

COURSE CODE

10582NAT

COURSE

## Certificate I in Preparation for Work and Training

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 I in Preparation for Work and Training

National Course Code: 10582NAT | TAFE NSW Code: 10582NAT-01V02-19ARM-023

Qualification Level	Certificate I
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	15
Duration	18 Weeks
Delivery Locations	Armidale
Course Fees	<b>Subsidised Prices</b> Fee If Eligible For Subsidy: \$0.00 <b>Non-subsidised Prices</b> Full Fee: \$2,830.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government Fully Subsidised Course

## Course Description

This course is intended to provide participants with the following general education outcomes:

- develop preliminary employability skills and knowledge at AQF level 1
- identify realistic education, employment or community engagement goals and appropriate training pathways
- participate in a formal, supported learning environment.

## 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

There are no essential entry requirements for this course.

### 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](http://www.tafensw.edu.au/infofest). Can't attend the Information Session? [Enquire Online](#) or call 131601. This course is designed for students who wish to gain/ improve basic literacy and numeracy skills. It will improve computer, learning, communication and team work skills. 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

Tuesday, Wednesday and Thursdays. 5 hours per day.

## 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?](#)

### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [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.

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

PWTCAP101	Plan healthy lifestyle practices
PWTCOM101	Plan to improve personal effectiveness
PWTDIG101	Access a basic computer program
PWTDIG102	Access basic internet sites for personal use
PWTLRN101	Plan to set up a personal area for study
PWTRDG101	Plan to read for pleasure
VCOCAP102	Use tools, resources and equipment for vocational learning
FSKLRG01	Prepare to participate in a learning environment
FSKNUM02	Use beginning skills related to time and 2D shapes for work
FSKNUM06	Use highly familiar maps and diagrams for work
FSKNUM01	Use beginning whole number skills and money up to one hundred for work
FSKWTG01	Write personal details on basic workplace forms
FSKOCM01	Participate in highly familiar spoken exchanges
FSKOCM02	Engage in basic spoken exchanges at work
FSKRDG01	Recognise highly familiar workplace signs and symbols
FSKNUM03	Use whole numbers and money up to one thousand for work

## Career Opportunities

This course is the first step in a series of courses to further training in employability skills and helps you go on to further training and to get a job.