



Career Preparation

TAFE NSW has a range of courses to help you improve your personal and work-related skills. This can include improving your reading, writing, maths, and digital technology skills. These courses will allow you to develop the skills to help you become job ready, or continue into a vocational course such as childcare, hospitality, or a trade such as plumbing.



Future opportunities

These courses will allow you to develop your reading and writing skills, build self-confidence and develop a range of skills for work. You will then be able to enrol in further study or vocational courses.



Improve your skills

Improve your skills and gain confidence in your reading, writing and maths skills through learning that is tailored to your needs, so you're better prepared for further study or employment.

Qualifications you can earn at TAFE NSW

If you're looking to begin a career, then you'll need the professional skills and knowledge that employers are looking for. A TAFE NSW Career Preparation course will help you develop skills and understand work requirements so you can achieve your career goals.

| Course | Code | Duration |
|--|------------|---|
| TAFE Statement in Individual Study Pathways | 801-000001 | 18 weeks PT |
| Certificate I in Preparation for Work and Training | 11005NAT | 18-32 weeks PT 16-18 weeks FT |
| Certificate I in Access to Work and Training | 11009NAT | 1 year online 13-20 weeks PT 14-20 weeks FT |
| Certificate I in Access to Vocational Pathways | FSK10119 | 1 year online 18 weeks PT |

PT = part time
FT = full time

| Course | Code | Duration |
|---|----------|---|
| Certificate I in Skills for Vocational Pathways | FSK10219 | 1 year online 16-36 weeks PT |
| Certificate II in Skills for Work and Vocational Pathways | FSK20119 | 1 year online 18-36 weeks PT 14-36 weeks FT |
| Certificate II in Career Preparation | 11039NAT | 14-18 weeks PT 12-18 weeks FT |
| Certificate III in Career Advancement | 11040NAT | 18 weeks PT 15-21 weeks FT |

Fees for your course

A range of criteria apply for course fees, access to government subsidised training, student loans, payment by instalment, fee concessions and fee exemptions that are available to eligible students. The training for all or some of the courses listed is subsidised by the NSW Government under Smart and Skilled funding. Visit: tafensw.edu.au/enrol/fees.

Career Preparation

Short courses you can study at TAFE NSW

TAFE NSW has a selection of short courses available to study, that can help you build the essential skills needed to kickstart and grow your career, or to help you round out your résumé. All our courses are taught by experts with current industry knowledge, ensuring you'll be taught only the very latest skills.

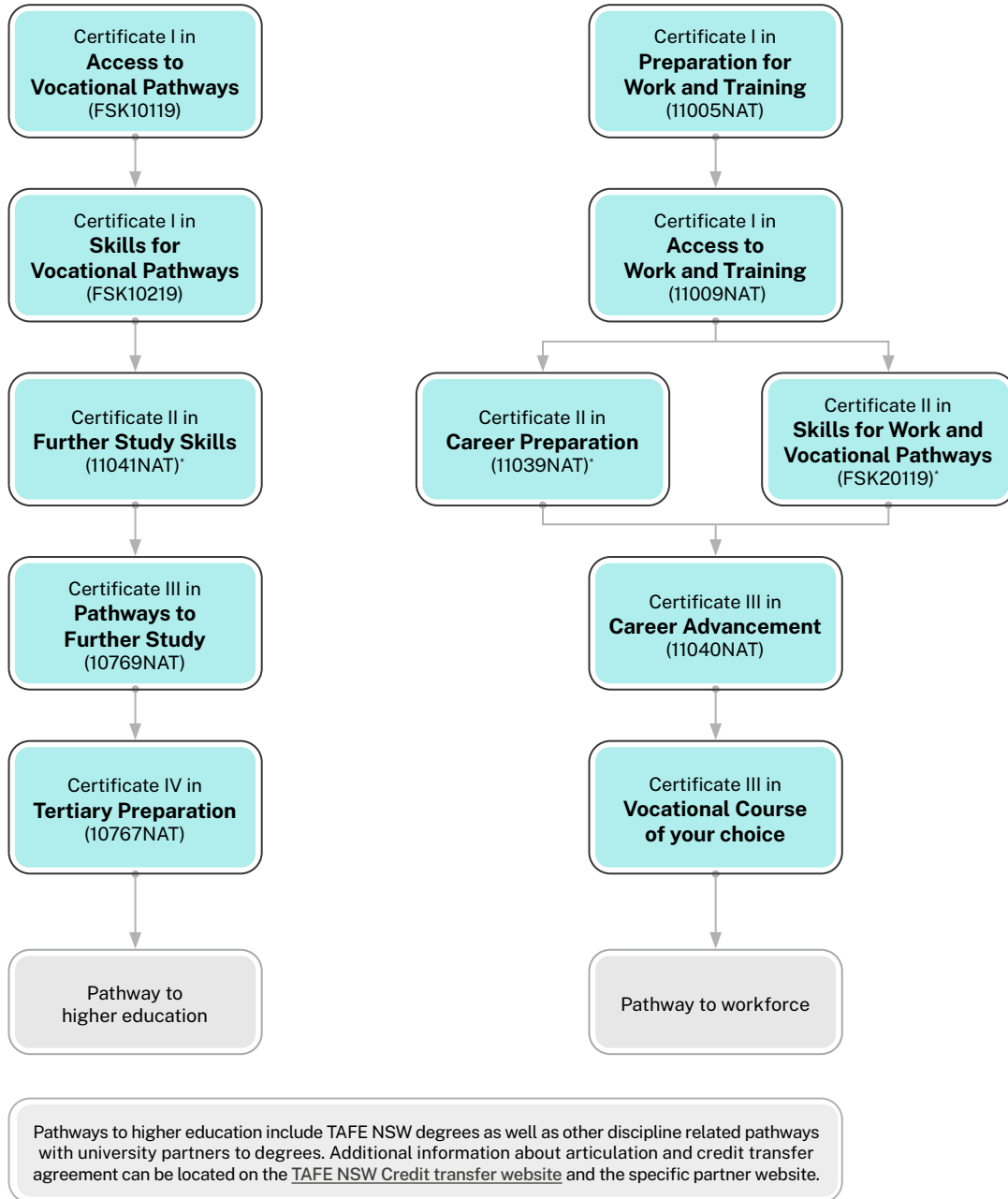
| Short Course | Code | Duration | Included Units of Study |
|---|------------|---|--|
| Skills for Further Learning and Engagement | 10973NAT | 8 weeks online 8-18 weeks PT 3 weeks FT | Check with your local campus which units are included in this course. |
| Statement of Attainment in Foundation Skills Support | 901-00030 | 7-16 weeks PT | Check with your local campus which units are included in this course. |
| Statement of Attainment in Defence Preparation Maths | 900-11041M | 26 weeks online 2-18 weeks PT 1-18 weeks FT | NAT11041009 Apply mathematical calculations in personal, educational or vocational contexts. NAT11041010 Use and apply ratios, rates and proportions in personal, educational or vocational contexts. NAT11041011 Estimate, measure and calculate measurements in personal, educational or vocational contexts. NAT11041012 Use geometry to draw 2D shapes and construct 3D shapes in personal, educational or vocational contexts. NAT11041013 Collect, organise and interpret statistical data in personal, educational or vocational contexts. NAT11041014 Use routine formulas and algebraic expressions in personal, educational or vocational contexts. |
| Statement of Attainment in Defence Preparation Science | 900-11041S | 26 weeks online 14-18 weeks PT | NAT11041005 Work safely in a science learning environment. NAT11041006 Conduct basic experiments into matter and electricity. NAT11041007 Conduct basic experiments into aspects of introductory chemistry. NAT11041008 Conduct basic experiments into scientific aspects of workplace health. |
| Statement of Attainment in Defence Preparation English | 900-11041E | 26 weeks online 14-18 weeks PT 18 weeks FT | NAT11041001 Examine routine English texts. NAT11041002 Write routine English texts. FSKRDG010 Read and respond to routine workplace information. FSKWTG009 Write routine workplace texts. |
| Statement of Attainment in Writing and Computing for Work | 900-80474 | 8-10 weeks PT | FSKDIG001 Use digital technology for short and basic workplace tasks. FSKWTG005 Write simple workplace formatted texts. |
| Statement of Attainment in Reading and Writing for Adults | 900-82376 | 8-10 weeks PT | NAT11005008 Plan to set up a personal area for study. FSKRDG006 Read and respond to simple informal workplace texts. |
| Statement of Attainment in Everyday Literacy | 900-82323 | 8-18 weeks PT | VU22363 Engage with simple texts to participate in the community. VU22364 Participate in simple spoken interactions. VU22368 Create simple texts to participate in the community. |
| Statement of Attainment in Spelling and Grammar | 900-82290 | 8-10 weeks PT | NAT11005008 Plan to set up a personal area for study. VU22389 Engage with texts of limited complexity to participate in the community. VU22394 Create texts of limited complexity to participate in the community. |

PT = part time
 FT = full time

[Visit our website for more short courses.](#)

How you can grow your career

When you study with TAFE NSW, there are many courses that can lead to career opportunities. However, before you can earn certain qualifications, you may have to complete some preparation courses. Below are some examples of career progression pathways you could follow.



TAFE Statement in Individual Study Pathways (801-000001)

Course in Skills for Further Learning and Engagement (10973NAT)

Enter directly at any point
Conditional entry
Associated courses

For more information contact 131 601

* Suitable for early school leavers

Disclaimer: Please check to ensure that courses are currently being offered at your preferred TAFE NSW location. Course delivery and duration may also vary between TAFE NSW locations, so please confirm before enrolling. Fee free eligibility may apply.

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