VET in Schools
Course Guide 2015

Start your trade training while still at school!

MAKE GREAT HAPPEN
TAFE Queensland East Coast makes great happen. The amalgamation of Sunshine Coast and Wide Bay TAFE has created a new, stronger, more agile brand to better service our Sunshine Coast and Wide Bay community. With over 130 years' experience behind us, we remain committed to delivering the courses that will help to grow our region in line with current industry trends to meet the demands of both local and national skill shortages.

With hundreds of courses available from Caloundra through to Bundaberg, as well as on-line study options, we are proud to say TAFE Queensland East Coast is the largest premier provider of vocational education and training in the region. We produce, experienced students who are work ready, with 89% of our students finding employment after their studies.

TAFE Queensland East Coast has an international reputation for providing quality training with a practical balance. We will continue to provide superior education, delivered by industry recognised teachers in simulated working environments.

It's your time to make great happen with TAFE Queensland East Coast.

Contact Us
1800 654 447
tafeskillstech.edu.au

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[Social media icons]
Introduction

What is TAFE Queensland SkillsTech?

TAFE Queensland SkillsTech is the largest public provider of trade and technical training in Queensland and Australia. The region is responsible for the development and delivery of training in key industries including automotive, building and construction, electrical and electronics, manufacturing and engineering, sustainable technologies, and mining, gas and resources.

TAFE Queensland SkillsTech delivers trade and technical training to more than 20,000 students each year across four metropolitan locations - Acacia Ridge, Alexandra Hills, Bracken Ridge and Eagle Farm.

We provide more than 120 training programs including school-based programs, pre- and post-apprenticeship training, diplomas, advanced diplomas, licensing and, of course, traineeships and apprenticeships.

TAFE Queensland SkillsTech has a reputation for delivering the highest quality training with industry-standard equipment in safe, modern, world-class facilities.

Our teachers are qualified tradespeople who understand the need to train with the latest techniques and technologies to meet industry standards. Students have access to hands-on training to ensure they are job-ready for their employer.

What is VET in Schools?

Vocational Education and Training in Schools (VETiS) programs give high school students the opportunity to gain nationally recognised trade qualifications. The qualifications also count towards their Queensland Certificate of Education (QCE) while completing senior studies at school.

Benefits of VET in Schools programs

VETiS programs provide students with the opportunity to gain:

- practical hands-on training
- valuable employability skills
- credit points towards a Queensland Certificate of Education (QCE)
- real trade skills and qualifications while completing high school
- a competitive edge in the employment marketplace
- credit towards further study.

VETiS study options

There are three ways to undertake a VETiS program:

Become a school-based apprentice or trainee

Students gain employment as a school-based apprentice or trainee and study at TAFE Queensland SkillsTech.

Train at school

The school forms a partnership with TAFE Queensland SkillsTech, enabling the school’s teachers to deliver trade training to students at school.

Train at TAFE Queensland

Students are taught by trade-qualified teachers at a TAFE Queensland SkillsTech training centre.

Girls in hard hats

Information for girls considering career options

Hard hat careers include work in industries such as mining, construction, engineering and technology.

Non-traditional industries offer a variety of rewarding roles that can significantly increase earning capacity, and offer valuable and transferable skills.

If you’re interested in a hard hat career why not try one of TAFE Queensland SkillsTech’s Vocational Education and Training (VET) in Schools programs?
The following diagram shows study and career pathways available through TAFE Queensland SkillsTech.

More information on TAFE Queensland SkillsTech’s range of programs and university articulation arrangements is available online at tafeskillstech.edu.au

**School-based Apprenticeships or Traineeships (SATs)**

Students employed as SATs combine high school with work-on-the-job and day release or block training at TAFE Queensland SkillsTech.

**Train at school**

Students study a career entry trade qualification at high school as part of their senior studies.

**Train at TAFE Queensland SkillsTech**

Students study a career entry trade qualification by day release at TAFE Queensland SkillsTech as part of their senior studies.

**Further study**

TAFE Queensland SkillsTech

After leaving school, students can study at TAFE, either a pre-apprenticeship program (Certificate I or II) or a higher level program (Certificate IV, Diploma, Advanced Diploma). Students studying a higher level program can articulate to university.

**Further study (Post-trade)**

Post trade programs provide qualified tradespeople with qualifications to gain licences, run their own business, gain a para-professional position or articulate to university.

**Employment**

**Entry-level job**

Students with pre-apprenticeship qualifications could gain an entry level trade role.

**Apprenticeship or Traineeship**

After leaving school, students can find employment as an apprentice or trainee and combine work with training at TAFE Queensland SkillsTech.

Students employed as SATs may continue their apprenticeship full-time or part-time after finishing school.

After completing an apprenticeship the student becomes a:

**Qualified tradesperson**

Students completing a Certificate III level apprenticeship can articulate to university.

**Para-professional officer**

Students gaining a higher level qualification could gain a role as a supervisor, technical advisor, manager, salesperson or project manager.

**Professional officer**

Students completing a Certificate III level apprenticeship can articulate to university.

**Further study**

University

Studying a Certificate III, Certificate IV, Diploma or Advanced Diploma program can improve a student’s Tertiary Entrance Rank.

TAFE Queensland SkillsTech graduates can also articulate to university and may gain credit to reduce the time taken to complete a university degree.
School-based apprentices and trainees

Get paid while you train

School-based apprenticeships and traineeships (SATs) allow high school students to work for an employer and earn a wage while training for a recognised qualification and completing their secondary school studies.

SATs are a great way to make the move from school to work – many students complete Year 12 with a full-time job.

Training is delivered at a TAFE Queensland SkillsTech training centre by day and/or block release. Day release is usually one day per week. Block release is multiple consecutive days and often available during school holidays.

What’s the difference between a school-based apprenticeship and a school-based traineeship?

A school-based apprentice is trained in a skilled trade, and upon successful completion will become a qualified tradesperson. A school-based trainee is trained in a vocational area, but the training does not deliver a tradesperson qualification.

How do students get a school-based apprenticeship or traineeship?

Step 1: Choose the right apprenticeship or traineeship
Students should choose an apprenticeship or traineeship offering skills they will enjoy learning. Students can visit career websites and talk to their school VET Coordinator or Guidance Officer to work out their area of interest.

Step 2: Talk to the school
The school, student and parent/guardian need to agree on the student undertaking a school-based apprenticeship or traineeship. The chosen SAT needs to fit into the student’s overall school program.

Step 3: Find an employer
The student needs to find an employer who will give them a job as a SAT. An employer can be found through family and friends, by directly contacting employers and group training organisations, or by applying for advertised jobs.

Step 4: Work with training partners
The Australian Apprenticeships Centre (AAC) organises and conducts the signing of the training contract with the employer, student and parent/guardian. This contract is a legally binding agreement between the employer and SAT to work and train together.

SATs and their employers will chose a training provider (e.g. TAFE Queensland SkillsTech). The training provider will develop a training plan, deliver training, assess the achievement of skills and issue the qualification upon completion.

Step 5: Get started
The AAC lodges the completed training contract for registration with the Department of Education, Training and Employment. The training provider receives notification of the training contract and organises the training plan, a student induction and suitable training to fit with the student’s school and work timetable.

There is a probationary period in the contract that gives the employer and SAT time to decide whether they are compatible.

TAFE Queensland SkillsTech has a dedicated School-based Apprenticeship and Traineeship Coordinator who works with schools to ensure a student’s training is balanced with their work and school commitments.

What fees do students pay?

Training for school-based apprentices and trainees is subsidised by the Queensland Government under the User Choice program. Under this program, school-based apprentices and trainees are exempt from paying student contribution fees for training whilst they are at school.

Queensland Certificate of Education

A SAT can contribute up to six credit points towards a student’s Queensland Certificate of Education (QCE):

- four credit points for successful completion of a Certificate II traineeship
- up to four credit points for on-the-job participation (time spent at work) in an apprenticeship
- two credit points for a satisfactory completion of 25 per cent of Certificate III qualification.

More information

For more information about school-based apprenticeships or traineeships, visit:

- tafeskillstech.edu.au
- apprenticeshipsinfo.qld.gov.au/school-based
Learn a trade at TAFE Queensland

Students can attend a TAFE Queensland SkillsTech location one day per week for one year during their senior schooling to learn a trade and gain a nationally recognised qualification.

How do students enrol?

Students need to complete a Senior Education and Training (SET) Plan with their school.

Students identify a trade program they would like to study. The VET Coordinator then registers the student’s interest with TAFE Queensland SkillsTech’s Schools Liaison Unit.

TAFE Queensland SkillsTech will notify schools of student placements and forward the enrolment information to students.

Students must enrol by the given enrolment due date to secure their place.

What fees do students pay?

Tuition fees for Queensland school students are subsidised by the Queensland Government. Students will be charged a program fee for the VET in Schools program, as specified in the program information.

From 1 July 2014, school students may complete one subsidised VET in Schools program only while at school. This includes programs completed with TAFE Queensland or other pre-qualified training providers. Full fee options may be available for students wishing to undertake more than one program.

Attendance

It’s important that students, parents and schools commit to the program and ensure students attend all scheduled classes. Students who miss classes must make arrangements to catch up on missed work and will be at risk of not completing their program.

Cancellations/changes

Requests to change programs must be received prior to the start of classes. All program changes are subject to availability.
Refund

Any request for refunds is subject to approval, and will be considered in accordance with the TAFE Queensland Refund Policy.

Entry requirements

To participate, students must meet the following requirements:

- be at least 15 years of age on the day classes start
- be enrolled and attending a Queensland school
- adhere to TAFE Queensland SkillsTech rules and regulations while attending VET in Schools programs
- meet any entry requirements specified for individual programs.

It’s recommended students have gained at least a Sound Achievement in Core Maths and English in Year 10.

These programs are not available to international students.

Student support

As TAFE Queensland SkillsTech supports an inclusive learning environment, we are happy to work with schools to include students where possible.

Prior to enrolment, schools must notify TAFE Queensland SkillsTech of any student who may require support. We will endeavour to work with the school to make the most appropriate arrangements for individual students. However, the responsibility for provision of this support lies with the school.

In order to maximise successful outcomes, schools that identify students with a disability or other support requirements will need to provide TAFE Queensland SkillsTech with the following information:

- training program
- type/s of disability and or support requirements
- impact on learning
- literacy and numeracy level
- school contact person
- student support received at school
- school support available for student while attending TAFE Queensland SkillsTech.

Personal Protective Equipment

All students training in a workshop environment are required to wear Personal Protective Equipment (PPE). It’s mandatory for students to supply and wear steel-capped boots, appropriate safety clothing and safety glasses.

Vocational placement and work experience

During vocational placement a student attends a workplace to receive practical training and experience as part of the course. Vocational placement hours are in addition to normal class attendance. Vocational placement is a mandatory part of some courses.

When vocational placement is not undertaken, it’s recommended students undertake work experience relevant to their training. Work experience is organised and administered by the school and is not part of a student’s TAFE Queensland SkillsTech program.

Queensland Certificate of Education

Completion of competencies and qualifications at TAFE Queensland SkillsTech can contribute towards a student’s Queensland Certificate of Education (QCE). The number of credit points achieved is shown in the program information.

Full completion of a Certificate I or partial completion of a Certificate II or higher contributes towards a student’s QCE.

Students and parents are advised to speak with their school’s VET Coordinator for information about QCE points.

Important information

Programs are subject to change and commencement is subject to sufficient student numbers.

More information

Students and parents

For more information about Training at TAFE Queensland programs contact your school VET Coordinator.

Schools

For more information contact TAFE Queensland SkillsTech’s Schools Liaison Unit on:

- 3244 0341
- schools.skillstech@tafe.qld.edu.au
Trade areas

Automotive

- Certificate II in Automotive Vehicle Preparation
- School-based traineeship - Certificate II specialist automotive area of the student’s choice
- School-based apprenticeship - Certificate III in a specialist automotive area of the student’s choice.

Abilities required
Learners interested in this industry area should:
- enjoy practical and manual work
- be able to handle and control objects, tools and small instruments
- be good at technical activities
- have good communication skills
- be able to perform mathematical functions
- be able to read and understand written materials, such as manuals and specifications.

Career Options
- automotive air-conditioning fitter
- automotive electrician
- automotive mechanic
- automotive parts interpreter
- diesel fitter
- exhaust fitter and repairer
- outdoor power equipment technician
- tyre fitter.

Electrotechnology

- Certificate II in Electrotechnology
- School-based apprenticeship - Certificate III in a specialist electrotechnology area of the student’s choice.

Abilities required
Learners interested in this industry area should:
- have colour-vision (the ability to match or detect differences between colours)
- have good hand-eye coordination
- be able to do precise and detailed work
- be able to think logically and problem-solve at a complex level
- be able to undertake complex mathematical and technical activities
- be able to read and interpret complex texts such as diagrams and specifications.

Career Options
- computer systems technician
- data communications technician
- electrician or electronic technician
- electrical systems technician
- process instrumentation technician
- refrigeration technician
- air-conditioning technician.
### Building and construction

- Certificate I in Construction
- Certificate I in Plumbing Services
- Certificate II in Furniture Making
- School-based apprenticeship - Certificate III in a specialist construction or furnishing area of the student’s choice.

**Abilities required**

Learners interested in this industry should:

- be physically fit and healthy
- have good hand-eye coordination
- be able to handle and control objects and tools
- have good communication and organisational skills
- be able to perceive depth and distance
- be able to perform mathematical functions such as measuring and costing
- be able to read and understand written materials such as plans and specifications.

### Engineering

- Certificate II in Engineering Pathways
- School-based traineeship - Certificate II in a specialist manufacturing or engineering area of the student’s choice
- School-based apprenticeship - Certificate III in a specialist manufacturing or engineering area of the student’s choice.

**Abilities required**

Learners interested in this industry should be:

- physically fit and healthy
- able to handle and control materials and tools
- able to perform careful, accurate work
- able to perform mathematical functions
- able to read and understand detailed diagrams, patterns and scale drawings.

**Career Options**

- designer
- diesel fitter
- draftsperson
- fitter and turner
- laboratory technician
- machinist
- metal fabrication worker
- moulder
- patternmaker
- sheetmetal worker
- technical officer.

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Get ready for your new career!
### NORTH SIDE

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<tr>
<th>Course</th>
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<th>Days a week</th>
<th>Duration</th>
<th>QCE points</th>
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* Students complete training component in one year. Students who do not complete mandatory vocational placement hours in the first year will have a further six months to complete. Students in Year 12 must complete the training component and the required vocational placement in one year. Programs are subject to change.

**Please Note:** Fees shown are the government-subsidised cost. From 1 July 2014, school students are eligible for one subsidised VET in Schools program only while at school. Full fee options may be available for students wishing to undertake multiple programs.
Training for school teachers

TAFE Queensland SkillsTech offers low-cost training for school teachers to gain recognised VET qualifications for the delivery of VET at their school.

Training is available for teachers in Certificate I and II programs relevant for delivery of VET in Schools programs to their students, and at a higher levels for teachers to broaden their skills.

Teachers with prior trade-related experience may be eligible for recognition of prior learning (RPL) to earn a full or partial qualification. Gap training to complete a qualification and full training is also available.

Special rates are available for schools through TAFE Queensland SkillsTech. Please contact our Schools Liaison Unit for more information: schools.skillstech@tafe.qld.edu.au

Construction safety White Card for school students

Students undertaking work or work experience on a construction site need to complete a general safety induction course and be issued with a White Card before participating in workplace activities.

The White Card course can be delivered by TAFE Queensland SkillsTech at your school. Students can complete the course in half a day and will be issued with their White Card by TAFE Queensland SkillsTech.

Special rates are available for school students (minimum student numbers apply).

For more information or to book a session contact the Schools Liaison Unit:

- schools.skillstech@tafe.qld.edu.au
- 3244 0341.

While every effort will be made to advise of any changes made to this document, TAFE Queensland SkillsTech reserves the right to change or otherwise revise the information in this document without notice. The details in this document are correct at the time of printing. For the most up-to-date information and to confirm program details, call 1800 654 447 or visit www.tafeskillstech.edu.au