Diploma of Human Resources Management I BSB50615**

Put your career in focus! If you enjoy working with people and want to build your skills in human resources, then we will get your career moving in the right direction. Develop the skills and knowledge to undertake the human resource management function in an organisation including, workforce planning, performance management and human resource services, as well as gaining skills in other HR functions such as remuneration, mediation and industrial relations.

**JOB PROSPECTS** | Human Resource Manager, Change Manager, Recruiter, Human Resource Adviser, Human Resource professionals

**Advanced Diploma of Management (HR) I BSB60915**

Focus on your managerial aspirations and climb the ladder of success with an Advanced Diploma of Management. This qualification reflects the role of individuals who provide leadership and strategic direction in the human resources activities of an organisation. They analyse, design and execute judgements, using wide-ranging technical, creative, conceptual or managerial competencies.

**JOB PROSPECTS** | Human Resources Director, Human Resources Strategist

**Certificate IV in Leadership and Management I BSB42015**

Leaders aren’t born, they’re made. Develop key leadership skills in team leadership and management and learn how to be responsible for the effective function and performance of a team. Learn management skills in WHS, project management, risk management, communication and team building.

**JOB PROSPECTS** | Supervisor, Team Leader

**Certificate IV in Leadership and Management I BSB42015 Aboriginal and/or Torres Strait Islander students**

Leaders aren’t born, they’re made. Develop key leadership skills in team leadership and management and learn how to be responsible for the effective function and performance of a team. Learn management skills in WHS, project management, risk management, communication and team building.

**JOB PROSPECTS** | Supervisor, Team Leader

**Diploma of Leadership and Management I BSB51915**

Manage your career! Good leadership and management is crucial to the success of any organisation. Gain a competitive edge in the business world with our Diploma of Leadership and Management. Develop an understanding of the dynamics and principles underlying the effective functioning of business operations. Gain high-level skills in risk management, budget development, workforce planning skills, managing people performance and operational plans.

**JOB PROSPECTS** | Manager, Team Leader

**Advanced Diploma of Leadership and Management I BSB61015**

Leaders aren’t born, they’re made. Develop key leadership skills in strategic and business planning, people development, change management and organisational innovation and learn how to better manage risk and understand budgeting and financial management. Further develop work-ready skills and applications to operate at the highest levels of management.

**JOB PROSPECTS** | Senior Executive, Executive Director

**Diploma of Leadership and Management/Diploma of Business Aboriginal and/or Torres Strait Islander students I BSB51915/BSB50215**

This dual diploma is specifically designed for Aboriginal and/or Torres Strait Islander people, who have managerial experience and/or who are interested in obtaining a high level qualification. Students will develop skills in implementing best practice strategies to manage Human Resources, Operations and Projects. All assessment tasks can be adapted to students’ workplaces and course work, if workplace related and relevant.

**JOB PROSPECTS** | Manager, Team Leader, Supervisor

**Diploma of Leadership and Management/Diploma of Business BSB51915/BSB50215**

Gain a competitive edge with this dual diploma! Students will develop skills in good leadership and management, as well as decisive decision-making and problem-solving skills, which are crucial to the success of any organisation. You will also study project management, learning the ins and outs of scope, project costing, quality, risk management, marketing, managing customer relations and staff performance. Delivered face to face and online, this dual diploma offers you the flexibility to study when and where you want.

**JOB PROSPECTS** | Manager, Team Leader, Supervisor

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**MODES** | **START** | **LOCATIONS**
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Online Recognition of Prior Learning | Ongoing | External (off campus)
Online Recognition of Prior Learning | Ongoing | External (off campus)
Part Time Online Recognition of Prior Learning | Ongoing | External (off campus)
Residential Blocks | Expressions of Interest | Cairns
Online Recognition of Prior Learning | Ongoing | Townsville (Pimlico) External (off campus)
Online Recognition of Prior Learning | Ongoing | External (off campus)
Residential Blocks | March 2017 | Cairns
Part Time Online Recognition of Prior Learning | Februray 2017 Ongoing | Cairns

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Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.

TAFE Queensland North | RTO 0542 - tafenorth.edu.au

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Having completed a Certificate IV in Business Administration made me challenge myself to go that one step further; now I’m well into studying a dual Diploma of Business and Leadership and Management and am confident to take the next step up from my current position. My studies have been such an eye opener for me and I’ve gained a better understanding of my role at work and I now have the knowledge to be an effective team leader. I would strongly recommend and encourage the younger ones to take on a course, think of career options and basically just give it a go!

Christina Waianga - Diploma of Business and Diploma of Leadership and Management Student
Certificate II in Community Services I CHC22015
Working in Community Services can be extremely rewarding. This qualification may be used as a pathway for workforce entry as a community service worker, who provides first point of contact and assists individuals in meeting their immediate needs.

**JOB PROSPECTS** I Assistant Community Services Worker, Care Service employee

Certificate III in Community Services I CHC32015
Want to be a community service professional and make a real difference in our community? This qualification reflects the role of entry-level community services workers, who support individuals through the provision of person-centred services. Work may include, day-to-day support of individuals in community settings or supporting the implementation of specific community-based courses.

**JOB PROSPECTS** I Support Worker, Case Worker, Care Service employee

Certificate IV in Community Services I CHC42015
Make a real impact in the lives of others and follow a career path into the world of community services. This qualification reflects the role of workers who design and deliver person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services.

**JOB PROSPECTS** I Case Worker, Community Service Worker, Outreach Officer, Care Service employee

Certificate III in Individual Support (Ageing, Home and Community) | CHC30315
Looking for a career with heart? Provide personal care and support to people in the aged community or those living with dementia or a disability. We will teach you how to support elderly people to maximise independence and build wellbeing. Gain the knowledge and practical skills required to provide quality care for clients, using supportive and safe practices. You will gain the skills to work in residential facilities, under direct or regular supervision within clearly defined organisation guidelines and service plans. Candidates must complete at least 120 hours of work as appropriate to this qualification.

**JOB PROSPECTS** I Assistant in Nursing, Home and Community Care Provider, Personal Care Assistant Worker, Aged Care Assistant, Residential Care worker

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<thead>
<tr>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
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</thead>
<tbody>
<tr>
<td>Full Time Flexible</td>
<td>Ongoing</td>
<td>By arrangement</td>
</tr>
<tr>
<td>Full Time Part Time Flexible Recognition of Prior Learning</td>
<td>February 2017 July 2017 Ongoing</td>
<td>Cairns External (off campus) Other sites by arrangement</td>
</tr>
<tr>
<td>Online Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>External (off campus) Other sites by arrangement</td>
</tr>
<tr>
<td>Full Time Part Time Flexible Apprenticeship/Traineeship Recognition of Prior Learning</td>
<td>February 2017 July 2017</td>
<td>Cairns Townsville (Pimlico) External (off campus) Other sites by arrangement</td>
</tr>
</tbody>
</table>

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
### COMMUNITY SERVICES

<table>
<thead>
<tr>
<th>Certificate IV in Leisure and Health</th>
<th>CHC43415</th>
<th>Online</th>
<th>Ongoing</th>
<th>External (off campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade your skills and further your career! Develop the skills and knowledge to support personal care for older people. Design, implement and evaluate leisure and health activities and programs for people across residential facilities, community agencies and day centres. While workers are responsible for their own outputs, work is carried out under direct or indirect supervision within defined organisation guidelines. Candidates must complete at least 120 hours of work as appropriate to the qualification.</td>
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<td>Flexible Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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<table>
<thead>
<tr>
<th>Certificate IV in Mental Health</th>
<th>CHC43315</th>
<th>Online</th>
<th>Ongoing</th>
<th>Cairns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you want to make a difference? Learn the skills necessary to support people experiencing mental health issues or going through recovery, by implementing positive changes and promoting self-advocacy. Provide self-directed recovery oriented support for people and implement community-based courses and activities, focusing on mental health and wellbeing. To achieve the qualification, the candidate must demonstrate at least 80 hours of work in a mental health environment.</td>
<td></td>
<td>Flexible Recognition of Prior Learning</td>
<td></td>
<td>External (off campus)</td>
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<thead>
<tr>
<th>Diploma of Community Services</th>
<th>CHC52015</th>
<th>Online</th>
<th>Ongoing</th>
<th>External (off campus)</th>
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</thead>
<tbody>
<tr>
<td>Are you community minded? Then turn your passion for community services into a rewarding career, managing and co-ordinating self directed services to individuals, groups and communities. To achieve this qualification, the candidate must demonstrate at least 100 hours of work, as appropriate to the qualification.</td>
<td></td>
<td>Flexible Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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<table>
<thead>
<tr>
<th>Diploma of Community Services (Case Management Specialisation)</th>
<th>CHC5215</th>
<th>Online</th>
<th>Ongoing</th>
<th>External (off campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A selection of elective units may be undertaken in the Diploma of Community Services, to provide a qualification with a Case Management specialisation. To achieve this qualification, the candidate must demonstrate at least 100 hours of work as appropriate to the qualification.</td>
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<td>Flexible Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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<table>
<thead>
<tr>
<th>Diploma of Community Services (Statutory and Forensic Child, Youth and Family Welfare Specialisation)</th>
<th>CHC52015</th>
<th>Online</th>
<th>Ongoing</th>
<th>External (off campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Diploma of Community Services - Statutory and Forensic Child, Youth and Family Welfare Specialisation reflects the roles of community services, case management and social housing workers involved in managing, co-ordinating and/or delivering person-centred services to individuals, groups and communities. To achieve this qualification, the candidate must work 120 hours of work placement in a child protection environment.</td>
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<td>Flexible Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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<table>
<thead>
<tr>
<th>Diploma of Community Development</th>
<th>CHC52115</th>
<th>Online</th>
<th>Ongoing</th>
<th>External (off campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you want a career improving the quality of life in communities, then consider a Diploma of Community Development. Gain the skills required to assist in the delivery of courses and opportunities that contribute to building the capabilities of individuals and their communities. The course will also include a Case Management skill set, which is highly sought in the community service sector.</td>
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<td>Flexible Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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<thead>
<tr>
<th>Advanced Diploma of Community Sector Management</th>
<th>CHC62015</th>
<th>Online</th>
<th>Ongoing</th>
<th>External (off campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you an existing manager in a community service organisation who wants to broaden your career opportunities, advance your skills or develop your management skills to undertake a new management role? Gain skills to work independently and manage services, departments and projects in a range of community organisations and government services.</td>
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<td>Flexible Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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<table>
<thead>
<tr>
<th>Diploma of Counselling</th>
<th>CHC51015</th>
<th>Online</th>
<th>Ongoing</th>
<th>External (off campus)</th>
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</thead>
<tbody>
<tr>
<td>Become a skilled counsellor and develop the skills and knowledge to be successful in the community service industry! This qualification provides an opportunity to work across a variety of roles undertaking general counselling work. You will use skills and knowledge in counselling and high level communication in a range of commonly used modalities, referral and case management frameworks.</td>
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<td>Flexible Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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</tbody>
</table>
## COMMUNITY SERVICES

### Diploma of Mental Health \( \text{CHC53315} \)
A Diploma of Mental Health will equip you with the management skills to provide services to people with mental health issues. These workers are required to have high level specialist knowledge, skills and competencies, especially in regards to laws affecting people with mental health issues and the range of services available to support their wellbeing. To achieve this qualification, the candidate must demonstrate at least 160 hours of work in the mental health sector.

**JOB PROSPECTS** Mental Health Support Worker, Mental Health Community Service Manager

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<tr>
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<td>Recognition of Prior Learning</td>
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### Diploma of Alcohol and Other Drugs \( \text{CHC53215} \)
Learn about the impact and effects of addiction and the health and wellbeing of the individual and the community. This qualification reflects the role of professionals who support work within a broad range of supervision including, counselling, referral, advocacy and education and health promotion services.

**JOB PROSPECTS** Services Manager, Service Co-ordinator, Outreach Worker, Community Rehabilitation Worker

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<th>MODES</th>
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<tr>
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<td>Recognition of Prior Learning</td>
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### Diploma of Mental Health and Diploma of Alcohol and Other Drugs \( \text{CHC53315 & CHC53215} \)
A dual qualification, consisting of the Diploma of Alcohol and Other Drugs and the Diploma of Mental Health, will enable you to develop a broad range of skills to work across both sectors. To achieve both qualifications, the candidate must work 160 hours of work as appropriate for this sector.

**JOB PROSPECTS** Mental Health Support Worker, Mental Health Community Service Manager, Services Manager, Service Co-ordinator, Outreach Worker, Community Rehabilitation Worker

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<td>Recognition of Prior Learning</td>
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## DISABILITY

### Certificate III in Individual Support (Disability) \( \text{CHC33015} \)
Looking for a career with more? Learn the skills to assist a person to self-direct their support needs, providing the core supports required while supporting social, emotional, health and wellbeing. To achieve this qualification, the candidate must demonstrate at least 120 hours or work as appropriate to this qualification.

**JOB PROSPECTS** Disability Support Assistant, Individual Support Worker, Personal Care Assistant

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<thead>
<tr>
<th>MODES</th>
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<th>LOCATIONS</th>
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<tbody>
<tr>
<td>Full Time</td>
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<td>Part Time</td>
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<td>Townsville (Pimlico)</td>
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<td>External (off campus)</td>
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<td>Flexible</td>
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<tr>
<td>Apprentice/Traineeship Recognition of Prior Learning</td>
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<td>Other sites by arrangement</td>
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### Certificate IV in Disability \( \text{CHC43115} \)
Are you passionate about inclusion, empowerment and advocacy? Learn the skills to effectively educate and promote self-directed support to an individual with a disability. The candidate must demonstrate at least 120 hours of work as appropriate to the qualification. At this level, workers may be expected to work autonomously with limited supervision.

**JOB PROSPECTS** Senior Support Worker, Team Leader

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<tr>
<th>MODES</th>
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<tbody>
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<td>Part Time</td>
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<td>Other sites by arrangement</td>
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<tr>
<td>Flexible</td>
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<tr>
<td>Apprentice/Traineeship Recognition of Prior Learning</td>
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</table>

It may not be widely known, but over the next three years in Queensland it is estimated by the National Disability Insurance Agency (NDIA) that there will be a shortage of 13,000 Community Services workers in the Disability Sector. Community Services is definitely a growing sector and the courses I teach in Community Services (Mental Health) provide students with the qualifications needed for a rewarding career in Mental Health.

**Debbie Nawaitabu, Teacher Certificate IV in Mental Health & Diploma of Community Services (Mental Health) & Dual Diploma of Community Services (Alcohol, Other Drugs and Mental Health)/Diploma of Alcohol and Other Drugs**
Certificate III in Visual Arts | CUA31115
Create a bright future! Our Certificate III in Visual Arts will help guide your creativity into a career in the exciting field of visual arts. Develop both traditional and digital skills in visual arts and craft, using a range of specialisations. From building an impressive portfolio of work to opening up opportunities for further study, it’s the perfect qualification to display your talents.

JOB PROSPECTS | Art Gallery Assistant, further pathways in art

Certificate III in Aboriginal and Torres Strait Islander Cultural Arts | CUA30515
Are you interested in art and connecting with your culture? With this qualification you will gain visual art skills, in a range of mediums, to complement your cultural arts knowledge and identity. Specialist areas include, painting, drawing and printmaking.

JOB PROSPECTS | Self-employed Artist, Visual Artist

Certificate IV in Aboriginal and Torres Strait Islander Cultural Arts | CUA40615
Are you interested in art and connecting with your culture? This qualification reflects the role of Aboriginal and Torres Strait Islander artists, who produce work that shows a well-developed command of technique in your chosen art form. Study areas include, painting, drawing and printmaking.

JOB PROSPECTS | Self-employed Artist, Visual Artist

Bridging Units from Certificate IV in Visual Arts | CUA41315
Does art as a career sound like a dream come true? These selected bridging units are designed to build you confidence and portfolio of work, to satisfy the diploma entry requirements and transition into the Diploma of Visual Arts.

JOB PROSPECTS | Further pathways to specific art disciplines

Creative, Music & Media

Modes
- Full Time
- Part Time
- Residential Blocks
- Residential

Start
- February 2017
- July 2017
- February 2017
- August 2017
- February 2017
- August 2017
- February 2017
- July 2017

Locations
- Cairns
- Townsville (Pimlico)
- Cairns
- Cairns
- Cairns

Job Prospects
- Art Gallery Assistant
- Jingle Composer
- Musician
- Music Composer
- Performing Artist
- Printmaker
- Recording Artist
- Community Artist
- Radio Presenter
- Filmmaker
- Producer (Music/Radio/Film)
- Arts Worker
- Professional Visual Artist
**CREATIVE**

**Diploma of Visual Arts | CUA51115**
From the fine arts to new media, our Diploma of Visual Arts qualification will engage your creative imagination and curiosity, while teaching you the skills you need to work as a professional artist. The course covers core areas of visual culture and professional practice, plus electives in painting, printmaking, drawing, sculpture, digital media and ceramics. (Not all studio areas are offered at both locations).

**JOB PROSPECTS** I Self-employed Artist, Painter, Visual Artist, Sculptor, Printmaker, Arts Worker

**Modes** | **Start** | **Locations**
--- | --- | ---
Full Time, Part Time | February 2017, July 2017 | Cairns, Townsville (Pimlico)
Residential Blocks | Expressions of Interest | Cairns
Residential Blocks | Expressions of Interest | Cairns
Full Time, Part Time | February 2017, July 2017 (Second year only) | Townsville (Pimlico)

**Bachelor of Visual Arts | 308JA**
*IN PARTNERSHIP WITH THE UNIVERSITY OF CANBERRA*

Carve out a career in the arts. Delivered in partnership with the University of Canberra, our Visual Arts degree provides you with an open and supportive studio environment for you to define and shape your career as a Visual Artist. It begins with hands-on traditional skills and techniques and enriches your understanding of contemporary culture, historically and theoretically. It explores contemporary arts interface with digital technologies and expands into cross-media, multi-disciplinary visual arts. Students with a Diploma of Visual Arts can begin this new degree with their study time shortened by up to 12 months.

**JOB PROSPECTS** I Arts Professionals, Visual Arts and Crafts Professionals

**Non-Accredited Visual Arts Classes**
For those interested in obtaining specific skills in the visual arts without gaining any certification, these are the classes for you. You can enrol at any time within the study year and attend accredited classes in painting, drawing, digital art and ceramics. For 10 consecutive weeks, you may attend a timetabled day and receive up to three hours tutoring and have studio access for the remaining three hours of the day.

**MUSIC AND MEDIA**

**Certificate III in Screen and Media | CUA31015**
Can you talk under water and working in radio behind a microphone is where you see yourself in the future? Or is it the screen world of lights, camera, action where you want to start? Then this is the course for you. You can decide which direction you want to take. Choose the radio electives and develop your skills as a radio presenter, editor or production assistant and learn how to present on radio shows. If making movies is your dream, then choose the screen electives and start making a short film. You’ll study subjects like writing content, camera rigging, shooting content, lighting set-up and more. Taking this course may be your opportunity to shine!

**JOB PROSPECTS** I Radio Announcer, Radio Producer or Filmmaker, Film Producer, Camera Operator

**Certificate III in Music Industry | CUA30915**
Turn your love of music into a career in the music industry. You will receive training in practical musicianship, performance skills and an introduction to a range of music technologies. Gain knowledge of the music industry and develop technical skills in performing, composing, live sound and basic recording, technical work and music promotion.

**JOB PROSPECTS** I Performing Artist, Music Composer, Recording Artist

**Certificate IV in Music Industry | CUA40915**
Break into industry and gain performance skills in a range of contemporary styles. This qualification will also provide you with sound knowledge of music theory and you will also learn the development and application of compositional techniques and skills.

**JOB PROSPECTS** I Performing Artist, Music Composer, Recording Artist

**Diploma of Music Industry | CUA50815**
Pursue your dream and live like a rock star with a Diploma of Music. Develop live performance and production knowledge and skills to pursue a career in the music industry. Learn about music theory, rehearsals, technology, studio recording and composition.

**JOB PROSPECTS** I Live Musician, Music Producer, Jingle Composer

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
PARTNERING WITH LOCAL BUSINESSES IS WHAT WE DO

TAFE Queensland North operates in one of the fastest growing economic regions in Queensland.

If you’re in business, you’ll know that quality training equals improved workplace productivity.

TAFE Queensland North has the credentials to manage and deliver your training, to help you add value to your operations.

Our Business Development team can help your organisation with: training needs analysis, workforce development planning, customised training, assistance in funding applications, Recognition of Prior Learning assessments and Literacy and Numeracy indicators for your staff.

Our training is developed in close consultation with industry and reflects the vocational needs of our students. We can provide flexible delivery options, based on specific training requirements.

For a free consultation or a customised training proposal, contact TAFE Queensland North’s Business Development unit on 07 4042 2654 or email: businessdevelopment.north@tafe.qld.edu.au

TRAINING FOR INTERNATIONAL STUDENTS

Every year thousands of students from all over the world make the decision to come and study at TAFE Queensland North.

We invite you to further your education at our world-class training facilities and experience the lifestyle and opportunities that come with living on the doorstep of the Great Barrier Reef and the Wet Tropics.

Secure your qualification in Business, Tourism, Hospitality, Cookery, IT, Nursing, Beauty Therapy or Childcare.

You will receive access to a wide range of learning and support services to assist you during your training.

Visit: www.tafenorth.edu.au/international or email: international.north@tafe.qld.edu.au to explore the range of training opportunities available to you.
GET GAMES READY

TAFE QUEENSLAND IS PREPARING TO TRAIN 15,000 VOLUNTEERS REQUIRED TO MAKE A GREAT GAMES

tafeqld.edu.au/gc2018

OFFICIAL PARTNER
Certificate III in Early Childhood Education and Care | CHC30113
Grow your career in early childhood. We give you the skills and knowledge to provide care and plan engaging and educational activities, to maximise the development of the children in your care. Learn to use a range of tools to plan educational experiences and care for children, facilitating their leisure and play and enabling them to fulfil their potential.

**JOB PROSPECTS**
- Educator in Early Childhood Education Service, Family Day Care or Outside School Hours Care Service, Recreational Activities Officer, Nanny

Diploma of Early Childhood Education and Care | CHC50113
Turn your passion into a career. Are you ready to make a difference to the lives of children and enter one of the fastest growing sectors in Australia? A Diploma in Early Childhood Education and Care will prepare you to work in a range of early childhood settings, working with children 0 - 12 years and families to support their wellbeing, learning and development. Gain skills to take responsibility for developing, implementing and evaluating early childhood education and care courses, under the National Quality Framework.

**JOB PROSPECTS**
- Educator in an Early Childhood Education and Care Service, Family Day Care or Outside School Hours Care Service, Nominated Supervisor, Certified Supervisor, Service Director/Coordinator, Lead Educator

Early Childhood Education and Care Bridging Program for Queensland Registered Primary Teachers | CHC50113
Upgrade your skills. This bridging program has been developed to assist Queensland registered primary-trained teachers, who wish to work in early childhood services, gain early childhood education and care qualifications. Upon completion of the diploma, you will be equipped with necessary skills to plan, implement and manage programs in early childhood services in accordance with licensing, accreditation and duty of care requirements.

**JOB PROSPECTS**
- Early Childhood Teacher in an Education and Care Service (Bridging Program), Education Support Worker (Teacher Aide), Family Day Care Educator
- Home Tutor, Lead Educator, Nominated Supervisor
- Outside School Hours Care Educator, Service Director/Coordinator

### MODES

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<thead>
<tr>
<th>EARLY CHILDHOOD EDUCATION &amp; CARE</th>
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<tr>
<td><strong>Full Time</strong></td>
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| Apprenticeship/Traineeship | Recognition of Prior Learning | }

### START

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<tr>
<th><strong>February 2017</strong></th>
<th><strong>July 2017</strong></th>
<th><strong>Ongoing</strong></th>
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### LOCATIONS

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<thead>
<tr>
<th><strong>Cairns</strong></th>
<th><strong>Townsville (Pimlico)</strong></th>
<th><strong>External (off campus)</strong></th>
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<tbody>
<tr>
<td>Other sites by arrangement</td>
<td>Other sites by arrangement</td>
<td>Other sites by arrangement</td>
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**EARLY CHILDHOOD EDUCATION & CARE**

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
EDUCATION SUPPORT WORKER (TEACHER AIDE)

Certificate III in Education Support I CHC30213
Take your knowledge to the classroom! Support children in the classroom as a teacher’s aide. Become qualified to work in public and independent schools or after school care facilities. Gain the skills and knowledge to support children with special needs, work with people who are culturally diverse and assist in the implementation of planned educational programs.

JOB PROSPECTS I Education Support Worker (Teacher Aide), Home Tutor

Certificate IV in Education Support I CHC40213
Upgrade your skills and influence the lives of children in a positive way. Develop skills to provide support and assistance to teachers and students in the classroom across a range of education settings. At this level, you may be required to perform tasks with a moderate level of autonomy and provide supervision and leadership to other staff and volunteers.

JOB PROSPECTS I Education Support Worker (Teacher Aide), Home Tutor

Certificate IV in Education Aboriginal and Torres Strait Islander I 10325NAT
Gain a nationally-recognised, paraprofessional qualification via RATEP (Remote Area Teacher Education Program) to work in primary schools. Study at one of 15 RATEP sites across the state or via our offsite model. The program offers tutor access, funded residential in Cairns, online classes, practical work in schools and credit towards higher-level teaching qualifications. This course is available for Aboriginal and/or Torres Strait Islander students and provides a direct pathway to becoming a fully qualified teacher!

JOB PROSPECTS I Employment in schools and further pathways to education courses

Certificate IV in Education Aboriginal and Torres Strait Islander | 10326NAT
Have you always wanted to be a teacher but can’t imagine leaving your home community to attend university? Study from home or onsite with RATEP (Remote Area Teacher Education Program) to gain high level teaching skills and the cultural competence to work more effectively in schools. Our Diploma of Education is a nationally-recognised, paraprofessional qualification and provides the equivalent of a whole year of credit towards James Cook University’s Bachelor of Education degree. You will be provided with tutor access, funded residential in Cairns, online classes and practical work in schools. The Diploma of Education via RATEP is provided for Aboriginal and/or Torres Strait Islander students and allows a direct pathway to becoming a fully qualified teacher!

JOB PROSPECTS I Employment in schools and further pathways to education courses

JOB PROSPECTS I Education Support Worker (Teacher Aide), Home Tutor

JOB PROSPECTS I Recognition of Prior Learning

JOB PROSPECTS I Flexible Recognition of Prior Learning

JOB PROSPECTS I Full Time 1 year or Part Time 2 years

JOB PROSPECTS I Recognition of Prior Learning Residential Blocks

JOB PROSPECTS I Employment in schools and further pathways to education courses

MODES START LOCATIONS

<table>
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<tr>
<th>Part Time</th>
<th>Full Time</th>
<th>Flexible Recognition of Prior Learning</th>
<th>Ongoing (monthly intakes)</th>
<th>Cairns, Townsville (Pimlico) External (off campus)</th>
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<tr>
<td>Part Time</td>
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<td>Ongoing (monthly intakes)</td>
<td>External (off campus)</td>
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<tr>
<td>Part Time</td>
<td>Recognition of Prior Learning Residential Blocks</td>
<td>March 2017</td>
<td>RATEP sites or via offsite study</td>
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<tr>
<td>Full Time 1 year or Part Time 2 years</td>
<td>Recognition of Prior Learning Residential Blocks</td>
<td>February 2017</td>
<td>RATEP sites or via offsite study</td>
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I’m so glad I made the career change from banking to following my dream of working in early childhood education. I was able to bring to my new career life and learning experiences that have made my work so personally rewarding and satisfying.

Janene Anderson - Diploma of Early Childhood Education and Care Teacher, Cairns Campus

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.

TAFE Queensland North | RTO 0542 - tafenorth.edu.au
**Certificate III in Sport and Recreation | SIS30115**
Aboriginal and/or Torres Strait Islander students

If you enjoy playing sports, participating in recreational activities, staying fit and working with others to encourage an active and healthy lifestyle, this program will provide you with the skills and knowledge to achieve this. Units include a blend of both practical and theory units, with a focus on working with groups of adults or children.

**JOB PROSPECTS**
- Sport and Recreation Officer
- Sports Development Officer
- After School Care Worker
- Vacation Care Worker
- Sports Specific Coach

**Diploma of Sport Development | SIS50612**

Exercise your passion for sport with a Diploma of Sport Development. With a focus on the building of community through sport, this course will give you the theoretical knowledge, practical skills and experience you need, to deliver sport and recreation programs. You will learn how to manage and stage sporting events and develop skills in communication, sports technology and coaching. This course is perfect for those wishing to work in the sports industry.

**JOB PROSPECTS**
- Community Sport and Recreation Officer
- Sports Development Officer
- After School Care Worker
- Vacation Care Worker
- Sports Specific Coach

**SPORT & RECREATION**

**MODES**  
**START**  
**LOCATIONS**

- **Residential Blocks**  
  - March 2017  
  - Cairns
- **Full Time Recognition of Prior Learning**  
  - February 2017  
  - Cairns
I come from a sporting family and it seemed like a natural fit that I should study Certificate III in Sport and Recreation at TAFE. The course is highly practical and I’ve learnt how to design sport and recreation programs for kids, which is something I wanted to learn and expand on. What was also great was mixing, sharing experiences and connecting with people from across the country - even as far away as Broome. We were all so keen to gain some new skills with most of us wanting to be a sport and recreation teacher in the future.

Aba Bero - Certificate III in Sport and Recreation Student, Cairns Campus
HAIRDRESSING & BEAUTY

JOB PROSPECTS
- Beauty Therapist
- Freelance Session Stylist
- Hairdresser
- Manager/Supervisor in a hairdressing environment
- Sales Representative for cosmetic companies
- Salon Assistant
- Salon Owner/Manager

HAIRDRESSING

Certificate II in Salon Assistant I SHB20216
The hairdressing industry can be highly competitive, so that’s why we’ve designed our qualifications to meet industry needs, with real-world experiences and purpose-built facilities. Learn basic hairdressing skills including, braiding, hair colour application, customer interaction and service, safety procedures and provide assistance to colleagues in a salon. (Apprenticeship pathway).

JOB PROSPECTS I Salon Assistant, Hair Salon Assistant, Retail Sales

Certificate III in Hairdressing I SHB30416
Get the edge in hairdressing. The Certificate III in Hairdressing teaches the practical skills you need to start a career as a Hair Stylist, plus the business skills required to work in a hair salon. Perform a range of client services including, hair treatments, cutting, design, colour, chemical formation and customer service. This course can be undertaken as a mainstream course or as an apprenticeship.

JOB PROSPECTS I Hairdresser, Hair Stylist, Cruise Ships

Certificate IV in Hairdressing SHB40216
Get your experience recognised and achieve a Certificate IV in Hairdressing. Our Recognition of Prior Learning (RPL) program takes into account your prior experience, so gaining a formal qualification could be easier than you think. This certificate will add to your existing skills in co-ordinating and training staff, technical leadership, specialised hair design and cutting, colouring and colour correction, hair extensions and chemical reformation.

JOB PROSPECTS I Hairdresser, Hair Assistant, Senior Hair Stylist

MODES | START | LOCATIONS
---|---|---
Part Time Recognition of Prior Learning | February 2017 | Burdekin Cairns Townsville (Pimlico)
Full Time Apprenticeship Recognition of Prior Learning | Ongoing | Burdekin Cairns Townsville (Pimlico)
Recognition of Prior Learning | Ongoing | Cairns Townsville (Pimlico)

JOB PROSPECTS I Hairdresser, Hair Assistant, Senior Hair Stylist

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
## Certificate II in Retail Cosmetics SHB20116

Do you spend hours in the make-up section of your favourite department store or pharmacy? Love cosmetics, pampering and all things beauty? This course is ideal for students who are looking to become a Beauty Consultant. The Certificate II in Retail Make-Up and Skin Care has been designed for those wishing to gain employment in the beauty, pharmacy and retail industries. It covers a wide variety of theoretical and practical classes. This course involves communicating in the workplace, performing routine salon/store functions, demonstrating skin care products and designing and applying make-up.

**JOB PROSPECTS** Beauty Consultant, Sales Assistant (General)

### MODES

**Part Time Recognition of Prior Learning**
- **START:** February 2017
- **LOCATIONS:** Atherton, Burdekin, Cairns, Townsville (Pimlico)

**Full Time Recognition of Prior Learning**
- **START:** January 2017
- **LOCATIONS:** Cairns, Townsville (Pimlico)

**Full Time Part Time Evenings Recognition of Prior Learning**
- **START:** January 2017
- **LOCATIONS:** Cairns, Townsville (Pimlico)

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## Certificate III in Beauty Services I SHB30115

Choose a glamorous career! After completing a Certificate III in Beauty Services at TAFE Queensland North, you’ll have the skills to apply for positions in the beauty industry. Learn to provide a range of services and treatments as well as how to interact with customers.

**JOB PROSPECTS** Beauty Therapist, Sales Representative

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## Diploma of Beauty Therapy I SHB50115

Advance your beauty skills and career options. Gain the skills to work in a beauty salon and a day spa environment, with this advanced qualification. Develop extensive practical skills and theoretical knowledge in a range of treatments, enabling you to successfully own and operate or manage a salon.

**JOB PROSPECTS** Beauty Therapist, Salon Owner/Manager, Sales Representative for cosmetic companies, Spa Attendant, Cruise Ships

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Kiara Porta - Diploma of Beauty Therapy Student, Cairns campus

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I’m doing the Diploma of Beauty Therapy. I am enjoying mostly the makeup because I definitely want to go into makeup artistry but I also love waxing and massage. I love makeup because it gives you the freedom to make your own art and to express yourself. I am doing makeup on clients and it is really nice when people walk away and they are really happy and proud of how they look and feel beautiful. This course is great, as it gives you an overview of the different types of beauty therapy that you can use in a salon in the real world.

Kiara Porta - Diploma of Beauty Therapy Student, Cairns campus
Certificate II in Conservation and Land Management I AHC21010 (AHC21016)
Aboriginal and/or Torres Strait Islander students
Gain entry-level skills in conservation and land management. This qualification enables individuals to select an indigenous land management practice: conservation earthworks, lands, park and wildlife or natural area management context as a job focus or a mix.

JOB PROSPECTS
- Revegetation Worker, National Parks Worker

Certificate III in Conservation and Land Management I AHC31410 (AHC31416)
Learn environmentally sustainable work practices and natural resource management. Gain skills and knowledge in weed and pest control, chemical use, machinery operation, revegetation, maintaining natural areas and more.

JOB PROSPECTS
- Revegetation Worker, National Parks Worker

Certificate IV in Conservation and Land Management I AHC40910 (AHC40916)
Certificate IV in Conservation and Land Management will provide you with the practical skills and knowledge to lead and co-ordinate conservation and land management activities. You will learn about the various areas of the industry, such as land management, natural resource management, mine site rehabilitation, forestry and national parks. You may also learn skills in collecting and classifying plants, developing management plans, conducting biological surveys, meeting legislative requirements, developing conservation strategies and planning river restoration works.

JOB PROSPECTS
- Conservation Supervisor, Senior Ranger

Diploma of Conservation and Land Management I AHC51110 (AHC51116)
Gain skills and knowledge in environmental science and pursue a career in middle management, in the resource management industry.

JOB PROSPECTS
- Environmental Manager

MODES
- Flexible Traineeship
- Full Time Flexible Apprenticeship
- Flexible Recognition of Prior Learning
- Flexible Recognition of Prior Learning
- Flexible Recognition of Prior Learning

START
- Ongoing
- Ongoing
- Ongoing
- Ongoing
- Ongoing

LOCATIONS
- Cairns, Mount Isa, The Whitsundays (Cannonvale), Townsville Trade Training Centre (Bohle), External (off campus)
- Cairns, Mount Isa, The Whitsundays (Cannonvale), Townsville Trade Training Centre (Bohle), External (off campus)
- Cairns, The Whitsundays (Cannonvale), Townsville Trade Training Centre (Bohle)
- Cairns, Mount Isa, The Whitsundays (Cannonvale), Townsville Trade Training Centre (Bohle), External (off campus)
| Certificate III in Horticulture I AHC30710 (AHC30716) | Full Time | February 2017 (July 2017) | Cairns The Whitsundays Townsville Trade Training Centre (Bohle) |
| Certificate IV in Horticulture I AHC40410 (AHC40416) | Flexible | Ongoing | Cairns The Whitsundays Townsville Trade Training Centre (Bohle) |
| Diploma of Horticulture I AHC50410 (AHC50416) | Full Time | Ongoing | Cairns The Whitsundays Townsville Trade Training Centre (Bohle) |
| Certificate III in Parks and Gardens I AHC31010 (AHC31016) | Apprenticeship | Ongoing | Cairns The Whitsundays Townsville Trade Training Centre (Bohle) |
| Certificate II in Rural Operations I AHC21210 (AHC21216) | Flexible | Contact us | Cairns Mount Isa Townsville Trade Training Centre (Bohle) |
| Certificate III in Sports Turf Management I AHC31310 (AHC31316) | Apprenticeship | January 2017 (July 2017) | Cairns Townsville Trade Training Centre (Bohle) |
Certificate II in Kitchen Operations I SIT20416
Start your exciting chef career at TAFE Queensland North. If you’ve dreamed of working in a busy kitchen or the food industry, this is the course for you. You will learn the skills required to work in a commercial kitchen. This program is a pathway to becoming a qualified chef.

JOB PROSPECTS: Kitchen Attendant, Breakfast Cook, Takeaway Cook, Food Preparation Assistant, Cook

Certificate III in Commercial Cookery I SIT30816
Calling all foodies! We will give you a foundation to set you on the path of culinary genius. Gain skills and industry knowledge to become a qualified cook. As an apprentice, you will learn to prepare a variety of dishes using meat, vegetables, seafood and poultry. Learn how to plan and prepare food for buffet, as well as receive and store kitchen supplies and maintain kitchens. (Offered through an apprenticeship).

JOB PROSPECTS: Chef, Cook

Certificate IV in Commercial Cookery I SIT40516
From cook to culinary master, give your apprenticeship some flair. This course will get you to the equivalent level of a qualified demi chef. Take your culinary skills to the next level. Learn how to plan and prepare food, monitor catering revenue and cost, interpret financial information and stock control. Develop the skills to lead and manage people.

JOB PROSPECTS: Kitchen Supervisor, Head Chef, Sous Chef, Chef de Partie
HOSPITALITY AND COOKERY

Certificate III in Hospitality | SIT30616
Master the art of hospitality and reach new heights in the global service industry with a Certificate III in Hospitality. Gain highly regarded food, beverage, and work in a variety of hospitality settings including restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

JOB PROSPECTS | Bar Attendant, Barista, Wait Person Supervisor, Food and Beverage Supervisor, Housekeeping Attendant, Hotel Reservations, Front Office Receptionist

Diploma of Hospitality Management | SIT50416
Fast-track your hospitality career with a Diploma of Hospitality Management. This diploma reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. Learn management skills for the hospitality industry and be able to manage outlets, maintain compliance within legislative requirements, manage financial operations and develop effective business plans.

JOB PROSPECTS | Restaurant Manager, Resort Manager, Motel Manager, Concierge, Front Office, Supervisor, Hospitality Workers, Food and Beverage Supervisor, Hospitality Supervisors/Managers

I’m impressed with the trainers and how they teach us, they are fabulous. The dishes we are learning to make here are very beautiful and I’m getting a lot of practice in the training kitchen, learning how to serve to the public. I have a real passion for food, I love it when people I cook for give me compliments or they feel happy because of my food.

Seonggon Ryu, Certificate IV Commercial Cookery Student, Cairns campus

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
EVENTS

Certificate III in Events I SIT30516
Expand your career horizon in events. If planning large-scale projects makes you tick, get caught up in the excitement of one of our event management courses. This qualification will give you the basic skills, knowledge and information to work in the events industry. Gain skills in safety and risk assessment, proposals, customer service, quotations and logistics, event staging and support.

JOB PROSPECTS: Event Operations Assistant, Conference and Exhibitions Assistant, Venue and Functions Assistant, Events Coordinator

Diploma of Event Management I SIT50316
Arm yourself with the skills you need to work with clients and lead people. Event Management is an exciting career and industry. This qualification will give you the skills you need to step into that perfect job or career or to run your own event. Course topics include: staging, project management, business relationships, customer service, quoting, document creation, hazard identification and risk assessment, budgeting and many other management skills.

JOB PROSPECTS: Wedding Planner, Concert or Stage Manager, Event Coordinator, Conference and Exhibitions Senior Coordinator, Venue and Functions Manager

TOURISM AND TRAVEL

Certificate III in Travel I SIT31312
Choose your own adventure and dive into the travel industry. Learn to provide local and international advice, use reservation systems and build airfares to prepare you for a job with airlines, cruise operators, tour wholesalers or travel agencies. Gain the practical skills and associated knowledge to carry out sales and ticketing related activities in tourism and retail travel sales.

JOB PROSPECTS: Travel Sales Agent or Consultant in the following travel sectors: retail, call centres, corporate, cruising, domestic, international, incentives, mobile, online, reservations or wholesale.

Certificate III in Travel and Tourism I SIT30116 and SIT30216
Why settle for one qualification when you can have two! By completing one extra unit in addition to your travel certificate, you can gain a dual qualification in travel and tourism.

Certificate III Guiding I SIT30316
Do you have a passion for the outdoors or history? Turn your passion into a career as a tour guide. Gain skills on how to lead tour groups safely, while minimising impacts to the environment. Expand your knowledge of the region so that you can present exciting interpretive commentaries and activities. The skills and knowledge gained in this qualification are transferable to a range of guiding environments.

JOB PROSPECTS: Travel Sales Agent or Consultant in the following travel sectors: retail, call centres, corporate, cruising, domestic, international, incentives, mobile, online, reservations or wholesale, tour desk operator, visitor information officer.
TOURISM AND TRAVEL

Certificate IV Guiding SIT40216
Have you been working as a guide for a number of years but have no formal qualifications? It is possible to receive this qualification, by assessing your current skills and knowledge. This is done by reviewing your employment history and references, personal interviews and, if required, practical demonstrations.

JOB PROSPECTS I Tour Director, Tour Guide Manager, Extended Trip Tour Guide

Diploma of Travel and Tourism Management | SIT50116 (Travel Sales)
The sky’s the limit! Let your career soar in the world of travel. In your first semester, you will gain skills and knowledge required to sell domestic and international destinations including customer service, airline ticketing, selling cruises, booking and processing tour components and preparing itineraries. Second semester you will gain a broad base of managerial skills required for a supervisor or management position in a travel agency or tourism sales business. These skills sets include managing staff, finances and budgets, quality customer service experiences and monitoring work operations.

JOB PROSPECTS I Management or supervisory role in the following areas: inbound groups or sales, reservations, travel agency, Visitor Information Centre, tour desks or customer service, local or regional tourism office

Diploma of Travel and Tourism Management | SIT50116 (Tourism Operations)
Dive into the diverse world of tourism. This course provides you with a broad range of industry skills sets, transferable into a variety of tourism sectors, allowing you flexibility with career paths. The first semester you will learn about Australian and international destinations, customer service and sales, tour guiding and social media marketing. Second semester focuses on skills and knowledge used in managerial roles, such as managing staff, finances and budgets, quality customer service experiences and monitoring work operations.

JOB PROSPECTS I Managerial or supervisory role in the following areas: inbound groups or sales, reservations, travel agency, Visitor Information Centre, tour desks or customer service, local or regional tourism office
ABORIGINAL & TORRES STRAIT ISLANDER COURSES

JOB PROSPECTS
- Accounts Clerk
- Radio Presenter
- Executive Officer
- Financial Officer
- Filmmaker
- National Parks Worker
- Office Manager
- Payroll Assistant
- Primary Health Care Worker
- Printmaker
- Revegetation Worker
- Sport & Recreation Officer
- Artist
- Administration Officer
- Ranger

ACCOUNTING
Certificate IV in Accounting I see page 16
Diploma of Accounting I see page 16

BUSINESS
Certificate III in Business I see page 16
Certificate IV in Business I see page 16
Diploma of Business I see page 16
Certificate III in Business Administration I see page 17
Certificate IV in Business Administration I see page 17
Certificate IV in Leadership and Management I see page 19
Diploma of Leadership and Management I see page 19

JUSTICE
Diploma of Aboriginal and Torres Strait Islander Legal Advocacy I see page 18

CREATIVE, MEDIA AND MUSIC
Certificate III in Aboriginal and Torres Strait Islander Cultural Arts I see page 24
Certificate IV in Aboriginal and Torres Strait Islander Cultural Arts I see page 24
Diploma of Visual Arts I see page 25
Diploma of Aboriginal and Torres Strait Islander Visual Arts Industry Work I see page 25
Certificate III in Screen and Media I see page 25

EARLY CHILDHOOD EDUCATION
Certificate III in Early Childhood Education and Care I see page 28
Diploma of Early Childhood Education and Care I see page 28

EDUCATION
Certificate IV in Education Aboriginal and/or Torres Strait Islander students I see page 29
Diploma of Education Aboriginal and/or Torres Strait Islander students I see page 29

SPORT AND RECREATION
Certificate III in Sport and Recreation I see page 30

CONSERVATION & LAND MANAGEMENT
Certificate II in Conservation and Land Management I see page 34
Certificate III in Conservation and Land Management I see page 34

HEALTH CARE
Certificate II in Aboriginal and Torres Strait Islander Primary Health Care I see page 49
Certificate III in Aboriginal and Torres Strait Islander Primary Health Care I see page 49
Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care (Practice) I see page 50
Certificate III in Health Administration I see page 50
Certificate III in Health Services Assistant I see page 50
Diploma of Nursing I see page 51

CONSTRUCTION
Certificate I in Construction I see page 53
Certificate II in Indigenous Housing Repair and Maintenance see page 53
Course in Year 10 Maths and English Equivalent
Upgrade your education! Need to upgrade your qualifications to an alternate to Year 10? This course will get you ready for further skills training. This course is a combination of units of competency from Certificate II in Foundations for Vocational and Further Study (10076NAT) and Certificate II in Skills for Work and Study (10077NAT).

JOB PROSPECTS I Preparation for work or further study, pathway to Defence Force recruitment.

Certificate II in Skills for Work and Vocational Pathways I FSK20113
Get set for study! If you’re preparing to study a course at TAFE, enrol in the Certificate II in Skills for Work and Vocational Pathways, to further develop your foundation skills in preparation for employment and training. This course is suitable for individuals who require:
• Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
• Entry level digital literacy and employment skills
• A vocational training and employment plan

Skills for Education and Employment (SEE)
Get job ready! This program provides face-to-face language, literacy and numeracy support to job seekers who need assistance to obtain work or access further training. Vocational training may be embedded in this program, to help people who need a pathway to further study or employment. Referrals are required prior to enrolling in this program. Referrals may come through Centrelink, job actives and community development programs.

JOB PROSPECTS I Preparation for work or further study

Adult Migrant English Program (AMEP)
This face-to-face program provides up to 510 hours of free English language tuition and related services to newly arrived migrants and humanitarian entrants, who have less than functional English. Eligibility conditions apply. The Adult Migrant English Program (AMEP) is funded by the Australian Government Department of Education and Training. In Queensland, the AMEP is delivered through TAFE Queensland.

JOB PROSPECTS I Preparation for work or further study, and settlement into Australia
LOGISTICS, WORK HEALTH & SAFETY

JOB PROSPECTS
- Administrative Worker
- Logistics Clerk
- Safety Officer
- Warehouse and Distribution Worker
- Work Health and Safety Coordinator
- Safety Officer
- Safety Inspector
- Health and Safety Advisor

LOGISTICS

Certificate II in Logistics I TLI21810
Gain entry level skills and knowledge to be responsible for securing, loading and unloading goods. Learn how to handle customer enquiries, operate a forklift, stocktake and schedule freight and vehicles.

JOB PROSPECTS I Logistics Clerk, Administrative Worker

Certificate III in Warehousing Operations I TLI31610
Gain skills to work in the warehousing and storage industry in operational and supervisory roles. Learn about the receipt and despatch of product, warehouse equipment operations, checking and maintenance, occupational health and safety, customer service, teamwork and resource management.

JOB PROSPECTS I Warehouse and Distribution Worker

HEALTH & SAFETY

Certificate IV in Work Health and Safety I BSB41415
Gain the skills to work in a work health and safety (WHS) role and provide leadership and guidance to others, while implementing WHS strategies to control risks and emergency procedures. Learn to comply with WHS legislation, how to identify hazards and how to assess and control risks.

JOB PROSPECTS I Work Health and Safety Coordinator, Safety Officer

Diploma of Work Health and Safety I BSB51315
If you’re passionate about creating a safe and healthy environment in the workplace, completing this course can lead to a rewarding management role in the workplace health and safety industry.

JOB PROSPECTS I Safety Inspector, Health and Safety Advisor

MODES
- Recognition of Prior Learning
- Flexible Traineeship
- Online Flexible Recognition of Prior Learning
- Online Recognition of Prior Learning

START
- Ongoing
- Ongoing
- Ongoing
- Ongoing

LOCATIONS
- Cairns
  - Townsville Trade Training Centre (Bohle) (off campus)
- Cairns
  - Townsville Trade Training Centre (Bohle) (off campus)
- Cairns
  - Townsville Trade Training Centre (Bohle) (off campus)
- Cairns
  - Townsville Trade Training Centre (Bohle) (off campus)
I come from a long involvement with the Transport and Logistics industry and training Workplace Health & Safety (WHS) in industry and know how important it is that proper WHS practices are employed in industry. For more than five years I have been teaching Transport & Logistics and WH&S at TAFE North and have had the pleasure of seeing my students find work in industry and make a strong contribution to the operational safety practices of their employers. My students are out there determining health and safety issues that are persistent and need addressing. They play a vital role in ensuring safe procedures are followed and are seen as highly valued employees.

Steve Williams – Lead Vocational Teacher
Occupational Health & Safety and Transport & Logistics
JOB PROSPECTS
- Master of vessels up to 24m/35m
- Chief Engineer on vessels up to 500kW/750kW/1500kW
- Deckhand/Master of vessels up to 12m (restrictions apply)
- General Purpose Hand/Deckhand • Marine Cook
AMSA APPROVED TRAINING

SAFETY AND SURVIVAL

Certificate of Safety Training (CoST)
Authority I STCW Reg VI/1
The AMSA issued Certificate of Safety Training is the minimum mandatory requirement in order to serve on board vessels in international waters.
CoST incorporates the following training courses:
- Basic Fire Prevention and Fire Fighting*
- Personal Survival Techniques*
- Personal Safety and Social Responsibilities*
- Security Awareness Training*
(*Complete this training as an individual course or through the full CoST).

Certificate of Safety Training (CoST) Revalidation
Relevant competencies from STCW Tables A-VI/1-2 and A-VI/1-1
The CoST revalidation course is designed for seafarers who do not hold the qualifying sea service and therefore need to undertake the Personal Survival Techniques, Basic Fire Fighting and Fire Prevention training in order to demonstrate continued competence.

Certificate of Competency (CoC) Continued Competence Refresher Training
Relevant competencies from STCW Tables A-V/1-1, A-V/1-2, A-V/2-1 and W/3
The Certificate of Competency (CoC) Continued Competence Refresher Training is designed for holders of an AMSA issued Certificate of Competency (Master, Deck and Engineer Officers). The course meets the mandatory Sea Survival, Basic and Advanced Fire Fighting, and Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (OPSC) continued competency requirements for current seafarers with qualifying sea service.

Certificate of Proficiency (CoP) Rating Continued Competence Refresher Training
Relevant competencies from STCW Tables A-V/1-1, A-V/1-2 and A-V/2-1
The Certificate of Proficiency (CoP) Rating Continued Competence Refresher Training is designed for holders of an AMSA issued Certificate of Proficiency as Rating (Integrated Rating, Able Seaman, Deck Rating or Engine Room Rating). The course meets the mandatory Sea Survival, Basic Fire Prevention and Fire Fighting, and Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (OPSC) continued competency requirements for current seafarers with qualifying sea service.

Personal Safety and Social Responsibilities (PSSR)
Authority I STCW Reg VI/1 Code A-V/1 Table A-V/1-4
This course provides mandatory minimum training in personal safety and social responsibility on board a vessel and is one of the components required to obtain an AMSA issued Certificate of Safety Training.

Personal Survival Techniques (PST)
Authority I STCW Reg VI/1 Code A-V/1 Table A-V/1-1
Learn the skills and techniques required for personal survival at sea. This course is one of the components required to obtain an AMSA issued Certificate of Safety Training.

Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (CPSC)
Authority I STCW Reg VI/2 Code A-V/2 Table A-V/2-1
Gain the skills and knowledge required to perform survival craft operations as required during onboard emergency response situations.

Elements of Shipboard Safety (ESS)
Authority I NSCV Table 2 Elements of Shipboard Safety
Learn survival techniques and safe working procedures for emergency situations on board a vessel including basic fire fighting and use of a survival craft in the event of vessel abandonment.
Successful completion of this course is mandatory for anyone working on board commercial vessels.

Great Barrier Reef International Marine College (GBRIMC), a campus of TAFE Queensland North, offers a wide range of short courses that lead to internationally recognised certificates issued by the Australian Maritime Safety Authority (AMSA).

Our training complies with the requirements of the International Maritime Organisation Standards of Training, Certification and Watchkeeping for Seafarers (IMO STCW). Students have access to state-of-the-art, on-site training facilities including simulations, engineering workshops, vessels and an immersion pool.

Short courses can be customised and tailored to suit individuals and organisations. We are flexible in our approach to training, with delivery on-site at the GBRIMC or off-site at an agreed location.

Visit www.gbrimc.com.au for additional course information including costs, dates, course pre-requisites and expressions of interest.
SECURITY

Security Awareness Training (SAT) | ONLINE
Authority I STCW Code Section A-V/6 para 4
This course is one of the components required to obtain an AMSA issued Certificate of Safety Training and covers maritime security policy and responsibilities, threat identification, recognition and response, ship security actions and emergency preparedness. It is mandatory for all seafarers with AMSA certificates to hold Security Awareness endorsement.

Ship Security Officer (SSO) - Expression of Interest
Authority I STCW Reg VI/5
Under the terms of the ISPS Code, shipping companies are required to designate a Ship Security Officer. This course is designed to provide instruction and proficiency in compliance with the ISPS Code for Ship Security Officers.

FIRE

Basic Fire Prevention and Fire Fighting
Authority I STCW Reg VI/1 Code A-VI/1 Table A-VI/1-2
Develop skills in the operation of fire fighting equipment and actions to be taken in the event of a fire on board a ship. This course is one of the components required to obtain an AMSA issued Certificate of Safety Training (CoST), which is the minimum mandatory qualification required to serve on board vessels in international waters.

Advanced Fire Fighting
Authority I STCW Reg VI/3
This course provides participants with the skills and knowledge required to respond effectively as a key member of the on board command fire fighting team. You will learn to manage shipboard fire prevention, coordinate tactical fire fighting and use and maintain fire fighting and fire detection equipment carried on merchant vessels.

Advanced Fire Fighting Continued Competence
This course aims to meet the mandatory minimum requirements for seafarers for continued competence of Advanced Fire Fighting.

COMMUNICATIONS

General Maritime Distress and Safety System (GMDSS): General Operators Certificate
Authority I STCW Reg IV/2
Gain the skills and knowledge to operate digital selective calling techniques for communication using MF, HF and VHF radiotelephone, HF radio telex and satellite communication using INMARSAT-C ship earth stations.

GMDSS Revalidation
Authority I International Telecommunication Union (ITU)
This course complies with Australian Maritime Safety Authority, Marine Orders Part 6 – Marine Radio Qualifications – Provision 8.3, where requirements for revalidation of a GMDSS General Operators Certificate (GOC) specify completion of an approved revalidation course.

Long Range Operators Certificate of Proficiency (LROCP)
– previously MROCP
Authority I International Telecommunication Union (ITU)
Long Range Operators Certificate of Proficiency (LROCP) is for operating both Very High Frequency (VHF) short range radios and Medium Frequency/High Frequency (MF/HP) radios (which are designed for long range transmission).

Short Range Operators Certificate of Proficiency (SR OCP)
– previously MROVCP
Authority I International Telecommunication Union (ITU)
Short Range Operators Certificate of Proficiency (SR OCP) is designed for those who are only carrying and/or operating a Very High Frequency (VHF) short range radio

ELECTRONIC CHART DISPLAY INFORMATION SYSTEM

ECDIS
Authority I STCW Reg II/1 & II/2
The Electronic Chart Display Information System (ECDIS) course provides the knowledge, skills and understanding of ECDIS and electronic charts to the thorough extent needed to safely navigate vessels, whose primary means of navigation is ECDIS.

PASSENGER SAFETY TRAINING

Crisis Management
Authority I STCW Reg A-V/2 para 3 I IMO 1.29
This course covers minimum standard of competence for Masters, Chief Mates, Chief Engineers, Second Engineer Officers and any other person assigned immediate responsibility for embarking and disembarking passengers, for loading, discharging or securing cargo or for closing hull openings and any other person having responsibility for the safety of passengers in emergency situations.

Crowd Management
Authority I STCW Reg A-V/2 para 1 & 2 I IMO 1.28
This course provides participants with the skills to be able to control a crowd in an emergency situation on board, locate essential safety and emergency equipment on board, communicate effectively with passengers during an emergency, demonstrate the use of personal life-saving appliances and comply with the ship’s safety and emergency procedures.

VESSELS

Marine Safety (Low Complexity Duties) Exemption 2016
This course is designed for participants who are required to command or operate a vessel <12m long with inboard engines <100kw or outboard engines <250 kw, vessels operating in a marina, vessels operating 1 nautical mile from shore or in waters within 250m of a structure fixed to the shore and vessels that are used for towing persons (waterskis).

YACHTS

Master up to 24 metres crossover Master of Yachts Limited (200 Tons)
Coxswains Grade 1 Near Coastal crossover Master of Yachts Inshore <80GT OR Master of Yachts Coastal/Mate 200GT
The IYT Master of Yachts courses have become the most globally accepted courses for the operation of commercial yachts up to 200 Tons. Recognition by 25 Governments has placed IYT MOY 200 Ton accreditation at the forefront as the global standard of certification.

TUGS

Tug and Barge Master General Operators Course
This course is designed to assist Operators, Harbour Masters and contractors undertaking towage work and when risk assessing towage operations and to enable individuals to demonstrate competency to carry out such work in a simulated environment. This course is suited for those wanting to transition into the tug industry.

FIRST AID

Elementary First Aid
Authority I STCW Reg VI/1 Code A-VI/1 Table A-VI/1-3
Provide First Aid I HLTAID003
Gaining the skills and training you need to embark on a rewarding career in the maritime industry.

Depending on the course you choose, you have the flexibility to study full time, part time or a combination of options to suit you.

You’ll be trained by experts in their field with years of maritime experience and committed to ensuring your training is a success.

ENROL NOW!

**Certificate I in Maritime Operations**
(General Purpose Hand Near Coastal) | MAR10313
This course is the perfect introduction if you’re interested in working in the maritime industry and covers emergency vessel procedures, nautical terminology and practical seamanship. Students who obtain this qualification are eligible to work on commercial vessels as a General Purpose Hand on deck or in the engine room. This qualification is also a great gateway to further study with the GBRIMC.

**JOB PROSPECTS** | General Purpose Hand/Deckhand

**Certificate I in Maritime Operations**
(Coxswain Grade 2 Near Coastal) | MAR10413
Gain the skills you need to command a commercial vessel (up to 12m in length, not carrying passengers) and operate this vessel in sheltered waters within three nautical miles of a parent vessel within the Exclusive Economic Zone (EEZ).

**JOB PROSPECTS** | Deckhand/Master of vessels up to 12m (restrictions apply)

**Certificate II in Maritime Operations**
(Coxswain Grade 1 Near Coastal) | MAR20313
Advance your maritime career and learn skills that will help you become a Coxswain of commercial vessels up to 12m long. This course will teach students how to operate and maintain auxiliary marine engine systems, how to plan and navigate a passage and how to operate inboard and outboard motors.

**JOB PROSPECTS** | Deckhand/Master of vessels up to 12m

**Certificate III in Maritime Operations (Marine Cookery)** | MAR30415
Get specialised skills that will help you become a professional cook or chef in the maritime industry. This course will teach you how to organise and prepare food, understand the basic methods of cookery and hygiene, and how to safely work on board a sea vessel.

**JOB PROSPECTS** | Marine Cook

**Certificate III in Maritime Operations**
(Master up to 24 metres Near Coastal) | MAR30913
This course will teach you how to operate propulsion systems, steering and navigation systems, radar and other electronic navigation equipment, radio systems and safety management equipment as well as maintenance on most aspects of a sea vessel.

**JOB PROSPECTS** | Master of vessels up to 24m

**MODES** | **START** | **LOCATIONS**
--- | --- | ---
Cairns | April, June, September | Townsville
Whitsundays and Thursday Island | Contact us
Cairns | January, May | Cairns Thursday Island Whitsundays
Townsville | July, October | Cairns Thursday Island Whitsundays
Whitsundays and Thursday Island | Contact us
Cairns | April, June, September | Townsville
Whitsundays and Thursday Island | Contact us
Cairns | January, May | Cairns Thursday Island Whitsundays
Townsville | July, October | Cairns Thursday Island Whitsundays
Whitsundays and Thursday Island | Contact us
Cairns | Ongoing | Cairns

Visit tafenorth.edu.au for the latest information and updates. Course information is subject to change.
MARINE

Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal) | MAR40613
This qualification is open to highly experienced members of the maritime industry, who have acquired a significant amount of sea time and want to apply for a Certificate of Competence as a Master <35m Near Coastal. During this course, you will learn how to forecast the weather and predict ocean conditions, manage a small crew and control a vessel up to 80m long.

JOB PROSPECTS I Mate/Master of vessels up to 35m

Certificate III in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal) | MAR20413
This qualification will allow you to act as a Chief Engineer on a vessel with propulsion power of up to 500kW or as a Second Engineer on a vessel with propulsion power up to 750kW in the Exclusive Economic Zone. Learn how to work in an engine room, service and maintain internal combustion engines and operate deck machinery.

JOB PROSPECTS I Chief Engineer on vessels up to 500kW

Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal) | MAR30813
Learn to operate and maintain equipment in larger vessels.
This qualification will allow you to act as a Chief Engineer on a vessel with propulsion power up to 750kW or as a Second Engineer with propulsion power up to 1500kW in the Exclusive Economic Zone.

JOB PROSPECTS I Chief Engineer on vessels up to 750kW

Certificate IV in Maritime Operations (Marine Engine Driver Grade 1 Near Coastal) | MAR40513
Enhance your knowledge and practical skills when working on large vessels. Not only will you hone your skills in the engine room, you'll also learn to manage a vessel's stability, manage refuelling and how to maintain machinery and structural components. This qualification will allow you to act as a Chief Engineer on a vessel with propulsion power up to 1500kW or as a Second Engineer on a vessel with propulsion power up to 3000kW in the Exclusive Economic Zone.

JOB PROSPECTS I Chief Engineer on vessels up to 1500kW

A key part of the training offered at the GBRIMC is based around the idea that good decisions can be made from good information. Our training also includes a risk management approach, so we teach students to determine quickly, what is the risk to them, the ship and to survival.

Neil Wattam - GBRIMC Training Officer
Certificate II in Health Support Services I HLT23215
Healthy career aspirations? Careers in health care can be a rewarding experience, with multiple pathways and exciting opportunities. This qualification may be used as a pathway for workforce entry as a health care professional, who provides support services in the health care industry.

JOB PROSPECTS I Assistant in Health Services

Certificate II in Aboriginal and Torres Strait Islander Primary Health Care I HLT20113
Careers in primary health care can be a rewarding experience, with multiple pathways and exciting opportunities. This qualification may be used as a pathway for workforce entry as a primary health care professional, who provides health care services to Aboriginal and/or Torres Strait Islander people and communities. Workers undertake a range of tasks, under the direct supervision and in support of primary health care professionals.

JOB PROSPECTS I Assistant In Primary Health Care

Certificate III in Aboriginal and Torres Strait Islander Primary Health Care I HLT30113
A course for those who want to make a difference to Aboriginal and/or Torres Strait Islander communities, through the administration and management of primary health care services. Work with a team to provide health care services to Aboriginal and/or Torres Strait Islander clients in hospitals, medical centres or health care individual support.

JOB PROSPECTS I Primary Health Care Worker

Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care I HLT40113
Learn how to make a real difference in Aboriginal and/or Torres Strait Islander communities, by providing culturally-specific, clinical and primary health care services to improve clients’ physical, social and mental wellbeing. Gain the skills to provide a range of non-clinical primary health care services to Aboriginal and/or Torres Strait Islander clients and communities.

JOB PROSPECTS I Primary Health Care Worker, Health Education Worker, Hospital Liaison Officer
| Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care Practice | Flexible Recognition of Prior Learning Residential Blocks | Ongoing | Cairns, Mount Isa, Townsville (Pimlico), Other sites by arrangement |
| Diploma of Aboriginal and Torres Strait Islander Primary Health Care | Flexible Recognition of Prior Learning Residential Blocks | Contact us | Cairns, Other sites by arrangement |
| Diploma of Aboriginal and Torres Strait Islander Primary Health Care Practice | Flexible Recognition of Prior Learning Residential Blocks | Contact us | Cairns, Other sites by arrangement |
| Certificate III in Health Services Assistance | Part Time Online Flexible Recognition of Prior Learning | Ongoing | By arrangement |
| Certificate IV in Health Administration | Online Flexible Recognition of Prior Learning | Ongoing | External (off campus), Other sites by arrangement |
| Certificate IV in Health Administration | Online Flexible Recognition of Prior Learning | Ongoing | Cairns, Townsville (Pimlico), Other sites by arrangement |
| Certificate IV Allied Health Assistance | Online Flexible Recognition of Prior Learning | Ongoing | Cairns, Townsville (Pimlico), Other sites by arrangement |
| Diploma of Practice Management | Online Flexible Recognition of Prior Learning | Ongoing | External (off campus) |
INDIVIDUAL SUPPORT

Certificate III in Individual Support (Disability) | CHC33015
Looking for a career with more? Learn the skills to assist a person to self direct their support needs while providing the core supports required and while supporting social, emotional, health and wellbeing. To achieve this qualification, the candidate must demonstrate at least 120 hours as appropriate to this qualification.

JOB PROSPECTS | Disability Support Assistant, Individual Support Worker, Personal Care Assistant

NURSING

Diploma of Nursing | HLT 54115
Calling all carers! Develop skills to assist clients with acute and chronic health issues, implement and evaluate nursing plans, administer and monitor medications and prepare for medical and surgical procedures. Gain high-level skills to pursue a career as an Enrolled Nurse. Successful graduates can apply to the Australian Health Practitioner Regulation Agency (AHPRA) to gain registration. AHPRA registration enables graduates to practice in a variety of health care environments including, acute, medical, surgical, palliative care, paediatric or aged care settings. Subject to accreditation by ANMAC and approval by the NMBA.

JOB PROSPECTS | Enrolled Nurse

OPTICAL

Certificate IV in Optical Dispensing | HLT47815
See your future clearly! With rapidly changing fashion trends, eyewear technology and an ageing population, well-trained optical dispensers are needed to meet the demands of this growing industry. Develop the skills to interpret Optometrists prescriptions, provide advice to clients about spectacle frames, lenses, contact lenses, sunglasses and safety eyewear. Gain an understanding of the principles of ophthalmic optics, optical appliance troubleshooting and spectacle repair and adjustments, anatomy and physiology of the eye, atypical prescriptions and various areas of the retail optical industry, including WHS, communication, administration, legislation and practice management skills. Work independently, manage a shop or even launch your own business!

JOB PROSPECTS | Optical Dispenser in independent practice, small business or retail outlet

MODES

START

LOCATIONS

Certificate III in Individual Support (Disability) | CHC33015

<table>
<thead>
<tr>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
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</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>February 2017</td>
<td>Cairns</td>
</tr>
<tr>
<td>Part Time</td>
<td>July 2017</td>
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<tr>
<td>Flexible</td>
<td>Ongoing</td>
<td>Video conference and other sites by arrangement</td>
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<tr>
<td>Recognition of Prior Learning</td>
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Diploma of Nursing | HLT 54115

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<thead>
<tr>
<th>MODES</th>
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</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>On campus</td>
<td>Cairns</td>
</tr>
<tr>
<td>Flexible</td>
<td>February 2017</td>
<td>Townsville (Pimlico)</td>
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<td>Recognition of Prior Learning</td>
<td>July 2017</td>
<td>Mount Isa by arrangement</td>
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<td>Recognition of Prior Learning</td>
<td>October 2017</td>
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Certificate IV in Optical Dispensing | HLT47815

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<th>MODES</th>
<th>START</th>
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<tr>
<td>Flexible</td>
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<td>Recognition of Prior Learning</td>
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After working two decades in the mines, making the decision to study a Diploma of Nursing with TAFE was the best move for me. Now I’m working and qualified as an enrolled nurse and couldn’t be happier.

Rachael Bell - Diploma of Nursing (Enrolled/Division 2) Graduate
Charters Towers On-line Cairns Campus
Are you looking to further your career and gain your Automotive Refrigerant Handling Licence? Gain the skills to fit, install, service and repair air-conditioning units on various types of vehicles such as cars, trucks and vans, tractors and earthmoving machinery. (Post trade qualification).

JOB PROSPECTS I Auto Air-conditioning Installer/Repairer

Certificate II in Automotive Servicing Technology Pre-apprenticeship I AUR20516 or Certificate II in Engineering Pathways | MEM20413
Gain foundation skills to fuel your career as an automotive mechanic or heavy vehicle mechanic. Develop the skills and knowledge required to perform a range of servicing operations on light vehicles and heavy vehicles, within a mechanical service or repair business. This course provides a pathway to an apprenticeship.

JOB PROSPECTS I Mechanical Servicemember – Automotive and Diesel Fitting

Certificate III in Automotive Electrical Technology I AUR30316
It will all fit into place, when you gain the skills to install, maintain, diagnose faults and repair electrical wiring and computer based equipment in cars, trucks, caravans, trailers, earthmoving and agricultural equipment and boats. Learn to test, recondition and install equipment such as generators, alternators, starter motors and batteries.

JOB PROSPECTS I Automotive Electrician, Automotive Electrical Diagnosticians Technician

Certificate III in Light Vehicle Mechanical Technology I AUR30616
Gain skills and knowledge required to perform a broad range of tasks on a variety of light vehicles, in the automotive service and repair industry.

JOB PROSPECTS I Light Vehicle Mechanic

Certificate III in Outdoor Power Equipment Technology | AUR30716
Get skills to work as a small engine mechanic. Learn to service, maintain and repair small engines, brush cutters, chainsaws, pumps and mowers.

JOB PROSPECTS I Small Engine Mechanic

Certificate III in Heavy Commercial Vehicle Mechanical Technology | AUR31116
Get your hands dirty and gain skills and knowledge required to perform a broad range of tasks on a variety of heavy commercial vehicles in the automotive service and repair industry.

JOB PROSPECTS I Heavy Vehicle Mechanic, Truck Mechanic

Certificate III in Mobile Plant Technology I AUR31216
Get moving on attaining this qualification! Gain the skills and knowledge to repair and service a variety of heavy mobile plant equipment, used widely in the mining, construction, earthmoving and agricultural industries.

JOB PROSPECTS I Earthmoving, Mining and Construction Mechanic
AUTOMOTIVE

Certificate III in Automotive Underbody AUR32516
Get started in the automotive technology industry! Gain skills and experience in the repair and servicing of brakes, steering, suspension, exhausts and tyre balancing.
JOB PROSPECTS I Tyre Fitter, Suspension Specialist, Accessory Fitter and Brake Specialist

CONSTRUCTION

Certificate I in Construction I CPC10111
Build a career in the construction industry from basics. Giving you introductory skills, you will learn how to read and interpret plans and specifications, use construction tools and equipment and undertake a basic construction project. A General Safety Induction (White Card) also forms part of this course and once successfully completed, you will be issued with a White Card – a mandatory industry requirement to enter and work on a construction site.
JOB PROSPECTS I Construction Worker, Labourer

Certificate II Indigenous Repairs and Housing Maintenance I 10182NAT
Students who undertake this program will learn the necessary skills to provide repairs and general maintenance to residential housing. Students will use hand and power tools, and a number of specialised skills to be able to install windows, hang doors etc. while also learning how to correctly perform demolition and other skills like laying tiles and preparing surfaces for finishes, depending on the scope of works available. This program is a great pathway for participants to get the experience and training for labouring jobs or apprenticeships in the construction industry.
JOB PROSPECTS I Labourer, Apprentice

Certificate III in Bricklaying/Blocklaying I CPC 30111
This qualification provides a trade outcome in bricklaying and blocklaying. The qualification has core units of competency requirements that cover common skills for the construction industry, as well as two specialist fields of work.
JOB PROSPECTS I Bricklayer, Blocklayer

Certificate III in Carpenter I CPC30211
This course provides the skills and knowledge required to work as a carpenter in the building and construction industry. Learn how to plan and organise work, read and interpret plans and specifications, construct walls, bulkheads and ceiling frames, install and replace windows and doors, construct pitched and advanced roofs and eaves, perform levelling operations, cut and bend materials, frame and fit wet area fixtures and erect and dismantle formwork for footings and slabs on the ground. You will also gain skills in a number of other areas including, working safely at heights, installing flooring systems and wet area fixtures.
JOB PROSPECTS I Carpenter

Certificate III in Painting and Decorating I CPC30611
Get qualified in painting and decorating for residential and commercial construction work with this course. Learn a range of decorating skills including, how to handle painting and decorating materials, use painting and decorating tools and equipment, remove and replace doors and door and window furniture and match specified paint colours.
JOB PROSPECTS I Painter and Decorator

Certificate IV in Building and Construction I CPC40110
Have you always dreamed of making people’s wishes come true by building them the home of their dreams? If so, you’ll need your Certificate IV in Building and Construction. This course is designed for builders and managers, wanting to gain the technical qualifications to apply for a Builder – Low Rise Licence. It covers the building construction theory and practices, relating to low-rise buildings and provides the knowledge and managerial skills required to manage a successful residential building business. (Post trade qualification).
JOB PROSPECTS I Builder, Construction Manager

Certificate III in Cabinet Making (Furniture Making) I MSF31113
A course in cabinetmaking gives you the skills to specialise in a range of areas including, the reproduction of kitchen fittings, dining and bedroom suits, antique and office furniture and shop fittings. Gain a range of wood machining skills to pursue a career in cabinetmaking. Learn how to use power tools and workshop machinery, produce manual and computer aided production drawings and cost jobs.
JOB PROSPECTS I Cabinet Maker

Certificate III in Cabinet Making (Kitchen and Bathroom) I MSF31113
A course in cabinetmaking gives you the skills to specialise in a range of areas including, the reproduction of kitchen fittings, dining and bedroom suits, antique and office furniture and shop fittings. Learn how to use power tools, workshop machinery, produce manual and computer aided production drawings and estimate and cost jobs.
JOB PROSPECTS I Cabinet Maker
CIVIL CONSTRUCTION

Certificate II in Resources and Infrastructure Work Preparation I RII20115
This could be the start of building a solid career in the mines. This qualification reflects the roles of individuals who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge and taking some responsibility for the quality of the work outcomes.
JOB PROSPECTS I Labourer, Construction Crew, Civil Construction Worker

Certificate II in Civil Construction I RII20715
Build your career in the building and construction industry from the ground up! Gain skills in general civil construction to work in civil operations work, undertaken by local government, state road authorities and civil contractors.
JOB PROSPECTS I Labourer, Construction Crew, Civil Construction Worker

Certificate III in Civil Construction I RII30915
If you’re a hands-on person, you’re on the right road with this course! Develop a broad range of skills to apply as a skilled operator working within the civil construction sector in a varied work context including, use of some discretion, judgement and relevant theoretical knowledge.
JOB PROSPECTS I Plant Operator, Supervisor

Certificate III in Civil Construction (Plant Operations) I RII30815
You’ll let them know who’s boss with this qualification! Learn the skills and knowledge to be a skilled operator working with civil construction plants.
JOB PROSPECTS I Plant Operator, Supervisor

ELECTRICAL

Certificate II in Electrotechnology I UEE22011
Gain the skills to install, commission and decommission single head, split air-conditioning and heat pump systems to a prescribed routine, where maximum plant capacity for each system does not exceed 18 kW. (Post trade qualification).
JOB PROSPECTS I Licensed Split Installer

Certificate II in Electrotechnology – Licensed Electrical Worker I UEE30811
Spark your electrical career. Develop skills to select, install, set up, test, fault-find, repair and maintain electrical systems and equipment in buildings and premises. (Offered as an apprenticeship).
JOB PROSPECTS I Electrician

Certificate III in Electrotechnology – Licensed Electrical Worker I UEE30811
Spark your electrical career. Develop skills to select, install, set up, test, fault-find, repair and maintain electrical systems and equipment in buildings and premises. (Offered as an apprenticeship).
JOB PROSPECTS I Electrician

Certificate III in Electrotechnology and Control I UEE31211 (Dual Trade)
See previous qualification. This course is offered as an apprenticeship.
JOB PROSPECTS I Electrician, Electronic Instrument Tradesperson

Certificate III in Instrumentation and Control I UEE31211
You’ll gain skills to select, install, test, fault-find, repair and maintain systems and devices for measurement and recording of physical/chemical phenomenon and related process control, in industries such as petro-chemical, mining, food and manufacturing. (Offered as an apprenticeship).
JOB PROSPECTS I Electronic Instrument Tradesperson

Certificate III in Air-conditioning and Refrigeration I UEE32211
As a refrigeration and air-conditioning mechanic apprentice, you will learn to select components and install, test, fault-find, repair and maintain refrigeration systems and equipment for food storage and preservation. (Offered as an apprenticeship)
JOB PROSPECTS I Air-conditioning and Refrigeration Mechanic

Certificate IV in Electrical – Instrumentation I UEE40411
This course will equip you with a fundamental understanding of the basics of instrumentation and the everyday role of installation, basic calibrating and communication. Gain skills to select, install, commission, fault-find and maintain electrical instrumentation equipment in buildings, premises and instrumentation systems and core instrumentation equipment for process and control. (Post trade qualification).
JOB PROSPECTS I Instrumentation Tradesperson
## ENGINEERING

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Description</th>
<th>MODES</th>
<th>START</th>
<th>LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Engineering Pathways Pre-apprenticeship</td>
<td>Kick start your career in engineering with this pathway to an apprenticeship. Gain entry-level skills in the set up and operation of key areas of engineering, mechanical and fabrication.</td>
<td>Part Time Recognition of Prior Learning</td>
<td>February/March 2017</td>
<td>Bowen, Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate III in Engineering (Fitting and Turning)</td>
<td>Filter and Turner apprentices learn precision engineering skills to shape, form and fit metals and synthetic materials and carry out maintenance, repair and design of machinery and machine parts.</td>
<td>Apprenticeship /Traineeship Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Bowen, Burdekin Cairns, Mount Isa Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate III in Engineering (Mechanical Trade) Diesel Fitting</td>
<td>Learn to service, maintain, repair and overhaul mechanical equipment such as engines and transmissions. This may include: diesel fuel injection, emission control and engine-forced induction systems, electrical circuits and hydraulics.</td>
<td>Flexible Apprenticeship /Traineeship Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Mount Isa Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate III in Engineering (Boilermaking/Metal Fabrication)</td>
<td>Learn the skills required for employment as an engineering tradeperson – sheetmetal worker within the metal, engineering, manufacturing and associated industries.</td>
<td>Flexible Apprenticeship /Traineeship Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate IV in Engineering (Metal Fabrication/Fitting and Turning/Diesel Fitting)</td>
<td>Gain the skills to work as a Higher Engineering Tradeperson or a Special Class Engineering Tradesperson within the metal, engineering, manufacturing and associated industries. Learn how to design, assemble, manufacture, install, modify, test, maintain and service equipment and machinery, either in the fields of metal fabrication, fitting and turning or diesel fitting.</td>
<td>Flexible Apprenticeship /Traineeship Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Diploma of Engineering – Advanced Trade</td>
<td>Gain skills to be employed as an Advanced Engineering Tradesperson within the metal, engineering, manufacturing and associated industries or at equivalent levels in other industries, where engineering tradepersons work.</td>
<td>Flexible Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
</tbody>
</table>

## PLUMBING

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Drainage</td>
<td>Gain skills in the planning, designing, testing, installation and maintenance of below ground sanitary and stormwater drainage and you’ll be in hot demand in the plumbing and services sector.</td>
<td>Flexible Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate III in Plumbing</td>
<td>Training is provided to an apprentice with both on and off the job skills and knowledge required to enable them to become a trade qualified plumber, gas fitter, drainer or pipe fitter.</td>
<td>Apprenticeship Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate III in Roof Plumbing</td>
<td>Learn how to install fascia, gutters, downpipes, valley gutters, ridge capping, flashings, roof sheeting, wall cladding, non-metallic roof materials and insulation.</td>
<td>Apprenticeship Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate III in Gas Fitting</td>
<td>Learn some common skills for the plumbing industry and perform a range of gas fitting activities to gain your interim licence.</td>
<td>Flexible Apprenticeship Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
<tr>
<td>Certificate IV in Plumbing and Services</td>
<td>Learn to perform a range of plumbing activities across the full spectrum of services, from water to sanitation to fire and gas services. (Post trade qualification).</td>
<td>Part Time Recognition of Prior Learning</td>
<td>Ongoing</td>
<td>Cairns Townsville Trade Training Centre (Bohle)</td>
</tr>
</tbody>
</table>
“I really like learning about brick and blocklaying at TAFE Queensland North. My teacher is really great and I enjoy working and learning in a team environment. I like the theory side of my studies but I really enjoy the practical side of things, as I get to be hands-on and work outside. My studies here are helping me to learn new skills which will help me earn more money and maybe even one day work for myself.

Anthony Homes - Certificate III in Bricklaying/Blocklaying Student, Cairns campus
TRAINING & ASSESSMENT

Certificate IV in Training and Assessment I TAE40110
It’s time to assess your career! Teaching and sharing your knowledge with others is an extremely rewarding vocation. Develop your skills and knowledge to perform the role of a skilled trainer, facilitator and assessor within a workplace, as well as in a Vocational Education and Training environment. This course will train you to use effective planning, leadership skills and how to engage with students.

JOB PROSPECTS I Trainer, Assessor, Training Coordinator

MODES
- Online
- Flexible Learning
- Recognition of Prior Learning

START
Ongoing

LOCATIONS
All sites by negotiation
External
Face-to-face in industry (by negotiation)

I have made a career at sea and am willing to share my skills with others. So now with my Certificate IV in Training and Assessment, I am able to train and assess boat licensing in my area. It’s a new skill that I can add to my marine skillsets.

Brenton Gangemi, Certificate IV in Training and Assessment Graduate
DO YOU WANT TO STUDY BUT LACK THE SPARE TIME?

If so, then a short course from TAFE Queensland North could satisfy your appetite.

Our short courses will allow you to upskill for the workplace or test the waters for a potential career change.

Many of our short courses come with accredited outcomes which can help you get a job.

You can study a wide range of courses including business, health, hospitality, marine, trades and Aboriginal and Torres Strait Islander cultural awareness.

We offer short courses all year round, with programs lasting from one day through to several weeks.

If you would like to find a short course to upgrade your skills or learn something new, then visit: www.tafenorth.edu.au to enrol today.
TAFE Queensland North offers a range of short courses to help you upskill for the workplace or test the waters for a potential career change. We offer short courses all year round, with programs lasting one day through to several weeks.

**VISUALS ARTS**
- Jewellery and Silversmithing
- Printmaking
- Drawing
- Painting
- Ceramics - Wheel throwing
- Ceramics - Hand building
- Sculpture
- Digital Photography
- Digital Art

**MARINE**
- Certificate of Safety Training - CoST
- Certificate of Safety Training - CoST
- Revalidation
- Certificate of Safety Training - CoST
- Continued Competence Refresher Training
- Certificate of Proficiency - CoP Rating
- Continued Competence Refresher Training
- Certificate of Competency - CoC Continued Competence Refresher Training
- Elements of Shipboard Safety
- Electronic Chart Display Information System - ECDIS
- General Maritime Distress and Safety System - GMDSS General Operators Certificate
- GMDSS Revalidation
- Long Range Operator Certificate of Proficiency - LROCP
- Short Range Operator Certificate of Proficiency - SROCP
- Security Awareness Training - ONLINE
- Ship Security Officer
- Advanced Fire Fighting
- Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats - CPSC
- Crisis Management
- Crowd Management
- Tug and Barge Master General Operators Course
- Marine Safety (Low Complexity Duties) Exemption 2016
- Master up to 24 metres Exemption
- Master of Yachts Limited - 200 Tons
- Coxswains Grade 1 Near Coastal Exemption
- Master of Yachts Inshore <80GT or Master of Yachts Coastal/Mate 200GT

**TRADES**
- Asbestos Removal Course
- Back Hoe
- Backflow Prevention
- Backflow Revalidation
- Basic/Hobby Welding
- Cabling
- Certificate II in Automotive Air-conditioning Technology (Post trade) - AUR20216
- Chainsaw
- Chemical Distribution Certificate - ACDC
- Construction Contractor’s Course
- Computer Aided Drafting - CAD
- Electrical Contractor’s Course
- Electrical Installation Testing – Refresher
- Elevated Work Platform
- Excavator Operations
- Gas Licence - Type A Gas
- Hazardous Areas – Electrical
- Hot Water Replacement System
- Hydrocarbons
- Intermediate and Advanced Welding
- Operate a Forklift
- Overhead Power Line Awareness
- PLC – Programmable Logic Controller
- Plumbing Full Gas Work Licence - Type A
- Restricted Electrical
- Scaffolding
- Solar and Heat Pump Water Systems - 39272QLD
- Split Systems
- Skid Steer Loaders
- Test and Tag Electrical Equipment
- Thermostatic Mixing Valves - TMV
- Welding Certification
- Working in Confined Spaces
- Working Safely at Heights
- White Card

**BUSINESS**
- BAS and Payroll
- Computing Short Courses
- MYOB Computerised Accounting - Basic

**HOSPITALITY**
- Food Handling - SITSS00016
- Food Safety Supervisor - SITSS00017
- Responsible Service of Alcohol - SITSS00024
- Introduction to Barista Skill Set - SSSIT0001
- OPERA: Micros Fidelio Version - Hotel Management Computer System
- Use a computerised reservations or operations system - SITITSL010
- Process financial transactions - SITXFIN001

**INFORMATION TECHNOLOGY**
- Network with Games Fun
- Build and Set-up a Website
- Basic Multimedia
- Introduction to Photoshop

CALL US TODAY FOR MORE DETAILS ON 1300 656 959.