Leaving School 2011?
The next step

www.nsi.tafensw.edu.au

Counselling & Career Development
Information correct July 2011
For students some options are:

• study
• work
• combination of study and work
Wide range of TAFE NSW courses

For the full range of courses go to www.nsi.tafensw.edu.au

- accounting and finance
- architectural technology
- beauty
- business
- children’s services
- electronics
- environment and conservation
- events management
- fine arts and design
- hospitality and tourism
- information technology
- landscape
- marketing and advertising
- media and entertainment
- multimedia
- nursing
- sport and fitness
Variety of attendance patterns

- full-time day – approx 3 to 4 days per week
- part-time day/night
- some courses are offered online.
TAFE NSW offers Nationally Recognised Training (NRT)

This means that your TAFE qualification is recognised throughout Australia, not just in New South Wales.
## The Australian Qualifications Framework

<table>
<thead>
<tr>
<th>SCHOOLS</th>
<th>TAFE NSW</th>
<th>UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Doctorial Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Masters Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate Certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advanced Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior Secondary Certificate of Ed</td>
</tr>
</tbody>
</table>

It is not always necessary to complete a lower level certificate to gain entry to a higher one. With your HSC you can apply for most diploma courses.
TAFE to University

- TAFE courses can provide a pathway to university and may give you credit towards your degree.
- NSI has specific agreements with selected universities for direct entry and credit transfer.
- Integrated programs in Business and Accounting and Hospitality Management are delivered entirely at NSI e.g. students from selected diplomas and advanced diplomas may complete a degree in one year.
Applying and enrolling at TAFE NSW

- For some courses you will need to submit an application form before enrolment day.
- There is no cost for applying. You pay when you enrol.
- For courses which do not require an application, you can enrol directly at the college offering the course on enrolment day.
If your course is by enrolment:

• Check
  - you meet the course entry requirements
  - which TAFE NSW college offers the course
  - if you need to attend a compulsory information session, test, interview or audition
  - if you need to bring documentation with you.

• Go to the college on the enrolment day, complete an enrolment form and pay the TAFE NSW fee or enquire about concessions and exemptions.

• Enrolment days for Semester One 2012 will be Tuesday 24 and Wednesday 25 January 2012, 12noon - 7pm.

• Enrolment day for Semester Two 2012 is usually in late June.

• Always contact the college to confirm all course and enrolment details.
If your course requires an application:

- Check
  - you meet the course entry requirements
  - which college offers the course
  - if you need to attend a compulsory information session, test, interview, or audition or present a portfolio for selection purposes
  - download an application form from the internet or pick one up from your local college.
If your course requires an application:

- Make sure to deliver or mail your completed application to the college of your first preference by the due date.
- Applications for Semester One 2012: **OPEN** Monday 8 August 2011 **CLOSE** Friday 28 October 2011.
- Late applications are accepted.
- Always contact the college to confirm all course and application details.
Application Form

- Complete only ONE form. Include up to four preferences for different courses/colleges/attendance patterns.

- Fill out all sections carefully. You need to convince NSI that you are the most suitable person for the course.

- Selection criteria are used to decide if you will be offered a place. For most courses you will be selected only on the information you provide in the following sections:
  - **Part C** Previous and current Education and Training
  - **Part D** Relevance of the course to your Career Plan or Goals.
Application Form – Selection Criteria

Part C Previous and current Education and Training

- School Certificate, Year 11, HSC, VET and TVET courses
- List any courses and activities in either school or outside school e.g. public speaking, debating, leadership, peer support, first aid, drama, creative writing, art, work based training and studies completed overseas.
Part C Previous and current Education and Training

- To gain the most points, fill out the section carefully and include supporting documents e.g. certificates, result notices, reports, etc.

- If the information is not supported, it may not be considered.

- Include factors that may have affected your education (Question 4), e.g. financial disadvantage, educational disruption, disability, language barrier, and/or family responsibilities.
Application Form – Selection Criteria continued

Part D Relevance of the course to Career Plan or Goals

• Describe your career goal and explain how the course is relevant. Give details. Look up career internet sites such as Job Guide www.jobguide.deewr.gov.au or My Future www.myfuture.edu.au.

• Show your knowledge of the course content and outcomes and how the course will help you achieve your career goals. Check TAFE NSW internet sites www.nsi.tafensw.edu.au and www.tafensw.edu.au, contact course information for course leaflets or a counsellor at the NSI Counselling & Career Development Services.
Other relevant factors for Part D

- Include information about any work, life or community experience relevant to your application e.g. part-time work, volunteer work, work experience, hobbies, languages, member of a community organisation such as lifesaving, drama group or volunteer bushfire brigade.

- Also mention personal experience that could assist your application e.g. if you have built a website for a friend’s band, that could help you succeed in an information technology course.
# TAFE NSW Fees for 2011

<table>
<thead>
<tr>
<th>Course</th>
<th>Annual Fee</th>
<th>Fee for enrolments of one semester or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements and other short courses</td>
<td>$450</td>
<td>$225</td>
</tr>
<tr>
<td>Certificate I and II</td>
<td>$450</td>
<td>$225</td>
</tr>
<tr>
<td>Certificate III</td>
<td>$704</td>
<td>$352</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>$958</td>
<td>$479</td>
</tr>
<tr>
<td>Diploma</td>
<td>$1274</td>
<td>$637</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>$1528</td>
<td>$764</td>
</tr>
<tr>
<td>Apprentices and Trainees</td>
<td>$424</td>
<td>$212</td>
</tr>
<tr>
<td>Government benefit recipients</td>
<td>$52</td>
<td>$52</td>
</tr>
<tr>
<td>Australian Aboriginal and Torres Strait Islander students</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Students with a Disability (first course per year)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Special Access Courses</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

- Fees must be paid on enrolment.
- No cash is accepted.
- If your course is more than one semester in length you may pay your annual TAFE NSW fee in two equal instalments.
Fee exemption and concession fees 2011

- Aboriginal or Torres Strait Islander students are exempt from paying the TAFE NSW fee.
- Students on a Disability Support Pension and students with a disability receive a fee exemption for one course per year and pay a $52 concession fee for any subsequent enrolment in that year.
- Students who receive a Commonwealth benefit or allowance at the time of enrolment may be eligible to pay a concession fee of $52 per course enrolment.
- For more information go to www.nsi.tafensw.edu.au
Recognition

‘Recognition of Prior Learning’ (RPL) means that you may be exempt from some subjects in your course.

TAFE NSW will take into account skills and knowledge you have gained in other courses, life experience, work or training provided at work.
Recognition

continued

For further information:

• contact a TAFE NSW Counsellor at the college you wish to attend

• check:
  www.nsi.tafensw.edu.au
  click on ‘Gaining Recognition’
  www.det.nsw.ed.au/hsctafe
  for HSC credit transfer.
Work
Career Development

Today’s workforce is different from how it was 30 years ago. Now, most careers are characterised by:

• more part-time and casual employment
• more moving between jobs
• periods of unemployment and under-employment
• life long learning
• portfolio/employability skills.
The idea of a career has changed – it’s more than just a job.

Your career includes everything you do in your life e.g. leisure activities, education and training, voluntary and paid work and life experience.

Careers do not necessarily develop according to a set plan – plans change and grow throughout your life.
Employability Skills

These are the skills that are required, irrespective of the career you choose:

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self management
- learning
- technology
Writing your resumé

Your resumé should include:

• name/address/phone/email
• career objective (optional)
• key skills and attributes (e.g. employability skills)
• work history
• education and other qualifications
• hobbies and other skills
• names and contact phone numbers of people who have agreed to act as referees.
Start looking for a job vacancy

- CareersConnect@nsi
  www.careersconnect.nsi.tafensw.edu.au
- internet job vacancy sites
- newspapers
- networking e.g. family and friends
- contact employers directly
- group training companies for apprenticeships and traineeships
- volunteer work
- notices e.g. in shop windows.
Find out more about potential employers

- Do you have to apply online?
- What does the business do?
- Does it have a website where you can research its products and services?
- Is there someone you could speak to about the job and application?
Prepare for the interview

- Think about what questions you may be asked and prepare your answers.
- Plan what questions you might like to ask.
- Get help from your family, friends or career advisers.
- Do a practice interview.
- Plan what you will wear and how to get to the interview on time.
After the interview

- What did you do well?
- What could you do better next time?
- The more practice you have at interviews, the better you’ll get.
- Don’t take it personally if you don’t get the job.
- Keep trying – finding a job takes time.
- You may not get the job you want straight away but it could lead to other job opportunities.
Combination of study and work
Apprenticeships

- a job plus training
- usually last for four years
  (including one day a week training)
- available in areas such as:
  - automotive
  - boat building and marine
  - building and construction
  - cookery - chef
  - electrical
  - hairdressing and beauty
  - horticultural
  - plumbing.
Traineeships

- similar to apprenticeships but shorter
- available in areas such as:
  - children’s services
  - horticulture
  - hospitality
  - retail
  - information technology
  - real estate
  - sport and recreation
  - office administration.
How to get an apprenticeship or traineeship

- CareersConnect@nsi
  www.careersconnect.nsi.tafensw.edu.au
- Check jobs online and in newspapers.
- Contact employers directly.
- Talk to family and friends – let them know you are looking for a position.
- Contact a Group Training Company. They employ apprentices and trainees and find them suitable on the job training.
If you would like to discuss your course and career options contact NSI Counselling & Career Development Services

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradfield</td>
<td>Block C, Level 2, Room C2.09</td>
<td>9448 4218</td>
</tr>
<tr>
<td>Crows Nest</td>
<td>Level 2, Room 2.52</td>
<td>9448 4410</td>
</tr>
<tr>
<td>Hornsby</td>
<td>Block C, Ground Level, Room CG07</td>
<td>9472 1512</td>
</tr>
<tr>
<td>Meadowbank</td>
<td>Block P, Level 2, Room P.2.07</td>
<td>9942 3710</td>
</tr>
<tr>
<td>Northern Beaches</td>
<td>Block A, Ground Floor, Room A.G.13</td>
<td>9941 5205</td>
</tr>
<tr>
<td>North Sydney</td>
<td>Building D, Ground Floor, Room D.G.02</td>
<td>9942 0056</td>
</tr>
<tr>
<td>Ryde</td>
<td>Building H, Level 1, Room H.1.06</td>
<td>9448 6201</td>
</tr>
</tbody>
</table>