



COURSE CODE

10583NAT

COURSE

## Certificate I in Access to 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 Access to Work and Training

National Course Code: 10583NAT | TAFE NSW Code: 10583NAT-01V01-19LVP-277

Qualification Level	Certificate I
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	16
Duration	1 Semester
Delivery Locations	Liverpool
Course Fees	<b>Subsidised Prices</b> Fee If Eligible For Subsidy: \$0.00 <b>Non-subsidised Prices</b> Full Fee: \$3,220.00
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 employability skills and knowledge at AQF level 1 to retrain or enter the workforce
- identify realistic education, employment or community engagement goals and appropriate training pathways, including pre-vocational pathways
- participate in a formal, supported or self-managed 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 educational 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

Before you enrol in this course, you must attend a placement session, where the teachers will assess your Language, Literacy and Numeracy skills.

Please attend an information/placement session which will be held at TAFE NSW Liverpool from Monday the 24th of June to Friday the 5th of July, 2019 at 10:00am in J Block, Room JG.02. You are only required to attend ONE session.

To prepare for the assessment you will need to provide a:

- A Unique Student Identifier (USI) - to create a USI you will need a drivers licence or a passport or an Immi Card or a Medicare card
- An email address
- A photo identification card or document - a drivers licence or passport

If you have any questions please call Customer Service on 13 7974.

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

Proposed attendance: Mondays, Tuesdays, Wednesdays and Thursdays from 9.00am to 1:30pm, 16 hours per week for 18 weeks (1 Semester)

## 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?](#)

A fee applies for most TAFE NSW courses and must be paid when you enrol. The amount you pay depends on the type of course you study, and on your personal circumstances. The Department is introducing fee exemptions for all qualifications and courses funded under the Entitlement Foundation Skills (EFS) Program for training commencing from 1 July 2018 onwards. This means that eligible students commencing in a foundation skills full qualification/course delivered by TAFE NSW under the EFS program from 1 July 2018 will not be required to pay a fee. Please contact us on 13 79 74 for further information.

### 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

AWTCOM101	Use basic critical thinking skills
AWTCOM102	Develop strategies to deal with conflict in everyday contexts
AWTDIG101	Word process a basic document
AWTDIG102	Use a simple spreadsheet
AWTENV102	Plan to reduce household energy use
AWTLRN101	Plan to use basic teamwork skills
AWTLRN104	Explore work and training opportunities
AWTWTG101	Spell familiar English words
FSKDIG01	Use digital technology for basic workplace tasks
FSKLRG02	Identify strategies to respond to basic workplace problems
FSKLRG03	Use basic strategies for career planning
FSKNUM12	Identify and interpret information in familiar tables, graphs and charts for work
FSKRDG06	Read and respond to simple informal workplace texts
FSKWTG05	Complete simple workplace formatted texts

## Career Opportunities

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

Information as of 20 Oct 2019