Children’s Services

Health & Community Services

THE Northern Sydney Institute

CAREER GUIDE 2013/14

BRADFIELD • CROWS NEST • HORNSBY • MEADOWBANK • NORTHERN BEACHES • NORTH SYDNEY • RYDE
“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.

Our team of over 2,000 people get out of bed each day because we believe in helping students and businesses unlock their potential so they can achieve the kind of success other people only dream about.

We have seven established campus locations: Hornsby, Meadowbank, Northern Beaches, Ryde, Crows Nest, North Sydney (conveniently located at St Leonards) and Bradfield Senior College.

We offer an extensive range of TAFE courses, higher education degrees, university pathway programs and short courses to suit all walks of life.

From full-time to part-time, fully online or face-to-face, we offer different programs to suit your needs.

Whether you are just starting out in your career, returning to work after a break, or whether you’re looking to win that next promotion or build your business, we have it covered.

If you’re unsure of what to do next, we can provide you with practical, expert advice through our career counsellor network to point you in the right direction – we are just a phone call away.

You can also explore our website for course and study options.

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

Kevin Harris – Director, the Northern Sydney Institute
It was a fabulous experience and I am surprised, in retrospect, at just how much I learnt and continue to learn.

Radmila Hammond  
Certificate III in Children’s Services and Diploma of Children’s Services  
Traineeship Student of the Year 2011

My course gave me the confidence to showcase what I can do, not only for myself but for my employer and the people I come into contact with at work.

Ruth Middleton  
Diploma of Community Services Work

So, what’s next?  
Career planning, apprenticeships, traineeships, support services, recognition, fee information and how to enrol information starts on page 24
As a matter of fact... we have

47,000+ Enrolments

We’re flexible 52.7% balance work with study

A++ In 2011, we had the HIGHEST PERCENTAGE of students gaining EMPLOYMENT after training compared to the VET sector average across AUSTRALIA

Sustainability Advantage Gold

Over 18% of our students are university graduates with a thirst for REAL knowledge

A journey is better with a pathway

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 modules out of the Australian Qualification Framework (AQF) as separate courses, so you can get just what you need, when you need it.

Level Qualification Sector
1  CERTIFICATE I TAFE NSW – THE NORTHERN SYDNEY INSTITUTE
2  CERTIFICATE II
3  CERTIFICATE III
4  CERTIFICATE IV
5  DIPLOMA
6  ASSOCIATE DEGREE ADVANCED DIPLOMA
7  BACHELOR DEGREE GRADUATE DIPLOMA
8  GRADUATE ADVANCED DIPLOMA POST GRADUATE CERTIFICATE
9  MASTERS DEGREE (COURSEWORK)
10  MASTERS DEGREE (EXTENDED) MASTERS DEGREE (RESEARCH) DOCTORAL DEGREE
We’re here to help: a team of more than 2000 people are ready to help you achieve.

Global but local: Students from more than 64 countries come to study with us.

Over 90% of students were happy with their experience.

Options

✓ Certificates to Diplomas
✓ TAFE NSW Higher Education degrees
✓ Short courses and skills sets
✓ University pathways
✓ Registered Training Organisation

We are a registered training organisation with national and international accreditation.

RTO Provider Number 90011 | CRICOS Provider Code 00591E
“Children are the world’s most valuable resource and its best hope for the future”

- JFK
In 2011-12, 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 2011/12 – Childcare Services)
A career in children’s services stacks up

**Bachelor Degree in Early Childhood Education and Care**
(Diploma or certificate graduates from the Northern Sydney Institute can receive credit for previous study towards this degree)
This professional teaching degree qualifies you to work as a teacher or director in preschool or long day care or to be employed in integrated child and family services or early intervention services.
Employment options: professional early childhood teacher or director

**Diploma of Children’s Services**
(Early Childhood Education and Care)
(Prerequisite Units or Certificate III entry)
(Note: From 2014, 50% of staff in a childcare centre must have this level qualification)
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.
Employment options: authorised supervisor in childcare centre; childcare centre manager/director, group or team leader, program leader/coordinator, special needs or child development worker

**Certificate III in Children’s Services**
(Year 10 or trainee entry)
(Note: From 2014, this is the minimum qualification that all workers in the childcare industry must hold.)
The minimum qualification required to work in the childcare industry. With this qualification you can work at an assistant level in centre based services, long day care, mobile services, preschools and family day care.
Employment options: early childcare educator, childcare educator, childcare or family day care educator or nanny

**Certificate II in Community Services**
(No prerequisites)
If you are still at school and would like to explore a career in community work, including childcare, this TVET in Schools pathway qualification will give you a taste of the industry and also give you credit towards future study.
Employment options: childcare worker

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Options to play with?
www.nsi.edu.au • 131 674
Courses to Explore

DIPLoma OF CHILDREN’S SERVICES

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 service must hold a Diploma level qualification.

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 400 hours of work placement in a children’s services setting, or you could elect to undertake this course as a traineeship.

Employment options: nominated supervisor in a children’s service centre, children’s services coordinator, childcare centre manager, director (children’s services), childcare 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 Children’s Services (Early Childhood Education and Care) may be eligible to have the TAFE NSW fee waivered under a National Partnership Agreement with the Commonwealth government – go to nsi.edu.au to find out more.

CERTIFICATE III IN CHILDREN’S SERVICES

From 2014, this is the minimum qualification that all workers in the childcare 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 a childcare assistant, family day carer or nanny. You’ll be engaged in 100 hours of work placement during the course, or you could elect to undertake this course as a traineeship.

Employment options: early childcare educator, childcare educator, family day care childcare educator, nanny

† Legislative regulations require that you must be at least 18 years of age to work in the children’s services industry.

RPL

Your prior experience in the industry is appreciated and recognised

You may already be aware that, under the new national regulations, everyone working in the early childhood industry must have a formal qualification, or be working towards one, by the end of 2013.

The minimum qualification will be the Certificate III in Children’s Services. In fact, at least half the staff in a given centre must hold a Diploma of Children’s Services.

At the Northern Sydney Institute, we understand you may have already spent several years working with children. So your hard work and accomplishments shouldn’t go unnoticed – in fact they should be rewarded.

You may be able to take advantage of the RPL (Recognition of Prior Learning) where you’ll be offered recognition pathways and skills gap training. This will validate existing skills and knowledge to reduce the time you spend gaining your formal qualifications.
Courses to play around with

CHILDREN’S SERVICES COURSES

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Award</th>
<th>Course No.</th>
<th>National Code</th>
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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 capability development advice?

We have expert staff able to help!

www.nsi.edu.au • 131 674

Did you know that we also 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.
“Act as if what you do makes a difference. It does.”

- William James
Health & Community Services
Love to help?

Us too

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 career worth caring about

A helpful look at the facts

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

**Bachelor Degree**
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.

Employment options: registered nurse

**Advanced Diploma of Nursing (Enrolled/Division 2 Nursing)**
Enrolled Nurses working in a specialist area with advanced skills and knowledge. Mental health, Palliative Care, Peri-operative and other specialist areas.

Employment options: enrolled nurse working in specialist areas

**Diploma of Nursing (Enrolled/Division 2 Nursing)**
Graduates of the Diploma are eligible to apply for work in a hospital or nursing home as an Enrolled Nurse (EN) under the direction and supervision of a Registered Nurse.

Employment options: enrolled nurse

**Certificate III in Health Services Assistance (Assisting in Nursing Work Acute Care)**
Nursing Assistant to a registered nurse caring for clients in acute care. Direct client contact and work in consultation/collaboration with registered nurses and under direct or indirect supervisory arrangements in line with jurisdictional regulatory requirements. Assist in the provision of client care and comfort for individuals and groups

Employment options: nursing assistant

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

Employment options: allied health worker

**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.
Spotlight on courses

Nursing and Health

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 can 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 to 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 to assist students so it’s even easier to imagine your future as a qualified enrolled nurse! See page 31 for more information.

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

This certificate provides you with the opportunity to learn all the skills required for a career in assistant nursing. 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 occupational health and safety. A range of health problems and related nursing care in acute care is also covered. You will undertake a clinical work placement of 50 hours in healthcare facilities and 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 – the sky is the limit when you have the will and the ability to succeed…
Courses that make things better

HEALTH SERVICES COURSES

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Award</th>
<th>Course No.</th>
<th>National Code</th>
<th>Campus</th>
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<td>Dementia support skill set – service delivery – CHC08</td>
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<td>Health Services Assistance (Group B electives – assisting in nursing work in acute care)</td>
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<td>Medication assistance skill set – CHC08</td>
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<td>Mental health skill set – including recognising individuals at risk – CHC08</td>
<td>Statement of Attainment</td>
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<td>Quality systems skill set – for the aged and community care sector – CHC08</td>
<td>Statement of Attainment</td>
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<td>Palliative approach skill set – provide (support) – CHC08</td>
<td>Statement of Attainment</td>
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</table>

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

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

Aiming for a good result?

We understand

www.nsi.edu.au • 131 674
Assisting your career in Community Services

**DISABILITY WORKER**
Disability support workers provide assistance to people with a disability. They assist 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. You may 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.

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

**AGED CARE 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 Aged Care**
Employment options: aged care worker, aged care assistant, nursing assistant, personal care assistant, community support worker

OR

**Certificate IV in Home and Community Care**
This qualification addresses caring for clients in their homes and other community settings under regular supervision within clearly defined organisational guidelines and service plans. You’ll be qualified to work as a supervisor and undertake case management.

Employment options: case manager, community care team leader, senior community care worker, In-home respite care coordinator

**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
Community Services careers

well supported

COMMUNITY SERVICES WORKER

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.

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

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

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

Certificate II in Community Services
This course provides 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.

ALCOHOL, OTHER DRUGS AND MENTAL HEALTH 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.

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 Alcohol and Other Drugs Work
Employment options: drug and alcohol worker, case worker, community support worker, detoxification worker, outreach worker

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
Courses that help show the aged you care

CERTIFICATE III IN AGED CARE

If you're the type of person who is caring, kind to others, always willing to help – you may long for a career that has a strong sense of meaning, purpose and doing good in the community.

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.

With the training you receive you will have 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.
Courses in Community Services that help make the difference

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 WHS 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

Employment options: caseworker, community support worker, drug and alcohol counsellor, outreach officer, mental health worker
DIPLOMA OF COUNSELLING

Counselling is the art of listening and skilful 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.

Employment options: counselor, problem gambling worker

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

Interested in finding out more about our Health & Community Services courses? Visit www.nsi.edu.au
Courses that make a difference

COMMUNITY SERVICES COURSES

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</table>

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

**nsi+** What is it?

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](http://www.nsi.edu.au/nsiplus)

Want to help? Us too!

[www.nsi.edu.au • 131 674](http://www.nsi.edu.au)
Unlock your potential with our

CROWS NEST
149 WEST STREET, CROWS NEST
Situated close to North Sydney CBD and Sydney’s leading restaurant district, Crows Nest offers a unique blend of specialist programs. It is home to:
• The Asian Culinary Centre
• Bachelor of Business Services and the AGMC (Charles Sturt University)
• Child studies workplace centre
The campus offers distinctive vocational and Higher Education business programs and is the only hospitality training centre specialising in Asian cuisine. The child studies training facility is one of the largest in NSW and offers simulated workplace experience for students.

HORNSBY
205 PACIFIC HIGHWAY, HORNSBY
Located on Sydney’s upper north shore, our Hornsby Campus is set in lovely 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
The graphic design and multimedia studio complex embraces the latest in digital technologies and provides the students with real-world design house experience through The White Room.
The EcoSkills Training Centre is a unique full-scale construction training facility. Built by students utilising environmentally sustainable principles, it is now used to demonstrate those principles to students from architectural technology to land management and electrotechnology.

MEADOWBANK
SEE STREET, MEADOWBANK
One of the largest campus locations in Sydney, our Meadowbank campus offers an extensive range of study areas. It is home to:
• Cisco Academy Training Centre
• Sydney Academy of Hair, Beauty and Makeup
• See Street Art Gallery
• Massage Therapy Clinic
• Higher Education Campus
• Sport and Fitness Centre
Meadowbank is the Institute’s higher education campus offering degrees in network security and finance. Meadowbank is home to one of only two Cisco Academy Training Centres in the Australasia Pacific region. Information technology students at Meadowbank access Cisco Vendor certification training from basic essentials through all professional CCNA levels.
Hair, beauty and massage clinics and a Sports and Fitness Centre give students access to real-world on-the-job training.

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
best kept secrets

at our campus locations

NORTH SYDNEY
213 PACIFIC HIGHWAY, ST LEONARDS
Our North Sydney 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)
• Sydney Academy of Hair, Beauty and Makeup
The campus has established strong links to the film/broadcast industry and a reputation for producing creative and enterprising work-ready graduates.
Study areas include: accounting and finance; aged care; automotive panel beating and spray painting; business administration; electrotechnology; general education; hair and beauty; health and community services; information technology; language and communication; management and human resources; marketing; media and entertainment; plumbing.

NORTHERN BEACHES
154 OLD PITTWATER ROAD, BROOKVALE
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:
• Sydney Academy of Hair, Beauty and Makeup
• Community Health and Fitness Education Centre
• Pittwater Training Restaurant
• Maritime Simulator – life-size ship’s bridge – realistic ocean going experience
• Gawura Aboriginal Learning Centre
The multi award-winning training restaurant and bar, the Pittwater Training Restaurant, gives hospitality and events students hands-on experience in a working environment.
The recently opened Community Health and Fitness Education Centre offers a dedicated learning space which encompasses the very latest in equipment and technology.
The ceramics training facility embraces best practice in sustainable construction principles, with light-filled studios equipped with the latest in kiln and wheel technology.

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. Ryde 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 (WSET) Educator of the Year
• Sydney Coffee Academy – teaching the art and science of great coffee
Ryde is also home to the largest hospitality training centre in the Asia-Pacific region and one of the largest horticulture training centres in the world.
Hospitality students train in commercially equipped kitchens, bars, cafes and the Ambassador Restaurant.
Training facilities for the horticulture industry include computerised glasshouses, landscape design studios, a full size cricket pitch, golf green and a bowling green.

BRADFIELD SENIOR COLLEGE
192 PACIFIC HIGHWAY, CROWS NEST
For 20 years, Bradfield Senior College 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 college 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 be it music, IT or performing arts.

Start here
www.nsi.edu.au • 131 674
So, what’s next?

career planning
apprenticeships
traineeships
support services
recognition
fee information
how to enrol

It starts here.
Still unsure? It turns out you’re in the right place

Did you know we offer specialist careers advice?

COUNSELLING AND CAREER DEVELOPMENT

The Northern Sydney Institute’s counsellors really understand what career planning is all about.

Whether you are just starting your career or considering a career change, our team of qualified career counsellors are here to provide valuable insights and advice on what your next steps could look like to build the career you have always wanted.

The career counsellors at the Northern Sydney Institute are registered psychologists and specialise in helping people uncover their strengths, skills, abilities, clues on future direction and career options. Our career counsellors have an array of career assessment tools and materials that can help you decide which way you should go.

Perhaps you’ve just left school and are still unsure of what your HSC results say about the career direction you should look into? Maybe you like the idea of completing an apprenticeship, traineeship, or training on site at work? Perhaps you’ve migrated from another country, looking to return to work or are after that next promotion? We can help answer these questions plus any others you may have.

Once you know the career direction you want to take, a career counsellor can help establish a study pathway to identify what you need to do in order to realise your career success – and the best part about this great service is that it’s provided at no charge.

So what are you waiting for? Get in touch with a career counsellor now by selecting the most appropriate location from the list below. Alternatively, you can also drop into the preferred Career Counselling Unit at any one of our campus locations below.

www.nsi.edu.au/careerplanning

BRADFIELD
Block C, Room C2.09
Phone: 9448 4220

CROWS NEST
Level 2, Room 2.52
Phone: 9448 4440

HORNSBY
Block C, Ground Level, Room C.G.07
Phone: 9472 1512

MEADOWBANK
Block P, Level 2
Phone: 9942 3710

NORTH SYDNEY
Building D, Ground Floor, Room 2
Phone: 9942 0056

NORTHERN BEACHES
Block A, Ground Floor
Phone: 9941 5205

RYDE
Building H, Level 1, Room 6
Phone: 9448 6201
Apprenticeships and traineeships

What is an apprenticeship?

Apprenticeships combine paid work and structured training so you can learn a trade and receive a nationally accredited qualification.

An apprenticeship usually takes four years and can be completed part-time, full-time or even while you’re still at school. There are no entry qualifications as long as you are of working age.

The Northern Sydney Institute offers structured apprenticeship programs in areas such as:

- Automotive
- Hairdressing and beauty
- Ship and boat building
- Building and construction
- Electrical
- Engineering
- Horticulture
- Hospitality
- Plumbing

In each course section apprenticeship courses will have an A in the course lists in this guide.

What is a traineeship?

A traineeship is like an apprenticeship but is focused in vocational areas such as office administration, information technology or hospitality. When you’re finished you will be eligible for a Certificate III in your chosen area. The traineeship is a contract between employer and trainee.

A traineeship usually takes only one to two years to complete. The employer provides structured training on the job where off-the-job training is provided by the Northern Sydney Institute.

We offer traineeship programs in:

- Accounting and finance
- Automotive
- Building
- Business
- Children’s services
- Electrotechnology
- Engineering
- Environment and conservation
- Hairdressing and beauty
- Health and community services
- Horticulture
- Hospitality, tourism or events
- Information technology
- Maritime
- Marketing and property services
- Media and entertainment
- Sport, fitness and outdoor recreation

In each course section traineeship courses will have a T in the course lists in this guide.

Why do an apprenticeship or traineeship?

Earning while you’re learning is one of the top reasons. Having a greater chance of moving straight into a role as a small business owner or employee is another great advantage.

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, existing employees or individuals who are over the age of 25 years, may be eligible to attract support for Adult Apprentices Payment either to their employer or the apprentice.

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

My apprenticeship has been full of exciting stories, great memories and fantastic travelling opportunities. Thanks to the Northern Sydney Institute, I have gained many contacts with professional chefs, and have been able to work closely with many great teachers.

SUWANNA RATTANANIKOM
Certificate III in Hospitality (Commercial Cookery)
Northern Sydney Institute Student of the Year
Bronze Medal – Commercial Cookery, 2007 WorldSkills International Competition, Japan
Why choose the Northern Sydney Institute?

The Northern Sydney Institute is a highly respected and experienced training provider which is part of TAFE NSW.

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, the Northern Sydney Institute ensures their courses remain relevant and responsive to the needs of the industry. Employers benefit from an ability to train their workforce and enhance their competitive advantage and performance.

Questions?

Ask to speak to our Apprenticeship and Traineeship Coordinator. Call 131 674 or email: nsi.newapprenticeships@tafensw.edu.au

How do I 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 Centre (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 THE NORTHERN SYDNEY INSTITUTE

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.
Student association
It’s about more than what happens in class

The student association enriches campus life for students by providing services, activities and facilities. These can vary from campus to campus.

The association is non-political and not-for-profit. Membership is voluntary and available to all of the Northern Sydney Institute’s students. Membership costs $20 a year. Once you’ve paid you automatically become a member across all TAFE NSW colleges.

Your membership pack includes great freebies plus information about member discounts and benefits, including offers from local shops and restaurants.

Members are entitled to benefits such as discounts on:

- campus parking
- movie tickets
- photocopying
- printing
- laminating
- mobile phone recharge vouchers

Members may also have access to lockers, sporting equipment, games, kitchen and lounge facilities and member-only offers throughout the year, including recreational events and activities and trips away.

So sign up and live campus life to the full.

BRADFIELD  Phone: 9448 4276
CROWS NEST  Phone: 9448 4421
HORNSBY  Phone: 9472 1573
MEADOWBANK  Phone: 9942 3703
NORTH SYDNEY  Phone: 9942 0035
NORTHERN BEACHES  Phone: 9941 5335
RYDE  Phone: 9448 6244

Libraries
Looking for information to help you with your studies?

There’s a well resourced library at each of the Northern Sydney Institute’s seven campuses. Qualified library staff can help you find books, journals, eResources, DVDs and CDs.

There’s also free access to online databases, internet and WiFi. The online databases can also be accessed from home.

Students and staff can arrange to use library equipment to support teaching and learning activities. Ask at the library about using computers, digital projectors, printers, scanners, photocopiers and DVD players.

Need space? The Northern Sydney Institute’s libraries have study, seminar and meeting rooms too.

NSI children’s centres
Why should big kids have all the fun?

The Northern Sydney Institute’s 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.

The Northern Sydney Institute Centres are friendly and inclusive. Professional staff design the programs to reflect the interests and abilities of your child. Safe, modern equipment and a healthy staff-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.edu.au/Services/Childcare.aspx

MEADOWBANK CHILDREN’S CENTRE
Building N, Phone: 9942 3643
HORNSBY CHILDREN’S CENTRE
Building N, Phone: 9472 1548

Disability services
The Northern Sydney Institute’s courses are for everybody

Ask our TAFE NSW disability teachers and 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, or give us a call. It’s confidential.

BRADFIELD  9448 4431
CROWS NEST  9448 4431
HORNSBY  9472 1272 / 9472 1216
MEADOWBANK  9942 3788 / 9942 3655 / 9942 3172 (TTY)
NORTH SYDNEY  9942 0054 / 9942 0065 (TTY)
NORTHERN BEACHES  9941 5280 / 9941 5281
RYDE  9448 6449 / 9448 6411
NATIONAL RELAY SERVICE  133 677
Language, Literacy and Numeracy Program
Improve your skills, expand your horizons

English speaking, reading and writing skills and basic numeracy are very important for study, work or when applying for a job. The Language, Literacy and Numeracy Program is a great chance to improve your skills for work or further study.

The Northern Sydney Institute offers the program at Northern Beaches Campus and if you’re eligible, it’s free.

Interested? Talk to Centrelink or your employment service provider first and they’ll check if you’re eligible. If you are, ask them for a referral to Northern Beaches Campus at Brookvale.

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 study centres, it’s free if you’re a student at the Northern Sydney Institute.

BRADFIELD Phone: 9448 4262
CROWS NEST Phone: 9942 0742
HORNSBY Phone: 9472 1294
MEADOWBANK Phone: 9942 3786
NORTH SYDNEY Phone: 9942 0742
NORTHERN BEACHES Phone: 9941 5509
RYDE Phone: 9448 6660

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 Main Building, Room 1.53A Phone: 9448 4426
HORNSBY Building T, Room 6 Phone: 9472 1239
MEADOWBANK Building Y, Room Y5.1 Phone: 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 Aboriginal people. Talk to Gamarada staff if you want get advice about anything to do with study, courses and careers.

Gamarada Aboriginal Education and Training Unit
Meadowbank, Building H, Room H3.4
Phone: 9942 3577
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.

Gawura Aboriginal Learning Centre
Northern Beaches Campus
Phone: 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.

www.nsi.edu.au/services
Recognition of prior learning (RPL)

Get recognised 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 – these can all count towards recognition of prior learning, or RPL. TAFE NSW has a process of assessing RPL. 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.

www.nsi.edu.au/recognition
Course fees 2013

When you enrol, you will need to pay the TAFE NSW fee or concession fee, unless you qualify for an exemption.

<table>
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<tr>
<th>QUALIFICATION LEVEL/CATEGORY</th>
<th>ANNUAL FEE</th>
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<td>Apprenticeships and traineeships</td>
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<td>Concession fee (see next column)</td>
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* If you choose to pay for a Certificate III by two instalments, the first instalment will be $396 and the second instalment $397.

Please note:
- NSI Plus courses, TVET courses and international students are subject to a different fee structure.
- All Graduate Certificate and Graduate Diploma qualifications are offered as NSI Plus.
- Non-Australian citizens, non-New Zealand citizens, non-permanent Australian residents and temporary visa holders may be required to pay an additional tuition fee.
- Apprentices and trainees pay a capped annual fee of $478 per year.

Course related charges

In addition to the TAFE NSW fee, some courses have associated course related charges (CRC). They are the cost of materials, resources, equipment or services directly used during your course of study. Details of any payable CRC are included in the course information.

Mandatory equipment requirements

Some courses may also specify mandatory equipment requirements (MER) that students must obtain to be able to participate in classes and/or complete the course. Details of any MER are included with the course information or are provided during class.

Concessions and exemptions from the TAFE NSW fee

Aboriginal and Torres Strait Islander students are exempt from paying the TAFE NSW fee. Students receiving a Disability Support Pension, and students with a disability who are a client of the TAFE NSW disability teacher/consultant, receive a full-fee exemption for one TAFE NSW course per year and are eligible for the $100 concession fee for subsequent enrolments in that year.

Existing worker trainees and school-based trainees are not required to pay the fee. Students enrolled in government subsidised places in Diploma of Children’s Services may be eligible for a Commonwealth Fee Waiver. Students enrolled in some special access courses in reading, writing and job readiness are exempt from paying the TAFE NSW fee. Students who receive a Commonwealth benefit or allowance at the time of their enrolment may be eligible to pay a concession fee of $100 per course enrolment (dependents of Commonwealth benefit or allowance recipients may also be eligible to pay the concession fee). Commercial fees apply to NSI Plus courses and there are no fee exemptions, special circumstances may apply.

How do I pay?

You pay when you enrol. Students undertaking a full-year enrolment will have the option of paying their TAFE NSW fee in two equal half-yearly instalments. The first half-yearly payment must be made at enrolment.

If you are enrolling or re-enrolling online, you can pay the TAFE NSW fee (and other enrolment-related charges) online by credit card.

If you enrol in person at the campus, you can pay by EFTPOS, credit card (Visa or MasterCard), personal cheque, bank cheque or money order (payable to TAFE NSW – Northern Sydney Institute).

Apprentices and trainees who require their employer to pay for their enrolment need to bring a signed letter from their employer on company letterhead stating their intention to pay the fee. For security reasons, TAFE NSW does not accept cash payments for the TAFE NSW fee or any other course-related charges.

Travel concessions

Students under 18 years of age who meet specified Transport NSW requirements may be eligible to receive a free travel pass to use on journeys between home and the campus.

Students enrolling into full-time courses (at least 20 hours per week face-to-face) and meet specified Transport NSW requirements may be eligible to receive a travel concession. Apprentices and Trainees may be eligible for travel concession. Conditions apply.

Overseas students are not eligible for travel concessions.

For eligibility criteria and conditions of use visit www.transport.nsw.gov.au/concessions. Applications for travel concessions are available from the campus Customer Service Centres and Administration Offices.

Tax concessions

The Australian Taxation Office (ATO) may allow you to deduct expenses for self-education under certain circumstances. Information about eligibility for claiming a deduction is available on the ATO website. You should keep your receipts to support claimable expenses.

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.

For more details go to www.nsi.edu.au or call 137 674.

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 full-fee-paying students may wish to defer all or part of their tuition fees through a Commonwealth loan under FEE-HELP.

For more details go to www.nsi.edu.au or call 131 674.

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.
How to enrol

It’s as easy as...1,2,3

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 1, 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 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 at 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
Give us the ‘thumbs up’. Keep up to date with what’s happening around our campuses. With chances to join in our promotions, competitions and events it’s worth checking out!
www.facebook.com/NorthernSydneyInstitute

More questions?
Call 131 674, we’re happy to help.
“A journey of a thousand miles begins with a single step.”

- LAO-TZU

Then there’s plenty more steps to take with us.
Check out these additional Career and Course Guides

**Course Guides**
- Specialised HSC – Bradfield Senior College
- Fine Arts & Ceramics
- International

Get your copy today – for more information go to
nsi.edu.au or call 131 674

While every reasonable effort was made to ensure that this document was accurate and current as at the time of printing, no warranty is given that the information contained herein is free from error or omission. The information in this document should be used as a guide only. No person should rely exclusively on the content of this document. Always contact your local campus, call 131 674 or go to www.nsi.edu.au for the latest information. It is the responsibility of the prospective student to check entry requirements and selection methods before making any arrangements to apply and/or enrol in a TAFE NSW course. TAFE NSW courses run only if there is sufficient resources and demand.

Images used throughout this guide are for illustrative purposes only and may or may not represent current or past students and staff.
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.