



CareerLink Handbook 2024



John Septimus Roe
Anglican Community School



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* new in 2024



CAREERLINK PROGRAM AT JOHN SEPTIMUS ROE ACS

CareerLink students spend every Tuesday off-campus, either completing VET certificate course studies or gaining experience working in the industry of their choice.

Students are provided the opportunity to catch up on any class work missed on Tuesdays during timetabled Workplace Learning lessons. Additionally, the logbook that students complete during work placement contributes towards the WACE via the Workplace Learning Endorsed Program.

There are two options for the CareerLink Program:

OPTION 1

VET Course in Certificate II, III or IV

+

Work placement during exam break
(holidays may be used if course has mandated hours)

OPTION 2

Work placement only each Tuesday (no VET certificate)

+

Work placement during exam break



CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

Course duration: 3 terms

Training provider: Automotive Institute of Technology @ Motor Trades Association (MTA)
253 Balcatta Road, Balcatta

This qualification will introduce you to the practical skills and knowledge used in the automotive trades. You will learn a broad range of skills to help you decide which area of automotive you wish to follow.

Successful completion of this qualification provides you with the opportunity to enter an apprenticeship to become an Automotive Light or Heavy Vehicle Mechanic or Automotive Electrician.

- 55 hours of work placement per semester (during exam breaks) is expected.
- Safety apparel is required for this course, e.g., steel cap boots.
- Please note: this course has limited places and entry is competitive.
- This course can be studied in either Yr 11 or Yr 12. If students miss out in Yr 11, they can complete a year of work placement to gain valuable experience and reapply for the course in Yr 12.



Course timeline:

Term	Year 11 or Year 12
1	MTA each Tuesday
2	MTA each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	MTA each Tuesday. Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement

Units of competency examples:

Follow environmental and sustainability best practice in an automotive workplace
Follow safe working practices in an automotive workplace
Inspect, test and service batteries
Inspect/service engines
Use/maintain workplace tools/equipment
Use and maintain measuring equipment in an automotive workplace
Communicate effectively in an automotive workplace
Identify automotive mechanical systems and components
Remove and tag engine system components
Solder electrical wiring and circuits
Identify automotive electrical systems and components
Resolve routine problems in an automotive workplace



CERTIFICATE II IN BUILDING AND CONSTRUCTION

Course duration: 2 years

Training provider: North Metropolitan TAFE Balga
18 Loxwood Road, Balga

This course will provide you with the practical skills and knowledge required to work in the building and construction industry – with a focus on carpentry. You will learn to use hand and power tools, construct wall frames, install flooring, interpret plans and work with scaffolding safely at heights.

Successful completion of this course will be credited towards a pathway in an apprenticeship program.

- 110 hours of work placement is mandated for this qualification (over two years).
- Exam breaks will be used for work placement, as well as some term time. Holidays may be used to catch up on any missed hours (negotiated with host employer).
- During work placement, students must be prepared to travel to various work sites early in the morning (parent commitment component).
- Safety apparel is required for this course, e.g., steel cap boots.



Course timeline:

	Year 11	Year 12
1	TAFE each Tuesday	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday until mid-term, then work placement each Tuesday	TAFE each Tuesday until mid-term, then work placement each Tuesday
4	Work placement each Tuesday + Sem 2 exam break work placement	n/a

Units of competency examples:

Prepare to work safely in the construction industry (White Card)
Conduct workplace communication
Work effectively and sustainably in the construction industry
Carry out measurements and calculations
Read and interpret plans and specifications
Practice asbestos awareness in the construction industry
Use carpentry tools and equipment
Apply basic levelling procedures
Set up, operate and maintain indirect action powder-actuated power tools
Erect and dismantle restricted height scaffolding
Work safely at heights
Handle carpentry materials



CERTIFICATE III IN BUSINESS

Course duration: 3 terms

Training provider: Fremantle Education Centre (FEC)
Cnr Cantonment and Parry Streets, Fremantle

This qualification provides you with the skills to work in administrative roles across different industry sectors. It includes routine procedural, clerical, administrative or operational tasks requiring technology and business skills. Future employment roles include accounts and record keeping, administrative support and customer service.

- 55 hours of work placement per semester (during exam breaks) is expected.
- This course can be studied in either Yr 11 or Yr 12. Students who successfully complete this course in Yr 11 and display suitable aptitude will be considered for the Cert IV in Business in Yr 12, or alternatively, will be offered work placement on Tuesdays in Yr 12 to gain valuable industry experience.

Course timeline:

Term	Year 11 or Year 12
1	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV in Business + Sem 2 exam break work placement

Units of competency examples:

Apply critical thinking skills in a team environment
Maintain business resources
Support personal wellbeing in the workplace
Organise personal work priorities
Develop self-awareness
Participate sustainable work practices
Design and produce spreadsheets
Create electronic presentations
Use inclusive work practices
Assist with maintaining workplace safety
Engage in workplace communication
Work in a team
Work with diverse people



CERTIFICATE IV IN BUSINESS

INVITED YEAR 12 STUDENTS ONLY

Course duration: 4 terms – start in October 2023

Training provider: Fremantle Education Centre

Cnr Cantonment and Parry Streets, Fremantle

This qualification prepares you to carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. Future employment roles involving some supervisory responsibilities include small business management, project officer, marketing, advertising, and customer service advisor.

- 55 hours of work placement per semester (during exam breaks) is expected.
- This course will provide you with an educational pathway into university, as completion of a Certificate IV satisfies the entry requirement (the equivalent of a 70 ATAR score).

Course timeline:

Term	Year 12
4 (2023)	FEC each Tuesday + Sem 2 exam break work placement (excl. Tuesdays)
1 (2024)	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term.

Units of competency examples:

Apply critical thinking to work practices
Implement and monitor WHS policies, procedures and programs
Organise business meetings
Manage personal health and wellbeing
Develop personal work priorities
Write complex documents
Build and maintain business relationships
Use digital technologies to collaborate in a work environment
Apply communication strategies in the workplace
Work in a team
Work with diverse people



CERTIFICATE IV IN COMMUNITY SERVICES – YEAR 12 STUDENTS ONLY

Course duration: 3 terms

Training provider: Fremantle Education Centre

Cnr Cantonment and Parry Streets, Fremantle

This qualification applies to community work delivered through a broad range of services, which provide support to individuals and groups. This level is appropriate for support workers and client contact officers. Future employment opportunities include Outreach Officer, Homelessness Support, Family Support Worker.

- 55 hours of work placement per semester (during exam breaks) is expected.
- This course will provide you with an educational pathway into university, as completion of a Certificate IV satisfies the entry requirement (the equivalent of a 70 ATAR score).
- Please note: due to the sensitive subject matter involved in this course, only Yr 12 students of good academic standing who display maturity and work readiness will be considered.

Course timeline:

Term	Year 12
1	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term.
4	n/a

Units of competency examples:

Facilitate the interests and rights of clients
Assess co-existing needs
Provide individualised support
Work with diverse people
Promote Aboriginal and/or Torres Strait Islander cultural safety
Identify and respond to children and young people at risk
Use communication to build relationships
Develop and maintain networks and collaborative partnerships
Work legally and ethically
Maintain work health and safety
Facilitate individual service planning and delivery
Maintain a high standard of service
Manage personal stressors in the work environment
Reflect on and improve own professional practice
Meet community information needs



CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

Course duration: 3 terms

Training provider: Fremantle Education Centre

Cnr Cantonment and Parry Streets, Fremantle

This qualification is for those with a genuine interest and passion for the care and education of children up to the age of five years. You'll learn how to interact and foster the development of children, supporting their wellbeing and learning while working within legal requirements.

Attributes you will need for this course include:

- enjoy working with children and able to relate well to them
 - enthusiastic, tactful, patient and a sense of humour
 - calm, alert, observant and active
 - problem-solving skills with the ability to communicate simply and clearly
 - good fitness level to be able to lift children and childcare equipment.
- 160 hours of work placement is mandated for this qualification.
 - Exam breaks will be used for work placement, as well as some term time. Holidays may be used to catch up on any missed hours (negotiated with host employer).
 - This course can be studied in either Yr 11 or Yr 12. Students who successfully complete this course in Yr 11 and display suitable aptitude will be considered for the Certificate IV in School Based Education Support in Yr 12, or alternatively, will be offered work placement on Tuesdays in Yr 12 to gain valuable industry experience.
 - Please note: current COVID-19 and influenza vaccinations are required for work placement and possible police clearances.



Course timeline:

Term	Year 11 or Year 12
1	FEC each Tuesday + Possible school holiday work placement
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays) + Possible school holiday work placement
3	FEC each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV in School Based Education Support

Units of competency examples:

Support children's health, safety and wellbeing
Nurture babies and toddlers
Work with diverse people
Participate in workplace health and safety
Identify and respond to children and young people at risk
Provide First Aid in an education and care setting
Support inclusion and diversity
Work effectively in children's education and care
Support children to connect with the natural environment
Use an approved learning framework to guide good practice
Support the holistic learning and development of children
Meet legal and ethical obligations in early childhood education and care

```

766 empty($this->session->data['lpa']['shipping_method']) && !
       isset($this->session->data['lpa']['shipping_method']) &&
       )) {
       $json['selected'] = $this->session->data['lpa']['
           shipping_method']['code'];
767     } else {
768         $json['selected'] = '';
769     }
770 } else {
771     $json['error'] = $this->language->get('error_shipping_methods');
772 }
773

```

CERTIFICATE II IN ELECTRONICS

Course duration: 2 years

Training provider: North Metropolitan TAFE Clarkson
31 Harmony Ave, Clarkson

You will learn coding, basic DC circuit theory, hand skills and practical skills for the assembly, installation, repair and re-assembly of electronic and computer equipment, while working under supervision. It provides a custom blend of DC circuit theory and engineering mathematical skills, along with electronic component identification and handling procedures.

You'll also gain skills in hand soldering, component placement and mounting onto a printed circuit board.

- 55 hours of work placement per semester (during exam breaks) is expected.

```

    next || this.getItemForDirection(type, $active)
    isCycling = this.interval
    direction = type == 'next' ? 'left' : 'right'
    fallback = type == 'next' ? 'first' : 'last'
    that = this

    if (!$next.length) {
        if (!this.options.wrap) return
        $next = this.$element.find('.item')[fallback]()
    }

    if ($next.hasClass('active')) return (this.sliding = false)

    var relatedTarget = $next[0]
    var slideEvent = $.Event('slide.bs.carousel', {
        relatedTarget: relatedTarget,
        direction: direction
    })

```

Course timeline:

Term	Year 11	Year 12
1	TAFE each Tuesday	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday	TAFE each Tuesday
4	TAFE each Tuesday + Sem 2 exam break work placement (excl. Tuesdays)	n/a

Units of competency examples:

Apply work health and safety regulations, codes and practices in the workplace
Document and apply measures to control WHS risks associated with electrotechnology work
Fabricate, assemble and dismantle utilities industry components
Participate in development and follow a personal competency development plan
Solve problems in direct current circuits
Repair basic electronic apparatus faults by replacement of components
Apply environmentally and sustainable procedures in the energy sector



CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

Course duration: 2 years

Training provider: North Metropolitan TAFE Balga
18 Loxwood Road, Balga

This training program will provide you with the foundation practical skills and theory knowledge required in electrical installation and servicing. You will learn a broad range of skills to help you decide if you wish to follow the electrical pathway, such as electrical wiring and terminations, electrical theory, hand and power tools and using electrical diagrams.

Successful completion of this course will be credited towards a pathway in an apprenticeship program or to other trade areas such as data communications, security and electronic servicing.

- Strong score in the electrical apprentice readiness assessment (RA) test and aptitude in Mathematics is required for this course.
- 160 hours of work placement is mandated for this qualification (over two years).
- Exam breaks will be used for work placement, as well as some term time. Holidays may be used to catch up on any missed hours (negotiated with host employer).
- During work placement, students must be prepared to travel to various work sites early in the morning (parent commitment component).
- Safety apparel is required for this course, e.g., steel cap boots.



Course timeline

Term	Year 11	Year 12
1	TAFE each Tuesday	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)	TAFE each Tuesday until mid-term, then work placement each Tuesday + Sem 1 exam break work placement
3	TAFE each Tuesday	Work placement each Tuesday
4	Work placement each Tuesday + Sem 2 exam break work placement	n/a

Units of competency examples:

Participate in development and follow a personal competency development plan
Prepare to work safely in the construction industry (white card)
Provide cardiopulmonary resuscitation
Apply WH&S regulations, codes and practices in the workplace
Fabricate, assemble and dismantle utilities industry components
Solve problems in direct current circuits
Apply environmentally and sustainable procedures in the energy sector
Source and purchase materials/parts for installation or service jobs
Use drawings, diagrams, schedules, standards, codes and specifications
Lay wiring/cabling and terminate accessories for extra-low voltage circuits
Document and apply measures to control OH&S risks associated with electro- technology work
Install and maintain cabling for multiple access to telecommunications services



CERTIFICATE III IN EVENTS

Course duration: 3 terms – Monday evenings (Terms 1 and 2) and Tuesdays

Training provider: North Metropolitan TAFE Joondalup
35 Kendrew Crescent, Joondalup

This qualification provides pathways to work in venues or for event companies operating in a range of industries including tourism, hospitality, sport, fashion, cultural / community sectors and private events (e.g., weddings).

Future employment opportunities include Conference Assistant, Function Assistant, Festival Assistant, Junior Event Coordinator.

Students are required to work at two events (minimum), which may require evening or weekend hours. This course runs every Tuesday as well as Monday evenings (4.30pm-8.30pm) for Terms 1 and 2.

- 55 hours of work placement per semester (during exam breaks) is expected.
- Students are required to attend this course Monday evenings in Term 1 and 2, as well as Tuesdays (parent commitment component).
- Students must be available to be assessed during planned events, which may include weekends and evenings (parent commitment component).



Course timeline:

Term	Year 11 or Year 12
1	TAFE each Monday evening and Tuesday
2	TAFE each Monday evening and Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement (excl. Tuesdays)

Units of competency examples:

Work effectively with others
Provide service to customers
Show social and cultural sensitivity
Participate in safe work practices
Source and use information on the events industry
Process and monitor event registrations
Provide event staging support
Create and use spreadsheets
Design and produce business documents
Coordinate on-site event registrations
Provide responsible service of alcohol
Participate in environmentally sustainable work practices
Book supplier products and services



CERTIFICATE III IN FITNESS

Course duration: 3 terms

Training provider: Diamond Fitness

Unit 4 / 7 Leeway Court, Osborne Park

Delivered in the Diamond Fitness high-performance gym, this Australian Institute of Fitness course will give you world class industry skills. You will implement the latest health, fitness, and training principles into your programs, as well as learn nutritional information to strengthen your ability when conducting fitness tests and appraisals with your clients.

Future employment opportunities include Gym Instructor, Fitness Coach, and Group Exercise Instructor.

- 55 hours of work placement per semester (during exam breaks) is expected.
- Students who successfully complete this course in Yr 11 and show suitable aptitude will be considered for the Cert IV in Fitness in Yr 12, or alternatively, will complete work placement on Tuesdays in Yr 12 to gain valuable industry experience.

Course timeline:

Term	Year 11 or Year 12
1	Diamond Fitness each Tuesday
2	Diamond Fitness each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	Diamond Fitness each Tuesday. Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV in Fitness + Sem 2 exam break work placement

Units of competency examples:

Provide First Aid
Participate in workplace health and safety
Complete pre-exercise screening and service orientation
Complete client fitness assessments
Plan group exercise sessions
Instruct group exercise sessions
Develop and instruct gym-based exercise programs for individual clients
Use anatomy and physiology knowledge to support safe and effective exercise
Provide healthy eating information
Instruct strength and conditioning techniques
Maintain equipment for activities



CERTIFICATE IV IN FITNESS

INVITED YEAR 12 STUDENTS ONLY

Course duration: 3 terms

Training provider: Diamond Fitness

Unit 4 / 7 Leeway Court, Osborne Park

This qualification is required in order to become a Personal Trainer and is specifically for those students interested in helping others achieving their health and fitness goals.

Business is a key focus, where you will learn how to set up and prepare for your own small business and learn basic marketing and sales skills necessary to acquire clients.

- Pre-requisite: Certificate III in Fitness.
- 55 hours of work placement per semester (during exam breaks) is expected.
- This course will provide you with an educational pathway into university, as completion of a Certificate IV satisfies the entry requirement (the equivalent of a 70 ATAR score).

Course timeline:

Term	Year 12
1	Diamond Fitness each Tuesday
2	Diamond Fitness each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	Diamond Fitness each Tuesday. Course finishes at end of term
4	n/a

Units of competency examples:

Establish and manage client relationships
Develop and instruct personalised exercise programs for body composition goals
Use exercise science principles in fitness instruction
Support exercise behaviour change
Establish and maintain professional practice for fitness instruction
Support healthy eating for individual fitness clients
Research and develop business plans
Investigate business opportunities
Market new business ventures
Assess client movement and provide exercise advice
Conduct individualised long-term training programs
Select and use technology for sport, fitness and recreation work
Plan and instruct online exercise sessions





CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

Course duration: 3 terms

Training provider: Health Science Hub Perth

Level 1 / 100 Stirling Street, Perth

This course is suitable for people who are naturally caring, wishing to pursue a career in the practical health care environment. It focuses on helping people with their activities of daily living. Future employment opportunities include Assistant in Nursing (AIN), Disability Support Worker, and Personal Care Assistant (PCA).

- 55 hours of work placement per semester (during exam breaks) is expected. Placements are conducted in Aged Care facilities.
- This course can be studied in either Yr 11 or Yr 12. Students who successfully complete this course in Yr 11 and display suitable aptitude will be considered for the Certificate IV in Preparation for Health and Nursing Studies in Yr 12 (held at ECU Joondalup), or alternatively, will complete work placement on Tuesdays in Yr 12 to gain valuable industry experience.
- Please note: current COVID-19 and influenza vaccinations are required for work placement and possible police clearances.

Course timeline:

Term	Year 11 or Year 12
1	HSH Perth each Tuesday
2	HSH Perth each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	HSH Perth each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV in Preparation for Health and Nursing Studies @ ECU + Sem 2 exam break work placement

Units of competency examples:

Respond effectively to behaviours of concern
Provide First Aid
Provide basic emergency life support
Work with diverse people
Manage personal stressors in the work environment
Work with people with mental health issues
Comply with infection prevention and control policies and procedures
Participate in workplace health and safety
Interpret and apply medical terminology appropriately
Assist with movement
Take clinical measurements



CERTIFICATE II IN HORTICULTURE

Course duration: 4 terms – open to Yr 11s only

Training provider: North Metropolitan TAFE Joondalup
35 Kendrew Crescent, Joondalup

In this certificate course, you will prepare for roles within the horticultural industry, including General Hand, Nursery Assistant, Environmental Field Operator, Grounds Person and Bushland Regenerator.

This course is practical in nature, with much of the content taught in the outdoors. Building garden retaining walls and pathways is also included in this course.

- 55 hours of work placement per semester (during exam breaks) is expected.
- Safety apparel is required for this course (e.g., broad brimmed hat).
- Students are required to provide their own sunscreen.



Course timeline:

Term	Year 11 only
1	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday.
4	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)

Units of competency examples:

Recognise plants
Plant trees and shrubs
Treat weeds
Treat plant pests, diseases and disorders
Assist with soil or growing media sampling and testing
Participate in workplace health and safety processes
Participate in environmentally sustainable work practices



CERTIFICATE III IN INFORMATION TECHNOLOGY (CYBERSECURITY)

Course duration: 2 years

Training provider: North Metropolitan TAFE Joondalup
35 Kendrew Crescent, Joondalup

In this nationally recognised program, you will learn the fundamentals of networking security and design in our Cisco accredited program; system configuration and hardening; and Network Operating System management and protection.

Future employment opportunities include Cyber Awareness Representative, IT Technician, Maintenance Technician, and PC Support Specialist. Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.

- 55 hours of work placement per semester (during exam breaks) is expected.



Course timeline

Term	Year 11	Year 12
1	TAFE each Tuesday	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday	TAFE each Tuesday
4	TAFE each Tuesday + Sem 2 exam break work placement (excl. Tuesdays)	n/a

Units of competency examples:

Develop and extend critical and creative thinking skills
Securely manage personally identifiable information and workplace information
Work in a team
Identify IP, ethics and privacy policies in ICT environments
Apply introductory programming techniques
Provide ICT advice to clients



CERTIFICATE II IN PLUMBING

Course duration: 2 Years

Training provider: North Metropolitan TAFE Balga
18 Loxwood Road, Balga

This pre-apprenticeship will provide you with the practical skills and knowledge required for a career in the plumbing and servicing industry. You will learn skills in basic plumbing, how to weld using oxy-acetylene and how to cut and join sheet metal.

- 150 hours of work placement is mandated for this qualification (over two years).
- Exam breaks will be used for work placement, as well as some term time. Holidays may be used to catch up on any missed hours (negotiated with host employer).
- During work placement, students must be prepared to travel to various work sites early in the morning (parent commitment component).
- Safety apparel is required for this course, e.g., steel cap boots.
- Please note: Hepatitis A & B immunisations are recommended.



Course timeline:

Term	Year 11	Year 12
1	TAFE each Tuesday	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday until mid- term, then work placement each Tuesday	TAFE each Tuesday until mid-term, then work placement each Tuesday
4	Work placement each Tuesday + Sem 2 exam break work placement	n/a

Units of competency examples:

Prepare to work safely in the construction industry (white card)
Carry out measurements and calculations
Carry out levelling
Read plans and calculate plumbing quantities
Cut and join sheet metal
Provide basic emergency life support
Weld using oxy-acetylene equipment
Erect and dismantle restricted height scaffolding
Mark out materials
Weld using manual arc welding equipment
Work effectively in the plumbing services sector
Work safely at heights
Use plumbing hand and power tools



CERTIFICATE IV IN PREPARATION FOR HEALTH AND NURSING STUDIES

INVITED YEAR 12 STUDENTS ONLY

Course duration: 3 Terms

Training provider: Health Science Hub – ECU Joondalup
270 Joondalup Drive, Joondalup

This qualification will provide you with foundational knowledge in how the human body works, how disease can prevent normal functioning, as well as the basics of medication management. You will also learn how to research, reference, and report at university level so that you will have an advantage moving into studying a bachelor's degree.

- 55 hours of work placement per semester (during exam breaks) is expected.
- This course is a university preparation course – successful achievement of this qualification will provide you with an educational pathway into university, as completion of a Certificate IV satisfies the entry requirement (the equivalent of a 70 ATAR score).
- Please note current COVID-19 and influenza vaccinations are required for work placement and possible police clearance.

Course timeline:

Term	Year 12
1	ECU each Tuesday
2	ECU each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	ECU each Tuesday. Course finishes at end of term
4	n/a

Units of competency examples:

Design and produce digital text documents
Apply academic skills
Provide information on the fundamental principles of microbiology used in health settings
Interpret and apply medical terminology appropriately
Provide information on human anatomy and physiology
Use fundamentals of physics and chemistry in a health context
Use mathematics in a nursing and health context





CERTIFICATE II IN RETAIL COSMETICS

Course duration: 3 terms

Training provider: North Metropolitan TAFE Joondalup (McLarty Campus)
63 McLarty Avenue, Joondalup

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include hairdressing and beauty salons, retail outlets and department stores. Make-up application and ear piercing are also components of this course.

- 55 hours of work placement per semester (during exam breaks) is expected.
- Students are required to purchase the TAFE make-up and brush kit (approx. \$200), as well as the TAFE uniform for beauty students (approx. \$100).

Course timeline:

Term	Year 11 or Year 12
1	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement

Units of competency examples:

Sell to the retail customer
Produce visual merchandise displays
Conduct salon financial transactions
Contribute to health and safety of self and others
Communicate as part of a salon team
Organise personal work requirements
Advise on beauty products and services
Recommend products and services
Design and apply make-up
Research and apply beauty industry information
Use social media tools for collaboration and engagement
Receive and handle retail stock
Pierce ear lobes



CERTIFICATE II IN SALON ASSISTANT

Course duration: 3 terms

Training provider: North Metropolitan TAFE Balga
18 Loxwood Road, Balga

This course will give you an insight into the craft of hairdressing and what to expect from working in a salon. You will cover topics such as: shampooing, colouring and braiding, maintaining hairdressing tools, merchandising, and scheduling appointments.

- 55 hours of work placement per semester (during exam breaks) is expected.
- Students are required to purchase the TAFE hairdressing tool kit (approx. \$200), as well as the TAFE uniform for hairdressing students (approx. \$100).

Course timeline:

Term	Year 11 or Year 12
1	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement

Units of competency examples:

Contribute to health and safety of self and others
Provide shampoo and basin services
Dry hair to shape
Maintain and organise tools, equipment and work areas
Conduct salon financial transactions
Greet and prepare clients for salon services
Communicate as part of a salon team



CERTIFICATE III IN SCHOOL BASED EDUCATION SUPPORT

Course duration: 3 terms

Training provider: Fremantle Education Centre

Cnr Cantonment and Parry Streets, Fremantle

This qualification reflects the role of workers in a range of education settings who provide assistance and support to teachers and students under broad-based supervision. Employment opportunities include Early Childhood Educator, Family Day Care Educator, Education Assistant.

- 100 hours of work placement is mandated for this qualification.
- Exam breaks will be used for work placement, as well as some term time.
- This course can be studied in either Yr 11 or Yr 12. Students who successfully complete this course in Yr 11 and display suitable aptitude will be considered for the Certificate IV in School Based Education Support in Yr 12, or alternatively, will be offered work placement on Tuesdays in Yr 12 to gain valuable industry experience.
- Please note: current COVID-19 and influenza vaccinations are required for work placement and possible police clearances.

Course timeline:

Term	Year 11 or Year 12
1	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV in School Based Education Support + Sem 2 exam break work placement

Units of competency examples:

Support behaviour of children and young people
Comply with legislative, policy and industrial requirement in the education environment
Use educational strategies to support Aboriginal and/or Torres Strait Islander education
Facilitate learning for students with disabilities
Deliver elements of teaching and learning programs
Assist in production of language resources
Reflect and improve own professional practice
Identify and respond to children and young people at risk
Support students' literacy learning
Provide support to students with autism spectrum disorder



CERTIFICATE IV IN SCHOOL BASED EDUCATION SUPPORT

INVITED YEAR 12 STUDENTS ONLY

Course duration: 4 terms – start in October 2023

Training provider: Fremantle Education Centre
Cnr Cantonment and Parry Streets, Fremantle

This course prepares students for support work roles within educational settings, including for those students in need of additional support. At this level, workers have limited direct supervision and could provide guidance to other staff.

- 100 hours of work placement is mandated for this qualification.
- Exam breaks will be used for work placement, as well as some term time.
- This course will provide you with an educational pathway into university, as completion of a Certificate IV satisfies the entry requirement (the equivalent of a 70 ATAR score).
- Please note: current COVID-19 and influenza vaccinations are required for work placement and possible police clearances.

Course timeline:

Term	Year 12
4 (2023)	FEC each Tuesday + Sem 2 exam break work placement (excl. Tuesdays)
1 (2024)	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term.

Units of competency examples:

Deliver elements of teaching and learning programs
Assist in production of language resources
Reflect and improve own professional practice
Identify and respond to children and young people at risk
Support students' literacy learning
Provide support to students with autism spectrum disorder
Work with diverse people
Promote Aboriginal and/or Torres Strait Islander Cultural Safety
Participate in workplace health and safety
Work with students in need of additional support
Support learning and implementation of responsible behaviour
Search and assess online information



CERTIFICATE IV IN SCREEN AND MEDIA

Course duration: 2 years

Training provider: Mount Pleasant College (MPC)
497 Marmion St, Booragoon

This course will give you the foundation skills and experience in the video production industry with a focus on pre-production, filming and video editing. You will gain experience in writing, production, direction and post-production of film projects.

In this course you will:

- analyse films and scripts, learning cinemagraphic styles and techniques
 - plan and write content for your video projects
 - broaden your understanding of lighting, audio, film and editing theory
 - put theory to the test as you complete various filming exercises
 - produce several short films and commercials for your career portfolio.
- 55 hours of work placement per semester (during exam breaks) is expected.
 - This course will provide you with an educational pathway into university, as completion of a Certificate IV satisfies the entry requirement (the equivalent of a 70 ATAR score).



Course timeline

Term	Year 11	Year 12
1	MPC each Tuesday	MPC each Tuesday
2	MPC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)	MPC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	MPC each Tuesday	MPC each Tuesday
4	MPC each Tuesday + Sem 2 exam break work placement (excl. Tuesdays)	n/a

Units of competency examples:

Develop personal work priorities
Work effectively in the creative arts industry
Develop and implement own self-care in the creative industries
Apply work health and safety practices
Create titles for screen productions
Shoot different screen content
Capture images in response to a brief
Edit video and audio content for social media
Edit digital content for fast turnaround

