This brochure details information about the publicly funded VET in Schools programs currently available to schools by West Coast Institute of Training in 2012. In some instances there may be additional cost to cover resource expenses such as text books.

All of the listed programs offered by West Coast Institute of Training will allow students to gain appropriate knowledge and skills in the selected area.
CONTENTS

VET IN SCHOOLS

VETiS Overview 06
Accessing Profile Funded Courses 06
Auspicing 06
School Based Traineeships 07
General Information 07

Study Areas - School Apprenticeship Link
Automotive 08
Construction (Pre-Apprenticeship Wall and Floor Tiling) 09
Construction (Pre-Apprenticeship Bricklaying/Blocklaying) 10
Construction (Pre-Apprenticeship Carpentry and Joinery) 11
Hospitality 12

Study Areas - General
Automotive 13
Community Services Work (Children’s Services) 14
Enrolled Nursing 15
Health Services 16
Hospitality Operations 17
Trades - Solid Plastering 18
Trades - Metals & Engineering 19
Trades - Electrotechnology 20
Motorsport 21
All of the listed programs offered by West Coast will allow students to gain appropriate knowledge and skills in the selected area. Some of these programs will allow students to obtain a complete qualification at the completion of the course in accordance with the AQTF regulations. For courses where students do not complete a qualification, students will receive appropriate advance standings in the relevant full time course in order to continue their training pathway to a complete qualification.

For further information regarding West Coast Institute of Training’s VET in Schools programs please contact:

Sonja Bairstow  
Manager, Student Services  
E: Sonja.Bairstow@wcit.wa.edu.au  
P: 9233 1067

**Accessing Profile Funded Courses**

West Coast VET in Schools programs are available to all high schools throughout the Institute’s north west metropolitan catchment area and is coordinated through the West Coast District Office EVE Coordinator.

In the past, interest in these programs has often exceeded capacity. So that West Coast can allocate places equitably, we ask that schools register students looking to participate in these programs using the spreadsheet distributed with this brochure. Please return your schools’ completed spreadsheets via email to Sonja.Bairstow@wcit.wa.edu.au by Friday 23rd September 2011.

In the two weeks following the closing date, student lists will be compiled and places allocated. If a school has registered more students than there are places available the school will be contacted to discuss possible alternatives, or to nominate which of the students they would like place on a wait list. We do try and accommodate all students however this is not always possible. Places will be confirmed during the first week of November 2011.

**Auspicing**

West Coast Institute of Training can support schools who comply with the Australian Quality Training Framework (AQTF) standards in delivering VET units/qualifications at their school.

West Coast takes the role of monitoring compliance with the AQTF standards whilst the school plans, delivers and assesses the training. If your school is interested in discussing options please contact:

Sonja Bairstow  
Manager, Student Services  
E: Sonja.Bairstow@wcit.wa.edu.au  
P: 9233 1067

**School Based Traineeships**

West Coast can support school students who are undertaking a School Based Traineeship. A list of School Based Traineeships is included below. For further information please contact Sonja Bairstow on the above contact details.

Certificate II - Automotive  
Certificate II - Business  
Certificate II - Community Services
GENERAL INFORMATION

Certificate II - Live Production, Theatre & Events
Certificate II - Information Technology
Certificate II - Community Pharmacy
Certificate II - Retail
Certificate II - Hospitality (Operations)
Certificate II - Nail Technology
Certificate II - Make-Up Services
Certificate II - Retail Cosmetic Services

Joondalup Transport Arrangements

Students are responsible for their own safe transport to and from West Coast’s campus’s and training centres. The Institute main campus is located at 35 Kendrew Crescent Joondalup and within 5 minutes walking distance from the Joondalup Train Station. Joondalup is also serviced by a comprehensive bus service. Full information on transport can be obtained on the Transperth website www.transperth.wa.gov.au.

Additional Training Locations

Clarkson, Harmony Ave
Wangara, 4 Pappas St
McLarty (Joondalup), McLarty Ave
Brighton (Butler), 11 Headingly Cres

Refreshments

The Institute Joondalup campus Canteen is located on the ground floor of D Block. The Canteen provides a variety of hot and cold food, drinks and is open from Monday to Friday 10:00 am - 3:30 pm.

The Baytree Deli is open Monday to Friday from 8:30 am - 3:30 pm and prepares gourmet lunches and freshly brewed coffee.

Note to parents

West Coast Institute of Training provides an adult learning environment with students of all ages studying together. As such, there is an expectation that when attending classes at West Coast, students will assume a greater responsibility for their own care and safety than may be the case when attending school. As with all students enrolled at West Coast, school students are expected to adhere to the Student Code of Conduct.

While attending West Coast, students are under the supervision of the lecturer taking the class. Students will not be supervised during break times. Students are expected to remain in the Institute grounds unless they provide the lecturer with written notification from a parent or the school that they intend to leave the Institute earlier than the advertised class finish time.

In addition, some programs may involve workplace experience to support the learning program. Students will be given information about any workplace experience prior to the scheduled date and they will be responsible for arranging their own transport to and from the venue.

This procedure aligns with the Institute’s requirements under the Department of Training and Workforce Development (DTWD) Duty of Care for Minors policy and DTWD Duty of Care VET for School Students attending DTWD Institute Programs, which aims to ensure the safety of all students under the age of 18 who are attending Institute premises.
Course Name: 
Certificate II in Automotive

Course Code: 
AUR 20505

Course Outline: 
This is a training program that enables students to complete the pre-apprenticeship course in automotive – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands on experience in the automotive area. It is an 18 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in carrying out servicing operations, inspecting and servicing engines, steering and suspension systems, inspecting, servicing and replacing batteries and using and maintain workplace tools and equipment. There is an emphasis on safe work practices and how to apply basic automotive troubleshooting processes which can all be put into practise in the work experience segment of the program.

Location: 
Wangara workshop

Day: 
Thursday & Friday

Cost: 
$112.00

Pathways: 
Apprentice Mechanical Technology 
Cert IV in Automotive Management 
Diploma of Automotive Technology

Availability in 2012 is subject to Department of Training and Workforce Development policy and funding decisions which may occur after this brochure is printed.
STUDY AREA
CONSTRUCTION - SCHOOL APPRENTICESHIP LINK

Pre-Apprenticeship – Wall & Floor Tiling

Course name:
Cert II in Construction Pathways – Wall & Floor Tiling

Course no:
CPC20208

Course outline:
This is a training program that enables students to complete units in the pre-apprenticeship course in Wall and Floor Tiling – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands-on experience in the construction area. It is an 18 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in learning how to read and interpret plans, use construction tools and equipment, work out basic estimation and costing, learn how to use wall and floor tiling tools and equipment and Apply and install sealant and sealant devices. There is an emphasis on safe work practices and how to apply basic construction processes which can all be put into practise in the work experience segment of the program.

Location:
Trades North at Clarkson

Day:
Thursday & Friday

Cost:
$115.00

Pathways:
Apprentice Wall & Floor Tiling Cert IV in Building and Construction

Availability in 2012 is subject to Department of Training and Workforce Development policy and funding decisions which may occur after this brochure is printed.
Pre-Apprenticeship – Bricklaying/Blocklaying

Course name:
Certificate II in Construction Pathways

Course no:
CPC20208

Course outline:
This is a training program that enables students to complete the pre-apprenticeship course in Brick and Blocklaying – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands on experience in the construction area. It is an 18 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in learning how to read and interpret plans, use construction tools and equipment, work out basic estimation and costing, learn how to use scaffolding, lay masonry walls and corners and use specific bricklaying and block laying skills, tools and equipment. There is an emphasis on safe work practices and how to apply basic construction processes which can all be put into practise in the work experience segment of the program.

Location:
Brighton (The Shed)

Day:
Thursday & Friday

Cost:
$105.00

Pathways:
Apprentice Bricklaying/Blocklaying
Cert IV in Building and Construction
Diploma of Building and Construction

Availability in 2012 is subject to Department of Training and Workforce Development policy and funding decisions which may occur after this brochure is printed.
Pre-Apprenticeship – Carpentry and Joinery

Course Name: Certificate II in Construction
Course Code: CPC20208

Course Outline:
This is a training program that enables students to complete the pre-apprenticeship course in Carpentry and Joinery – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands on experience in the construction area. It is an 18 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in learning how to read and interpret plans, use construction tools and equipment, learn measurements and calculations, learn how to use scaffolding, install flooring systems and use specific carpentry and joinery skills, tools and equipment. There is an emphasis on safe work practices and how to apply basic construction processes which can all be put into practise in the work experience segment of the program.

Location:
Wangara workshop

Day:
Thursday & Friday

Cost:
$115.00

Pathways:
Apprentice Carpentry
Apprentice Carpentry and Joinery
Cert IV in Building and Construction
Diploma of Building and Construction

Availability in 2012 is subject to Department of Training and Workforce Development policy and funding decisions which may occur after this brochure is printed.
STUDY AREA

HOSPITALITY - SCHOOL APPRENTICESHIP LINK

Course name:
Certificate I in Hospitality (Kitchen Operations)

Course no:
SIT10307

Course outline:
This is a training program that enables students to complete a course that touches on the different areas of hospitality – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands on experience in the hospitality area. It is an 12 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in presenting food, using basic methods of cookery including many different styles, receiving and storing kitchen supplied, workplace hygiene and using and maintain workplace tools and equipment and kitchen premises. There is an emphasis on safe work practices and how to apply basic cookery troubleshooting processes which can all be put into practice in the work experience segment of the program.

Location:
West Coast, Joondalup Campus

Day:
Thursday & Friday

Cost:
$112.00

Pathways:
Cert III in Hospitality
Cert IV in Hospitality
Diploma of Hospitality
Adv Diploma of Hospitality
Cert III in Hospitality (Commercial Cookery)
Cert IV in Hospitality (Commercial Cookery)

Availability in 2012 is subject to Department of Training and Workforce Development policy and funding decisions which may occur after this brochure is printed.
STUDY AREA

AUTOMOTIVE - VEHICLE SERVICING

Course Name:
Certificate II in Automotive Vehicle Servicing

Course Code:
AUR20505

Course Outline:
This is a training program that leads to the completion of the Automotive Retail, Service and Repair Training Package AUR05 qualification AUR20505. This qualification is designed to reflect the role of employees who perform a range of tasks in the industry sector and may involve some multi-skilling.
This qualification will provide you with skills and knowledge used in the automotive vehicle servicing sector. You will learn skills in carrying out servicing operations, inspecting and servicing engines, steering and suspension systems, inspecting servicing and replacing batteries and using and maintaining workplace tools and equipment. You will also learn how to apply safe work practices and apply basic automotive troubleshooting processes.

Location:
At school utilising the West Coast mobile training facility

Day:
Various

Cost:
$80.00 + (Text book)

Pathways:
Pre Apprentice Automotive
Apprentice Mechanical Technology
Course name:
Certificate II in Community Services (Children’s Services)

Course no:
CHC20108

Course outline:
This course provides an introduction into a range of children's services including long day care, occasional care, nanny care and out of school hours care. It is anticipated that the majority of graduates would be employed in services providing care for children 0-12 years.

They could be employed as childcare givers working as assistants to the qualified childcare giver in charge of a group of children in a variety of settings such as:

1. long day child care centre
2. occasional child care centre
3. family centre
4. family day care centre
5. outside school hours care centre
6. vacation care.

Students that enrol in this qualification will also be required to attend practical placement for a minimum of two weeks in a service that caters for children in a long day care centre. This will be arranged through the college with students expected to organise their own transport. We will endeavour to place students close to their residence.

Location:
West Coast, Joondalup Campus at schools and industry workplaces.

Day:
Friday

Cost:
$50.00 for Consumables for the year (incl class diary) & Excursion
Medical Clearance required, cost dependant on your own Doctor’s Surgery prices (more information given on this at the orientation)

Pathways:
Certificate III in Children’s Services
Certificate IV in Out of School Hours Care
Diploma of Children Services
Advanced Diploma of Children’s Services.
Course name:
Diploma of Enrolled Nursing

Course no:
HLT51607

Course outline:
The Diploma of Enrolled Nursing provides you with the knowledge and skills to work in a variety of health settings under the supervision of a Registered Nurse. You will learn how to deliver personal hygiene care for patients; monitor, record and report on a patient’s vital signs; plan and carry out complex wound dressings; administer, record and monitor the effects of medications and admit and discharge patients from care. You will learn about how one of the most respected professions in the world provides a service to the public in a safe and professional manner.

Your study will consist of a combination of classroom delivery, online learning, simulated practice.

Location:
West Coast, Joondalup Campus.

Day:
Friday

Cost:
Students will be required to purchase a 2GB Flash drive
Clinical Skills Manual: $37.50
Uniform Top: $65.95

Pathway Options:
Advanced Skills Enrolled Nurse
Bachelor of Science [Nursing] (University)
HEALTH SERVICES

Course name:
Certificate III in Health Services Assistance in Acute Care

Course no:
HLT32507

Course outline:
West Coast Institute of Training, in conjunction with West Coast District Education Office, is pleased to offer interested Year 11 students the opportunity to participate in a new course commencing in 2012, the Certificate III in Health Services Assistance.

This is a 2 year program designed for those students keen to get into the nursing profession and simultaneously complete their school studies.

On successful completion of the Certificate III Health Services Assistance course, you are qualified to work as Assistants in Nursing alongside Registered and Enrolled Nurses as an important part of the nursing team. This has the potential to earn you both money and experience in the Nursing arena – a real bonus should you decide to continue further training in the Health sector.

The Certificate III in HSA course offers practical, hands-on units well suited to the learning styles of many adolescents. Your study will consist of a combination of class room delivery, online learning, simulated practice and real workplace practical experience.

Location:
West Coast, Joondalup Campus and health care services within the metropolitan area

Day:
Friday

Cost:
Students will be required to purchase a 2GB Flash drive
Uniform Top: $65.95

Pathways:
Certificate III in Allied Health Assistance
Certificate IV in Health Science Foundation
Certificate IV in Preparation for Entry into Enrolled Nursing
Diploma of Enrolled Nursing
**Course name:**
Certificate II in Hospitality (Operations)

**Course no:**
SIT20207

**Course outline:**
This qualification will provide you with practical skills and knowledge to undertake various tasks within the hospitality industry. You will practice the skills you have learned in a simulated work environment. You will learn about the hospitality industry, hygiene and safety in the workplace, and how to present yourself for work in this industry.

**Location:**
E Block, West Coast Academy of Hospitality and Tourism, Joondalup

**Day:**
Friday 8:30 am – 3:30 pm

**Cost:**
Semester 1 (Restaurant and class uniform)
Day uniform - orange polo shirt, black pants, black shoes
Semester 2 (Cooking uniform)
Kitchen uniform - the Institute provides white jacket and collection for laundering.
$50 to purchase white apron, hat and recipe book

**Pathway options:**
Certificate III in Hospitality (Operations)
Diploma of Hospitality Management
Advanced Diploma of Hospitality Management
Bachelor of Hospitality (18 months advance standing at Edith Cowan University)
Course name:
Cert II in Construction Pathways – Solid Plastering

Course no:
20208

Course outline:
This is a training program that enables students to complete units in the pre-apprenticeship course in solid Plastering – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands on experience in the construction area.

It is an 18 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in learning how to read and interpret plans, use construction tools and equipment, work out basic estimation and costing, learn how to Erect and maintain trestle and plank systems and handle solid plastering materials. There is an emphasis on safe work practices and how to apply basic construction processes which can all be put into practise in the work experience segment of the program.

Location:
Trades North at Clarkson

Day:
Thursday & Friday

Cost:
$115.00

Pathway options:
Apprentice Solid Plastering
Cert IV in Building and Construction
STUDY AREA

TRADES - METALS & ENGINEERING

Course name:
Cert II Engineering – Fabrication, Light or Heavy

Course no:
MEM20105

Course outline:
This is a training program that enables students to complete units in the pre-apprenticeship course in Engineering – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands on experience in the metals and engineering area.

It is an 18 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in learning how to perform routine oxy acetylene welding, use hand and equipment, Perform engineering measurements, Apply quality procedures and Use power tools/hand held operations. There is an emphasis on safe work practices and how to apply basic construction processes which can all be put into practise in the work experience segment of the program.

Location:
Trades North at Clarkson

Day:
Thursday & Friday

Cost:
$115.00

Pathway options:
Apprentice Metals & Engineering
Cert IV in Building and Construction
Course name:
Cert II Electrotechnology

Course no:
UEE22010

Course outline:
This is a training program that enables students to complete units in the pre-apprenticeship course in Engineering – for which some credits are given for an apprenticeship course. It is designed to allow students to have hands on experience in the metals and engineering area.

It is an 18 month course which includes a large component of work experience across that time period. The students will learn skills and knowledge that will help them in learning how to solve problems in extra-low voltage single path circuits, Use of routine equipment/plant/technologies in an Electrotechnology environment, Solve problems in multiple path d.c. circuits, Use of routine equipment/plant/technologies in an Electrotechnology environment. There is an emphasis on safe work practices and how to apply basic construction processes which can all be put into practise in the work experience segment of the program.

Location:
Trades North at Clarkson

Day:
Thursday & Friday

Cost:
$115.00

Pathway options:
Apprentice Electrician
Cert IV in Building and Construction
Course name:
Certificate II in Motorsport

Course no:
AUR21005

Course outline:
This is a training program that leads to the completion of the Automotive Retail, Services and Repair Training Package AUR05 qualification AUR21005. This qualification is designed to reflect the role of employees who perform a range of tasks in the industry sector and may involve some multi-skilling.

This qualification will provide you with skills and knowledge used in the motor sport industry sector. You will learn skills in inspecting and servicing engines, braking systems, steering and suspension systems. You will also learn how to apply safe work practices, operate in a motor sport environment set up and dismantle a temporary work location etc.

Location:
At your school utilising the West Coast Mobile training facility

Day:
Various

Cost:
$72.00 + (Textbook)

Pathway options:
Pre Apprentice Automotive
Apprentice Mechanical Technology
Motorsport Training (University)
CONTACTS & LOCATIONS

Joondalup Campus
35 Kendrew Crescent
JOONDALUP 6027
General Enquiries: 1300 134 881

Clarkson Campus
Connolly Drive (Entry off Harmony Ave)
CLARKSON 6030
General Enquiries: 1300 134 881

Brighton
11 Headingley Crescent
BUTLER 6036
General Enquiries: 1300 134 881

McLarty
McLarty Ave
JOONDALUP 6027
General Enquiries: 1300 134 881

Wangara
4 Pappas Street
WANGARA 6065
General Enquiries: 1300 134 881
WHY WEST COAST INSTITUTE OF TRAINING?

West Coast provides an adult learning environment with students of all ages studying together.

Our VET in Schools programs are available to all high schools throughout the Institute’s north west metropolitan catchment area.