“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
At Bradfield Senior College, I was able to enjoy my last years of school. I enjoyed the freedom that came with being more in control of my education.

Stephen Apollonov
Certificate III in HSC studies

We are not only taught how to interpret from one language to another we were also taught the skills, the techniques and even the right attitude required to deal with various situations and clients.

Louisa Cheung
Diploma of Interpreting

Language & Communication starts on page 10

So, what’s next?
Career planning, apprenticeships, traineeships, support services, recognition, fee information and how to enrol information starts on page 20
As a matter of fact... we have

47,000+ ENROLMENTS

We’re flexible
52.7% balance work with study

Sustainability Advantage Gold

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

Baby come back

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.
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.

Statistics sourced from TAFE internal systems and NCVER statistics for 2011/12.

ISO 9001 Quality Management

We are proud home to:

Sydney Academy of Hair, Beauty and Make-up

Sydney Coffee Academy

Sydney Wine Academy

Le Cordon Bleu Sydney Culinary Arts Institute

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
“I am still learning.”
- Michelangelo
Imagine travelling to your dream job early one Monday morning. You cradle your favourite warm beverage and reflect on the time when the prospect of a full-time, skilled job was so far out of your reach. You didn’t have the education and certainly not the experience and now here you are... you’ve arrived.

And the career you’ve always fantasised about is now more than just an idle daydream – great achievements are inevitable. You feel renewed confidence in your knowledge and thrilled at the prospect of learning more – on the job.

Whether you’ve taken a break from work to raise your family, or you were never given the opportunity to complete your secondary or even primary school education, there’s a place for you in the workforce today.

It’s never too late to gain your School Certificate equivalent or your Higher School Certificate in the encouraging, supportive environment that the Northern Sydney Institute offers. In fact, with a wide and fulfilling range of numeracy and literacy-based courses, we are ready to help you chart a successful course back to work.
Do you have your heart set on a particular career, and want more from your high school education experience?

For 20 years, Bradfield Senior College has provided students with the opportunity to capitalise on their natural talents, interests and find their own path to the HSC. The college is a unique adult oriented learning environment, where students actively take control of their own schooling and teachers are intensely passionate about what they do.

If you’re mad about music and would like to study a Certificate III in Music or want to follow a career in IT and do as many IT subjects as you can – Bradfield could be the right place for you.

Bradfield Senior College can achieve what other schools can’t with flexible timetables, extended school days and a greater choice of both Board of Studies subjects and TAFE certificate courses.

You can choose TAFE vocational courses to supplement Board of Studies subjects, developing your own ‘specialised’ HSC with clear credit pathways to further TAFE qualifications and University study.

You will study under the guidance of teachers who are experts in their field and are passionate about sharing their knowledge. Our one-on-one mentoring program, ‘Connect’, ensures that you meet with a teacher at least once a week to talk about your progress.

Areas of vocational study include –

- Performing Arts Centre of Excellence
- Design and Visual Arts
- Information and Communications Technology
- Media and Communication
- Tourism and Events
- Hospitality
- Multimedia
- Business Industry
- Health and Recreation

Looking for specialised

HSC options?

We can help. For details go to: www.bradfieldcollege.com.au
Our courses have advantages

ACCESS TO WORK AND FURTHER EDUCATION

If you are someone returning to work, making the transition to work for the very first time, or exploring further education options, we have a range of course and study programs to help you achieve your goals.

The Certificate II in Skills for Work and Training is designed to help enhance your career opportunities and offer a pathway to employment.

Customised to suit student needs, the course assists students to reach their career destinations, combining vocational electives with units that focus on developing employability skills.

We work closely with you to develop a course that will suit your particular needs and introduce you to a range of vocational options.

You can also choose Adult Basic Education classes to develop language, literacy and numeracy skills so you can re-enter the workforce with confidence.

We also offer Outreach programs for people who experience barriers to education and employment.

For example, Outreach runs a comprehensive youth program for young people who have disengaged from school or are early school leavers and other young people who are thinking about further education options.

We offer supported vocational education and training for youth and cultural minorities, and provide mentor training programs in partnership with other organisations.

There are lots of options to choose from – so contact us on 131 674, and we can help you decide what is right for you!

The Tertiary Preparation Certificate (TPC) is designed to help you develop the skills necessary to gain entry to, and succeed in, tertiary study whether it is at University, TAFE or another tertiary institution.

The course will provide you with a Year 12 equivalent qualification so you can apply for any course or job which has this as a minimum requirement. You will also be eligible to receive a scaled Tertiary Entrance Score (TES) which is used by the University Admissions Centre to assist universities in making offers of places to TPC graduates.

You will develop a range of skills that are essential to successfully navigating university and other tertiary courses: tertiary and academic writing, library research, seminar and critical thinking.

Call 131 674 and ask to speak to our TPC Coordinator or Counselling and Career Development Unit who can advise you on the best course of study for you.

Call 131 674 to find out more!
## ACCESS & GENERAL EDUCATION COURSES

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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.

### 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.tafensw.edu.au/nsiplus
“Communication – the human connection – is the key to personal and career success.”

- Paul J. Meyer
Language & Communication
Your dream?

A universal industry

Imagine being a sought after interpreter, having the linguistic tools to make real change possible in community settings from health and welfare to education. Perhaps you will translate websites and documents from English into Chinese or Japanese, helping to bring the world a little closer together.

Or you may use your talent for communication as a journalist, film maker or web designer for the media industry. The world’s events flood your inbox each day and it’s your task to disseminate the information in a way that is compelling and relevant.

You could be writing material for online publications, print media, film and TV. Or this may even be your stepping stone to reporting live news on-camera.

Whether you use your flair for language and communication in person or on-page, the NSI range of accredited coursework will do justice to your natural talents. It won’t be long before you’re equipped for some of the most rewarding and exciting careers in the world.

Interpreters and translators are part of a very small occupation group but employment is expected to grow strongly over the next 5 to 10 years. Translation and interpreting work can be found in courts through to hospitals, schools, government departments and corporate multinationals. Although usually part-time or casual, interpreters can charge up to $100+ hourly rate and translators up to $45 for 100 words.

(Source: “T&L Labour Market in Australia” Scheherazade Rogers, Macquarie University www.ling.mq.edu.au/translation/lmtip_australia.htm)
Explore the world with these courses…

**DIPLOMA OF INTERPRETING**

As the world gets smaller and smaller, the demand for connection – regardless of language – grows bigger. With this nationally accredited diploma, you’re taking the first step towards a rewarding and satisfying career, by learning the skills and knowledge to facilitate communication across the language barrier.

As versatile as it is comprehensive, this Diploma will prepare Mandarin or Japanese speakers for paraprofessional interpretation assignments in both the community and business sectors. You’ll be confident in a variety of settings from ‘general dialogue’ such as parent-teacher interviews and GP consultations, right through to general ‘monologue settings’ where you will have the skills of retention and recall to facilitate communication to small groups.

The majority of interpreters are self-employed and find dynamic work in tourism, health, welfare and community services, educational and social contexts, informal business and workplace contexts. You may have the opportunity to enrol concurrently in an NSI Plus preparatory course for the NAATI (National Accreditation Authority for Translators and Interpreters) interpreting examination at the paraprofessional level.

At the end of this course you may choose to sit the NAATI paraprofessional examination or gain entry into an Advanced Diploma or university interpreting course to progress to the professional level.

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**DIPLOMA OF TRANSLATING**

If you’re passionate about languages and communication, and can read and write in Japanese or Chinese, this could be the Diploma for you. Designed specifically for people looking at translating texts for a career, the Diploma of Translating offers comprehensive coursework that will set you up with the confidence and specialist skills required to translate written information accurately from one language to another and in plain, yet engaging, language at a paraprofessional level.

Once you’ve completed the coursework, you may be able to transfer into higher education courses using the credits achieved from this Diploma.

With further study after this course to take you to the level of professional translator, you will have a range of potential career options. These include government work where you are taking official documentation/brochures and translating them for ethnic communities. Or you may even enjoy working as part of a translating team for publishing companies looking to convert their local bestsellers into international success stories, literally!

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**Speaking a different language? We understand**

Go to nsi.edu.au or call 131 674
…or stay here and write tomorrow’s headlines!

**DIPLOMA OF COMMUNICATION & MEDIA**

Make the news with this exciting and comprehensive Diploma. If you have an interest in journalism, multi-media, film making, marketing or even public relations this is the course for you. The coursework in this nationally recognised Diploma will inspire you to great heights in your future career.

Offering a solid grounding in the fundamentals of writing, research and reporting, you will become well versed in the discipline of writing compelling stories for both the print media and the film industry. You’ll be working under the guidance of industry professionals in print, multimedia, TV and online journalism.

And your skills will be developed and honed in exciting work experience with industry and community groups on real projects with real outcomes.

Once you complete this Diploma, you’ll have up to one-year credit toward a communication based degree at Charles Sturt University, University of Western Sydney, University of Technology, Sydney and others.

Students can articulate from the Certificate IV with credit for studies completed.
ADULT MIGRANT ENGLISH PROGRAM (AMEP)

At the Northern Sydney Institute, we understand you want to learn English, and learn it well, in an environment that’s friendly and supportive, surrounded by people who can help you as you learn.

With the Adult Migrant English Program (AMEP), you can learn English, for free, under the guidance of experienced teachers.

Eligible newly arrived migrants, refugees and humanitarian entrants are entitled to a minimum of 510 hours of English lessons*.

You will not only learn English language skills, but also skills to help you settle successfully into Australia.

During the program you will learn about Australian society, culture, customs and work-life, as well as speaking, listening, reading and writing skills.

The program can be taken full-time or part-time, and you can even study with a tutor at home to help you along the way.

To be eligible, you must register for the AMEP within six months of arriving in Australia.

Visit one of our AMEP offices so we can assess your English level and arrange a suitable learning plan for you.

AMEP Settlement Course

All new AMEP students complete the Settlement Course – a free 40 hour course which provides students with information about living in Australia.

The course topics include Emergency Services, Transport, Housing, Health, Employment and Law, and classes include guest speakers from services such as Centrelink, the NSW Police Force and the Multicultural Health Service.

The course is specially designed for people who have recently arrived in Australia and is also offered as a bilingual class for Mandarin Chinese speakers.

Want to go even further with your English skills?

AMEP students who already have an intermediate level of English skills can undertake a free Settlement Language Pathways to Employment/Training (SLPET) course.

As part of the SLPET program, students can combine a Certificate III in Spoken and Written English with a vocational course in areas such as hospitality, aged care or business administration.

Not only will you gain an extra 200 hours of free English classes, you’ll have the opportunity to follow a vocational interest and gain job seeking skills.

Students also gain a minimum of 40 hours work experience in their chosen pathway.

* The Northern Sydney Institute delivers AMEP services on behalf of the Department of Immigration and Citizenship. The AMEP is a Commonwealth Government Program. For more information about the AMEP, visit www.immi.gov.au/amep or www.nsi.edu.au/amep

VISIT THE AMEP OFFICE AT YOUR LOCAL CAMPUS:

HORNSBY CAMPUS
Building C, Room C.G.06
Telephone: 02 9472 1995

MEADOWBANK CAMPUS
Building T, Room T.1.15
Telephone: 02 9942 3670

NORTH SYDNEY CAMPUS
Building P, Room P4.65
Telephone: 9942 0712

NORTHERN BEACHES CAMPUS
Building D, Room D.1.15
Telephone: 02 9941 5232

or email us on amep.nsi@tafensw.edu.au
Deisi Petroli arrived in Australia from Brazil in 2010. Deisi had worked as a dietitian in Brazil and wanted to work in the food industry in Australia – but needed a little help with her English language skills.

Deisi decided to enrol in the Adult Migrant English Program (AMEP) at Northern Beaches Campus and studied Certificates II and III in Spoken and Written English (CSWE).

To give her that extra edge, Deisi then decided to join the new AMEP Settlement Language Pathways to Employment/Training (SLPET) course at Ryde Campus. The SLPET course combined English language classes with four units from the Certificate II in Hospitality, including Responsible Service of Alcohol (RSA) and Prepare & Serve Espresso Coffee (Barista).

Just before the end of the course, Deisi found a job working in the coffee shop at the Pittwater RSL Club.

You can enjoy the same success – enrol now and start improving your language skills straight away!

“I got this job because I was taking this course, especially because I took RSA and the barista classes. I am very happy!”

Deisi even used the resume and cover letter she wrote in her CSWE class to apply for the job!

Five other students from her class have also found work in the hospitality industry as a result of the SLPET Hospitality course.

See previous page for AMEP contact details.
Courses and a place that can help you achieve

LANGUAGE & COMMUNICATION COURSES

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**KEY**

nsi+ NSI Plus course
H Hornsby Campus
M Meadowbank Campus
NS North Sydney Campus
NB Northern Beaches Campus
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
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.

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.

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.

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

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

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.

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

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.

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

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

www.nsi.edu.au/libraries

**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.
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.
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>
<thead>
<tr>
<th>QUALIFICATION LEVEL/CATEGORY</th>
<th>ANNUAL FEE</th>
<th>FEE FOR ENROLMENTS OF ONE SEMESTER OR LESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Diploma</td>
<td>$1,720</td>
<td>$800</td>
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<tr>
<td>Diploma</td>
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<td>$716</td>
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<tr>
<td>Certificate level IV</td>
<td>$1,078</td>
<td>$539</td>
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<tr>
<td>Certificate level III</td>
<td>$793*</td>
<td>$396</td>
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<tr>
<td>Certificate level II</td>
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<td>$253</td>
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<td>Certificate level I</td>
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<td>$253</td>
</tr>
<tr>
<td>Statements and other short courses (does not include NSI Plus, see below)</td>
<td>$506</td>
<td>$253</td>
</tr>
<tr>
<td>NSI Plus courses</td>
<td>fees vary</td>
<td></td>
</tr>
<tr>
<td>Apprenticeships and traineeships</td>
<td>$478</td>
<td>$239</td>
</tr>
<tr>
<td>Concession fee (see next column)</td>
<td>$100</td>
<td>$100</td>
</tr>
</tbody>
</table>

* 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 Certificates 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.

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.

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.

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 131 674.

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

- 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.