

CERTIFICATE II IN CAREER PREPARATION



COURSE CODE:
10584NAT

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.

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QUALIFICATION

Certificate II in Career Preparation

CAREER AREA

Access Education (Further Study For Employment)

TRAINING PACKAGE ENTRY REQUIREMENTS:

ENTRY REQUIREMENTS

To make sure this is the appropriate course level for you, you will need to participate in a phone interview with one of our teaching staff.

When you apply, we will let you know when your interview will take place and what to expect.

WORK PLACEMENT

Depending on your mode of study, location and the electives you choose, work placement may be available.

Work placement provides you with opportunities to practise responding to situations and circumstances that cannot be replicated in a learning or simulated environment.

If work placement is available at your campus, TAFE NSW will work with you to arrange it. Contact your local campus to find out more.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you have:

- Completed a language, literacy and numeracy assessment and achieved Australian Core Skills Framework (ACSF) level 2 or above
- Basic communication skills
- The dedication and motivation to attend classes each week

If you need help preparing for study, contact us about your options.



NATIONALLY RECOGNISED
TRAINING

- **Blended, Full Time, Part Time Day**
- **Fully Subsidised Course**

OVERVIEW

The nationally accredited Certificate II in Career Preparation will inspire you to reach towards your career goals as you learn fundamental study and workplace skills at a year 10 equivalent level. Gain confidence in yourself and your abilities, as you prepare to find the career of your dreams.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

LEARN NEW SKILLS

Through theoretical and practical course work, you will learn to:

- Communicate effectively
- Confidently use different technology
- Work independently and in groups

- Understand workplace practices
- Improve your Maths, reading and writing
- Plan your career
- Apply for jobs and interviews

DEVELOP YOUR TALENT

Develop the skills that will help you get ahead in this career, including:

- Self-confidence
- The ability to work independently
- Problem solving
- Time management

ACHIEVE YOUR GOALS

Completing this course will provide you with:

- A nationally recognised qualification at Certificate II level
- Strong pathways to continue your study and enhance your career opportunities

Career opportunities:

- Employment in careers which require a Certificate II or Year 10 equivalent

GROW YOUR CAREER

Further your fundamental skills with:

- Certificate II in Study Skills
- Certificate II in Further Study Skills
- Certificate III in Career Advancement
- Certificate III in Career Pathways to Further Study

Reach towards your career goals with a:

- Certificate III in your field of interest

INDUSTRY DEMAND

Employers are seeking people who have a commitment to personal development, and can display fundamental skills such as reading, writing, technology use and effective communication. The Certificate II in Career Preparation allows you to stand out from the crowd as you confidently display these skills.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Armidale	Full Time	02 Feb 2021	18 Weeks	\$4,060.00	16.7
Ballina	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	19
Bathurst	Full Time	01 Feb 2021	21 Weeks	\$4,060.00	17.7
Belmont	Full Time	16 Mar 2021	12 Weeks	\$4,060.00	22
Bourke Connected Learning Centre	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	13

Brewarrina	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	13
Broken Hill	Part Time Day	19 Jan 2021	18 Weeks	\$4,060.00	23
Broken Hill	Part Time Day	Anytime	18 Weeks	\$4,060.00	23
Casino	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	16
Cessnock	Full Time	09 Mar 2021	13 Weeks	\$4,060.00	27
Cessnock	Full Time	09 Feb 2021	13 Weeks	\$4,060.00	27
Cobar	Part Time Day	19 Jan 2021	18 Weeks	\$4,060.00	23
Coffs Harbour Education CHEC	Full Time	09 Feb 2021	15 Weeks	\$4,060.00	16
Condobolin	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	26
Coomealla	Part Time Day	19 Jan 2021	18 Weeks	\$4,060.00	23
Coomealla	Part Time Day	19 Jan 2021	18 Weeks	\$4,060.00	23
Coonabarabran Connected Learning Centre	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	15
Coonamble	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	13
Dubbo, Myall Street	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	20
Dunedoo	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	15
Forbes	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	26
Gilgandra	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	10
Glen Innes Connected Learning Centre	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	11.7
Glendale	Full Time	16 Feb 2021	15 Weeks	\$4,060.00	14.7
Gosford	Full Time	22 Feb 2021	12 Weeks	\$4,060.00	18
Goulburn	Full Time	09 Feb 2021	36 Weeks	\$4,060.00	16
Inverell	Part Time Day	01 Jan 2021	18 Weeks	\$4,060.00	11.7
Kempsey	Full Time	09 Feb 2021	15 Weeks	\$4,060.00	16
Kingscliff	Full Time	16 Feb 2021	16 Weeks	\$4,060.00	15
Lake Cargelligo	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	26
Lightning Ridge	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	17
Lismore	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	16

Lithgow	Full Time	01 Feb 2021	21 Weeks	\$4,060.00	17.7
Macksville	Full Time	10 Feb 2021	17 Weeks	\$4,060.00	19.5
Macksville	Full Time	10 Feb 2021	18 Weeks	\$4,060.00	10
Maclean	Part Time Day	22 Feb 2021	14 Weeks	\$4,060.00	25
Maitland	Full Time	03 Mar 2021	13 Weeks	\$4,060.00	18
Maitland	Full Time	03 Mar 2021	13 Weeks	\$4,060.00	18
Menindee	Part Time Day	19 Jan 2021	18 Weeks	\$4,060.00	23
Moree	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	14
Moss Vale	Part Time Day	10 Feb 2021	36 Weeks	\$4,060.00	16
Mudgee	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	15
Murwillumbah	Full Time	16 Feb 2021	16 Weeks	\$4,060.00	15
Muswellbrook	Full Time	23 Feb 2021	13 Weeks	\$4,060.00	27
Narrabri	Part Time Day	04 Feb 2021	18 Weeks	\$4,060.00	13
Newcastle	Full Time	15 Feb 2021	13 Weeks	\$4,060.00	22
Northern Beaches	Blended	Anytime	18 Weeks	\$4,060.00	20
Northern Beaches	Blended	Anytime	18 Weeks	\$4,060.00	20
Nyngan	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	13
Orange, March Street	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	26
Parkes	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	26
Port Macquarie	Full Time	09 Feb 2021	15 Weeks	\$4,060.00	16
Randwick, Main Campus	Blended	01 Feb 2021	18 Weeks	\$4,060.00	13.5
Shellharbour	Full Time	08 Mar 2021	13 Weeks	\$4,060.00	27
St George (Pathway into community services, nursing, aged and disability work)	Full Time	10 Feb 2021	17 Weeks	\$4,060.00	12
Sutherland, Gynea	Part Time Day	09 Feb 2021	35 Weeks	\$4,060.00	8
Taree	Full Time	08 Feb 2021	17 Weeks	\$4,060.00	13.6
Tenterfield Connected Learning Centre	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	11.7

Ultimo, Building D, Level 6, Room D.6.07	Full Time	08 Feb 2021	17 Weeks	\$4,060.00	18
Ultimo Campus, Main Campus	Part Time Day	08 Feb 2021	34 Weeks	\$4,060.00	8
Warren	Part Time Day	01 Feb 2021	18 Weeks	\$4,060.00	10
Wellington	Full Time	01 Feb 2021	18 Weeks	\$4,060.00	20
West Wollongong	Full Time	09 Feb 2021	18 Weeks	\$4,060.00	15
Wilcannia	Part Time Day	19 Jan 2021	18 Weeks	\$4,060.00	23
Wyong	Full Time	22 Feb 2021	12 Weeks	\$4,060.00	18