



Charters Towers

**DALRYMPLE TRADE
TRAINING CENTRE**

**VET Courses
2019**

The Dalrymple Trade Training Centre has the following training pathways to achieve nationally recognised qualifications available for the 2019 school year. The courses outlined in this brochure are for school based students only.

The Centre provides a range of pathways using both traditional class/workshop approaches and more flexible e-learning supported by block industry training. These pathways are in place to ensure the greatest number of students may take advantage of these opportunities to prepare themselves for work and productive employment.

Learning work skills and preparing for future work is a three way partnership – it involves the student focusing on and engaged in the learning; it requires diligence, advocacy and organisation by the school, and the teachers and trainers involved in the program; and, it also requires an active interest by parents or other adults who have important roles in the young person's life.

The focus of these vocational programs is on skills development and attitudes that see our young people valued by our employers. The successful achievement of one of the national qualifications will equip students for their future employment opportunities.

Your school is the first point of contact for explanations of the courses, enrolment processes and any other information about these programs.

Vocational Education and Training

This section details the Vocational Education and Training (VET) courses available in the Senior School. Students may select one or more of the VET courses. Note that VET courses lead to a nationally recognised qualification (at Certificate I, Certificate II or Certificate III level) but do not count directly toward university entry (in most cases) or toward an OP score. If you are interested in working or studying further in any of the industries or vocations covered in our VET offerings, these courses can be valuable.

The courses outlined below are available through this school. While some of the courses may be delivered by an institution, the enrolment process and ongoing support for you as a student will be through this school.

The VET courses are based on specific units of competency, with the successful completion of a number of units of competency leading to qualification. Results for units of competence are 'Competent' and "Not Yet Competent". Where students have been deemed "Not Yet Competent" on an assessment item, that item (or an alternative) will need to be attempted and submitted again, until the student has gained competence in the particular skill or knowledge being assessed.

Many VET courses also include compulsory work placement or work experience, and involve compulsory attendance at a practicum, where skills and knowledge can be evaluated in a face to face environment.

Assessment instruments in these courses will always be focused on 'real world' situations, and will reflect current work practices in a range of industries.

A PC type laptop or desktop computer is recommended.

Note: When enrolling in a VET Certificate, you must have a Unique Student Identifier (USI) number.

Business

Certificate III in Business BSB30115

This course provides students with opportunities for the development of advanced office administration skills. This course is delivered in a blended approach using e-learning techniques in a virtual office environment. This scenario-based approach covers the set of units of competency as listed. To complete the course, one core and 11 electives are required. Students will gain eight credit points towards their Queensland Certificate of Education.

An RPL process is available for this course.

Core Units

BSBWHS301 Apply knowledge of WHS legislation in the Workplace

Electives

BSBITU302 Create Electronic Presentations
BSBITU303 Design and Produce Text Documents
BSBITU304 Produce Spreadsheets
BSBITU306 Design and Produce Business Documents
BSBITU309 Produce Desktop Published Documents
BSBWOR301 Organise Personal Work Priorities and Development
BSBWRT301 Write Simple Documents
BSBPUR301 Purchase Goods and Services
BSBPR0301 Recommend Products and Services
BSBFLM312 Contribute to Team Effectiveness
BSBCMM301 Process Customer Complaints
BSBSUS301 Implement and Monitor Environmentally Sustainable Work Practices

Assessment

- Simulated office practical applications, activities and projects
- Competency-based assessment applies

Time Commitment

A minimum of three hours each week is required. Students must undertake 40 hours of monitored work placement/work experience during this course in an office setting

Requirements

- Access to personal computer and printer
- Microsoft Office software
- Access to the Internet

Lessons

E-learning program for independent, flexible learning

On-line lessons/tutorials are offered once weekly; lessons recorded for later viewing

Provider

TAFE NQ – Provider Number 0542

Delivering body

Dalrymple Trade Training Centre

Cost

\$320 per year or \$160 per year over 2 years

Placement

3 day block training – Term 3 Week 4
40 hours work placement over course

Information Technology

Certificate II in Information, Digital Media and Technology ICT20115

This qualification provides core computer literacy skills and provides the foundation skills for using a computer in any vocation or position. Students will gain 4 credit points towards their Queensland Certificate of Education.

Core Units

BSBWHS201	Contribute to the Health and Safety of Self and Others
BSBSUS201	Participate in Environmentally Sustainable Work Practices
ICTICT201	Use Computer Operating Systems and Hardware
ICTICT202	Work and Communicate Effectively in an ICT Environment
ICTICT203	Operate Application Software Packages
ICTICT204	Operate a Digital Media Technology Package
ICTWEB201	Use Social Media Tools for Collaboration and Engagement

Electives

ICPDMT321	Capture a Digital Image
ICTICT205	Design Basic Organisational Documents Using Computing Packages
ICTICT206	Install Software Applications
ICTICT209	Interact with ICT Clients
ICTSAS203	Connect Hardware Peripherals
ICTICT303	Connect Internal Hardware Components
ICTICT301	Create User Documentation

Assessment

- Projects and activities to be returned to the teacher
- Competency based assessment

Time Commitment

A minimum of 4 – 5 hours per week, over a two year course. Students are recommended to undertake 40 hours of work placement during this course in an IT environment

Requirements

- Access to personal computer and printer
- Microsoft Office software
- Access to the Internet

Lessons

Lessons/tutorials are offered twice weekly

Provider

TAFE NQ – Provider Number 0542

Delivering Body

Charters Towers School of Distance Education

Cost

\$340 for course or \$175 per year over 2 years

Placement

40 hours work placement over course

Agriculture

Certificate III in Agriculture AHC30116

This course is for students interested in the basic factual, technical and procedural knowledge to successfully enter industries such as beef cattle production.

The course is delivered over 2 years and is worth 8 credit points.

To complete, the course requires the completion of 18 units of competency made up of 2 core units and 16 elective units. The practical element of the course will be assessed through work placement and workplace assessment.

Core Units

AHCWHS301	Contribute to work health and safety processes
AHCWRK309	Apply environmentally sustainable work

Electives

AHCLSK301	Administer medication to livestock	
AHCLSK305	Maintain livestock water supplies	
AHCLSK308	Identify and draft livestock	
AHCLSK309	Implement animal health control programs	
AHCLSK311	Implement feeding plans for livestock	
AHCLSK331	Comply with industry animal welfare requirements	
AHCCHM303	Prepare and apply chemicals	
AHCCHM304	Transport and store chemicals	
AHCINF303	Plan and construct conventional fencing	
AHCPMG301	Control weeds	
AHCBIO201	Inspect and clean machinery for plant, animal and soil material	
AHCLSK205	Handle livestock using basic techniques	
AHCLSK207	Load and unload livestock AHCLSK210	Muster and move livestock

Assessment

- Skills to access, record and act on a range of information
- Skills to apply and communicate solutions to a range of predictable problems
- Technical skills to use a range of equipment
- Completion of routine tasks in known and stable contexts
- Complete routine but variable tasks in collaboration with others in a team environment.

Time Commitment

A minimum of 4-5 hours per week, over a two year course. Students required to undertake 80 hours of work placement during the course in an agricultural environment. Attendance at a 5 day practical training and assessment activity, 'live in' arrangement.

Requirements

- Access to personal computer and printer
- MS Office software
- Access to the Internet

Provider

TAFE NQ – Provider Number 0542

Delivering body

Charters Towers School of Distance Education

Cost

\$640 for course or \$320 per year over 2 years

Placement

5 day block training – Term 2 Week 2
80 hours work placement over course

Arts

Certificate II in Visual Arts CUA20715

This course provides basic drawing, printmaking, painting, sculptural and digital skills related to creating own art work. Students will gain 4 credit points towards their Queensland Certificate of Education.

Core Units

BSBWHS201	Contribute to health and safety of self and others
CUAACD101	Use basic drawing techniques
CUAPPR201	Make simple creative work
CUARES202	Source and use information relevant to own arts practice

Electives

CUADIG202	Develop digital imaging skills
CUADRA201	Develop drawing skills
CUAPAI201	Develop painting skills
CUAPRI201	Develop printmaking skills
CUASCU201	Develop sculptural skills

Assessment

- Visual Diary
- Portfolios of practical work
- Resolved art pieces
- Artist statements

Requirements

- Access to personal computer and printer
- Microsoft Office software
- Access to the Internet
- List of resources

Lessons

Lessons/tutorials are offered twice weekly

Provider

TAFE NQ – Provider Number 0542

Delivering body

Charters Towers School of Distance Education

Cost

\$340 for course or \$170 per year over 2 years
\$110 per annum course kit

Placement

3 day block training – Term 3 Week 4
No work placement required

Engineering

Certificate II in Engineering Pathways MEM20413

This qualification covers the skills and knowledge required of workers entering employment in engineering/manufacturing sites. Students will gain 4 credit points towards their Queensland Certificate of Education.

The minimum requirements for achievement of the Certificate II in Engineering Pathways are completion of a minimum of twelve (12) units of competency as described below:

- all of the core units of competency listed below
- a minimum of seven (7) Group A electives
- a maximum of one (1) Group B elective.

Core Units

MEM13014A	Apply principles of occupational health and safety in the work environment
MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MEMPE006A	Undertake a basic engineering project
MSAENV272B	Participate in environmentally sustainable work practices

Electives

Group A

MEM16006A	Organise and communicate information
MEM16008A	Interact with computing technology
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MEMPE001A	Use engineering workshop machines
MEMPE002A	Use electric welding machines
MEMPE003A	Use oxy-acetylene and soldering equipment
MEMPE004A	Use fabrication equipment
MEMPE007A	Pull apart and re-assemble engineering mechanisms

Group B

MSAPCI101A	Adapt to work in industry
MSAPMSUP106A	Work in a team

Assessment

- Practical projects and tests; reports and set tasks

Requirements

- Literacy and numeracy – ACS Level III

Lessons

Block training one day each school week
Delivered over 4 terms

Provider

TAFE NQ – Provider Number 0542

Delivering body

TAFE NQ

Cost

No cost to students for first VET qualification

Placement

Health

Certificate II in Health Support Services HLT23215

This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment. Students will gain 4 credit points towards their Queensland Certificate of Education.

Core Units

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety

Electives

CHCCOM005	Communicate and work in Health or Community Services
CHCCCS010	Maintain a high standard of service
BSBWOR203	Work effectively with others
CHCCCS020	Respond effectively to behaviours of concern
HLTHSS004	Handle and move equipment, goods and mail
CHCCCS026	Transport individuals
CHCCCS012	Prepare and maintain beds
HLTAID003	Provide First Aid

*HLT23215 Electives are currently being reviewed and revised through the TAFE Queensland educator Professional Learning Community (PLC) and are subject to change for 2019 delivery programs.

Assessment

- TBA

Requirements

- Literacy and numeracy – ACS Level III

Lessons

Block training one day each school week
Delivered over 4 terms

Provider

TAFE NQ – Provider Number 0542

Delivering body

TAFE NQ

Cost

No cost to students for first VET qualification

Placement

Resources and Infrastructure Industry

Certificate II in Resources and Infrastructure Work Preparation RII20113

This qualification reflects the roles of individuals who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge, and taking some responsibility for the quality of the work outcomes. Students will gain 4 credit points towards their Queensland Certificate of Education.

Core Units

RIIWHS201D	Work safely and follow WHS policies and procedures
RIIRIS201D	Conduct local risk control
RIIENV201D	Identify and assess environmental and heritage concerns

Electives

RIICCM201D	Carry out measurements and calculations
RIISAM201D	Handle resources and infrastructure materials and safely dispose of nontoxic materials
RIISAM203D	Use hand and power tools
RIISAM205D	Cut, weld and bend materials
BSBITU101A	Operate a personal computer
HLTAID003	Provide first aid
RIIBEF201D	Plan and organise work
RIICOM201D	Communicate in the workplace

Assessment

- Practical tasks
- Simulated practical activities and work tasks
- Competency based assessment applies

Requirements

Delivery of theoretical components is through e-learning

- Access to personal computer and printer
- Microsoft Office software
- Access to the Internet

Lessons

Lessons/tutorials are offered twice weekly

E-learning program for independent, flexible learning

On-line lessons/tutorials are offered once weekly; lessons recorded for later viewing

Provider

TAFE NQ – Provider Number 0542

Delivering body

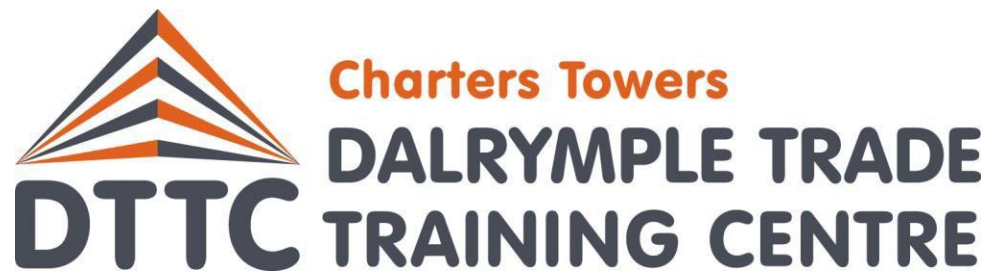
Dalrymple Trade Training Centre

Cost

\$110 per annum course kit

Placement

5 day block training – Term 3 Week 4



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