

# TECNOQ

Training • Education • Careers

*Delivering Quality Trades Training*

# School Prospectus



## Our Purpose

Delivering education and technical training to provide skilled employment solutions, entrepreneurial and workforce capability and prosperity in our communities.

Our value proposition is to achieve academic outcomes and to support transition of students from school to the work environment through:

1. The delivery of an integrated trade/academic curriculum facilitating:
  - Active and successful learners;
  - Confident, work ready and employable young men and women;
  - Excellence in trade and academic skills that are appropriate to their chosen industry.
2. Promoting opportunity for all in training and education through:
  - Developing strong partnerships with industry and community;
  - Providing quality teaching, mentoring and support;
  - Delivering the key objectives of the Tec-NQ Indigenous Action Plan.

## Our Vision

To be the centre for technical excellence by:

- Fostering prosperity and equity in our community through technical training education and career development;
- Delivering technical training and education solutions to our customers to assist in the development of active and informed learners;
- Equipping students with the skills and confidence to succeed in the workplace and community through quality education, coaching and mentoring;

- Elevating the reputation of Tec-NQ and developing our partnerships with the community and industry to promote the technical trades as a valued and proud profession.

## Why Tec-NQ?

At Tec-NQ, trades are a career of first choice. Tec-NQ is a registered training organisation (RTO) and a senior secondary school that has been in operation since 2007.

Tec-NQ provides a range of training and educational programs to Townsville and the North Queensland region including full-time apprentice training, on demand industry training, pre-employment programs and school-based apprentice programs.

Students that complete the school-based apprentice program have the opportunity to complete Year 12 with an apprenticeship, their Queensland Certificate of Education (QCE), Certificate II qualifications in Business, Skills for Work and Vocational Pathways, IT, and a Certificate I or II in their chosen trade.

Tec-NQ is different. Its close association with local industry provides clear insight into what industry wants and needs.

Tec-NQ's dedicated industry team and training professionals operate full time to understand the training and employment needs of local industry and customise training schedules and unit plans around those needs.

Tec-NQ's flexible blend of on-the-job and block training allows employers to have their apprentices out on the job when they need them.

Tec-NQ's modern facilities feature cutting edge equipment



### Transport

Sunbus has regular buses that stop at various points throughout the James Cook University campus and the Townsville Hospital, which are within walking distance of Tec-NQ.

During work placement and work experience blocks, students are responsible for arranging their own transport to their place of employment or work experience.

## Core Values

### Education and Learning

Education is the key to individual improvement and community, economic and social development in a complex and rapidly changing technological society.

We are committed to delivering targeted education and training programs that respond to the changing needs of the students, apprentices, employers and the community.

### Industry Partnerships

Industry in North Queensland is the driving force behind Tec-NQ, and Tec-NQ is specifically focussed on meeting industry's need for the development of skilled tradespeople.

We are committed to working closely with industry and being flexible in response to industry wants and needs.



Tec-NQ student on the job

### Community Partnerships

Tec-NQ engages with schools and other community partners to develop solutions to community challenges that improve economic vitality and quality of life.

### Commitment to Student Apprentices

Student apprentices deserve the finest instruction, resources and services to enhance their growth and development.

We recognise each student as an individual worthy of respect and respond to each student's interest and level of development.

### Innovation and Creativity

Tec-NQ strives to encourage innovation and creativity with respect to the delivery of its services.

Tec-NQ provides and fosters an environment where students of Tec-NQ seek out innovative approaches, and readily adopt leading edge technology to increase productivity within their chosen industry.



Construction Workshop

## Courses Available\*

### Engineering Pathways

---

MEM10105	Certificate I in Engineering
MEM20105	Certificate II in Engineering
MEM30205	Certificate III in Engineering Mechanical Trade (Diesel Fitting/Fitting and Turning)
MEM30305	Certificate III in Engineering - Fabrication Trade (Sheetmetal/Boilermaking)
RII10115	Certificate I in Resources and Infrastructure (Operations)
RII20115	Certificate II in Resources and Infrastructure (Work Preparation)

### Automotive Pathways

---

AUR20516	Certificate II in Automotive Servicing Technology
AUR20716	Certificate II in Automotive Vocational Preparation
AUR30616	Certificate III in Light Vehicle Mechanical Technology
AUR31116	Certificate III in Heavy Commercial Vehicle Mechanical Technology
AUR31216	Certificate III in Mobile Plant Technology

### Electrotechnology Pathway

---

UEE22011	Certificate II in Electrotechnology (Career Start)
UEE30811	Certificate III in Electrotechnology (Electrician)
UEE31211	Certificate III in Instrumentation and Control
UEE33011	Certificate III in Electrical Fitting

### Construction Pathways

---

CPC10111	Certificate I in Construction
CPC20112	Certificate II in Construction
CPC30211	Certificate III in Carpentry
CPC32413	Certificate III in Plumbing

### Information Technology/Business Pathway

---

BSB20115	Certificate II in Business
ICT20115	Certificate II in Information, Digital Media and Technology
ICT30115	Certificate III in Information, Digital Media and Technology

#### QCAA subjects

English Communication

#### Other subjects

QMEA	QSmart Courses 1 and 2
FSK20113	Certificate II in Skills for Work and Vocational Pathways

\*Only students employed through a school-based apprenticeship will be enrolled in a Certificate III.



2015 Inaugural Tec-Prep Cohort

## Tec-Prep

Tec-Prep has been developed in response to key work-related issues facing young people today and into the future. This is a world-leading, future-oriented Program, equal in quality, value and rigour to more traditional academic programs. The difference is that Trades will be the goal.

The aim of this program is to:

Provide effective mentoring and educational support to all participants in their exploration of the different trades available;

Build the students literacy and numeracy skills to the required standard for successful entry and completion of year 11 and 12;

Focused development on employability skills through the Work Studies curriculum, ensuring that students are 'ready for work' in year 11;

Assist all participants to complete the Tec-Prep Program and transition to Year 11;

The Program is broken down into three key areas:

### 1. Academic Program

- Literacy
- Numeracy
- Work Studies

### 2. Trade Program

It is very difficult for young students to be clear on what vocation they choose to pursue as a career. The Trade Preparation Skills program is aimed at giving all participants an introduction into the key trade areas that Tec-NQ specialise in: Engineering Mechanical, Engineering Fabrication, Construction, Carpentry, Plumbing, Automotive, Electrical and Information Technology.

### 3. Ready for Work Program

- Exercise Program
- Personal Development Program
- Alcohol and Drug Education Program
- Safety at Work Education Program

All students will be expected to achieve a pass in all areas for consideration into the year 11 program.

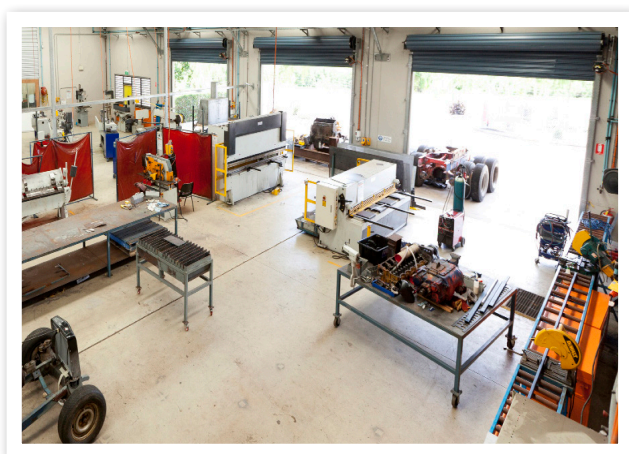
Students that participate in the Tec-Prep program and pass will not be expected to sit the aptitude testing for year 11. The program is run over 6 months July – December and students that successfully complete the program will be given priority for their Trade selection in Year 11.

## How to Achieve Your QCE

In order to be eligible for a Queensland Certificate of Education, students must achieve a minimum of 20 points. There are further requirements with regards to the makeup of the 20 points. This information is available from Tec-NQ on request. As a student at Tec-NQ, the necessary units are completed as per the chart below. Points are awarded

for a minimum Sound Achievement. Students enrolled in a school-based program at the College have the opportunity to complete up to 45 percent of their trade qualification after completing Year 11 and Year 12, provided they have been signed into an Australian School-based Apprenticeship.

Courses Available	QCE points gained upon successful completion	
English Communication	Must achieve Sound or higher	4
QMEA Q Smart Course 1	Must achieve Sound or Higher	2
QMEA Q Smart Course 2	Must achieve Sound or Higher	2
BSB20115 Certificate II in Business	Completed all competencies	4
ICT20115 Certificate II in Information, Digital Media and Technology	Completed all competencies	4
FSK20113 Certificate II in Skills for Work and Vocational Pathways	Completed all competencies	4
Certificate III in School-based Apprenticeship (trade)	Completed 25% of competencies	2
Certificate I in chosen trade	Completed all competencies	2
Certificate II in chosen trade	Completed all competencies	4
Attendance at School-based Apprenticeship	100 days in work over two years (can get partial points)	4



**Engineering Workshop**



**Diesel Fitting Workshop**

## Queensland Certificate of Education (QCE)

Students at Tec-NQ get the best of both worlds, progressing towards their trade qualification whilst still finishing their Queensland Certificate of Education (QCE).

The College offers a range of courses that contribute towards students' QCE.

### English Communication

This course is designed to allow students to develop and use communication skills in the areas of work, community and leisure.

The course has been written with the trade disciplines in mind and plays an essential part in helping students make the links between communication and work.

### Queensland Minerals and Energy Academy courses

These courses have been designed to ensure the science and Mathematics content is applicable to apprentices, especially in Engineering and Electrical

trades and have application to other trades as well.

### ICT20115 Certificate II in Information, Digital Media and Technology

This course is designed to equip students with the skills and knowledge required to become competent in the use of technology including word processing, web skills and general knowledge.

### BSB20115 Certificate II in Business

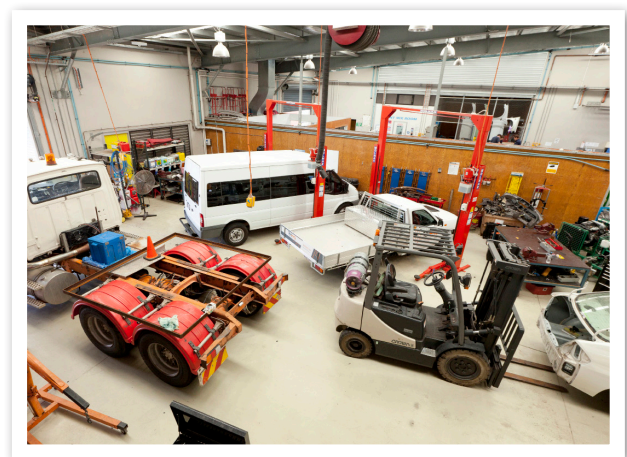
This course is designed to prepare students with the skills and knowledge required to become future business owners and industry leaders.

### FSK20113 Certificate II in Skills for Work and Vocational Pathways

This course is designed to prepare students for the workforce, this will create a thinking and innovative apprentice.



Information Technology



Automotive Workshop



## Contextualised Learning

The combining of the senior phase of learning and the trade qualification provides an excellent opportunity to design and deliver a curriculum that connects “traditional schoolwork” with “competence” in the workplace.

The close relationship between Tec-NQ and students’ employers provides opportunities to deliver relevant and meaningful learning experiences that incorporate both on-the-job and off-the-job activities.

Industry feedback suggests that today’s employers want their employees to have problem solving skills, teamwork, self-regulatory skills, innovation, and flexibility.

In addition, they want meaningful evidence of these competencies. In order to allow students to develop these skills, the curriculum has been designed to support “active” learning, where students are actively involved and learn in the context in which the skills and knowledge are to be used.

This is a step away from the traditional “passive” teacher-directed learning.

Over the course of the two-year program, students work on real-world projects that mirror the work undertaken in industry. These projects may culminate in a major community project where the students are involved in constructing, manufacturing or working for community organisations.

This gives students the opportunity to build skills in a “real” rather than a “simulated” environment. The unique curriculum has been specifically designed to foster self-direction.

These skills are necessary to ensure that the student has the motivation and discipline to complete their apprenticeship studies once they

transition to a full-time apprenticeship.

Training with Tec-NQ allows for a supported and guided transition to the workplace, whilst ensuring that students develop the necessary skills to take responsibility for their own learning once they transition to the full-time apprenticeship program.

Employment statistics indicate the transition from school to work has traditionally been a time of uncertainty for young people and employers alike.

The supported transition into the workforce and the close link with industry in educational and training programs provides for a smoother transition from classroom-based learning to the real world of industry.

### Learning Management System (LMS)

Tec-NQ’s Learning Management System (LMS) is an internet-based system containing all of the required activities and assessment items for each of the learning areas.

The LMS is accessible via the Tec-NQ website, allowing students the flexibility of completing a proportion of their work from home.

### Recognition of Prior Learning (RPL)

Tec-NQ recognises that some students may have already gained some of the knowledge and skills required for their trade. Tec-NQ will make provision for students to prove their competence on the basis of their prior learning. This will depend on whether the student can provide appropriate proof of competence.

## Support Services

### Earn the Right to Work

This program measures employability skills that have been identified in consultation with industry as the benchmark requirements for release to industry.

The employability skills are the basic standards that all school-based students will be assessed against to ensure readiness for the workplace.

Any apprentice that is not meeting the benchmark standard of 85% in any area will not be able to participate in the Tec-NQ Work Experience Program.

### Trade and Education Teams

The four key facilitators involved with the student on a daily basis, have responsibility for the curriculum, the students' welfare, the students' progression and communication with the students' family regarding any issues.

### Counselling

Tec-NQ teaching staff also offer free tutoring for QSA subjects outside of regular college hours. Tec-NQ also offers a free counselling service for any apprentices who wish to speak to someone confidentially.

Appointments can be made through reception and will be treated with strict privacy.

**Please note:** Students under 16 must get parental approval prior to attending this counselling service.

Employability Skill	Expectation
Attendance	Students attend all instructional training and approved work placements. This skill demonstrates their reliability for work.
Punctuality	Students attend every class and work placement on time. This skill demonstrates their ability to attend scheduled meetings and jobs in a reliable and punctual manner.
PPE	Students abide by all college uniform standards at all times. This skill demonstrates their ability to abide with site specific and employer specific uniform standards.
Safety	Students comply with college and workplace safety standards and processes. This skill demonstrates students understanding and willingness to comply with Australian workplace health and safety standards.
Active Learning	Students are responsible for their own learning by being willing and active participants. This skill demonstrates the students maturity in taking responsibility for their learning and genuine interest in the chosen career.
Behaviour	Students behave in a manner that meets all college and workplace rules. This skill demonstrates a student's ability to behave in a mature and respectful manner.
College Standards	Students meet all college standards. This standard demonstrates the student's ability to meet the desired standards of the workplace.

## The Employment Process

Tec-NQ works in collaboration with students and parents to find employment opportunities available in each of the training areas. Tec-NQ's industry team assists students with organising work experience and interviews with potential employers in their industry.

With the increased competition in the labour market, it is important that students and parents remain proactive in the search for an apprenticeship. The various components of the employment process are outlined below:

### Work Experience/Vocational Placement

Work experience/vocational placement is an important part of Tec-NQ's approach to training, employment and career services.

Being involved in work experience activities gives students new opportunities to build on their existing job skills, learn new skills, network with employers and improve their chances of finding a job.

If the employer is satisfied with a student's performance, they may decide to sign them up as a school-based apprentice.

**Please note:** Tec-NQ cannot force an employer to sign up a student into a school-based apprenticeship. The decision is made by the employer, based on student performance and the availability of a position within the business.

### Apprentice Sign-up

If an employer decides to employ an apprentice, the student is involved in a sign-up process. All relevant parties, including the employer, student and parents (for under 18's), are involved in the sign-up, which is facilitated by an Australian Apprenticeship Centre (AAC). During the sign-up the AAC representative outlines all the conditions of the training contract.



## Accommodation Facility

In 2015 Tec-NQ opened a Regional Training Accommodation Facility (RTAF) to allow students from across regional and remote Queensland to access its unique trade focused senior school program.

Located in sunny Townsville, North Queensland, Tec-NQ College offers a complete coed residential program for students including:

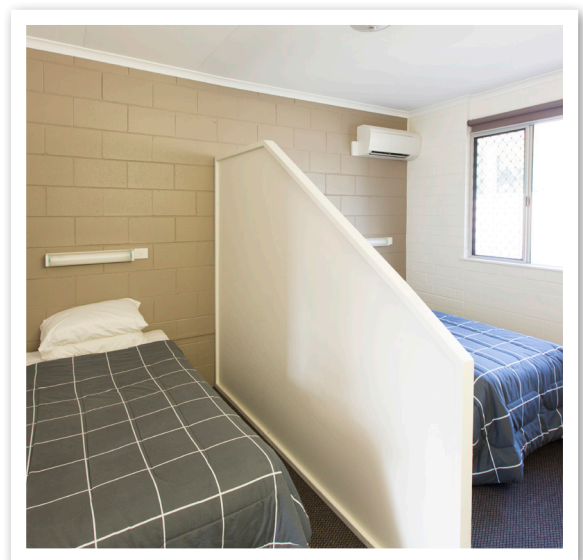
- 24 hour supervised care for your student(s) 7 days per week
- Comfortable, safe and secure facility
- Dedicated staff who provide wellbeing support and independence skills
- Air-conditioned, double occupancy rooms with ensuites
- Nutritious meals
- Recreational areas including swimming pool, pool table and dartboard
- Access to sport, driver's instruction and social activities
- Access to Townsville-based work placements

Townsville is a vibrant cultural hub, offering all you could want in festivals, art and sporting facilities.

The combination of a warm climate, natural attractions and tropical lifestyle make Townsville a desirable place to study, live and play.

## Boarding Fees

2016 Tec-Prep Program - \$11,000  
2017 Year 11 & 12 - \$22,000





## How to Enrol

Entry into Tec-NQ's school-based program is highly competitive and prospective students advance through a number of stages before being accepted.

This is to ensure the high quality of Tec-NQ's apprentices.

### Step 1

Submit an online Student Application form and attend an information session

### Step 2

Invitation to attend aptitude testing and practical/technical testing

### Step 4

Parent and student interview

### Step 5

First round offers/second interview

### Step 6

Second round offers

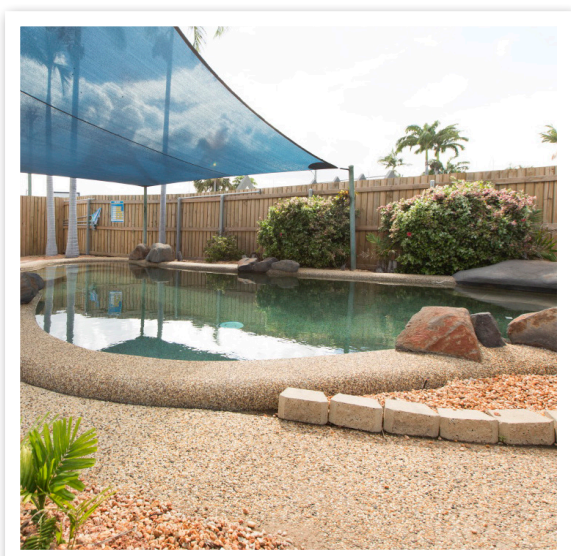


## Tuition

Tuition is set at \$3,000 in Year 11 and \$2,500 in Year 12. A non-refundable deposit of \$650 is due within 14 days of accepting an offer of enrolment made by Tec-NQ.

Positions at Tec-NQ cannot be guaranteed if the \$650 is not paid.

Various payment methods are available including direct debits.





## General Enquiries

Tel: 07 4779 2199  
Fax: 07 4779 2188

PO Box 105  
JCU QLD 4811

54 Discovery Drive  
Douglas QLD 4814

[reception@tecnq.com.au](mailto:reception@tecnq.com.au)

[tecnq.com.au](http://tecnq.com.au)

**RTO # 31444**

**CRICOS # 03494D**

**Tec-NQ Limited**