



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-01V01-190TE-020

Qualification Level	Certificate I
Study Type	Online
Course Start Date	Anytime
Hours Per Week	Enquire
Duration	52 Weeks
Delivery Locations	TAFE Digital
Course Fees	Subsidised Prices Fee If Eligible For Subsidy: \$0.00 Non-subsidised Prices 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.

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

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

An individual training plan will be provided to you upon enrolment in this course. This plan will outline the recommended study timetable and detail your units and assessment due dates on your course commencement date.

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?](#)

This training is subsidised by the NSW government under Smart and Skilled. The student fee you will need to pay, will be determined according to your personal circumstances and eligibility for a subsidised place, you may also be eligible for a concession fee, fee exemption or fee free scholarship. Payment by instalments is available.

You may continue with an enrolment into this course if you are not eligible for subsidised training, however the full training fee will be applicable. There are conditions to enrolment if you are a Temporary Visa Holder. To discuss your visa status and eligibility to enrol please phone 131 601. For further information on fees and charges please see <https://www.tafensw.edu.au/get-started-at-tafe-nsw/fees-information>

Please ensure you also read and understand the associated fee policies and conditions related to withdrawal from a course, applying for a refund of fees, applying for a deferral to your studies and if you are behind in payment of instalments.

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

To enrol in this course please click on the Enrol Now button. To enrol by phone please call 131 601. Find out more about [Applying and Enrolling](#)

Units

FSKNUM10	Identify and describe common 2D and some 3D shapes for work
BSBW0R204	Use business technology
FSKRDG06	Read and respond to simple informal workplace texts
FSKWTG05	Complete simple workplace formatted texts
AWTCAP101	Explore personal safety and well-being options
FSKLRG03	Use basic strategies for career planning
AWTCAP106	Plan to respond to common accidents
AWTDTY001	Plan to use adaptive technology to support learning and employment
AWTENV101	Plan to improve environmental practices
AWTLRN104	Explore work and training opportunities
AWTDTY002	Use adaptive technology to support learning and employment
AWTLRN103	Explore factors which impact the lives of women
AWTLRN105	Explore the personal impact of social equity strategies on a personally relevant group
AWTWTG101	Spell familiar English words
BSBITU102	Develop keyboard skills
BSBWHS201	Contribute to health and safety of self and others
AWTDIG101	Word process a basic document

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.