

CERTIFICATE III IN CAREER ADVANCEMENT



COURSE CODE:
10585NAT

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 III in Career Advancement

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.

COURSE SUCCESS REQUIREMENTS

To be successful in this course you must:

- Have basic literacy and numeracy skills (at ACSF level 3 or above)

You will receive more information on this requirement upon application.

LICENSING REQUIREMENTS

There are no licensing requirements for this course.

WORK PLACEMENT

Depending on your location, and subject availability you may undertake work placement if you study the following unit:

- Participate in work placement (FSKLRG06)

Your teacher will assist you in identifying a work placement opportunity and engaging with the employer once you start the unit. The hours will be negotiated between you, your teacher and the employer.

IS THIS COURSE RIGHT FOR YOU?

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

- Drive to develop new work related skills and upskill
- Commitment to attending class
- Effective communication
- The ability to study independently

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

NATIONALLY RECOGNISED
TRAINING

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

OVERVIEW

The nationally accredited Certificate III in Career Advancement is designed to develop your employability skills, to find and keep the job you love. You will learn essential workplace skills, and begin to develop leadership qualities that employers are looking for.

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

LEARN NEW SKILLS

Through theory and practical course work, you will:

- Understand workplace practices, standards and ethics
- Develop leadership skills
- Learn strategies to complete workplace tasks
- Plan and conduct meetings and interviews
- Improve your workplace communication skills
- Interpret workplace data

DEVELOP YOUR TALENT

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

- Effective workplace communication skills
- The ability to work well under pressure
- Critical thinking
- Problem solving abilities
- The ability to collaborate with a team

ACHIEVE YOUR GOALS

Completing this course will provide you with:

- A nationally recognised qualification at Certificate III level
- Strong pathways to continued studies to enhance your career opportunities

GROW YOUR CAREER

Through this course, you can go on to:

- An apprenticeship of your choice
- Study at Certificate IV level, and above
- Certificate IV in Tertiary Preparation
- A Degree level qualification upon completion of the Certificate IV in Tertiary Preparation

INDUSTRY DEMAND

Australian employers are seeking people who have a commitment to personal development, and can offer strong academic outlooks in reading, writing, technology and communication. The Certificate III in Career Advancement will help you stand out from the crowd and secure the exciting role you have been aiming for.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Bellingen Youth Hub	Full Time	09 Feb 2021	26 Weeks	\$6,310.00	10
Broken Hill	Full Time	02 Feb 2021	36 Weeks	\$6,310.00	13.9
Casino	Full Time	01 Feb 2021	18 Weeks	\$6,310.00	16
Coffs Harbour Education CHEC	Full Time	08 Feb 2021	17 Weeks	\$6,310.00	19
Gosford	Full Time	15 Feb 2021	16 Weeks	\$6,310.00	16

Kingscliff	Full Time	15 Feb 2021	16 Weeks	\$6,310.00	15
Lismore	Full Time	01 Feb 2021	18 Weeks	\$6,310.00	16
Lithgow	Full Time	01 Feb 2021	21 Weeks	\$6,310.00	23.8
Liverpool	Full Time	01 Feb 2021	18 Weeks	\$6,310.00	22
Macksville	Full Time	11 Feb 2021	18 Weeks	\$6,310.00	23
Moss Vale	Part Time Day	Anytime	36 Weeks	\$6,310.00	10
Mudgee	Full Time	01 Feb 2021	18 Weeks	\$6,310.00	27.4
Murwillumbah	Full Time	16 Feb 2021	16 Weeks	\$6,310.00	15
Tamworth	Full Time	01 Feb 2021	18 Weeks	\$6,310.00	27.8
Wollongbar	Full Time	01 Feb 2021	18 Weeks	\$6,310.00	28
Wollongong	Full Time	24 Feb 2021	15 Weeks	\$6,310.00	16
Wyong	Full Time	15 Feb 2021	16 Weeks	\$6,310.00	16