



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-01V02-19RDW-010

Qualification Level	Certificate II
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	14
Duration	18 Weeks
Delivery Locations	Randwick
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

You can expect to do in total approximately 450 hours of self-directed study, which may include written, spoken or online activities.

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

MORE ABOUT THIS COURSE

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. 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 3 days per week. An indication of your weekly timetable is; Tuesday, Thursday 9:30am-2:30pm and Friday 9:30am-1:30pm

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. 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

CPNWKE202	Explore basic workplace relations
CPNETH201	Examine ethical issues in the workplace
CPNCAP203	Use strategies to transform personal conflict
FSKLRG10	Use routine strategies for career planning
FSKWTG07	Write routine formal workplace texts
ICTICT102	Operate word-processing applications
FSKWTG08	Complete routine workplace formatted texts
CPNCAP202	Use basic skills for assertiveness
CPNCOM201	Prepare and orally deliver stories for a purpose
CPNCOM203	Use basic visual products to communicate information
FSKOCM05	Use oral communication skills for effective workplace presentations
CPNCOM202	Use basic media products to share stories

FSKDIG03	Use digital technology for routine workplace tasks
FSKOCM06	Use oral communication skills to participate in workplace teams
CPNCOM204	Examine information presented by the media
CPNWKE203	Examine the impact of stereotyping in the workplace
CPNLRN201	Participate in diverse formal learning environments
CPNWKE201	Follow workplace standards and practices