

COURSE CODE

10580NAT

COURSE

Certificate II in Study Skills

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate II in Study Skills

National Course Code: 10580NAT | TAFE NSW Code: 10580NAT-01V02-19ULT-001

Qualification Level	Certificate II
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	18
Duration	18 Weeks
Delivery Locations	Ultimo
Course Fees	Subsidised Prices Fee If Eligible For Subsidy: \$0.00 Non-subsidised Prices Full Fee: \$3,640.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government Fully Subsidised Course

Course Description

This course is for people who wish to further their education or training and require the following skills and knowledge:

- reading, writing, numeracy, digital literacy, and humanities for continued engagement in further education.
- Science, Technology, Engineering and Mathematics (STEM) units at an introductory level to successfully undertake vocational qualifications such as Engineering, Electro-technology, Building and Construction, Manufacturing and Automotive industries.
- mathematics and science to prepare for employment in trades or traineeships.

Course graduates will have basic underpinning skills and knowledge in the areas of English, Humanities, Maths and Science. They will be able to carry out basic experiments and use basic research skills within these areas and apply basic problem solving skills. Graduates will also be able to use basic scientific equipment safely to conduct basic experiments, and readily available technology to search for information, communicate with others and produce routine reports. These skills will allow graduates to work and study independently or as part of a team, and enable them to build foundations in vocational areas. Upon completing this course, graduates can progress into further study courses or vocational training.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

It is recommended that entrants should have ACSF level 2 / 3 language, literacy and numeracy sufficient to read and interpret basic documents and prepare written reports.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we may need you to demonstrate that you can meet any additional requirements. If this section is empty, there are no additional requirements for this course.

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. Register for an information session, head to www.tafensw.edu.au/infofest. Can't attend the Information Session? [Enquire Online](#) or call 131601. This course is for people who would like to improve their reading, writing, basic maths and basic computing for personal uses, work or further study.

INFORMATION SESSION There are no Information Sessions scheduled at this time. Please contact campus for more information.

MORE ABOUT THIS COURSE

Did you know as a TAFE NSW student you have unlimited access to Lynda.com which is an online library of video courses in software, design, technology, communication, learning and business. These skills can help you to achieve your study goals. Visit the Student Portal to get started.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

You will attend class for 4 days per week. Your weekly timetable will be Monday to Thursday 9.30-2:30pm. In addition to your class time you will be expected to study for at least 20 hours outside of class time to support your learning.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

SMART AND SKILLED FEES

This Foundation course is fee exempt for students eligible for Smart and Skilled.

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the government will pay the balance. However, you must meet certain eligibility criteria for this to apply. The fee category that will apply to you depends on your eligibility and your individual circumstances. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit

<https://smartandskilled.nsw.gov.au/are-you-eligible>

PAYMENT OPTIONS AND ASSISTANCE

Fees: <https://www.tafensw.edu.au/enrol/fees>

Payment - funding: <https://www.tafensw.edu.au/enrol/payment-funding>

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Find out more about recognition: <https://www.tafensw.edu.au/enrol/recognition-credit-transfers>

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

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Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enrolments will open from 4 November 2019 for our February 2020 intake.

To find out more information on this course including the next start date, submit an online enquiry by clicking the **Enquire Now** button on this page, or call 131 601 during business hours* to chat with a member of our friendly customer service team.

*Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information.

If you are interested in studying as a Trainee or Apprentice please call 131 601 for full details.

Units

FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work
FSKNUM16	Interpret, draw and construct 2D and 3D shapes for work
FSKNUM17	Use routine maps and plans for work
FSKNUM18	Collect data and construct routine tables and graphs for work
FSKNUM19	Interpret routine tables, graphs and charts for work

TSSEGL201	Write texts in basic literary forms
TSSEGL202	Conduct a basic research project
TSSEGL203	Examine basic literary and non-literary texts
TSSHMN201	Personally engage in a relevant community
TSSSCN201	Conduct basic research and experiments into micro-organisms
TSSSCN202	Conduct basic research and experiments on alternative energy
TSSSCN206	Work safely in a science learning environment
BSBW0R204	Use business technology
TSSHMN204	Examine a limited range of natural disasters
TSSHMN202	Examine natural environments
TSSHMN203	Examine human environments
ICTICT106	Operate presentation packages
ICTICT108	Use digital literacy skills to access the internet