



Manea/Training Pathway Options for 2014

June 2013

**Applications MUST be received at
Manea Senior College by
4:00pm Monday August 5, 2013.**

Things you need to know

about Vocational Education and Training (VET) at Manea Senior College (MSC)

DAYS OF STUDY PER WEEK

Manea Pathways:

- Year 11 days at SWIT are Tuesday and Thursday
- Year 12 days at SWIT are Monday and Wednesday

WORK PLACEMENT

All Manea Senior College students participating in VET pathways will complete Workplace Learning. This Workplace Learning may occur on scheduled SWIT days, in week blocks or possibly during examination or school holiday breaks.

In most cases students will be expected to source the work placements, using their networks.

Each student will be required to complete a work placement interview, log book and meet the expectations of the Workplace Learning Program.

COMMITMENT

VET Training pathways have the expectation that you are committed for the year. Whilst we are aware that career opportunities do come up – please take these opportunities if you believe it is the career path for you at the time. However, you need to be aware if you wish to withdraw from your training pathway, there may be limited academic options available to you.

VARIATIONS

At MSC we will do our very best to meet your VET Pathway Options with your academic timetables. There may be some variations where students may miss scheduled classes at MSC whilst meeting their VET commitments. It is the responsibility of the student to meet the academic requirements of both education settings.

UNIQUE Pathways

Students who wish to access a course other than those listed in a part-time/full-time capacity, MSC will try to match a complimentary course to complete year 11 or 12 academic studies.

EXTRA QUALIFICATIONS

Some training pathways may require some extra requirements as a part of the course. These could include: Senior First Aid, Health Physicals, Drug & Alcohol Clearances or White Card Training. These qualifications are assets to students and their professional portfolios, however, are undertaken at the expense of the student.

Did you know?

***Manea may be able to subsidise up to \$1000 of your training costs!
Talk to us about this option.***

Manea SWIT Pathways

- Certificate III Allied Health Assistance
- Certificate II in Business
- Certificate III in Business Administration
- Certificate II in Automotive Vehicle Servicing (Pre-App Mechanical Heavy)
- Certificate II in Electrotechnology (Pre-Apprenticeship Electrical)
- Certificate II in General Plumbing and Gas Fitting (Pre-Apprenticeship)
- Certificate II in Sampling and Measurement (Laboratory Science)
- Certificate II in Laboratory Skills
- Certificate II in Community Services
- Certificate III in Children's Services
- Certificate IV in Interior Decoration
- Certificate III in Design Fundamentals (Applications close August 30, 2013 for this qualification ONLY)

The Manea SWIT Training Pathway is an excellent opportunity for students in Years 11 and 12 to be one step ahead of other young people at the end of their senior schooling. It is a college-based training program and is intended as a transition from Manea Senior College into further training and/or employment.

Interested Year 11 or 12 students can commence training in an industry of their choice. During this stage students must attend Manea Senior College, undertake Units of Competency within the selected industry area and participate in work placement as required.

Upon successful completion students can undertake more specific training at SWIT; they can return to school if applicable, or they can seek employment. Alternatively students may gain apprenticeships or employment during the course and therefore leave the program before completion. All units of competency successfully completed will receive credits and count towards the Western Australian Certificate of Education (WACE).

Students choosing this pathway will generally spend 2 days studying at SWIT or other training providers and 3 days at Manea SC studying four courses. This pathway may involve students participating in work placement, however exceptional circumstances may require students to complete work placements on weekends, during holidays and after school hours.

Points to note:

- SWIT and Training pathways are competitive and places are limited.
- SWIT and other Registered Training Organisations set the entry requirements for their courses and as such Manea Senior College students will need to meet those same standards.
- A selection process is required and students will be required sit an aptitude test.
- All courses require specific student numbers for courses to be viable.
- Courses are generally studied 2 days per week (variations do exist).
- SWIT courses operate for a year minimum. Students who do not complete their chosen SWIT course will seriously jeopardise their chance of graduation and continued enrolment in the courses selected.

Who Can Apply?

Applications will be accepted from students who can meet the following criteria:

- Students **MUST** be commencing Year 11 or 12 in the year of applying for the program.
- Students **MUST** pass or have passed Year 10 with a 'C' grade average (the Year 10 mid-year report must be included for application purposes).

Students **MUST** complete an aptitude test* which assesses the areas of literacy, numeracy and mechanical reasoning (where appropriate) and/or problem solving.

- Students are **STRONGLY ADVISED** to have undertaken work experience in the area selected and provide evidence of this.
- Students must meet Australian Citizenship and Visa requirements.

How Do Students Apply?

- Students apply via the Manea Senior College enrolment process which requires students to complete an Application for Enrolment form (available from the College or on our website), then undergo an interview with the College Administration to discuss options.
- The Manea enrolment process requires students to attach a photocopy of their latest school report (mid year report if in Year 10), Year 9 NAPLAN results, evidence of work placement, a resume and any references.
- Application dates yet to be confirmed.

The Selection Process

- All applications are assessed via a process that includes a review of the school report, aptitude test results and work experience completed.
- Students will be advised towards the end of Term 3 of the outcome of their application.

Late Applications*

These applications will be placed on a wait list (reserve) in order of the date they are received. If a position becomes available in a class, applications will be taken from the wait list and will go through the assessment process, including the aptitude testing. Applications will be taken from the wait list until all courses/programs are filled.

Charges

Secondary school students who are Australian citizens or permanent residents undertaking VET courses as part of their secondary education are generally exempt from tuition, resource and enrolment fees, however, depending on the chosen industry fees and charges may apply. Costs associated with each Pathway will be advised as soon as they are available.

Students will be required to purchase uniform, protective equipment, text books and trade equipment/tools.

Students 18 years or older will be required to pay full adult costs for courses unless they have a concession card.

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HEALTH

Certificate III in Health Services Assistance

This qualification will give you the knowledge and skills to work in a range of work roles to provide assistance to health professional staff with the care of clients. You will learn basic anatomy and physiology, how to comply with infection control procedures, assist people with movement, manual handling and how to transport clients. You will also learn skills in providing direct care and support to meet the emotional, psychosocial and physical needs of people from a range of cultural and social backgrounds.

Recommended background:

Minimum of Year 10 completion with a C grade average across three subjects including English.

Delivery Period:

Proposed: Two days per week over eighteen months, commencing as a Year 11 student and completing the course as a continuing Year 12 student.

Commitment:

Up to 3 hours of study/homework per week, in addition to either attending class or participating in on-line study

The qualification includes a minimum of 90 hours work placement in a health care setting, in the final semester.

Further Study Options:

Certificate III in Home & Community Care
Certificate III in Aged Care
Certificate III in Disability work
Certificate III in Community Services Work
Certificate IV in Preparation for Entry into Nursing

Course Content:

HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
BSBFLM303C	Contribute to effective workplace relationships
HLTWHS200A	Participate in WHS processes
HLTAP301B	Recognise health body systems in a health care context
BSBMED301B	Interpret and apply medical terminology appropriately
HLTCSD305D	Assist with client movement
HLTAIN302C	Provide support in an acute care environment
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTCSD306D	Respond effectively to behaviours of concern
HLTCSD208D	Transport clients
HLTCSD201C	Maintain high standard of client service
HLTHSE204D	Follow safe manual handling practices
HLTAIN301C	Assist nursing team in an acute care environment
HLTCSD203C	Prepare and maintain beds

Approximate investment: \$834.65

BUSINESS

Certificate II in Business (Year 11 or 12)

This qualification will provide you with the practical skills and knowledge to prepare for work and perform a range of administrative tasks in a defined context, including word processing, spreadsheets, mail procedures and the operation of a range of general office equipment.

Successful completion of this qualification provides you with the opportunity to become clerical worker, administration assistant, data entry operator, information desk clerk, office junior or a receptionist. Work placement is an essential element of this course.

Course Content

BSBCMM201A	Communicate in the workplace
BSBCUS201A	Deliver a service to customers
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBOHS201A	Participate in OHS processes
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWOR202A	Organise and complete daily work activities
BSBWOR204A	Use business technology

Approximate investment: \$550.75

Certificate III in Business Administration (Year 12)

This qualification will further develop your practical skills and knowledge to undertake a broad range of administrative tasks in varied work contexts including keyboard skills, word processing, spreadsheets and presentations. You will also learn to design and produce documents and organise personal work priorities and schedules.

Successful completion of this qualification provides you with the opportunity to become a data entry operator, office administration assistant, receptionist and junior personal assistant. Work placement is an essential element of this course.

Course Content

BSBWRT301A	Write simple documents
BSBWOR301A	Organise personal work priorities and development
BSBOHS201A	Participate in OHS processes
BSBITU309A	Produce desktop published documents
BSBITU307A	Develop keyboarding speed and accuracy
BSBITU306A	Design and produce business documents
BSBADM302B	Produce texts from notes
BSBINM301A	Organise workplace information
BSBITU202A	Create and use spreadsheets
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets

Approximate investment: \$589.25

In Semester 2 of Year 12, students have the option of commencing Certificate IV in Business Administration, or completing Certificate III Business/Medical or Business/Legal.

AUTOMOTIVE (Heavy)

Certificate II in Automotive Vehicle Servicing (Pre-Apprenticeship Mechanical Heavy)

This qualification will provide you with practical skills and knowledge used in the automotive mechanical trades, light and heavy vehicle. You will learn a broad range of skills to help you decide which area of automotive you wish to follow. As part of this qualification you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

Successful completion of this qualification provides you with the opportunity to gain a pre-apprenticeship or an apprenticeship to become an automotive mechanic, or a tradesperson in another automotive related trade. You will need to be employed and registered as an apprentice before you can commence apprenticeship training.

Course Content

- AURC270103A Apply safe working practices
- AURE218676A Test, service and charge batteries
- AURE218708A Carry out repairs to single electrical circuits
- AURT200108A Carry out servicing operations
- AURT200368A Select and use bearings, seals, gaskets, sealants and adhesives
- AURT201164A Remove and install engine assemblies
- AURT201170A Inspect and service engines
- AURT202170B Inspect and service cooling systems
- AURT203670A Service diesel fuel injection systems
- AURT206670A Inspect and service transmissions (manual)
- AURT210170A Inspect and service braking systems
- AURT212670A Service final drive assemblies
- AURT213170A Service final drive (driveline)
- AURT215170A Inspect and service steering systems
- AURT217665A Remove, fit and inspect wheel assemblies
- AURT225667A Use and maintain measuring equipment
- AURT270278A Use and maintain workplace tools and equipment
- AURT271781A Implement and monitor environmental regulations in the automotive mechanical industry
- MEM05007C Perform manual heating and thermal cutting
- MEM05012C Perform routine manual metal arc welding

Approximate investment: \$1183.95

ELECTRICAL

Certificate II in Electrotechnology (Pre-Apprenticeship Electrical)

This qualification will prepare you with the skills and knowledge to work in the electrical trade. You will learn skills in using electrical tools and equipment. You will also learn skills to work effectively in the electrical industry, carry out routine work activities in an energy sector environment, identify and select components, accessories and materials for energy sector work activities, solve problems in D/C circuits and follow Occupational Health and Safety policies and procedures (more components listed below). As part of this qualification you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

Successful completion of this qualification provides you with the opportunity to take up an apprenticeship in your preferred pathway.

Course Content

- HLTCPR211A Perform CPR
- UEENEEA101A Assemble electronic components
- UEENEEED101A Use computer applications relevant to a workplace
- UEENEEEE101A Apply Occupational Health and Safety regulations, codes and practices in the work Place.
- UEENEEEE102A Fabricate, assemble and dismantle utilities industry components.
- UEENEEEE104A Solve problems in d/c circuits
- UEENEEEE105A Fix and secure electrotechnology equipment
- UEENEEEE107A Use drawings, diagrams, schedules, standards, codes and specifications
- UEENEEEE137A Document and apply measures to control OHS risks associated with electrotechnology work.
- UEENEEEE141A Use of routine equipment plant technologies in an energy situation.
- UEENEEEE143A Produce routine tools devices for carrying out energy sector work activities.
- UEENEEEE148A Carry out routine work activities in an energy sector environment
- UEENEEEE179A Identify and select components, accessories and materials for energy sector work
- UEENEEEG101A Solve problems in electromagnetic devices and related circuits
- UEENEEEG106A Terminate cables, cords and accessories for low voltage circuits
- UEENEEK142A Apply environmentally and sustainable procedures in the energy sector
- UEENEEP024A Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply

Approximate investment: \$0.00

PLUMBING

Course in General Plumbing and Gas Fitting (Pre-Apprenticeship)

This course will provide you with the practical skills and knowledge to work effectively in the plumbing and services sector. You will learn skills in using plumbing hand and power tools, cutting and joining sheet metal, marking out materials, welding using oxy-acetylene and arc welding equipment and fabricating and installing non-ferrous pressure piping. You will also learn about OH&S requirements, reading plans and calculating plumbing quantities and handling and storing plumbing materials as well as undertaking specific projects. As part of this course you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

Successful completion of this course provides you with the opportunity to gain an apprenticeship to become a plumber and gas fitter. You will need to be employed and registered as an apprentice before you can commence apprenticeship training.

Course Content

- CPCCCM1012A Work effectively and sustainably in the construction industry
- CPCCCM1013A Plan and organise work
- CPCCCM1015A Carry out measurements and calculations
- CPCCCM2002A Carry out excavation
- CPCCCM2008A Erect and dismantle restricted height scaffolding
- CPCCCM2010A Work safely at heights
- CPCCOHS1001A Work safely in the construction industry
- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry
- CPCPCM2002A Carry out interactive workplace communication
- CPCPCM2004A Read plans and calculate plumbing quantities
- CPCPCM2011A Apply first aid in the workplace
- CPCPCM2021A Work effectively in the plumbing and services sector
- CPCPCM2023A Carry out OHS requirements
- CPCPCM2025A Handle and store plumbing materials
- CPCPCM2026A Use plumbing hand and power tools
- CPCPCM2027A Carry out levelling
- CPCPCM2028A Cut and join sheet metal
- CPCPCM2029A Cut using oxy-LPG-acetylene equipment
- CPCPCM2030A Mark out materials
- CPCPCM2032A Weld using oxy-acetylene equipment
- CPCPCM2033A Weld using arc welding equipment
- CPCPCM2034A Carry out simple concreting and rendering
- CPCPCM2035A Work safely on roofs
- CPCPDR2014A Install stormwater and sub-soil drainage systems
- CPCPDR2015A Drain work site
- RIICCM210A Install trench support

Approximate investment: \$1299.00

LABORATORY SCIENCE

Certificate II in Sampling and Measurement

1 day per week – Thursday (Year 11)

This course will provide you with the practical skills and knowledge to carry out basic sampling and/or testing as part of your duties in the construction, manufacturing, resources or environmental industries. You will learn skills to work as samplers and testers in production or field operations; some may work in a laboratory. You will be trained to use basic equipment to obtain samples and perform simple tests. Successful completion of this qualification provides you with the opportunity to become a sampler, tester, field assistant or laboratory attendant. The qualification can be gained through an approved traineeship program; in this case you will need to be employed and registered as a trainee before you can commence traineeship training. This course leads onto Certificate III in Laboratory Skills.

Course Content

MSAENV272B	Participate in environmentally sustainable work practices
MSL912001A	Work within a laboratory field workplace (induction)
MSL913001A	Communicate with other people
MSL913002A	Plan and conduct laboratory/field work
MSL922001A	Record and present data
MSL933002A	Contribute to the achievement of quality objectives
MSL943002A	Participate in laboratory field workplace safety
MSL952001A	Collect routine site samples
MSL972001A	Conduct routine site measurements

Approximate investment: \$472.00

Certificate III in Laboratory Skills

2 days per week – Monday & Wednesday (Year 12)

During this one year course you'll get the practical skills and knowledge in how to conduct experiments, use high-tech laboratory equipment, get a taste of forensic science and learn the lab techniques used by the mining, environmental, food and health industries. Students must complete Certificate II Sampling and Measurement prior to commencing this course. The successful completion of this certificate qualification can lead to: Certificate IV in Laboratory Technology, a Diploma of Laboratory Technology (sought after qualification by industry employees), and/or University Level studies. Employment opportunities in a range of industries including the mining, environmental, food and health sectors.

Course Content

MSAENV272B	Participate in environmentally sustainable work practices
MSL912001A	Work within a laboratory field workplace (induction)
MSL913001A	Communicate with other people
MSL913002A	Plan and conduct laboratory/field work
MSL922001A	Record and present data
MSL924001A	Process and interpret data
MSL933001A	Maintain the laboratory field workplace fit for purpose
MSL933002A	Contribute to the achievement of quality objectives
MSL952001A	Collect routine site samples
MSL973001A	Perform basic tests
MSL973002A	Prepare working solutions
MSL973003A	Prepare culture media
MSL973004A	Perform aseptic techniques
MSL973007A	Perform microscopic examination
MSL974003A	Perform chemical tests and procedures

Approximate investment: \$516.15

COMMUNITY SERVICES

Certificate II in Community Services

This qualification will provide you with the practical skills and knowledge to participate in local government and community organisations that seek to encourage and assist community groups to identify their needs and plan and develop appropriate services and facilities to meet those needs. You will learn about the community services sector and ethical behaviour. You will also develop skills in communication, information provision and processing, administration support, networking and group support.

Successful completion of this qualification provides you with the opportunity to gain entry level positions in the community services sector. Employment opportunities are enhanced with further study.

Note – Work placement is an essential component of the course.

Course Content

CHCCN301C	Ensure the health and safety of children
CHCCOM201C	Communicate with people accessing the services of the organisation.
CHCCS211B	Prepare for work in the community sector
CHCEDS313B	Communicate with students
CHCLD315A	Recognise stages of lifespan development
CHCORG201C	Follow policies, procedures and programs of the organisation
CHCORG202C	Work with others
CHCORG303C	Participate effectively in the work environment
CHCPR301C	Provide experiences to support children's play and learning
CHCWHS312A	Follow WHS safety procedures for direct care work
HLTFS207C	Follow basic food safety practices

Approximate investment: \$0.00

Certificate III in Children's Services

This qualification will provide you with the practical skills and knowledge to assist in caring for the social, emotional, physical and educational needs of infants and young children (aged 0-12) in various care settings. You will learn how to care for, interact with and foster the development of children. You also learn about the important role of the family, working within legal requirements, ensuring children's health and safety, first aid and working with children at risk. As part of this qualification you will undertake supervised work placement where you will be able to apply the skills and knowledge you have learned. Successful completion of this qualification provides you with the opportunity to become a childcare assistant, nanny or family day carer.

Course Content

CHCCN302A	Provide care for children
CHCCN305B	Provide care for babies
CHCCS301A	Work within a legal and ethical framework.
CHCIC301E	Interact effectively with children
CHCRF301E	Work effectively with families to care for the child

Approximate investment: \$318.85

INTERIOR DESIGN

Certificate IV in Interior Decoration

This qualification will provide you with the practical skills and knowledge to provide a limited range of interior decoration services. You will learn skills to research and analyse a client's goals and requirements, plan and arrange spaces, demonstrate your knowledge of interior styling, apply your knowledge of colour to select materials and finishes and take limited responsibility for a client's specifications and purchases.

Successful completion of this qualification provides the opportunity to become an interior stylist, colour consultant or entry level interior decorator.

Course Content

BSBDES302A	Explore and apply the creative design process to 2D forms
BSBDES303A	Explore and apply the creative design process to 3D forms
BSBDES401A	Generate design solutions
CUVACD301A	Produce drawings to communicate ideas
CUVCOR09B	Select and apply drawing techniques and media to represent and communicate the concept
CUVCRS04B	Produce technical drawings
CUVILL401A	Research and apply techniques for illustrative work

Approximate investment: \$710.35

DESIGN

Certificate III in Design Fundamentals

In **2014**, Manea Senior College will be offering a **Certificate III in Design Fundamentals**, a course geared towards industry needs and a successful future in visual communication and design.

Dedicated students will cultivate valuable design skills and develop expertise in a wide range of techniques in current, cutting edge design and digital

This course is conducted over 2 years, with four 80 minute classes per week at Manea Senior College. Year 11 students are eligible to apply for this course.

OPPORTUNITIES for students!

- ⊙ Work on the development of a folio that will be your passport to future employment;
- ⊙ Investigate the range of career opportunities that are available in the design field;
- ⊙ Visit design and advertising studios, print houses and associated organisations;
- ⊙ Use advanced features in the latest design software packages to produce sophisticated design layouts;
- ⊙ Learn how to demonstrate an understanding of the technical and conceptual skills required to practice as a designer, including industry structures, operations, employment obligations and the impact of new technologies;
- ⊙ Work alongside and observe design professionals in practice;
- ⊙ Obtain a nationally recognised design qualification.

APPLICATION process:

1. Complete and submit the application form and the set design entry task, which will be mailed out to you, and return it to Manea Senior College by Friday August 30, 2013 (4pm).
2. Students will also be expected to attend an interview to discuss their aspirations and reasons for applying for the course. Students may wish to bring along a resume or portfolio to the interview to aid discussion.
3. Interviews will be held in September and applicants will be informed of exact dates closer to that time.

Access Unique Training Pathways

Currently there are students at Manea Senior College already accessing these unique courses:

Course Provider/Training Organisation

- Cert II Animal Studies Polytechnic West (TAFE – in Perth)
- Cert III & IV Music South West College of Music (Rock 'n' Roll High)
- Cert III Dental Nursing Dental Nursing Australia (Bunbury)
- Cert III Media (online) Qantm or Academy of Interactive Entertainment (AIE)
- Cert III Visual Arts South West Institute of Technology (SWIT)

For these, or any other courses you may be interested in, follow this process...

What Steps Do I Take To Make It Happen?

Make Contact with the Institute that offers the course

Eg. Certificate II Animal Studies: Polytechnic West

Enquire about application and selection process

Eg. Are you eligible?

What do you have to do to apply?

How do you access the application forms?

What cost is involved?

When do applications close?

Enquire about delivery mode

Eg. Can you study online or is it face to face?

Contact the provider direct to find this out.

Bring your acceptance and course information with you to a second interview with Manea.

Create your College timetable

You will need to supply Manea with: Your course information including enrolment information, course codes and units of competency, details of when and how the course will be delivered. Then make an appointment to discuss your course and overall Manea timetable.