

QUIRINDI CAMPUS

SEMESTER 1, 2010 COURSE AND QUALIFICATIONS GUIDE

ENROLMENTS COMMENCE
MONDAY 11TH JANUARY, 2010



...CHANGING LIVES THROUGH LEARNING



CHANGING LIVES THROUGH LEARNING

Welcome

The staff and teachers at TAFE NSW - New England Institute, Quirindi Campus, feel that education is a basic fundamental right of all individuals.

As a student you have the right to reach your full learning potential that will enable you to improve your employment opportunities, life style and make a contribution to society.

Our staff at Quirindi TAFE, will endeavour to assist and support your learning experience by providing relevant and quality courses that will allow you to acquire the knowledge and skills for you to realise your full potential.

The workplace is an ever changing environment with advancements in technology, computers and work procedures, therefore TAFE NSW has developed courses that are focussed on workplace requirements and industry standards. Our teachers are required to keep up-to-date with current advancements and our classrooms are equipped with current technology to enhance the learning environment.

When a student chooses to study a course through TAFE, they will embark on a journey that will be both enjoyable and rewarding. To help with this journey, Quirindi Campus provides students with dedicated teachers, modern computers, videoconference facilities, libraries, UNE access centres and student amenities facilities.

Good luck with your studies and enjoy your time at Quirindi TAFE.

Lindsay Sommerville
Campus Operations Manager



A MESSAGE FOR YOUNG PEOPLE UNDER 17 YEARS OF AGE

From January 2010, a new law in NSW requires students to complete school to Year 10 and then to continue in education, full-time paid employment, or a combination of these until at least the age of 17. If you are under 17 years and wish to enrol at TAFE the options available to you may have been affected by this change in the law. To attend TAFE you will need to have completed Year 10 or have special permission from school and TAFE to do so.

Once you have completed Year 10 you can:

- Stay at school and continue into Year 11
- take up an apprenticeship or a traineeship
- enrol in a vocational qualification at TAFE or other approved education or training
- apply for a higher education course.

You can be in employment, as long as it is full-time, paid work. You can also do a combination of a number of these.

Please contact our Customer Service Centre on 1800 448 176 for further information about these changes and your options.

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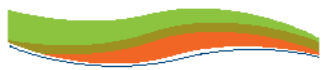
FEES & CONCESSIONS

| Qualification Level | Year | Semester |
|--|--------|----------|
| Advanced Diploma | \$1490 | \$745 |
| Diploma | \$1242 | \$621 |
| Certificate IV | \$934 | \$467 |
| Certificate III | \$686 | \$343 |
| Certificate II | \$438 | \$219 |
| Certificate I | \$438 | \$219 |
| Statements/Short Courses | \$438 | \$219 |
| Apprentices & Trainees | \$414 | \$207 |
| Concessions and Exemptions | | |
| Commonwealth Benefit or allowance recipients | \$51 | \$51 |
| Aboriginal & Torres Strait Islanders | \$0 | \$0 |
| Students with a Disability - exempt for one course per year, subsequent courses are charged the concession fee | \$0 | \$0 |
| Special Access Courses | \$0 | \$0 |

FOR MORE INFORMATION ABOUT ...

| | |
|------------------------|--|
| Applying and Enrolling | tafensw.edu.au/applyenrol |
| Recognition | newengland.tafensw.edu.au/services/recognition |
| Support Services | newengland.tafensw.edu.au/services |
| Student Calendar | tafensw.edu.au/students/calendar.htm |
| Vet Fee Help | tafensw.edu.au/courses/about/vet_fee_help.htm |

All information is current at date of printing. For updated course information please see newengland.tafensw.edu.au or call 1800 448 176. All TAFE NSW courses run only if there are sufficient resources and demand.



COURSE TIMETABLE

| Course Name | Award | Crs No | HPW | Wks | FT | PTD | PTE | FLX | Times |
|---|----------|--------|-----|-----|----|-----|-----|-----|--|
| BUSINESS SERVICES | | | | | | | | | |
| Business | CERT II | 17802 | 7 | 36 | | | X | | Mon -Tue, 6pm - 9.30pm |
| Business | CERT II | 17802 | 18 | 18 | X | | | | Mon - Wed, 9am - 3pm |
| Business Administration | CERT III | 17807 | 18 | 18 | X | | | | Mon - Wed, 9am - 3pm |
| Business Administration | CERT IV | 17808 | 18 | 18 | X | | | | Mon - Wed, 9am - 3pm |
| Financial Services | CERT III | 17776 | 18 | 18 | X | | | | Mon - Wed, 9am - 3pm |
| Financial Services (Accounts Clerical) | CERT III | 19191 | 18 | 18 | X | | | | Mon - Wed, 9am - 4pm |
| RETAIL | | | | | | | | | |
| Retail | CERT II | 17484 | 4 | 36 | | | | X | Thu, 9am - 1pm. Optional class plus additional study at home. |
| Retail - Operations | CERT III | 17485 | 4 | 36 | | | | X | Thu, 9am - 1pm. Optional class plus additional study at home. |
| Retail | CERT III | 17489 | 4 | 54 | | | | X | Thu, 9am - 1pm. Optional class plus additional study at home. |
| GENERAL EDUCATION | | | | | | | | | |
| General and Vocational Education (Yr 10 Equivalent) | CERT II | 6512 | 18 | 18 | X | | | | Mon - Wed, 9am - 3pm |
| Access to Work & Training (Basic Computers) | SOA | 9070 | 3 | 18 | | X | | | Tue, 12.30pm - 3.30pm |
| Access to Work & Training (Basic Education) | CERT I | 9071 | 18 | 18 | X | | | | Mon - Wed, 9am - 3pm |
| Skills for Work & Training | CERT II | 9072 | 3 | 18 | | | X | | Tue, 4pm - 7pm |
| HEALTH & COMMUNITY SERVICES | | | | | | | | | |
| Home & Community Care | CERT III | 18169 | 15 | 18 | X | | | | Tue - Thu, 9am - 3.30pm |
| INFORMATION TECHNOLOGY | | | | | | | | | |
| Information Technology | CERT I | 19000 | 4 | 18 | | | | X | Mixed Mode - Thu, 9am - 1pm |
| Information Technology | CERT II | 19001 | 4 | 36 | | | | X | Mixed Mode - Thu, 9am - 1pm |

COURSE TIMETABLE



| Course Name | Award | Crs No | HPW | Wks | FT | PTD | PTE | FLX | Times |
|---|----------|--------|-----|----------|----|-----|-----|-----|------------------------------|
| INFORMATION TECHNOLOGY cont. | | | | | | | | | |
| Information Technology (Software Applications) | CERT III | I9002 | 4 | 36 | | | | X | Mixed Mode - Thu, 9am - 1pm |
| Information Technology (Network Administration) | CERT III | I9003 | 4 | 36 | | | | X | Mixed Mode - Thu, 9am - 1 pm |
| Information Technology (Support) | CERT III | I9004 | <10 | 27 | | | | X | Mixed Mode - Thu, 9am - 1pm |
| Information Technology (General - Support) | CERT IV | I9037 | 4 | 36 | | | | X | Mixed Mode - Thu, 9am - 1pm |
| Information Technology (Foundation) | SOA | I9040 | 4 | 18 | | | | X | Mixed Mode - Thu, 9am - 1pm |
| IT Tools for New Media | CERT II | I9056 | <6 | 18 or 36 | | | | X | Mixed Mode - Thu, 9am - 1pm |



Denotes an Application Course

FT - Full time, PTD - Part Time Day, PTE - PartTime Evening, Flex - Flexible Study

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COURSE INFORMATION

Access to Work & Training 9070

Statement of Attainment

Basic Computing

This course is for those who have very few computer skills and who want to be able to use a personal computer. Students will learn basic computer skills including Internet access and email.

Entry requirements: No formal entry requirements.

Access to Work & Training 9071

Certificate I

National Code: 91349NSW

This course is for those who want to improve their reading, writing, maths and vocational skills for work or future study.

Entry requirements: Students will be interviewed for suitability at enrolment.

Business 17802

Certificate II

National Code: BSB20107

This course will allow you to perform a range of routine administrative tasks needed to work in different business sectors. You will learn about a range of business equipment, procedures and technology as well as dealing with customers and clients, writing skills for work, organising self and handling mail.

Entry requirements: The preferred pathways into this qualification include evidence of competency in the majority of units required for the Cert I in Business or other relevant qualification/s or equivalent OR limited vocational experience assisting in a range of work settings without a formal business qualification.

Other costs: Course related fee of \$10 per semester plus stationery, memory stick and textbook approximately \$70.

Business Administration 17807

Certificate III

National Code: BSB30407

This course aims to provide participants with the skills and knowledge required for employment at the skilled operator level in administrative business operations.

Entry requirements: Must have completed CII in Business.

Other costs: Approximately \$100 for work books.

Business Administration 17808

Certificate IV

National Code: BSB40507

This course aims to provide you with administrative skills and a broad knowledge base in a wide variety of administrative roles. You will be able to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Entry requirements: Evidence of competency in the majority of units required for the Cert. III in Business Administration or other relevant qualification/s or equivalent or some vocational experience in providing administrative or operational support to individuals and/or teams.

Other costs: \$100 plus memory stick.

Financial Services 17776

Certificate III

National Code: FNS30107

This course is for people/trainees to introduce the various roles of entry level employees working across key areas of the financial services spectrum. You will learn about

responding to client needs, maintaining financial records, processing superannuation records and performing clerical duties.

Entry requirements: There are no formal entry requirements.

Other costs: Text books approx \$200 plus memory stick.

Financial Services (Accounts Clerical) 19191

Certificate III

National Code: FNS30304

This course is for people who want to work as a bookkeeper. In this course you will learn about accounts payable/accounts receivable, payroll, cashier functions, preparation of trial balance, bookkeeping, EFT/e-business, purchases and sales, manual and computerised systems, and preparation of basic financial reports.

Entry requirements: There are no formal entry requirements.

Other costs: \$200 for course related materials plus memory stick.

General and Vocational Education (CGVE) 6512

Certificate III

National Code: 91345NSW

CGVE

This course is for those who want to achieve School Certificate equivalent level for further education requirements or for employment. Students will be working self-paced with the support of a mentor.

Entry requirements: Selection will take place at first class to decide each student's needs.

Other costs: The workbook for each unit studied will cost approximately \$5 - \$7.

Home and Community Care 18169

Certificate III

National Code: CHC30308

This course is for people who work or want to work in the community sector caring for clients in their homes. Clients may include the elderly, individual with a disability or any member of the community who require support in their home or residential facility.

Entry requirements: Year 10 or equivalent. Relevant life and work experience may also be considered. It will be the responsibility of the student to have undertaken a Criminal Record Check prior to work placement, and will be at the student's expense. (approx \$56).

Other costs: \$200 for resources & \$30 for work placement shirt.

Information Technology 19000

Certificate I

National Code: ICA10105

This will develop your knowledge and skills required to successfully operate a personal computer and operate a range of application software including word processing, spreadsheets, presentation packages, email and Internet browsers.

Entry requirements: No formal educational entry requirements.

Other costs: Students must have a reliable Internet connection and MS Office 2003 or 2007 if undertaking the course at home.

Information Technology 19001

Certificate II

National Code: ICA20105

This course provides the foundation skills for persons



entering the various areas of the IT industry. The course covers the basic setting up and use of computing equipment and a range of applications selected from word processing, spreadsheets, databases, business graphics and illustration graphics.

Entry requirements: No formal educational entry requirements.

Other costs: Students must have a reliable internet connection and MS Office 2003 or 2007 with MS Access if undertaking the course at home.

Information Technology 19002

Certificate III

National Code: ICA30105

Software Applications

This course provides the skills in the advanced use of software applications. A person with these skills could provide basic software support in an organisation. Also included are some hardware, operating systems and networking skills.

Entry requirements: NSW School Certificate or equivalent.

Other costs: Students must have a reliable internet connection and MS Office 2003 or 2007 with MS Access if undertaking the course at home.

Information Technology 19003

Certificate III

National Code: ICA30105

Network Administration

This course provides basic skills in the administration and maintenance of a computer local area network. You will acquire skills in the basic use of a range of technologies and with these competencies could provide basic diagnostic support to people using computers in an organisation.

Entry requirements: NSW School Certificate or equivalent.

Other costs: Students must have a reliable Internet connection and MS2003 or 2007 with MS Access if undertaking the course at home.

Information Technology 19004

Certificate III

National Code: ICA30105

Support

This course provides basic skills in computer hardware, software and system support.

Entry requirements: NSW School Certificate or equivalent.

Other costs: Students must have a reliable internet connection and MS 2003 or 2007 with MS Access if undertaking the course at home.

Information Technology (Foundation) 19040

Statement of Attainment

A general-purpose course intended for people who want specific training in a range of information technology areas related to their work or training needs at the Certificates I and II levels.

Entry requirements: NSW School Certificate or equivalent

Information Technology (General) 19037

Certificate IV

National Code: ICA40105

This course provides the competencies required to work in client support. The course develops skills in computer hardware, software and interpersonal communications and management aspects required in the IT industry.

Entry requirements: NSW School Certificate or equivalent or Information Technology CIII.

Other costs: Students must have a reliable internet connection and MS Office 2003 or 2007 with MS Access if undertaking the course at home. For some modules, access to specialised IT equipment may be required.

IT Tools for New Media 19056

Certificate II

National Code: 91465NSW

An entry-level course for people who want to work in the "new media" industry with a foundation of skills and knowledge in the use of IT tools. It is for people who want to gain basic skills in a growing range of multimedia applications across business, education, entertainment, information and commerce where different media are integrated.

Entry requirements: No formal educational entry requirements.

Other costs: Memory stick.

Retail 17484

Certificate II

National Code: SIR20207

The Certificate II in Retail is designed for people who work at entry level in the retail industry or for those who have no prior retail experience. The course is workplace focused and includes work or simulated work in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets.

Entry requirements: No formal entry requirements.

Other costs: Textbook approximately \$100

Retail - Operations 17485

Certificate III

National Code: SIR30207

Operations

This qualification provides the skills and knowledge for an individual to be competent in retail operations and/or supervision with the need to apply discretion and judgement.

Entry requirements: There are two alternative pathways for entry into Certificate III Retail. Please call the contact person for further information.

Other costs: Textbook approximately \$100.

Retail 17489

Certificate III

National Code: SIR30207

This course combines Certificate II and Certificate III in Retail.

Entry requirements: No formal entry requirements.

Other costs: Textbook approximately \$100.

Skills for Work and Training 9072

Certificate II

National Code: 91347NSW

Study Centre

The study centre is for those who require assistance, advice and support in their chosen field.

Entry requirements: No formal entry requirements.



EXTERNAL STUDY COURSES

These courses are available through distance education. Attendance at a Campus may be required for some courses.

| Course Name | Course No. | Award | NTIS Code |
|--|------------|-------------------------|-----------|
| Agriculture, Crops & Forestry | | | |
| Wool Classing | 1011 | Certificate IV | RTE40303 |
| Animal Care | | | |
| Animal Studies - Microchip Implantation in Companion Animals | 1040 | Statement of Attainment | |
| # Animal Studies | 1045 | Certificate II | RUV20104 |
| # Companion Animal Services | 4289 | Certificate III | RUV30304 |
| Horse Industry Operations (Performance Horses) | 7276 | Certificate II | 91183NSW |
| Horse Industry Operations (Performance Horses) | 7280 | Certificate III | 91189NSW |
| Equine Nursing | 3726 | Certificate III | 91165NSW |
| # Veterinary Nursing | 1094 | Certificate IV | RUV40404 |
| Building & Construction | | | |
| # Building & Construction (Building) | 17472 | Certificate IV | BCG40106 |
| Business Services | | | |
| Accounting Pathway | 9687 | Statement of Attainment | |
| Business Administration | 17808 | Certificate IV | BSB40507 |
| Business Administration | 17809 | Diploma | BSB50407 |
| Frontline Management | 17822 | Certificate IV | BSB40807 |
| Management | 17831 | Diploma | BSB51107 |
| Occupational Health & Safety | 17845 | Certificate IV | BSB41407 |
| Electrotechnology | | | |
| Medical Equipment Servicing & Technical Support | 2897 | Statement of Attainment | |
| General Education | | | |
| Preparation for Vocational & Further Study | 9046 | Certificate II | 91454NSW |
| Tertiary Preparation | 9048 | Certificate IV | 91455NSW |
| Health & Community Services | | | |
| Aged Care | 18168 | Certificate IV | CHC40108 |
| Allied Health Assistance | 17594 | Certificate III | HLT32407 |
| Allied Health Assistance | 1309 | Certificate IV | HLT42507 |
| # Children's Services | 18206 | Certificate III | CHC30708 |
| # Children's Services | 18208 | Diploma | CHC50908 |
| Community Services (Case Management) | 18195 | Diploma | CHC52008 |
| # Community Services Work | 18701 | Certificate IV | CHC40708 |
| #Community Services Work | 18702 | Diploma | CHC50608 |
| # Fitness | 18227 | Certificate III | SRF30206 |
| # Fitness | 18228 | Certificate IV | SRF40206 |
| Home & Community Care | 18170 | Certificate IV | CHC40208 |
| Leisure & Health | 18180 | Certificate IV | CHC40608 |
| Nutrition & Dietetics Assistance | 2616 | Certificate III | HLT31507 |
| Outdoor Recreation | 18259 | Certificate III | SRO30206 |
| Remedial Massage | 18277 | Diploma | HLT50307 |
| Information & Communications Technology | | | |
| Information Technology | 19001 | Certificate II | ICA20105 |
| IT Tools for New Media | 19056 | Certificate II | 91465NSW |
| Information Technology (Applications) | 19002 | Certificate III | ICA30105 |



| Course Name | Course No. | Award | NTIS Code |
|--|------------|-------------------------|-----------|
| Information Technology (Network Administration) | 19003 | Certificate III | ICA30105 |
| Information Technology (Support) | 19004 | Certificate III | ICA30105 |
| Information Technology (Websites) | 19007 | Certificate IV | ICA40305 |
| Information Technology (Systems Admin) | 19015 | Diploma | ICA50305 |
| Information Technology (General – Networking/Software/Client Support) | 19036 | Certificate IV | ICA40105 |
| Information Technology (General – Communications & Documentation/Software/Client Support) | 19037 | Certificate IV | ICA40105 |
| Information Technology (Foundation) | 19040 | Statement of Attainment | |
| Web Design Skills | 19046 | Statement of Attainment | |
| Retail | | | |
| Community Pharmacy | 17490 | Certificate II | SIR20107 |
| Retail | 17484 | Certificate II | SIR20207 |
| Retail | 17485 | Certificate III | SIR30207 |
| Retail | 17489 | Certificate III | SIR30207 |
| Retail Management | 17486 | Certificate IV | SIR40207 |
| Retail Management Diploma | 17487 | Diploma | SIR50107 |
| Tourism & Hospitality | | | |
| Hospitality | 18114 | Certificate IV | SIT40307 |
| Tourism | 32000 | Statement of Attainment | |
| Tourism | 18048 | Certificate III | SIT30107 |
| Tourism | 18055 | Certificate IV | SIT40207 |



COMMERCIAL COURSES



New England Institute provide excellent opportunities for training through our Commercial Courses. Should you require customised training in various regulatory areas including WorkCover or Department of Fair Trading tickets or other licensing requirements. A full list of training programmes can be found at newengland.tafensw.edu.au - or contact the Customer Service Centre - 1800 448 176. Concessions or exemptions do not apply to TAFE PLUS Commercial Courses.

- AEROSKILLS
- ANIMAL CARE
- AUTOMOTIVE
- BUILDERS AND TRADESPEOPLE
- CHEMICAL
- CONSTRUCTION
- DRIVER TRAINING
- ELECTRICAL
- FORKLIFT
- FORESTRY SERVICES
- HEALTH SERVICES
- HOSPITALITY
- OH & S
- PROPERTY/REAL ESTATE
- TEACHER'S AIDE
- TRAFFIC CONTROL
- TRAINING
- WELDING

NEED SOME HELP TO DECIDE ON THE RIGHT TAFE COURSE FOR YOU?

TAFE Counselling & Careers service can assist. Contact the Counsellor at your local TAFE Campus to explore your options or visit www.newengland.tafensw.edu.au/counselling



FOR MORE INFORMATION VISIT US AT
CORNER OF HENRY & EAST STREETS
QUIRINDI 2343
P: 02 6746 4100
OR PHONE THE CUSTOMER SERVICE CENTRE
ON 1800 448 176
OR GO TO newengland.tafensw.edu.au

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