



RELEASED: MAY 2023

# 20 START TAFE NOW 24

TAFE AND  
UNIVERSITY  
QUALIFICATIONS

BE WHAT YOU WANT TO BE  
[cqu.edu.au](http://cqu.edu.au)

## CONTENTS

Program benefits	1
Program details	2
Supporting your success	4
How to apply	6
How to use this guide	8
Business and Accounting	9
Creative, Performing and Visual Arts	11
Education, Teaching and Childcare	12
Information Systems and Technology	14
Law, Criminology and Justice	15
Nursing, Paramedicine and Health	16
Psychology, Social Work and Community Services	17
Science, Environment and Agriculture	19
Service Industries	21
Trades	24
Study pathways	28
Apprenticeships and traineeships	30
Important notes	32

## START TAFE NOW

The Start TAFE Now program offers you the opportunity to gain real trade skills and qualifications while still completing high school.

If you're at least 15 years of age and a Year 10, 11 or 12 high school student, you can kickstart your career by starting vocational education and training (VET) through CQUniversity Australia.

Choose from a range of VET courses in a wide variety of disciplines. If you study a certificate III qualification or higher, it may contribute to your Queensland Certificate of Education (QCE) and/or Australian Tertiary Admission Rank (ATAR).

As a registered training organisation and trusted TAFE provider, completing your certificate I, II, III, IV or diploma-level course with CQUniversity's Start TAFE Now program makes it possible to complete high school with a nationally-recognised, accredited qualification and job-ready skills employers seek.



### ACKNOWLEDGEMENT TO AUSTRALIA'S FIRST NATIONS PEOPLE

CQUniversity recognises and acknowledges the important role First Nations peoples make to our communities and values Indigenous knowledge systems as an integral part of our teachings.

# BENEFITS OF THE START TAFE NOW PROGRAM



## HANDS-ON TRAINING

Develop practical skills for greater employability after school.



## EARN CREDIT TOWARDS STUDY

Gain credit towards your Queensland Certificate of Education (QCE). Plus, you can earn credit towards further study.



## GAIN REAL TRADE SKILLS

Earn qualifications with industry-aligned courses while completing high school.



## GRADUATE WITH A COMPETITIVE EDGE

Stand out in the employment market with job-ready skills and real-world knowledge.





## PROGRAM DETAILS

### PROGRAM ELIGIBILITY

To participate in the Start TAFE Now program you should:

- » have a sound achievement result in Year 10 maths and English subjects or equivalent prior to enrolling in the program
- » complete the online Basic Key Skills Builder (BKSB). The BKSB is a maths and English competency test
- » be a minimum of 15 years of age
- » be in Year 10, 11 or 12
- » provide a copy of all previously completed certificate qualifications
- » remain enrolled in, and attend, a Queensland school or other educational pathway program throughout the duration of enrolment in Start TAFE Now
- » identify the Start TAFE Now program in your Senior Education and Training (SET) plan.

If you are enrolling in a certificate IV or diploma course, you must have achieved a minimum high achievement (B) in Year 10 English and a sound achievement (C) in Year 10 maths.

Applications may still be considered without meeting all of these requirements. Requirements are subject to change.

**Note:** Not all qualifications can be accessed if you are in Year 12, depending on the course duration.

### WORK PLACEMENT

Some courses listed within this guide require you to participate in work placement activities relevant to your training. These placement hours are in addition to normal classroom attendance and will be organised and administered by your school unless otherwise advised.

Some work placements also include mandatory requirements (such as immunisations, a Blue Card, an Australian Federal Police check, etc.) which need to be met prior to attending a placement.



## COURSE FEES AND CHARGES

Course fees will vary from course to course. Visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the most up-to-date information.

You may be eligible to study a fee-free course funded by the Queensland Government under the VET in Schools (VETiS) program.

The courses advertised as VETiS funded in this guide are dependant on eligibility requirements. If eligible, you can complete only one program using VETiS funding.

For further information, please refer to the VETiS section of [training.qld.gov.au](http://training.qld.gov.au).

Qualifications that are not funded under the VETiS program, are available to study as full-fee paying courses.

If fees are applicable to your studies, you may be eligible to pay your course fees and charges in instalments through a payment plan. For further information about how to apply for a payment plan please email [studentengagement@cqu.edu.au](mailto:studentengagement@cqu.edu.au).

Some VET diploma qualifications are eligible for VET Student Loans. VET Student Loans are subject to students meeting eligibility requirements. A VET Student Loan creates a debt that must be repaid to the Commonwealth. Please visit [cqu.edu.au/vetfees](http://cqu.edu.au/vetfees).

**Note:** Not all courses listed within this guide are VETiS funded and funding may change. Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the current list of VETiS funded courses offered at CQUniversity.



Proud to be a Queensland Government subsidised training provider



## SUPPORTING YOUR SUCCESS

As a Start TAFE Now student, you'll have access to CQUniversity's wide variety of student support services to help you achieve your personal and academic goals.

### ACCESSIBILITY AND EQUITY

If you have a disability, illness, injury, mental health condition or medical condition—temporary, fluctuating or ongoing—CQU's Student Accessibility and Equity team is dedicated to helping you succeed in your studies and training.

Available support may include:

- » flexibility with coursework deadlines
- » specific arrangements to complete exams or online timed assessments
- » modifications to learning materials
- » assistance with work placement
- » access to specialised software or equipment\*
- » individual support to progress with your studies\*.

\*Further discussion may be required with your high school to consider funding and provision of some supports.

Whether you have an existing support plan at school or not, contact the Accessibility and Equity team early to set yourself up for success. For a confidential chat, call 07 4930 9456 or for more information visit [cqu.edu.au/disability](https://cqu.edu.au/disability).

### CAMPUS SUPPORT

Even if your Start TAFE Now course is studied online, you can access facilities and services at your closest CQU location such as campus libraries, free wifi and computer labs.

### INDIGENOUS SUPPORT

If you are an Aboriginal and/or Torres Strait Islander student, you can access tutoring, financial guidance, cultural advocacy and other support throughout your CQU study journey. For more information visit [cqu.edu.au/indigenoustudentsupport](https://cqu.edu.au/indigenoustudentsupport).

# WHY STUDY WITH CQU?



## EXCELLENT GRADUATE OUTCOMES

9 in 10 CQU TAFE graduates were employed or in further study after completing their training.<sup>1</sup>



## JOB-READY EXPERIENCES

Graduate with real-world knowledge and practical skills.



## OVERALL SATISFACTION

93% of CQU TAFE graduates aged 15 to 19 positively rate their training experience.<sup>1</sup>



## ACHIEVE YOUR GOALS

9 in 10 recent CQU TAFE graduates say they achieved their main reason for doing the training.<sup>1</sup>



## OFFICIAL PROVIDER

CQUniversity is proud to be Central Queensland's official TAFE provider.



## INDIGENOUS STUDENT EXPERIENCE

95% of our Indigenous TAFE students recommend CQU.<sup>1</sup>

<sup>1</sup> NCVER National Student Outcomes Survey 2022.



# HOW TO APPLY

At CQUniversity we're here to help you every step of the way. If you're interested in studying a Start TAFE Now course in 2024, follow these steps to complete and submit your application.

## EXPLORE YOUR OPTIONS

Check out the information within this guide, and talk to your parents or guardians, school VET Coordinator and CQUniversity about the pathways and study options available to help you reach your goals. If you would like further information on any of the TAFE courses available at CQUniversity visit [cqu.edu.au/tafe](https://cqu.edu.au/tafe).

Courses within this guide may be VETiS funded or fee for service (full fees payable). Visit [cqu.edu.au/stn](https://cqu.edu.au/stn) or email [stn@cqu.edu.au](mailto:stn@cqu.edu.au) for details of costs that may be associated with your chosen course.



## ABOUT BKSB

The Basic Key Skills Builder (BKSB) is a maths (numeracy) and English (literacy) assessment tool. Once completed you will be assigned an Australian Core Skills Framework (ACSF) level. The ACSF level is then used to provide you with advice around course of study and to identify if literacy and numeracy support is required. You are required to complete the BKSB on your own.

## PREPARE FOR ENROLMENT

After submitting your application, you will receive emails to acknowledge your application and request your completion of the BKSB, which is a maths and English test.

**IMPORTANT: Your application will not be assessed until completed in full with all supporting documentation and completion of BKSB. Course quota limits may apply.**

Please follow the instructions in your email about the BKSB to log in using your USI and password and complete the test. This test is to be completed by you only. You may be required to complete more pre-enrolment steps depending upon your course and/or your BKSB results.

Once your application has been approved you will receive a welcome email with the confirmation of your enrolment and Start TAFE Now resources.



## WHAT DO I NEED FOR MY APPLICATION?

- » Unique Student Identifier (USI) [usi.gov.au/students/get-a-usi](https://usi.gov.au/students/get-a-usi)
  - » Learner Unique Identifier (LUI) (obtain this from your school)
  - » Signed Start Now Study Authorisation form
- Download the authorisation form from [cqu.edu.au/stn](https://cqu.edu.au/stn).





## STEPS TO APPLY

1. Visit [cqu.edu.au/stn](https://cqu.edu.au/stn).
2. Explore the course options available and choose your preferred option.
3. Visit the apply section of that course page and follow the instructions to enter and use the Apply Online portal.
4. Attach your signed Start Now Study Authorisation form.
5. Submit your application.

### APPLICATION DATES

Please note that application due dates are prior to the commencement of each intake, and vary depending on your individual circumstances and the course you choose.

Visit [cqu.edu.au/apply](https://cqu.edu.au/apply).

# HOW TO USE THIS GUIDE

## COURSE

Use the course code and course name to search our website [cqu.edu.au/stn](http://cqu.edu.au/stn) and find out more about the courses you're interested in.

## AVAILABILITY

We've used abbreviations, which you can find in the legend below, to list our campus availability. Some courses also offer online or mixed mode study options. Turn to page 32 to read more about our different study modes.

## DURATION

This is the minimum time required to complete a course.

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Animal Care</b> ACM20121 - Certificate II in Animal Care	February, July	Online	1 year	4
<b>Horticulture</b> AHC20416 - Certificate II in Horticulture	February, July	GLT, ROK, Mixed Mode	1–1.5 years	4

## INTAKE

Intake is the time of year you can start a course. Start TAFE Now courses may list the months they begin, or 'multiple', which means they may have many intakes so it's best to check our website.

## QCE CREDITS

By completing a Start TAFE Now course you will receive credit (points) towards your Queensland Certificate of Education (QCE). You earn different points depending upon what course level you complete. The number listed here indicates the maximum QCE points that can be attained.

## LEGEND

BDB – Bundaberg, CNS – Cairns, GLT – Gladstone, ROK – Rockhampton

**Notes:** CQUniversity will consider additional location requests for courses. If you have students interested in studying a course at locations other than those mentioned above, please contact [stn@cqu.edu.au](mailto:stn@cqu.edu.au). Please note that courses require a minimum of 12 students at the nominated location.

Intakes, duration and availability may differ from what is listed in this directory depending on preferred intake, study mode and personal circumstances. Course commencement is dependant on sufficient enrolments.

If you are an international student you will need to enquire at [stn@cqu.edu.au](mailto:stn@cqu.edu.au).

# BUSINESS AND ACCOUNTING

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Bookkeeping</b>				
FNS30322 - Certificate III in Accounts Administration	Multiple	Online	1.5 years	7
<b>Business</b>				
BSB30120 - Certificate III in Business	Multiple	GLT, ROK, Online	1 to 2 years	8
BSB40920 - Certificate IV in Project Management Practice	Multiple	Online	1.5 years	8

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## BOOKKEEPING

### FNS30322 - CERTIFICATE III IN ACCOUNTS ADMINISTRATION

Your studies will focus on developing valuable skills that are highly sought after by finance departments. Enhance your employability by gaining formal training in fundamental office procedures such as checking and processing financial data entry, accounts payable, accounts receivable and much more.

#### CAREER OPPORTUNITIES

Career possibilities may include inventory clerk, accounts clerk, payroll clerk, accounting operative, accounts receivable clerk and accounts payable clerk.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

## BUSINESS

### BSB30120 - CERTIFICATE III IN BUSINESS

This course provides an advanced understanding of an office environment and will allow you to further your skills in word processing documents, working and communicating effectively, working with spreadsheets, handling mail and filing.

#### CAREER OPPORTUNITIES

Roles in business include customer service officer, clerical officer, data entry operator, information officer and more.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.



#### RESOURCE REQUIREMENTS

You will require access to a computer with internet access.  
A CQUniversity student email address will be provided to you.



## **BSB40920 - CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE**

This course will equip you with project management skills that are fast becoming essential for all managers and project support staff. You will explore ways to apply project management techniques, contribute to defining project scope, manage project schedules and costs, ensure quality management and much more.

### **CAREER OPPORTUNITIES**

Possible career outcomes may include project administrator, project analyst, project officer, project records officer, project support, project team member, events or conference coordinator.

### **COMMENCEMENT**

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

# CREATIVE, PERFORMING AND VISUAL ARTS

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Visual Arts</b>				
CUA31120 - Certificate III in Visual Arts	Multiple	ROK, Online	1.5–2 years	8

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## VISUAL ARTS

### CUA31120 - CERTIFICATE III IN VISUAL ARTS

This course will advance your visual art abilities, providing you the opportunity to develop skills in drawing and in studio electives including printmaking, painting or silversmithing.

Design theory and art history are also included in this course.

#### CAREER OPPORTUNITIES

Roles in visual arts include visual artist, craftsperson, visual designer, workshop tutor and more.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.



# EDUCATION, TEACHING AND CHILDCARE

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Childcare</b>				
CHC22015 - Certificate II in Community Services	Multiple	Online	6 months	4
CHC30121 - Certificate III in Early Childhood Education and Care	Multiple	ROK, Mixed Mode	1 year	8
<b>Education Support</b>				
CHC30221 - Certificate III in School Based Education Support	Multiple	Mixed Mode	1 year	8

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## CHILDCARE

### CHC22015 - CERTIFICATE II IN COMMUNITY SERVICES

VETiS funded course

This course is designed for people who are looking for skills to work with children in the community. It may also be a pathway to other work in the community services sector.

#### CAREER OPPORTUNITIES

Opportunities exist in nannying, private arrangements for childcare, activity care programs such as play centres, gyms, resorts, and a pathway into the community services and early childhood sectors.

#### WORK PLACEMENT

You will be required to organise work placements for the duration of the qualification, with a minimum of 100 hours to complete the vocational placement component of the course.

A Blue Card and COVID-19 vaccination is required for this course.

### CHC30121 - CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

This course is the nationally recognised entry-level qualification for working in early childhood education and care. You'll develop skills in assisting with the implementation of an approved learning framework and supporting the wellbeing, learning and development of children.

#### CAREER OPPORTUNITIES

Employment opportunities may include early childhood educator, school-aged care educator, family day care educator, in-home educator, or nanny.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

#### WORK PLACEMENT

You will be required to organise work placements for the duration of the qualification, with a minimum of 160 hours to complete the vocational placement component of the course.

A Blue Card and COVID-19 vaccination is required for this course.





## EDUCATION SUPPORT

### CHC30221 - CERTIFICATE III IN SCHOOL BASED EDUCATION SUPPORT

This course will give you the operational knowledge required for a role as a teacher's assistant. You'll learn how to provide support to teachers and students as needed in various classroom settings.

#### CAREER OPPORTUNITIES

Opportunities may include roles as an education support worker, education assistant and more.

#### WORK PLACEMENT

You will be required to organise work placements for the duration of the qualification, with a minimum of 100 hours to complete the vocational placement component of the course.

A Blue Card and COVID-19 vaccination is required for this course.



# INFORMATION SYSTEMS AND TECHNOLOGY

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Information Technology</b>				
ICT30120 - Certificate III in Information Technology	Multiple	MKY, ROK	2 years	8

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## INFORMATION TECHNOLOGY

### ICT30120 - CERTIFICATE III IN INFORMATION TECHNOLOGY

This course will help to develop your skills and knowledge to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. This course will enable you to work at a level that will support information technology activities in the workplace across a wide range of areas, including technical support, network administration, web technologies, software applications and digital media technologies.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.



#### CAREER OPPORTUNITIES

Roles in information technology include help desk officer, help desk assistant, ICT operations support, ICT user support, PC support and technical support.



#### RESOURCE REQUIREMENTS

You must have access to a Windows based personal computer (PC) with a reliable internet connection. If purchasing a new PC it is preferable to have one with an Intel i5 or higher CPU. As a CQU student you will have access to free copies of the latest Microsoft Office suite.

# LAW, CRIMINOLOGY AND JUSTICE

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Criminology and Justice</b>				
10971NAT - Certificate IV in Justice Studies	Multiple	Online	1.5–2 years	8

Please visit [cq.edu.au/stn](http://cq.edu.au/stn) for the latest course information.

## CRIMINOLOGY AND JUSTICE

### 10971NAT - CERTIFICATE IV IN JUSTICE STUDIES

This course will provide you with a sound grounding in workplace skills, knowledge of organisations, management practice and legal knowledge to work effectively and research in the justice field. You will learn how to research, analyse and present information relevant to the criminal justice system and communicate with clients on justice issues.

### CAREER OPPORTUNITIES

Opportunities could include employment with Queensland Police, corrective services, parks and wildlife, transport, youth justice, legal centres, and government departments in compliance or workplace health and safety. Other opportunities include roles such as legal officer, private investigator, customs officer, or security officer.

### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.



### RESOURCE REQUIREMENTS

You must have access to a computer with internet access and will be provided with a CQUniversity student email address.

# NURSING, PARAMEDICINE AND HEALTH

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Fitness</b>				
SIS20115 - Certificate II in Sport and Recreation	Multiple	Mixed Mode	1–1.5 years	4
SIS30321 - Certificate III in Fitness	Multiple	MKY, Mixed Mode	1 year	8

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## FITNESS

### SIS20115 - CERTIFICATE II IN SPORT AND RECREATION

VETiS funded course

This qualification enables you to develop basic knowledge and skills to work in the sport or community recreation industry. A very practical course, the Certificate II in Sport and Recreation also includes a range of administrative skills.

#### CAREER OPPORTUNITIES

Roles in sport and community recreation include activity assistant, customer service assistant, leisure assistant, recreation assistant, retail assistant, grounds assistant, facility assistant and more.



#### RESOURCE REQUIREMENTS

A Blue Card is required for this course.

### SIS30321 - CERTIFICATE III IN FITNESS

This course will develop your skills and knowledge in a range of activities and functions requiring autonomous work within a defined range of exercise

instruction situations and activities.

This course is the entry qualification to work in the fitness industry.

Residential schools and/or workshops are held in Cairns, Mackay, Rockhampton and Bundaberg.

#### CAREER OPPORTUNITIES

Roles in fitness include a fitness instructor for a gym and/or group exercise and more.

#### FITNESS DUAL QUALIFICATION

The fitness dual qualification pathway is a combination of the Certificate II in Sport and Recreation (VETiS-funded course) and Certificate III in Fitness. The Certificate II in Sport and Recreation credits units across to the Certificate III in Fitness, reducing the cost of the certificate III. This dual qualification is available to school cohorts only (i.e. not individual students).

#### CAREER OPPORTUNITIES

Roles include activity assistant, customer service assistant, leisure assistant, recreation assistant, retail assistant, grounds assistant, facility assistant, fitness instructor for a gym and/or group exercise and more.

# PSYCHOLOGY, SOCIAL WORK AND COMMUNITY SERVICES

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Health Care</b>				
HLT23221 - Certificate II in Health Support Services	February	GLT, Mixed Mode	1 year	4
HLT33115 - Certificate III in Health Services Assistance	February	Mixed Mode	1 year	8

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## HEALTH CARE

### HLT23221 - CERTIFICATE II IN HEALTH SUPPORT SERVICES

VETiS funded course

This course equips you with the skills, knowledge and training to provide support for the effective functioning of health services and assisting staff with the care of clients. At this level you'll work on a range of routine and new tasks in collaboration with others in your team or with the support of a supervisor.

### CAREER OPPORTUNITIES

This qualification provides a pathway to work in a range of health care settings including general practice, hospital settings, health administration, health services organisations, and the public or private health sector.

### COMMENCEMENT

It is recommended that this course is started in Year 11 due to the duration of study.

### WORK INTEGRATED LEARNING (WIL)

You will be required to undertake three days of vocational placement as a component of this course.

### ON-CAMPUS LEARNING SESSIONS

Mixed mode students will be required to attend a compulsory two-day on-campus learning session prior to undertaking a work placement.



### COMPULSORY PRE-PLACEMENT CONDITIONS

You will be required to meet extensive Compulsory Pre-Placement Conditions prior to undertaking a work placement. Please note these requirements are subject to change. For further information visit the course page on [cqu.edu.au](http://cqu.edu.au).



### **HLT33115 - CERTIFICATE III IN HEALTH SERVICES ASSISTANCE**

This course involves direct client contact under supervision across a range of roles. You will develop factual, technical and procedural knowledge and skills to provide assistance to health professional staff for the care of clients.

#### **CAREER OPPORTUNITIES**

Careers in health services may include roles such as an assistant in nursing, nursing assistant, nursing support worker, patient service attendant, ward assistant, patient support assistant, or patient care assistant.

#### **COMMENCEMENT**

It is recommended that this course is started in Year 11 due to the duration of study.

#### **WORK INTEGRATED LEARNING (WIL)**

You will be required to undertake approximately 40 hours of work placement as a component of this course. This will be arranged by the University.

#### **COMPULSORY PRE-PLACEMENT CONDITIONS**

You will be required to meet extensive Compulsory Pre-Placement Conditions prior to undertaking a work placement. Please note these requirements are subject to change. For further information visit the course page on [cqu.edu.au](http://cqu.edu.au).

#### **ON-CAMPUS LEARNING SESSIONS**

You will be required to attend two compulsory two-day on-campus learning sessions prior to undertaking a work placement.

# SCIENCE, ENVIRONMENT AND AGRICULTURE

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Animal Care</b>				
ACM20121 - Certificate II in Animal Care	February, July	Online	1 year	4
<b>Horticulture</b>				
AHC20416 - Certificate II in Horticulture	February, July	GLT, ROK, Mixed Mode	1–1.5 years	4
<b>Laboratory Operations</b>				
MSL20122 - Certificate II in Sampling and Measuring	February, July	Mixed Mode	1 year	4

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## ANIMAL CARE

### ACM20121 - CERTIFICATE II IN ANIMAL CARE

VETiS funded course

This is an ideal entry point into the animal care and management industry and will help you gain experience in working with animals.

#### CAREER OPPORTUNITIES

Roles in the animal care and management industry include animal attendant in a kennel, cattery, animal shelter or pet shop.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

#### WORK PLACEMENT

Prior to application, you are required to engage with animal industry care providers in your local area to find suitable work placement, and commit to 120 hours (three weeks) of vocational placement over the duration of the course. Written confirmation of placement is required for admission.



#### RESOURCE REQUIREMENTS

You will be required to supply your own personal protection equipment including a long sleeved shirt, broad brimmed hat and sunscreen.



## HORTICULTURE

### AHC20416 - CERTIFICATE II IN HORTICULTURE

VETiS funded course

As a budding horticulturist you will learn to identify plant and soil types as well as develop your potting, pruning and communication skills.

#### CAREER OPPORTUNITIES

Roles in horticulture include horticulture worker, horticulture assistant and more.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

#### WORK PLACEMENT

It is highly recommended that you participate in work experience as part of a partnered schools agreement. No work placement is required if studying on campus.

## LABORATORY OPERATIONS

### MSL20122 - CERTIFICATE II IN SAMPLING AND MEASUREMENT

VETiS funded course

This qualification offers entry-level training for sampling and measurement skills applied across a range of industries. Upon completion of this course, you will have the skills and knowledge required to perform a range of sampling and measurements as part of laboratory, production or field operations in the construction, manufacturing, resources and environmental industry sectors.

#### CAREER OPPORTUNITIES

Roles in sampling and measurement include sampler and tester, plant operator, production operator, field assistant, production personnel and more.

#### ON-CAMPUS LEARNING SESSIONS

You will be required to attend two compulsory residential schools in Bundaberg, Rockhampton or Mackay.



# SERVICE INDUSTRIES

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Hairdressing</b>				
SHB20216 - Certificate II in Salon Assistant	Multiple	GLT, MKY, ROK	1 year	4
<b>Hospitality</b>				
SIT20421 - Certificate II in Cookery	Multiple	MKY, ROK	1 year	4
SIT20322 - Certificate II in Hospitality	Multiple	GLT, MKY, ROK	1 year	4
SIT30616 - Certificate III in Hospitality	Multiple	MKY, ROK, Online	1 year	8
<b>Tourism</b>				
SIT20116 - Certificate II in Tourism	Multiple	Online	1 year	4
SIT30116 - Certificate III in Tourism	Multiple	Online	1.5 years	8

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## HAIRDRESSING

### SHB20216 - CERTIFICATE II IN SALON ASSISTANT

VETiS funded course

This is a practical and hands-on qualification which provides you with a range of experiences and basic knowledge used in hairdressing salons. You will gain the skills to provide assistance with hairdressing services including basin treatments, colour application, hair drying as well as how to effectively communicate within a team.

### CAREER OPPORTUNITIES

This qualification gives you a sound platform to undertake further training in the hairdressing field. You will need to complete further qualifications as part of an apprenticeship to qualify as a hairdresser. Visit [cqu.edu.au/apprenticeships](http://cqu.edu.au/apprenticeships) for more information.

## HOSPITALITY

### SIT20421 - CERTIFICATE II IN COOKERY

VETiS funded course

This course provides you with the skills and knowledge to start your career in the hospitality industry. This hands-on course will cover essentials such as workplace health, safety and hygiene, food preparation, presentation, appetisers, stocks, sauces and storage principles.

### CAREER OPPORTUNITIES

Roles include breakfast cook, catering assistant, fast food cook, sandwich hand, take-away cook and more.



## SIT20322 - CERTIFICATE II IN HOSPITALITY

VETiS funded course

This course will develop your skills and knowledge in a range of activities and functions required in hospitality to a basic level. This qualification provides a pathway to work in various hospitality settings such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés and coffee shops.

### CAREER OPPORTUNITIES

Roles in hospitality include function attendant, front desk receptionist, food and beverage attendant, waiter and more.

## SIT30616 - CERTIFICATE III IN HOSPITALITY

This course will provide you with sound knowledge of hospitality industry operations and can lead to roles in hospitality where you will work with some independence and under limited supervision and may provide operational advice and support to team members. Upon successful completion of this course you may be interested in the Diploma of Hospitality Management (SIT50416). There is a clear and direct study pathway from this course into the diploma, which will enhance your skills and knowledge in all facets of hospitality.

### CAREER OPPORTUNITIES

Roles in hospitality include espresso coffee machine operator, function attendant, front desk receptionist, food and beverage attendant, restaurant host, senior bar attendant, function host, gaming attendant, waiter and more.



### RESOURCE REQUIREMENTS

For the Certificate II and III in Hospitality you will be required to wear a polo shirt and enclosed footwear (black school shoes are suitable). You will require access to a computer with internet access and will be provided with a CQU student email address. For the Certificate II in Kitchen Operations it is recommended that you have a full chef's uniform (white jacket) and enclosed footwear (black school shoes are suitable).

## TOURISM

### SIT20116 - CERTIFICATE II IN TOURISM

VETiS funded course

The Certificate II in Tourism provides you with the tools and knowledge to begin your career in the tourism and travel industry. Employment opportunities may exist in multiple tourism industry facilities, travel agencies, hotels, restaurants, theme parks, transportation and many other exciting areas. Upon successful completion of this course you may be interested in CQUniversity's Certificate III in Tourism (SIT30116).

#### CAREER OPPORTUNITIES

Roles in tourism include office assistant, conference organiser, small tour operator, sales assistant, ride attendant, receptionist and more.

#### PRACTICAL REQUIREMENTS

Practical skills will need to be demonstrated in an industry or simulated environment. Students not currently working in the industry or who don't have access to workplace simulated environments will need to organise this in consultation with teaching staff.

### SIT30116 - CERTIFICATE III IN TOURISM

If you are seeking a career where you can combine work with your passion for travel then the Certificate III in Tourism may be for you. Your studies will focus on developing a range of tourism sales, operational and tour delivery skills. This course has a practical focus, ensuring you graduate work ready and are equipped with the skills needed to enter the diverse and dynamic tourism industry. There is a clear and direct study pathway from this course into the Diploma of Travel and Tourism Management (SIT50116). While completing the diploma you will enhance your skills and knowledge to become a supervisor or manager within the travel and tourism industry.

#### CAREER OPPORTUNITIES

Some possible job titles include: adventure tourism guide, attendant or senior ride operator in an attraction or theme park, museum attendant, reservation sales agent, or visitors information officer.



#### RESOURCE REQUIREMENTS

You will require access to a computer with internet access. A CQUniversity student email address will be provided to you.

# TRADES

COURSE	INTAKE	AVAILABILITY	DURATION	QCE CREDITS
<b>Automotive</b>				
AUR20720 - Certificate II in Automotive Vocational Preparation	February	EMD, GLT, ROK, Mixed Mode	1 year	4
<b>Construction</b>				
CPC10120 - Certificate I in Construction	February	ROK	1 year	3
<b>Electrotechnology</b>				
UEE22020 - Certificate II in Electrotechnology (Career Start)	February	GLT, ROK	1.5 years	4
<b>Engineering</b>				
10935NAT - Certificate II in Autonomous Technologies	Multiple	Mixed Mode	1.5 years	4
MEM20422 - Certificate II in Engineering Pathways	February	EMD, GLT, MKY, ROK	1 year	4
PMA20116 - Certificate II in Process Plant Operations	February	GLT	1 year	4
RIL20120 - Certificate II in Resources and Infrastructure Work Preparation	February	Mixed Mode	1 year	4

Please visit [cqu.edu.au/stn](http://cqu.edu.au/stn) for the latest course information.

## AUTOMOTIVE

### AUR20720 - CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

VETiS funded course

This course covers the skills and knowledge required to perform a range of servicing operations on light and heavy vehicles within an automotive service or repair business. Successful completion of this course enhances your employment opportunities if you are seeking an apprenticeship in the automotive trades.

#### CAREER OPPORTUNITIES

Career opportunities include trades assistant, vehicle service assistant, automotive service assistant, automotive trainee and a gateway to an apprenticeship in light, heavy or auto electrical.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

## CONSTRUCTION

### CPC10120 - CERTIFICATE I IN CONSTRUCTION

VETiS funded course

This course will provide you with an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. This course delivers you skills suited for entry into a range of construction occupations, such as joinery and shop fitting as well as carpentry, bricklaying and other occupations in general construction.

#### CAREER OPPORTUNITIES

Successful completion of this course will enhance employment opportunities if you are seeking an apprenticeship in the construction trades.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.



## ELECTROTECHNOLOGY

### UEE22020 - CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

VETiS funded course

This course is designed for those seeking an apprenticeship in the electrical industry and covers safety and basic skills and knowledge for work in an electrotechnology discipline. Some units attained in this qualification give credit towards the listed apprenticeship training plan. This course is only available for entry if you are in Year 11.

### CAREER OPPORTUNITIES

Successful completion of this course enhances your employment opportunities if you are seeking an apprenticeship in the electrical trades.

### COMMENCEMENT

It is recommended that this course is started in Year 11 due to the duration of study.

### RECOMMENDED STUDY

It is not a requirement for students to complete general mathematics however there is a significant number of calculations involving algebra, trigonometry and mathematical conversion in this course. Similarly, physics is recommended for foundation knowledge of circuit concepts and electromagnetism.

## ENGINEERING

### 10935NAT - CERTIFICATE II IN AUTONOMOUS TECHNOLOGIES

VETiS funded course

This course is a unique entry-level qualification that introduces you to a variety of skills that can be utilised in different career opportunities in the emerging and expanding area of autonomous technologies. The course has been specifically designed to provide an entry-level pathway program for school-based students. It is recommended that students are undertaking general mathematics and/or science/technology subjects at school or have keen interest in coding and robotics.

#### CAREER OPPORTUNITIES

Career opportunities exist in a range of technical, engineering, trade and information communication technology, innovative thinking, networking and programming fields. You'll learn to understand the programming language Python and use some of the coding, programming and simulator technologies.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

Note: This course is run as part of the Queensland Future Skills (QFS) Partnership and in conjunction with schools as part of the Queensland Minerals Energy Academy (QMEA). Delivery differs depending on location and may involve workshops to attend at your local campus, school or other designated site.

### MEM20422 - CERTIFICATE II IN ENGINEERING PATHWAYS

VETiS funded course

This course will equip you with the knowledge and skills to enhance your prospects of employment in an engineering or related working environment. You will develop skills in communication, teamwork, problem solving, initiative and enterprise, planning and organising, self management and skills relevant to the industry.

#### CAREER OPPORTUNITIES

Successful completion of this course enhances your employment opportunities in engineering trades including metal fabrication, fitting and machining, and diesel fitting.

#### COMMENCEMENT

It is recommended that this course is started in Year 10 or 11 due to the duration of study.



You will be required to supply your own Personal Protection Equipment (PPE) for all trades.

- » For engineering workshop activities such as welding you will require steel-capped boots, jeans, long-sleeved cotton shirt, safety glasses, face shield and welding gloves.
- » For general workshop activities such as automotive, electrical and construction you will require steel-capped boots, jeans and a long-sleeved cotton shirt.

If you have any questions in relation to PPE please email [stn@cqu.edu.au](mailto:stn@cqu.edu.au).

## **PMA20116 - CERTIFICATE II IN PROCESS PLANT OPERATIONS**

VETiS funded course

This course has been developed as a technical qualification for use in the PMA16 Chemical, Hydrocarbons and Refining Training Package. This course is intended to prepare you to perform operational roles in the chemical, hydrocarbons or refined sectors.

### **CAREER OPPORTUNITIES**

Opportunities exist in operational roles in chemical, hydrocarbons or refining sectors.

### **COMMENCEMENT**

It is recommended that this course is started in Year 10 or 11 due to the duration of study.

## **RII20120 - CERTIFICATE II IN RESOURCES AND INFRASTRUCTURE WORK PREPARATION**

VETiS funded course

In this course you will learn the basics of health and safety, risk management, communication, planning and preparing to undertake a task, hand and power tool operation, measurements and calculations.

### **CAREER OPPORTUNITIES**

This course is a pathway qualification and will prepare you to undertake a certificate III from the resources and infrastructure industry.

### **WORK PLACEMENT**

It is highly recommended that you participate in work experience in conjunction with your school arrangements.

### **ONLINE STUDY REQUIREMENTS**

- » Access online learning material via an internet connection at your school.
- » Maintain email contact with your trainer.
- » Participate in practical workshops as negotiated with schools. Locations for these workshops will be advised upon enrolment.
- » Maintain academic progression and be self-motivated to complete units.

**Notes:** CQUUniversity will consider additional location requests for this course. If you are a school representative and have students interested in studying this course please contact [stn@cqu.edu.au](mailto:stn@cqu.edu.au). To offer mixed-mode delivery this course requires a minimum of 12 students at the nominated location.

This course is run in conjunction with the Queensland Minerals Energy Academy (QMEA).

Delivery differs depending on location, so as a mixed-mode student you may have workshops to attend at your local campus, school or a designated site. These workshops are typically one week in duration and you will receive more information following enrolment.



# STUDY PATHWAYS

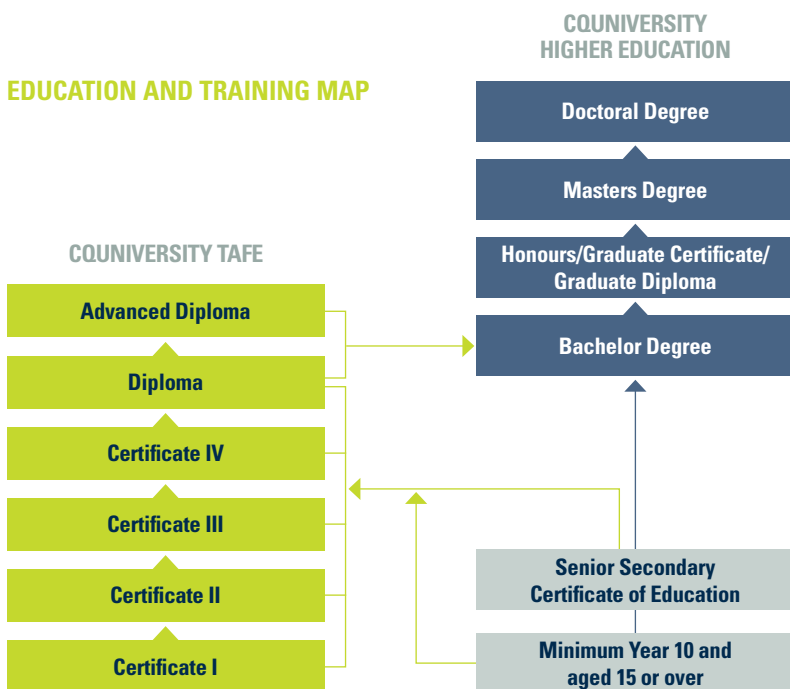
Whether you're interested in getting a job, undertaking a traineeship or apprenticeship, or applying for further study you'll find our TAFE courses provide you with the skills needed to prepare you for your next step.

CQUniversity delivers a wide range of education and training courses, from micro-credentials, short courses, TAFE certificates and diplomas, through to

associate, bachelor, postgraduate and research higher degrees. Our courses are designed to provide you with seamless study pathways between vocational and higher study. You may also find that some units within the TAFE qualification you study with us will provide credit towards further courses as you progress along your study pathway.

Talk to us today about the pathway options available to you.

## EDUCATION AND TRAINING MAP



This diagram is for indicative purposes only and does not take into account your personal circumstances or individual course requirements. Please contact us or visit our website for more information.

# WE SEE YOU GETTING AHEAD

## WITH START UNI NOW

Similar to the StartTAFE Now program, CQUniversity's Start Uni Now (SUN) initiative allows you to study university-level units while in Years 10\*, 11 and 12.

You'll get an insight into the expectations of university study, and successful completion of SUN study may make you eligible for direct entry^ into your chosen course and credit towards your degree.

Find out more  
[cqu.edu.au/sun](https://cqu.edu.au/sun)

'When I graduate from high school I'm not facing the big change into university. I'm also spending less time completing my degree.'

**Lily Moss**  
SUN STUDENT

\*Year 10 students are eligible for Term 3 enrolment only.

^Conditions apply. Some courses are not eligible for direct entry.

Visit [cqu.edu.au/sun](https://cqu.edu.au/sun) for full details.

# APPRENTICESHIPS AND TRAINEESHIPS

CQUniversity has a range of apprenticeship and traineeship courses available. Apprenticeships and traineeships combine the benefits of structured training and paid employment. Undertaken on a full-time, part-time or school-based structure, apprenticeships and traineeships enable you to learn a trade or skill and receive a nationally-accredited qualification.

Traineeships can be one to two years in a range of vocational areas, while apprenticeships usually last three to four years to become a qualified tradesperson.

## SECURING AN APPRENTICESHIP OR TRAINEESHIP

Traineeships and apprenticeships need to be secured with an employer before you can start your study. Your employer will then work with CQUniversity to create a training program that is right for you.

To apply for an apprenticeship or traineeship, visit the Australian Government Australian Apprenticeships website at **[australianapprenticeships.gov.au](http://australianapprenticeships.gov.au)** and follow the steps to become an apprentice.

## SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP

A school-based apprenticeship or traineeship is a great way to kickstart your career before you leave school. As a high school student in Year 10, 11 or 12, you can combine work, study and training to get a head start on your chosen career path. You'll get ahead on your studies, gain valuable experience in a real workplace and get paid while you do it. To get a school-based apprenticeship or traineeship started you should talk to your school's VET Coordinator to discuss how this would affect your school timetable and ATAR score.

Our apprenticeship and traineeship courses cover a huge array of industry areas including:

- » animal care
- » automotive engineering and technology
- » beauty
- » business
- » childcare
- » construction
- » electrical and electronic engineering and technology
- » manufacturing engineering and technology
- » mechanical and industrial engineering and technology
- » fitness
- » hairdressing
- » healthcare
- » horticulture
- » hospitality
- » laboratory
- » oral health
- » tourism.

For more information visit **[cqu.edu.au/apprenticeships](http://cqu.edu.au/apprenticeships)**.

## SHORT COURSES

CQUniversity offers short courses and skill sets to high school students, enabling you to gain valuable skills for current and future work.

Courses include:

- » CPCWHS1001 - Prepare to work safely in the construction industry
- » ACC00004 Responsible Gambling Services  
(SITHGAM001 - Provide Responsible Gambling Services)
- » SITSS00055 - Responsible Service of Alcohol Skill Set
- » NACC00008 - Basic Barista (non-accredited)
- » SITSS00069 - Food Safety Supervision Skill Set

For more information please email [stn@cqu.edu.au](mailto:stn@cqu.edu.au).



# IMPORTANT NOTES

## AVAILABILITY DEFINITIONS

**On-Campus:** Students attend study at the campus denoted.

**Online:** Students studying in online mode are not required to physically attend on-campus teaching or learning activities. The course is predominantly delivered online or through other distance education activities, assisted by email and computer-based education technology. Residential schools and off-campus work-integrated learning, including work placements, may be included in some courses studied through online mode.

**Mixed Mode:** Students studying mixed mode learn via a combination of online learning activities in addition to site-specific learning. This may include residential schools, co-op placements and/or work-integrated learning as a compulsory requirement of a unit.

For more information please contact us or visit [cqu.edu.au](http://cqu.edu.au).

## THIRD PARTY ARRANGEMENT

In some circumstances qualifications listed in this guide may be delivered by schools as third parties. A third party arrangement is when another organisation, such as a school, participates in delivery of some or all of a course and/or recruitment on behalf of CQUniversity Australia. CQUniversity remains responsible for the course and issuance of qualifications.

Please visit [cqu.edu.au/tafe](http://cqu.edu.au/tafe) for more information.

The information contained within this guide is for domestic students who are either an Australian citizen, an Australian permanent resident or a New Zealand citizen.

Published by CQUniversity Australia (May 2023).

The information in this publication was correct at time of printing however is subject to change. Check the CQUniversity website for the latest information. Course commencement is dependent on sufficient enrolments.

# TAFE POWERED BY UNI

## CQU TAFE CAREERS EXPO

**GLADSTONE | MACKAY CITY | ROCKHAMPTON CITY**  
**WEDNESDAY, 17 JANUARY 2024 | 2 – 5.30 PM**

- » Talk to staff about the TAFE course that is right for you
- » Get your questions answered about start dates, how to apply and more
- » Find out about government subsidies that may reduce the cost of your course
- » Learn about apprenticeships and traineeships
- » Join a campus tour



Scan the QR  
Code and register  
for your chance  
to WIN a pair of  
Apple AirPods Pro.\*



**REGISTER NOW**  
**[cqu.edu.au/expo](https://cqu.edu.au/expo)**

\*Terms and conditions apply, see at [cqu.edu.au/competitions](https://cqu.edu.au/competitions). Apple are not a participant or sponsors of this promotion. Prize maybe substituted for a similar item at the discretion of CQUniversity Australia. Content is accurate at the time of printing. Please refer to [cqu.edu.au/tafe](https://cqu.edu.au/tafe) for up-to-date information.



## CONTACT US

### Domestic Students

13 27 86 (within Australia)

+61 7 4930 9000 (outside Australia)

### International Students

+61 3 9616 0606

[cqu.edu.au/stn](http://cqu.edu.au/stn)

or scan this QR code



# 2024 START TAFE NOW



**CQUniversity Australia is committed to operating sustainably to reduce our adverse impact on the environment.**

All CQUniversity course guides and brochures can be found on our website at [cqu.edu.au/brochures](http://cqu.edu.au/brochures).

We printed this brochure on paper that is fully recyclable and made of a blend with 30% recycled content, and the remaining pulp coming from PEFC™ certified sustainably managed sources. The pulp is elemental chlorine free and the paper is manufactured by an ISO 14001 certified mill.

**TAFE AND  
UNIVERSITY  
QUALIFICATIONS**



CHLORINE FREE MANAGEMENT SYSTEMS FOREST MANAGEMENT CERTIFICATION RECYCLED CONTENT

CRICOS: 00219C | TEQSA: PRV12073 | RTO: 40939  
PUB\_BK\_2405\_STN