Education is the most powerful weapon which you can use to change the world.

– Nelson Mandela

The Northern Sydney Institute, part of TAFE NSW, is one of Australia’s leading providers of vocational training and tertiary education.

We are a team of more than 1,000 people who wake up each morning with a thirst to educate, train and inspire. We believe in helping our students unlock potential and businesses achieve success. We see ourselves providing premium learning experiences that are memorable and life affecting.

We have seven campuses at Crows Nest, Hornsby, Meadowbank, Northern Beaches, Ryde, St Leonards (our Learning and Innovation Campus) and Bradfield, a senior college for specialised HSC options for year 11 and 12.

Our Institute offers nationally recognised courses from certificate to bachelor degree and everything in between. From full-time to part-time, online or face-to-face, we offer flexible programs to suit your needs. If you’re looking for a pathway to university, we have agreements with some of the best.

Whether you are just starting out in your career, returning to work after a break, looking to win that next promotion or building on your existing skills, we’ve got it covered.

And, if you need help choosing the right path? Explore our website for career and study options or our friendly career counsellors will help you with practical, expert advice on how you can get there – we’re just a phone call away.

Whatever journey you decide to embark on, we wish you the very best for now and the future.

We inspire learning. We unlock potential.

We are the Northern Sydney Institute.

– Kevin Harris
Institute Director
As a matter of fact
we've done the figures

- **Enrolments**: 49,000+ enrolled to study with us*.
- **Graduates**: 18% of our students are university graduates with a thirst for real knowledge*.
- **Student Experience**: 90% of students were happy with their experience*.

- **Our Team**: 1,000+ strong team of staff ready to help you achieve**.
- **Employability**: 73% of students gain employment after training with us*.
- **Global**: 165 nationalities come to study with us*.

- **Flexible Study**: 26% of our students balance work with study*.
- **Sustainability**: 90% of students were happy with their experience*.
- **Offshore**: 165 nationalities come to study with us*.

- **Work Study**: 26% of our students balance work with study*.
- **Sustainability**: 90% of students were happy with their experience*.
- **Offshore**: 165 nationalities come to study with us*.
Pathways
for every person

Not all journeys are in a straight line, you don’t have to go from 1 to 10. You can jump in at 5, move up, move down, switch around.

Depending on the qualification, we can recognise prior learning or work experience to fast-track your study, completing your qualifications even sooner!

We also offer specialist skills sets and units out of the Australian Qualification Framework (AQF) as separate courses, so you can get just what you need, when you need it.

Want to know more?
Go to www.nsi.edu.au/pathways
Children are the world’s most valuable resource & its best hope for the future.

- John F. Kennedy
A GROWTH INDUSTRY

In 2013–14, children’s services will have generated $7.8bn in revenue – a staggering figure projected to reach $9.31bn by 2016-17. And over the next five years, the population of children aged 10 and under will increase dramatically. So the need for quality carers and centres will continue to grow as quickly as these bouncing baby boys and girls!

(Source: IBIS World Report 2013 – Childcare Services)

Your career pathway will feel like child’s play

Working with children is one of the most rewarding careers there is – and the demand for talented, passionate people has never been greater.

Whether you are an early childhood educator, a nanny or the busy manager of a children’s services centre, the Northern Sydney Institute can provide you with the appropriate, relevant nationally accredited qualifications.

Imagine walking into the children’s centre, the early morning air still crisp as you turn on the lights.

A wash of pride hits you as you walk past yesterday’s artwork pinned on the wall.

You begin to sort out today’s experiences, set out the crayons, wipe down the white board and open the doors to the outside play area, as you prepare the space that will today be the inspiration for tomorrow’s most precious minds.

Just as you check the chairs are in place, three children burst through the doors, making their way to their usual spot – their little eyes twinkling with excitement.

You know that what they will do today is more than just play. The educational programs that you and your staff provide now will help them transition to school and will always be a vital part of their future development.
Your career in child studies

**CERTIFICATE II**
in Community Services
(No prerequisites)
If you are still at school and would like to explore a career in community work, including early childhood, this TVET in Schools pathway qualification will give you a taste of the industry.

**CERTIFICATE III**
in Early Childhood Education and Care
(Note: From 2014, this is the minimum qualification that all workers in the childcare industry must hold)
Employment options: early childhood educator, family day care educator or nanny
The minimum qualification required to work in the children's services industry. With this qualification you can work in centre based services, long day care, mobile services, preschools and family day care.

**DIPLOMA**
of Early Childhood Education and Care
(Note: From 2014, 50% of staff in a centre must have this level qualification or higher)
Employment options: nominated supervisor in early childhood service centre, centre manager/director, group or team leader, program leader/coordinator, additional needs or child development worker, certified supervisor, educational leader
This qualification will help you to take on a leadership or management role in centre based services, long day care, mobile services, preschools and family day care.

**UNIVERSITY PATHWAY**
Bachelor of Education (0-5 years)
Charles Sturt University
(Diploma graduates can receive two years credit for previous study towards this degree)
Employment options: professional early childhood teacher or director
Delivered at our Crows Nest Campus this professional teaching degree qualifies you to work as a teacher in preschool or long day care or to be employed in integrated child and family services or early intervention services.

**CERTIFICATE IV**
in School Age Education and Care
Employment options: educator in school age education care
This qualification will help you to take work as an educator with school age children in out of school hours care, vacation care and recreational programs.

**DIPLOMA**
of School Age Education and Care
Employment options: nominated supervisor in school age education care, group or team leader, program leader/coordinator, additional needs or child development worker, certified supervisor, educational leader
This qualification will help you to take on a leadership or management role with school age children in out of school hours care, vacation care and recreational programs.
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

From 2014, this is the minimum qualification that all workers in the children’s services industry must hold.

An accredited program, the certificate III not only offers the perfect introduction to caring for young children, but equips you for understanding, supporting and encouraging their development. It’s inspiring coursework that will help you make a positive impact every time you go to work.

The course also offers an opportunity for practical training which will qualify you to work as an early childhood educator, family day care educator or nanny. You’ll be engaged in a minimum of 120 hours of professional experience during the course, or you could elect to undertake this course as a traineeship.

Employment options: early childhood educator, family day care educator, nanny
If you’re dreaming of owning and operating your own childcare centre, this qualification will help you realise that dream sooner than you think. From 2014 at least 50% of the staff in a childcare centre based services must hold a Diploma level qualification or above.

A comprehensive course, this Diploma will give you the skills and education to be able to meet the varying intellectual, physical, emotional, social and language needs of children in your care.

You will learn how to care for babies and children, ensure children’s health and safety, foster and encourage children’s development, work with families to care for children, and manage a community sector organisation.

And as a part of this course, you’ll also be required to undergo a minimum of 240 hours of professional experience in a children’s services setting, or you could elect to undertake this course as a traineeship.

Employment options: nominated/certified supervisor in a children’s service centre, children’s services coordinator, centre manager, director (children’s services), early childhood educator, group/team coordinator/leader (children’s services), children’s adviser, program leader (children’s services), children’s service director/manager, educational leader, child development worker.

NOTE: Students enrolling in the Diploma of Early Childhood Education and Care may be eligible to have the TAFE NSW fee waived under a National Partnership Agreement with the Commonwealth government – go to nsi.edu.au to find out more.
Course summary

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For more information, log onto www.nsi.edu.au. Click on ‘Advanced Search’. Select the industry from the drop down menu.

Are you a children’s services provider seeking advice on development?  
Our expert staff are ready and happy to help!

CUSTOMISED SHORT COURSES

We offer a number of customised short courses and skill sets for Children’s Services educators.

Courses include: Develop and Implement Sustainable Practice, Support Sustainable Practice, Identify and Respond to Children at Risk. We also offer a range of first aid courses including Asthma and Anaphylaxis.

Mentoring, leadership and management are also included in the suite of courses that can be customised for services.

Choose a course from 22 different industry areas. Visit nsi.edu.au

Study full-time, part-time, online, face-to-face or by distance.

Ask us today for career advice or more information. Call 131 674.
Act as if what you do makes a difference. It does.

- William James

Health & Community Services
Care about your career?

Imagine the smiles and the gratitude. You have made a real difference to an elderly person's life – making them a little more comfortable, a little better. They may be in hospital, in aged care or they may even be living alone and you are their only lifeline to the outside world. Your people skills, compassion and expertise help support people from all walks of life, especially the vulnerable – the aged, the ill and the underprivileged.

Your passion for service has given you a fulfilling, rewarding career. You also have the potential for management opportunities and mentoring and even overseas travel. It’s this dedication to service that careers in community services and health are all about. And whether you’re focussed on working as an enrolled nurse or as a social worker for homeless teens, The Northern Sydney Institute can give your career a helping hand with stimulating, accredited coursework.

So, if you’re ready to use your natural ability with people in an industry that urgently needs compassionate individuals, your time to shine is now.

Get in touch with us to start a career with meaning and purpose.

A HELPFUL INDUSTRY

As Australia’s economy avoided recession in 2008-09, Community Services increased in revenue by 4.2%. And over the next five years through 2011-12, this grew by 2.7% annually reaching $21.8 billion. Employment opportunities will be plentiful as the wealthy baby boomer generation spend heavily on quality aged care. Revenue for Health Services is forecast to grow to $105.8bn by 2016-17. So your future certainly looks bright in this industry!

(Source: IBIS World Report 2011/12 – Community Services)
Your career in nursing

**CERTIFICATE III**

**in Health Services Assistance (Assisting in Nursing Work Acute Care)**

Employment options: Nursing assistant

Begin your career as a nursing assistant. You will work in collaboration with registered nurses to assist in providing patient care and comfort.

**DIPLOMA**

**Nursing (Enrolled/Division 2 Nursing)**

Employment options: Enrolled nurse

Apply for work in a hospital or nursing home as an Enrolled Nurse (EN) under the direction and supervision of a Registered Nurse.

On graduation you can work in a hospital or nursing home as an Enrolled Nurse (EN) under the direction and supervision of a Registered Nurse.

You are eligible to apply for credit towards a university degree.

**DEGREE OPTION**

**in Nursing**

Employment options: Registered nurse.

Graduates are eligible to register with the Nursing and Midwifery Board of Australia and practice as a Registered Nurse (RN) in Australia.

Students who have received a diploma or above are eligible to apply for credit towards a bachelor degree from a university offering this course.

**CERTIFICATE III**

**in Allied Health Assistance**

Employment options: Allied health worker

This course reflects the role of the allied health worker who provides support to physiotherapists, occupational therapists, dieticians, and speech pathologists.

**ADVANCED DIPLOMA**

**of Nursing (Enrolled/Division 2 Nursing)**

Employment options: Enrolled nurse working in specialist areas.

For enrolled Nurses who want to work in a specialist area with advanced skills and knowledge. Specialisations include Mental health, Palliative Care, Peri-operative and other specialist areas.

**UPGRADE YOUR SKILLS**

The Palliative Approach skill set enables the healthcare worker to provide support for individuals who are experiencing loss, grief and bereavement.

The Medication Assistance skill set allows the healthcare worker to assist clients to self-medicate in a residential facility, home or community setting.

For those who already have a Certificate III in Aged Care, Home and Community, Allied or Health Services Assistance, we offer gap training so you can complete a second certificate in reduced time.
Nursing & Health courses in focus

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

Learn all the skills required for a career as an assistant nurse. You’ll also have the potential to gain employment in acute care settings, learn about legal and ethical issues in health care, effective communication strategies, anatomy and physiology and workplace health and safety. A range of health problems and related nursing care in acute care is also covered. For practical skills you will undertake a clinical work placement of 50 hours in healthcare facilities in the simulated environment.

Whether you choose to stay in this line of healthcare or not – you will have gained a solid grounding in the fundamentals required. So you’ll be able to use this knowledge and experience to springboard to the next level in nursing.

DIPLOMA OF NURSING

Qualify as an Enrolled Nurse (EN) to work as an associate to a Registered Nurse within healthcare settings. Learn about anatomy and physiology, infection control, medical and health problems, nursing care across the lifespan, legal and ethical issues, communication, medication administration and first aid. Clinical work placements take place throughout the course in a variety of approved healthcare facilities.

The path to becoming an enrolled nurse changed in 2009, from an employed model to a model where people are trained before being employed as an enrolled nurse. This means that you must complete a course to become an Enrolled Nurse and then apply to work in a hospital or nursing home.

Many of our graduates go on to university to complete a degree program and become a Registered Nurse (RN). Several universities give generous credit to graduates of the TAFE NSW Nursing Diploma and Advanced Diploma.

During your studies at the Northern Sydney Institute, you’ll be given the opportunity to attend clinical placements in hospitals and other health facilities all as part of your training. You’ll enjoy the best of both worlds – theory and practice.

Don’t forget:

VET FEE-HELP MAY BE AVAILABLE, SO IT’S EVEN EASIER TO IMAGINE YOUR FUTURE.
WHAT IS NSI+

NSI Plus (also known as TAFE Plus) courses provide specialist or advanced training for individuals or groups. NSI Plus courses are designed to get you the skills you need in the shortest possible time. These courses are marked with nsi+ in the course list and have a different fee structure and enrolment process to regular TAFE courses.

Go to www.nsi.edu.au/nsiplus

Choose

a course from 22 different industry areas.

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Study

full-time, part-time, online, face-to-face or by distance.

Ask us

today for career advice or more information.

Call 131 674.
Your career in community services

**DISABILITY WORKER**

**CERTIFICATE III**

*in Disability*

Employment options: work under supervision as a carer in residential, school and community services

Disability support workers provide assistance to people with a disability. Assisting with the challenges of daily life from securing and maintaining employment, to accessing recreational and leisure activities. A career in disability services is challenging and rewarding and is a commitment to a stronger and more inclusive community. Work with people in their own homes, in the community or residential facilities.

**CERTIFICATE IV**

*in Disability*

Employment options: carer, support officer or coordinator in disability, residential and community settings. May work without direct supervision

**DIPLOMA**

*of Disability*

Employment options: manager, coordinator or supervisor in disability services

**AGED CARE WORKER**

**CERTIFICATE III**

*in Aged Care*

Employment options: aged care worker, aged care assistant, nursing assistant, personal care assistant, community support worker

The elderly are some of our society’s most vulnerable – and you can make a real difference to their lives. This certificate qualifies you to work in residential aged care facilities within defined organisation guidelines and service plans.

**CERTIFICATE IV**

*in Aged Care*

Employment options: aged care supervisor, aged care team leader, program coordinator, hostel supervisor, assistant hostel supervisor

**CERTIFICATE III**

*in Home and Community Care*

Employment options: care assistant/worker, care service employee, community care worker, community support worker, disability support worker, food services deliverer, home care worker, in-home respite provider, personal care assistant, support worker

This qualification addresses caring for people in-home or other community settings. You will have regular supervision within clearly defined organisational guidelines and service plans. On completion you will be qualified to work as a supervisor and undertake case management.
Aged care courses in focus

CERTIFICATE III IN AGED CARE

If you’re the type of person who is caring, kind to others, always willing to help, a career in aged care is for you.

The Certificate III in Aged Care program will give you the training required to support and care for the elderly.

You will benefit from invaluable coursework as you learn to:
• provide support to meet personal care needs
• support individual health and emotional well-being
• provide support to people living with dementia
• work effectively with culturally diverse clients and colleagues
• follow safety procedures for direct care work
• deliver care services using a palliative approach
• recognise healthy body systems in a health care context.

As a part of this nationally recognised and government-accredited course, you will undertake supervised work placement in residential aged care. This training will help prepare you for professional work as an aged care worker in the community services industry.

Your training will give you the skills and knowledge to work as an assistant in nursing (AIN) or personal care assistant (PCA) in an aged care facility, a community support or community care worker, or a home care assistant. Combining this course with the Certificate III in Home and Community Care will provide you with an even greater range of skills and increase your chances of employment.

CERTIFICATE IV IN AGED CARE

If you feel that your skills and passion for helping others in the community are best utilised in an aged care facility, this is the ideal qualification for you. It addresses work within defined organisation guidelines and service plans.

This course is also recommended for people who currently work in aged care and want to develop their existing knowledge and skills.

Graduates from this course will help maintain an individual’s well-being through personal care and may provide services to individuals with complex needs as well as work with groups of older people.

With this certificate you will be qualified to provide training and support that promotes independence and community participation, such as activities and programs in residential and centre-based programs. You’ll report to service managers and liaise with professionals and other service providers and may be required to supervise and/or coordinate a small number of other workers.

Specifically, you will gain important skills and knowledge including:
• how to assess the service needs of older people with complex needs
• planning and monitoring service delivery
• completing relevant administrative work on deadline
• planning and conducting group activities
• implementing and monitoring WHS policies and procedures
• conducting recreational programs for the elderly
• organising an effective work environment.

When you complete this course, you’ll be able to work independently and enjoy fulfilling work as a team leader within residential aged care and community based services. This is a growing industry that urgently needs caring, engaged individuals – people like you.

www.nsi.edu.au • 131 674
COMMUNITY SERVICES WORKER

**CERTIFICATE II**

in Community Services
An introduction to community services work, you will achieve nationally recognised units of competency and gain an advanced standing into Certificate III level qualifications, such as those in aged care, children’s services and community care.

**CERTIFICATE IV**

in Community Services Work
Employment options: case worker, community services worker, domestic violence worker, family support worker, welfare support worker

**DIPLOMA**

of Community Services (Case Management), or of Community Services Coordination, or of Community Services Work
Employment options: casework manager, case coordinator, family services coordinator assessor, program manager

**ADVANCED DIPLOMA**

of Community Sector Management
Employment options: senior casework manager, centre manager, community services manager, community development manager, program area manager, volunteer program manager

Community Services workers enjoy meaningful, and often life-changing, work. They work with individuals, families, groups and communities to empower, educate and support them by helping to change their social environment. Specialised areas include work with adolescents, the homeless, disabled and victims of domestic violence. Community workers interact with welfare agencies, community groups, government and non-government bodies, and businesses regarding community services such as housing, health, welfare and recreation.
Community Services courses in focus

CERTIFICATE IV IN COMMUNITY SERVICES WORK

If you’ve always wanted to give something back to your community and the world at large – this could be your opportunity to do some incredibly valuable work.

The Certificate IV in Community Services Work program will give you the necessary skills to launch a career in community services. This nationally recognised course will train you in specialist communication, client support and intervention – all applicable in residential and community settings.

You could find yourself making a difference to the lives of a range of clients – families, young people and those living with physical or mental disabilities.

When you complete this certificate program you will gain the qualifications and training necessary to build a meaningful, rewarding career in community services.

You will also be able to tailor your education by choosing to study electives in the areas of:
- alcohol and drugs
- case management
- disability
- working with Aboriginal and/or Torres Strait Islander people.

To further your education and training during the course, you will be required to undertake at least 160 hours of work placement in the Australian community services industry.

In this certificate program, you will complete 10 core modules including:
- work within a legal and ethical framework
- work effectively with culturally diverse clients and co-workers
- contribute to Workplace Health and Safety processes
- identify and respond to children and young people at risk of harm
- work within a community development framework.

Plus elective modules including:
- being an advocate for clients
- assess needs of clients with alcohol and/or other drugs
- work effectively with people with a disability
- work effectively with Aboriginal and/or Torres Strait Islander people
- work effectively with young people in the youth work context.
Your career in community services

ALCOHOL, OTHER DRUGS AND MENTAL HEALTH WORKER

**CERTIFICATE IV**

*in Alcohol and Other Drugs Work*

Employment options: drug and alcohol worker, case worker, community support worker, detoxification worker, outreach worker.

**DIPLOMA**

*of Community Services (alcohol, other drugs and mental health)*

Employment options: alcohol and drug counsellor, mental health casework manager, family services coordinator, needle exchange manager

**CERTIFICATE IV**

*in Youth Work*

This is your opportunity to work with Australia’s future – our youth. If you have a unique way with people, love a challenge and can rise to the occasion even when the going gets tough, some of our country’s most neglected young people need your skills and support. This well-regarded qualification provides a good entry point to Youth Work whether you’re working with inner city teens or indigenous communities.

Employment options: community development worker, Indigenous youth worker, recreational youth activities officer, residential care worker

This is one of the most challenging but ultimately rewarding areas of Community Services. Alcohol and drug workers provide assessment, support and intervention to clients with alcohol and drug issues and implement health promotion and community intervention programs.
Counselling courses in focus

**DIPLOMA OF COUNSELLING**

Counselling is the art of listening and skillful questioning to assist people make sense of their lives and to make quality decisions for the future. Rather than just ‘giving advice’, counsellors guide people to find the right path for them. They can also refer to specialists for medical, psychological or community support.

Counsellors work with people of all ages, cultures, and backgrounds in community, corporate and government environments. They help people to cope with a range of life issues and problems including grief and loss, suicide, depression, anxiety and stress, trauma, abuse, confusion, goals and directions, relationship worries, parenting issues, discrimination and gender issues.

This full-time course will provide you with the skills and knowledge required to undertake generic counselling work. You will develop high level communication skills in a range of commonly used counselling modalities including assessment and referral skills, recognising and responding to individuals at risk, understanding personality theories, applying legal and ethical responsibilities in counselling and working within a case management framework.

The course will run over 18 months full-time and will be offered through a mix of workshops and experiential learning with extensive opportunities for skills practice in a purpose built simulated facility.

Graduates of the diploma are eligible to apply for membership to the Australian Community Counselling Association (Qualified Membership) and can receive one or two years credit towards social work related degrees at the University of NSW, University of Sydney and Charles Sturt University.

**ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT**

Do you want to give back to the community, and be responsible for the day-to-day management of a community organisation? You can with a Diploma of Community Sector Management.

The course is designed to provide those who are responsible for the coordination and management of community organisations. You will learn how to program areas and services within the community services industry with the knowledge and skills to deliver results in line with the organisation’s goals and strategic objectives.

The qualification will support and enhance your existing community service qualifications, and allow you to move to the next stage of your career.

Throughout the course you will complete higher order management units including financial management, human resource management, risk management, change management, quality service delivery and innovation and strategic planning and leadership.

This dynamic course is delivered with a blend of workshops, project based work and workplace activities plus self paced and online components.

Employment options: senior casework manager, centre manager, community services manager, community development manager, program area manager, volunteer program manager.

Employment options: counsellor, problem gambling worker
## Course Summary

### Key
- **nsi+** Community Services (alcohol, other drugs and mental health) Diploma 11437 CHC40212 M, NB
- **nsi+** Statement of Attainment 19586 CN, NB

### Course Name | Award | Course No. | National Code | Campus
---|---|---|---|---
Aged Care  | Certificate III | 18167 | CHC30208 | M, NB, SL
Aged Care  | Certificate IV | 18168 | CHC40108 | M, NB
Alcohol and Other Drugs Work  | Certificate IV | 11460 | CHC40412 | NB
Allied Health Assistance  | Certificate III | 17594 | HLT32407 | SL
Community Sector Management  | **nsi+** Advanced Diploma | 11457 | CHC60312 | NB
Community Services  | Certificate II | 18148 | CHC20108 | M
Community Services (alcohol, other drugs and mental health) | Diploma | 11452 | CHC50412 | NB
Community Services (Case Management) | Diploma | 18195 | CHC52008 | M, NB
Community Services Coordination | Diploma | 11456 | CHC52212 | NB
Community Services Work  | Certificate IV | 18701 | CHC40708 | M, NB
Community Services Work | Diploma | 18702 | CHC50608 | M, NB
Counselling  | **nsi+** Diploma | 11455 | CHC51712 | NB
Disability  | Certificate III | 18171 | CHC30408 | M, NB
Disability  | Certificate IV | 18172 | CHC40308 | M, NB
Disability | Diploma | 18173 | CHC50108 | M
Education Support  | Certificate III | 18217 | CHC30808 | M
Education Support | Certificate IV | 18218 | CHC41708 | M
Home and Community Care  | Certificate III | 18169 | CHC30308 | M, NB
Home and Community Care | Certificate IV | 11437 | CHC40212 | M, NB
Identify and Respond to Children and Young People (at Risk)  | **nsi+** Statement of Attainment | 19586 |  | CN, NB
Leisure and Health  | Certificate IV | 18180 | CHC40608 | M, NB
Youth Work  | Certificate IV | 18224 | CHC41808 | M

For more information, log onto www.nsi.edu.au. Click on ‘Advanced Search’. Select the industry from the drop down menu.

### What is NSI+
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**Study**

full-time, part-time, online, face-to-face or by distance.

**Ask us**

today for career advice or more information.

Call 131 674.
For 20 years, Bradfield has been giving students the opportunity to capitalise on their natural talents and interests and find their own path to the HSC. It is renowned for:

- Creative Industries Centre of Excellence

The campus is a unique adult learning environment, where students actively take control of the design of their HSC and teachers are intensely passionate about what they do whether it is music, IT or performing arts.

Campuses and our best kept secrets

---

**BRADFIELD**

192 Pacific Highway
Crows Nest

Situated close to North Sydney CBD and Sydney’s leading restaurant district, Crows Nest Campus offers a unique blend of specialist programs, including:

- The Asian Culinary Centre
- Bachelor of Business and the Australian Graduate Management Consortium (AGMC)
- Early childhood simulated workplace.

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**CROWS NEST**

149 West Street
Crows Nest

Located on Sydney’s Upper North Shore, our Hornsby Campus is set in scenic bushland. The campus specialises in graphic design, information technology, fine arts and ceramics with the latest in light filled studio and exhibition spaces open to the public. The Hornsby campus is home to:

- The White Room – simulating a real-world design studio
- EcoSkills Training Centre
- Hornsby Art Gallery.

---

**HORNSBY**

205 Pacific Highway
Hornsby

Located on Sydney’s Upper North Shore, our Hornsby Campus is set in scenic bushland. The campus specialises in graphic design, information technology, fine arts and ceramics with the latest in light filled studio and exhibition spaces open to the public. The Hornsby campus is home to:

- The White Room – simulating a real-world design studio
- EcoSkills Training Centre
- Hornsby Art Gallery.

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**MEADOWBANK**

See Street
Meadowbank

One of the largest campus locations in Sydney, our Meadowbank Campus offers an extensive range of study areas, including:

- Cisco Academy Training Centre
- Hair, Beauty and Make-up Academy
- See Street Art Gallery
- Massage Therapy Clinic
- Higher Education Campus
- Sport and Fitness Centre
- TELC (TAFE English Language Centre).

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Want to know more?
Go to www.nsi.edu.au/campus
Surrounded by the beautiful beaches of the peninsula, our Northern Beaches Campus provides specialist training facilities for hospitality, hair and beauty, sport and fitness, community services and health, ceramics and much more. It’s home to:

- Hair, Beauty and Make-up Academy
- Community Health and Fitness Education Centre
- Pittwater Training Restaurant
- Maritime Simulator – life-size ship’s bridge – realistic ocean going experience
- Gawura Aboriginal Learning Centre.

**RYDE**

250 Blaxland Road
Ryde

Set in 25 acres of beautifully landscaped gardens with views to the Blue Mountains, our Ryde Campus is an internationally renowned specialist training centre for hospitality, tourism, horticulture and environmental management. Hyde has:

- Le Cordon Bleu Sydney Culinary Arts Institute, the largest Le Cordon Bleu School in the world
- Sydney Wine Academy, a world leader in wine and spirits education – 2010 Wine and Spirit Education Trust (WSLT) Educator of the Year
- Sydney Coffee Academy – teaching the art and science of great coffee.

**ST LEONARDS**

213 Pacific Highway
St Leonards

Our Learning and Innovation Campus is located at St Leonards. It lies between the major commercial business areas of North Sydney and Chatswood. It’s home to:

- The largest broadcast quality Film and TV training studios in TAFE NSW (proudly operating for over 55 years)
- Hair, Beauty and Makeup Academy
- Cisco Academy Training Centre
- Learning and Innovation Centre – state of the art digital media and health education precinct.

**INTERNATIONAL STUDENTS**

Welcoming students from 65 countries around the world!

For over 50 years, the Northern Sydney Institute has been welcoming students from overseas and educating them for a global future. We offer over 100 courses for international students, from certificate to advanced diploma level. For more information contact:

**International Student Services**

Crows Nest Campus
Level 2, 149 West Street
Crows Nest NSW 2065
Phone: 9448 4499
Fax: 9448 4498
www.nsi.edu.au/internationalstudents
What is an Apprenticeship?
Apprenticeships combine paid work and structured training so you can learn a trade and receive a nationally recognised qualification and become a qualified trades person. An apprenticeship usually takes four years and can be completed part-time or full-time.

In each course section apprenticeship courses will have a icon in the course summary listing of this career guide.

What is a Traineeship?
A traineeship is like an apprenticeship but is focused in vocational areas such as office administration, information technology, accounting, transport or hospitality. When you’re finished you will be eligible for a certificate II, III, IV or diploma in you chosen area. The traineeship is a contract between employer and trainee. A traineeship can be from 12 to 36 months duration full-time and longer for part-time. The selection of a training package is based on an employee’s role.

In each course section traineeship courses will have a icon in the course summary listing of this career guide.

Why Invest in an Apprenticeship or Traineeship?
Earning while you’re learning is one of the top reasons – you won’t accrue a HECS debt. You’ll also have improved career prospects or as a qualified trades person, you can establish your own business – be your own boss.

You’re assessed and awarded pass marks when you can demonstrate you have attained the required skills or knowledge. If you are able to reach the required skill levels quickly, then you may be able to finish your training sooner.

Gaining nationally recognised qualifications and skills is a great foundation for employment or further education and training.

In some cases, if you are over the age of 25 years, you may be eligible for the Adult Apprentices Payment.

Australian Apprenticeships Centres (AAC) can assist you with information, support and advice on financial assistance. Phone 133 873 to find your nearest centre.

Why Choose the Northern Sydney Institute?
The Northern Sydney Institute is a highly respected and experienced training provider that educates over 6,000 apprentices and trainees every year.

The Northern Sydney Institute offers Government supported training for apprentices and trainees along with a range of support for their employers.

Through our key business partnerships, we ensure our courses remain relevant and responsive to the needs of the industry.

Join the growing number of employees who choose to learn while they earn.
HOW TO GET AN APPRENTICESHIP OR TRAINEESHIP?

STEP ONE: Choose an occupation
Choose an area that interests you, or that you have some skills in. A careers advisor or counsellor can help you work this out.

Organise some work experience in that industry. Even a week or two in a voluntary role can give you an idea of what a job in that field might be like.

STEP TWO: Find an Employer
Next, you’ll need to find employment in the industry where you would like to undertake your apprenticeship or traineeship. You can:

- check the employment sections of newspapers for vacancies
- register with the Northern Sydney Institute’s CareersConnect online at www.careersconnect.nsi.tafensw.edu.au or contact 131 674
- check vacancies on job search websites
- contact a Group Training Organisation or visit www.nswgrouptraining.com.au
- do a pre-apprenticeship course. This is another great way to get started. The skills you learn can give you up to a full year’s credit towards your apprenticeship. Contact the Northern Sydney Institute to find out more.

STEP THREE: Apply for a traineeship or apprenticeship
Get it in writing. Your employer is required to contact an Australian Apprenticeships Centres (AAC) and complete a Training Contract. The AAC will provide you and your employer with information on Government incentives that are available.

STEP FOUR: Start your training with US!
Get in touch with the Northern Sydney Institute to confirm your start date. You will need to have your signed Training Contract, or Training Plan Proposal, from the AAC as proof of your apprenticeship or traineeship.

Facts
Choose from 600 apprenticeships and traineeships in NSW

100,000+ apprenticeships and traineeships in NSW are approved each year

Questions?
Ask to speak to our Apprenticeship and Traineeship Coordinator. Call 131 674 or email: nsi.newapprenticeships@tafensw.edu.au
Get recognition for all your hard work in your career learning or study. Here’s how!

**APPLY FOR RECOGNITION AND YOU COULD FINISH YOUR COURSE SOONER**

Previous study, experience at work or even volunteering in the community can all count towards recognition of prior learning, or RPL. TAFE NSW has a process of assessing RPL and as a student of the Northern Sydney Institute, you can apply for as many units as you like (fees may apply).

The process includes providing evidence of your abilities plus an interview with a trained assessor. Depending on what evidence you have, the assessor might also suggest an activity such as a challenge test or a workplace observation to give you a chance to show us what you can do.

If you are found to be eligible for recognition for a unit of competency then the rest is easy, you’ll automatically get a pass for that subject.

Keep recognition in mind when you enrol. The sooner we know about it the better, preferably within three weeks of enrolment.

**HOW TO APPLY FOR RECOGNITION**

A bit of experience can help you enjoy and do well in your course but there’s no need to reinvent the wheel. If you think you’ve been there and done that, ask your teacher or the campus Course Information Officer about applying for recognition.

Or jump online at www.skillsrecognition.nsw.gov.au to find out more.

**WHAT EVIDENCE DO I NEED?**

When you submit your application, include original or certified copies of as many of the following as you can:

- work reports
- qualifications
- references
- job descriptions
- performance appraisals
- samples of your work
- a portfolio of relevant videos/photos
- minutes of a meeting or correspondence.

Talk with your teacher or Course Information Officer about recognition and get qualified more quickly.

Getting credit where it’s due

www.nsi.edu.au/recognition
GET CREDIT TOWARDS A DEGREE
Did you know that the Northern Sydney Institute has over 500 courses to choose from? Get a taste for your future career when you enrol in a course with us. Complete a diploma and you may get credit towards a degree at major Australian universities.

UPGRADE TO A UNIVERSITY DEGREE
You can turn your diploma into a degree by continuing your studies at the Northern Sydney Institute. Our unique partnerships with Charles Sturt University (CSU) and University of Canberra means you can complete a bachelor degree on campus with us and graduate from a university.

GRADUATE WITH A DEGREE FROM US
Did you know that the Northern Sydney Institute is an accredited higher education provider? You can study the Bachelor of Information Technology (Network Security) or the Associate Degree in Accounting at our Meadowbank Campus.

TAFE NSW DEGREES
- Bachelor of Information Technology (Network Security)
  TAFE NSW Higher Education, Meadowbank Campus
- Associate Degree in Accounting
  TAFE NSW Higher Education, Meadowbank Campus

UNIVERSITY DEGREES AND PARTNERSHIPS
- Bachelor of Business Studies
  Charles Sturt University, Crows Nest Campus
- Bachelor of Business (International Restaurant Management)
  Le Cordon Bleu Sydney Culinary Arts Institute, Ryde Campus
- Bachelor of Business (International Hotel Management)
  Le Cordon Bleu Sydney Culinary Arts Institute, Ryde Campus
- Bachelor of Education (Birth to Five Years)
  Charles Sturt University, Crows Nest Campus
- Bachelor of Graphic Design
  University of Canberra, St Leonards Campus
- Bachelor of Hotel Management
  Charles Sturt University, Ryde Campus

POST GRADUATE PROGRAMS
- Graduate Certificate in Management (Professional Practice)
  Australian Graduate Management Consortium, St Leonards Campus
- Graduate Diploma in Management (Professional Practice)
  Australian Graduate Management Consortium, St Leonards Campus
- Graduate Certificate in Project Management
  Australian Graduate Management Consortium, St Leonards Campus

WE OFFER
- practical hands-on learning • guaranteed small class sizes • individual learner support • no ATAR required for entry.
STUDENT ASSOCIATION
It’s about more than just what happens in class.

The Student Association enriches campus life for students by providing services, activities and facilities, which vary from campus to campus. Membership is voluntary and available to all of the Northern Sydney Institute’s students.

When you become a member of the Northern Sydney Institute Student Association, you’ll receive a pack full of freebies, discounts and benefits, including offers from local shops and restaurants, campus parking, movie tickets, photocopying, printing, laminating, binding and mobile phone recharge vouchers. Visit your local campus branch to join or for more information go to www.nsi.tafensw.edu.au/Services/StudentAssociation.aspx

LIBRARIES
Looking for information to help you with your studies?

At every campus there’s a well resourced library with qualified library staff who can help you find books, journals, eResources, DVDs and CDs. There’s also free access to online databases, internet and Wi-Fi.

Students and staff can book and use library equipment to support teaching and learning activities. Ask at the library about using computers, digital projectors, printers, scanners, photocopiers and DVD players. The libraries have study, seminar and meeting rooms too.

Visit www.nsi.edu.au/libraries

CHILDREN’S CENTRES
Why should big kids have all the fun?

Hornsby and Meadowbank Campuses kick off the learning early with quality care and educational programs for children aged from six weeks to five years old. Professional staff design the friendly and inclusive programs to reflect the interests and abilities of your child. The safe environment, modern equipment and a healthy staff to child ratio will put your mind at ease.

If you’re a student of the Northern Sydney Institute or part of the community, contact either centre to ask about enrolling your child or download an application form from www.nsi.tafensw.edu.au/Services/Childcare.aspx

Meadowbank Children’s Centre
Building N
Phone: 02 9942 3643

Hornsby Children’s Centre
Building N
Phone: 02 9472 1548

DISABILITY SERVICES
Our courses are for everybody

Ask our TAFE NSW disability teacher/consultants for assistance to access alternative format material, adaptive technology, interpreters for those who are deaf or hearing-impaired, learner and exam support, and assistance with physical access. Tick the relevant box when enrolling, email us at nsi.disabilities@tafensw.edu.au or give us a call. It’s confidential.

Bradfield
02 9448 4431

Crows Nest
02 9942 0238

Hornsby
02 9472 1272 / 02 9472 1216

Meadowbank
02 9942 3788 / 02 9942 3655 / (Tty) 02 9942 3172

Northern Beaches
02 9941 5280 / 02 9941 5281

Ryde
02 9448 6449 / 02 9448 6411

St Leonards
02 9942 0054 / (Tty) 02 9942 0065

National Relay Service 133 677


Customised short courses for students with a disability can be developed to meet a local demand.

Our services give you the support you need
SKILLS FOR EDUCATION AND EMPLOYMENT (SEE) PROGRAM

Improve your skills, expand your horizons

The Skills for Education and Employment (SEE) program is a great chance to improve your reading, writing, speaking and maths skills for study, work and when applying for a job.

The SEE program is funded by the Commonwealth government through the Department of Industry. The Northern Sydney Institute offers the program at Northern Beaches, St Leonards and Meadowbank campuses.

There are two streams:

- English language training for migrants at a range of levels
- YESS (Youth Employment and Study Skills) program for job seekers aged 15-24

For more information, see www.nsi.edu.au/see, email nsi.see@tafensw.edu.au or call our SEE office on 9941 5232.

LEARNER SUPPORT

Learning should be challenging but also enjoyable

If you’re finding it hard, then learner support (previously called tutorial support) might help.

Learner support can include help with language, literacy and numeracy, communication, computers or subject-specific issues, organised either individually or in a small group.

Usually held at Campus Learning Centres, it’s free if you’re a student at the Northern Sydney Institute. Visit www.nsi.tafensw.edu.au/Services/LearnerSupport.aspx

OUTREACH PROGRAMS

Are you keen to study but something is holding you back?

Money, education, social issues – life can be complicated. The Northern Sydney Institute’s Outreach Unit runs vocational access courses in response to the needs of the community. Outreach might run a course for early school leavers, for example, or a course tailored to mature learners re-entering the workforce.

Crows Nest Campus
Main Building, Hoom 1.53A
Phone: 02 9448 4426

Hornsby Campus
Building 1, Hoom 6
Phone: 02 9472 1239

Meadowbank Campus
Building Y, Hoom Yb.1
Phone: 02 9942 3815

COMMUNITY OUTREACH

Are you keen to study but something is holding you back?

Money, education, social issues – life can be complicated. The Northern Sydney Institute’s Outreach Unit runs vocational access courses in response to the needs of the community. Outreach might run a course for early school leavers, for example, or a course tailored to mature learners re-entering the workforce.

Crows Nest Campus
Main Building, Hoom 1.53A
Phone: 02 9448 4426

Hornsby Campus
Building 1, Hoom 6
Phone: 02 9472 1239

Meadowbank Campus
Building Y, Hoom Yb.1
Phone: 02 9942 3815

SERVICES FOR INDIGENOUS STUDENTS

The word Gamarada means friends

Located on Meadowbank Campus, the Gamarada Aboriginal Education and Training Unit is a great place to connect with other Indigenous people. Talk to Gamarada staff if you want to get advice about anything to do with study, courses and careers. Call 02 9942 3577 or email nsi.gamarada@tafensw.edu.au

The Gawura Aboriginal Learning Centre is a purpose-built teaching and learning facility for Aboriginal students, staff and community groups at the Northern Beaches Campus. Courses include Indigenous tour guiding, event management and the Aboriginal Cultural Education Program. Phone 02 9941 5353

TEMPORARY VISA HOLDERS

Holders of temporary visas can enrol in the Northern Sydney Institute’s courses, if places are available and all course entry requirements have been met. Enrolment conditions apply, depending on the visa subclass. Most temporary visa holders pay the TAFE NSW fee and tuition fees. TAFE NSW will conduct an audit of residency status following enrolment.

If you have a temporary visa, call 131 674 to find out more.
2014 – What you need to know

REFUNDS
A refund of the TAFE NSW fee will only be given in exceptional circumstances (for example, if you are offered and accept a place in another educational institution, if the course is cancelled or if you withdraw before classes start). Conditions apply.

DID YOU KNOW THAT FINANCIAL ASSISTANCE MAY BE AVAILABLE?
Financial assistance may be provided by Centrelink for students studying full-time and part-time. Contact your local Centrelink office for an application form to receive Austudy, Youth Allowance, New Start and other types of payments. NSI counsellors can provide you with an application and information pack or call Centrelink on 132 490.

HIGHER LEVEL COURSES AND VET FEE-HELP
Most NSI Plus Diploma and above courses are eligible for VET FEE-HELP assistance. VET FEE-HELP is a loan scheme introduced by the Australian government to assist eligible full-fee paying students to pay tuition fees for certain higher level courses. Eligible full-fee paying students may wish to defer all or part of their tuition fees through a commonwealth loan under VET FEE-HELP.

DEGREE PROGRAMS AND FEE-HELP
Selected degree programs may be eligible for FEE-HELP assistance. The Australian government provides assistance to higher education students through the Higher Education Loan Program (HELP). FEE-HELP is a student loan scheme provided by the Australian government and is available to eligible fee-paying students to pay tuition fees for certain degree programs. Eligible fee-paying students may wish to defer all or part of their tuition fees through a commonwealth loan under FEE-HELP.

If you feel you may have difficulty paying the TAFE NSW fee or other costs associated with your course you can talk to an NSI counsellor before enrolment. Our counsellors provide a completely confidential service and can help students with financial matters and options for assistance.

GO TO NSI.EDU.AU FOR INFORMATION ABOUT:
• Mandatory Equipment Requirements
• TAFE NSW fee and concessions and exemptions
• Financial assistance
• Travel concessions
• Tax concessions

FREQUENTLY ASKED QUESTIONS

Why have TAFE NSW Fees increased by 5.7%?
The TAFE NSW Fee is reviewed on an annual basis and is routinely increased to support the cost of providing training and other services. The 5.7 percentage increase is in line with the CPI increase in the national Education Group Index, as at June 2013.

While every effort is made to keep fees as low as possible, TAFE NSW needs to make sure students have access to a broad range of support services and the most up-to-date industry equipment and facilities.

Have concession fees changed?
TAFE NSW still offers generous concessions for disadvantaged students. The concession fee will be $106 in 2014, an increase of $6 from 2013.

Who will the change affect?
Students who enrol to study in 2014 TAFE NSW government subsidised courses.

When will the changes take effect?
The fees apply to 2014 TAFE NSW course enrolments, which are now available online via the TAFE NSW and TAFE NSW Institute websites.

If a student enrols now into a full year 2014 course can they pay for one semester?
Yes, students can elect to pay for one semester or pay a full year fee.

Will fees change in second semester 2014?
No, the 2014 fees apply for all courses rather than an annual or semester fee. Concessions and exemptions will continue to be available for disadvantaged groups.

When will 2015 fees be released?
Student fees for 2015 will be announced during 2014. A fee calculator will also be released in 2014 to assist students calculate their individual fees for 2015.

Where can I find more information?
Information on the TAFE NSW 2014 Fee Schedule and payment options is published on the TAFE NSW and TAFE NSW Institute websites. More information is also available from your local campus.
The best education requires the best guidance. At the Northern Sydney Institute we aim to maximise your learning experience and help you reach your potential.

Talk to us about:

- how to get started and be well-organised with your study
- the resources available on campus to help you succeed in your course
- accessing support if you’re struggling with your study or falling behind
- managing stress or other emotions that can get in the way of your success
- what you can do if you’re not sure you’re in the right course
- exploring your options after you graduate.

Welcome aboard.

131 674 • www.nsi.edu.au/careerplanning
How to enrol

1 FIND YOUR COURSE
Go to www.nsi.edu.au
Use the Search or Advanced Search options to find the course you are interested in. Read through the course details and the information under your chosen campus.

2 CHECK THE REQUIREMENTS
Do I meet the entry requirements?
Many of the Northern Sydney Institute’s courses have specific entry requirements. These are qualifications, skills, knowledge and/or experience you must have before you can enrol. Entry requirements are included in the course details.

Do I need to do anything before I enrol or register?
Many of our courses have compulsory pre-enrolment information sessions. For some courses you may also be asked to attend an interview, submit a portfolio, sit for a test or take part in an audition. Check the information under your chosen campus or call 131 674 to find out more.

3 ENROL OR REGISTER
If you meet the requirements in Step 2, you can now enrol or register for your course.

Enrol online
For many courses you will be able to enrol online, without the need to visit a campus. Look under your chosen course and campus for an Enrol now button. When you enrol online, your payment will be processed and you will be provided with confirmation of your enrolment. Your place in a course is not secure until the fee(s) for the course are paid or your fee concession/exemption application has been approved.

Register your interest online
For selected courses you will need to register your interest online prior to enrolling. Look under your chosen course and campus for a Register now button.

When you register, you will be provided with confirmation of your registration and notified of further selection procedures. Registering your interest for a course is NOT an enrolment. After the selection process, if you are offered a place, you will be given enrolment and payment instructions. Your enrolment will not be complete until you have paid the course fee(s) (or you have qualified for an concession/exemption).

Enrol in person
For most courses you can also enrol in person at the campus offering the course. Check the website to find out when you can enrol, where to go to on the campus and what you need to bring with you. Remember, courses that allow online enrolment may fill up quickly. To avoid disappointment, enrol online for your course if you can.

Like us on Facebook
www.facebook.com/NorthernSydneyInstitute

More questions? Call 131 674 or email nsi.study@tafensw.edu.au
A journey of a thousand miles begins with a single step.

– Lao Tzu

Check out these additional Career Guides.

Go to www.nsi.edu.au/careerguides

Download your copy TODAY!
Unlock your potential. It starts here.

Courses and their availabilities are subject to change based on sufficient demand and resources. Call us on 131 674 to make sure your chosen course is running at the location desired.