



COURSE CODE

10584NAT

COURSE

Certificate II in Career Preparation

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 Career Preparation

National Course Code: 10584NAT | TAFE NSW Code: 10584NAT-01V02-19MAI-263

Qualification Level	Certificate II
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	16
Duration	14 Weeks
Delivery Locations	Maitland
Course Fees	Subsidised Prices Fee If Eligible For Subsidy: \$0.00 Non-subsidised Prices Full Fee: \$3,600.00
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:

- employability skills and knowledge at AQF level 2.
- realistic education, employment or community engagement options and appropriate training pathways.
- skills to contribute effectively to a diverse society.

Course graduates will have basic underpinning employability skills that will allow them to access further study or training. They will have improved capability and self-confidence enabling them to provide simple solutions to a limited range of routine problems, when given clear guidelines and support. They will be able to use technology to find basic information, communicate with others and produce routine reports.

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.

Entrants would benefit from ACSF level 2 language, literacy and numeracy levels sufficient to read and interpret simple documents and and prepare simple 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

A message for young people under 17 years of age - If you are under 17 years and wish to enrol you will need to have completed Year 10 or have special permission from school and TAFE NSW to do so.

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

This course is currently scheduled on Wednesday and Friday from 9.00am to 2.30pm and Thursday from 9.00am to 3.30pm. Face to face for 16 hours per week and up to 20 hours per week additional for assessments and self directed study.

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 range of criteria apply for course fees and to access government subsidised training.

Remember, TAFE NSW provides a range of easy and flexible payment options for students or a nominated third party (If a nominated third party is covering the cost of your fees, a letter of authority or purchase order will be required).

Use the Calculate Your Fee button for your indicative course fee and to check if you qualify for government subsidised training, including an exemption or concession.

You will need bring a folder, paper, calculator and a USB drive.

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.

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

CPNETH201	Examine ethical issues in the workplace
FSKWTG07	Write routine formal workplace texts
FSKLRG10	Use routine strategies for career planning
FSKOCM06	Use oral communication skills to participate in workplace teams
FSKDIG03	Use digital technology for routine workplace tasks
FSKNUM20	Use basic functions of a calculator
FSKRDG08	Read and respond to routine visual and graphic texts
FSKRDG09	Read and respond to routine standard operating procedures
CPNCAP205	Address personal safety and emergency situations
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKWTG08	Complete routine workplace formatted texts
FNSFLT201	Develop and use a personal budget
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work
CPNENV201	Examine basic environmental issues
CPNENV202	Examine community responses to local environmental issues
CPNCOM204	Examine information presented by the media
CPNCAP201	Improve personal confidence and self-image
ICTICT203	Operate application software packages