



## 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 foundation skills, build self-confidence and a range of other core skills for work. You will then be able to enrol in further study or vocational courses.



### Improve your skills

Improve your skills through learning that is personally meaningful and gain confidence in your numeracy and literacy skills and be prepared for exciting new study, career preparation and pathways.

## 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 gather a core group of skills that will help you gain an employment edge.

Course	Code	Duration
Course in Vocational and Community Engagement	10581NAT*	8-18 weeks PT 3 weeks FT
Course in Foundation Skills for Learner Drivers	10748NAT	8-18 weeks PT
Certificate I in Preparation for Work and Training	10582NAT*	18-32 weeks PT 16-18 weeks FT
Certificate I in Access to Work and Training	10583NAT*	1 year online 13-20 weeks PT 14-20 weeks FT
Certificate I Access to Vocational Pathways	FSK10119	1 year online 18 weeks PT

Course	Code	Duration
Certificate I 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 Career Preparation	10584NAT*	14-18 weeks PT 12-18 weeks FT
Certificate III Career Advancement	10585NAT*	18 weeks PT 15-21 weeks FT

PT = part time  
FT = full time

### 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](https://tafensw.edu.au/enrol/fees).

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### 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.

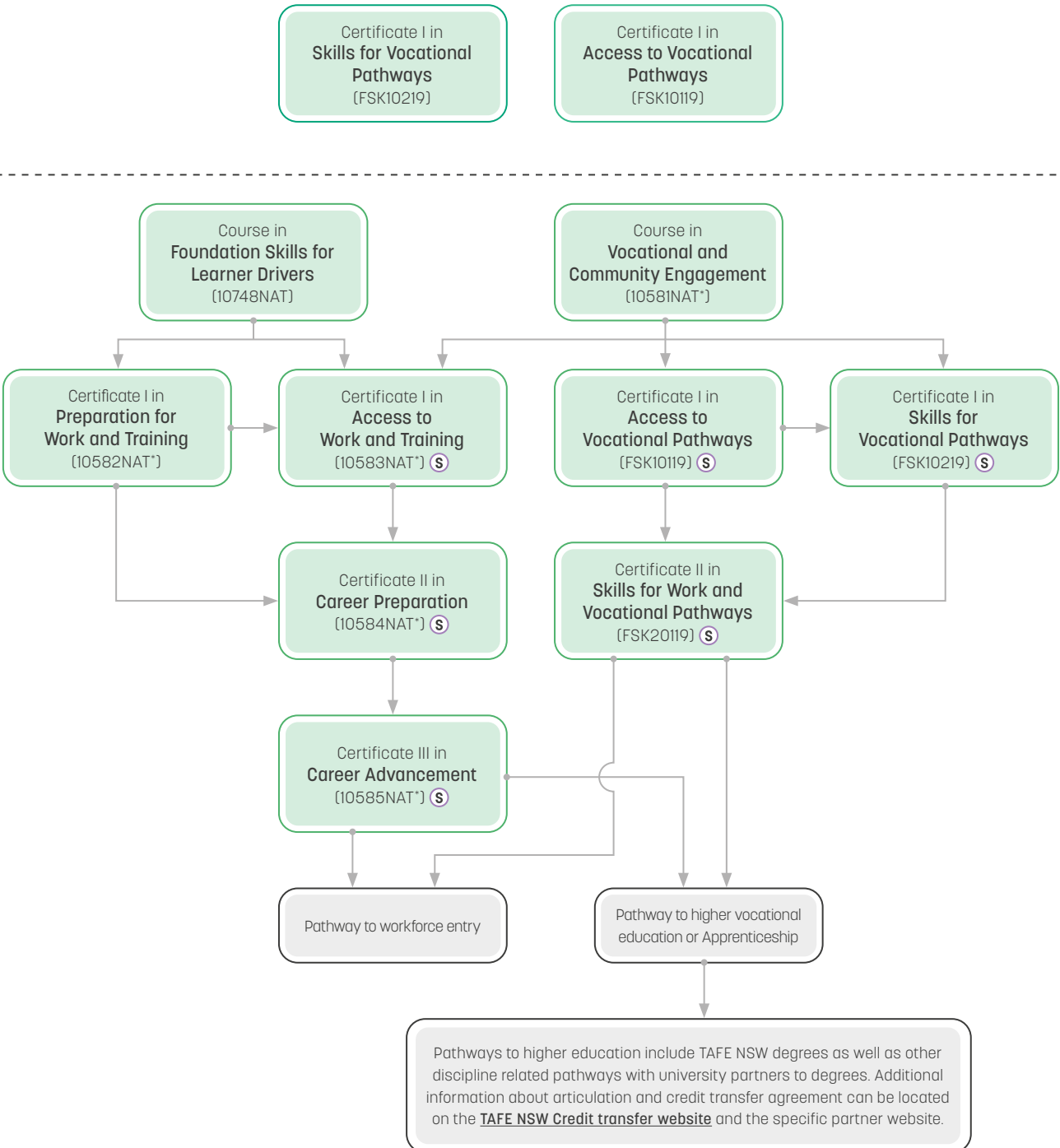
Short Course	Code	Duration	Included Units of Study
Statement of Attainment in Foundation Skills Support	564-13000	7-16 weeks PT	Check with your local campus which units are included in this course.
Statement of Attainment in Defence Preparation Maths	900-10591M	26 weeks online 2-18 weeks PT 1-18 weeks FT	FSKNUM27 Collect, organise and interpret statistical data for work. FSKNUM23 Estimate, measure and calculate measurements for work. FSKNUM24 Use geometry to draw 2D shapes and construct 3D shapes for work. FSKNUM28 Use routine formulas and algebraic expressions for work. FSKNUM21 Apply an expanding range of mathematical calculations for work. FSKNUM22 Use and apply ratios, rates and proportions for work.
Statement of Attainment in Defence Preparation Science	900-10591S	26 weeks online 14-18 weeks PT	FSSSCN201 Conduct basic research and experiments into matter and electricity. FSSSCN202 Conduct basic research and experiments into aspects of introductory chemistry. FSSSCN203 Conduct basic research and experiments into scientific aspects of workplace health. TSSSCN206 Work safely in a science learning environment.
Statement of Attainment in Defence Preparation English	900-10591E	26 weeks online 14-18 weeks PT 18 weeks FT	FSKRDG10 Read and respond to routine workplace information. FSKWTG09 Write routine workplace texts. FSSEGL201 Examine routine literary and non-literary texts. FSSEGL202 Write routine literary texts.

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

## HOW YOU CAN GROW YOUR CAREER

When you study with TAFE NSW, there are any number of courses that lead to an even greater number of career opportunities. However, before you can earn certain qualifications, you may have to complete some pre-requisite courses. Below are some examples of career progression pathways you could follow.



TVET [SCHOOL]

ENTER DIRECTLY AT ANY POINT

CONDITIONAL ENTRY

**S** Smart and Skilled

**FOR MORE INFORMATION CONTACT 131 601**

\*This course expires on 31/12/2021. You can still enrol in this course, and you will be contacted if you need to transition into the next version when it is available.  
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.