



# CareerLink Handbook 2026



**John Septimus Roe**  
Anglican Community School



Charlotte  
AVT



## TABLE OF CONTENTS

Certificate II in Animal Care	Page 4
Certificate II in Automotive Vocational Preparation	Page 6
Certificate II in Building and Construction	Page 8
Certificate III in Business	Page 10
Certificate IV in Business	Page 12
Certificate III in Community Services	Page 14
Certificate IV in Community Services	Page 16
Certificate III in Early Childhood Education and Care	Page 18
Certificate II in Electrotechnology	Page 20
Certificate III in Events	Page 22
Certificate III in Fitness	Page 24
Certificate IV in Fitness	Page 26
Certificate III in Health Services Assistance	Page 28
Certificate II in Plumbing	Page 30
Certificate IV in Preparation for Health and Nursing Studies	Page 32
Certificate II in Resources and Infrastructure Work Preparation	Page 34
Certificate II in Retail Cosmetics	Page 36
Certificate II in Salon Assistant	Page 38
Certificate III in School Based Education Support	Page 40
Certificate IV in School Based Education Support	Page 42

# maths

A grid of colorful number cards is displayed on the wall. Each card features a large number at the top, a ten-frame below it, and the number's name at the bottom. The cards are arranged in rows: 1-10, 11-20, 30, 40, 80, 90, and 100. The colors of the cards vary, including yellow, pink, orange, light blue, and purple.

Months of the Year  
January July  
February August  
March September  
April October  
May November  
June December



Days of the Week  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday





## **CAREERLINK PROGRAM AT JOHN SEPTIMUS ROE ACS**

As part of the JSRACS CareerLink program, our students spend every Tuesday off-campus either studying for a certificate or on work placement with a host employer.

There are two options for the CareerLink program:

### **OPTION 1**

VET Course in Certificate II, III or IV

+

Work placement during the exam break blocks  
(and term time at the conclusion of the course)

### **OPTION 2**

No VET course. Work placement only each Tuesday  
and block placement during exam breaks



## CERTIFICATE II IN ANIMAL CARE

**Course duration:** 3 terms

**Training provider:** Applied Vocational Training (AVT) @ Landsdale Farm  
71 Evandale Road, Darch

This course will provide you with the knowledge and skill to approach, handle and care for a range of companion and farm animals. Students learn workplace safety in the animal care industry and the fundamentals of handling and approaching animals. Important aspects of animal care are taught, including feeding practices, first aid, and animal behaviour. Students must be prepared to work outdoors.

- At least 55 hours of work placement per semester is expected to be completed.
- Students are to make their own way to Landsdale Farm on Tuesdays.
- This course can be studied in either Year 11 or Year 12.
- Safety apparel is required for this course (e.g., steel cap boots, gloves and sun protection).



### Course timeline

Term	Year 11 or Year 12
1	Landsdale Farm each Tuesday
2	Landsdale Farm each Tuesday + Sem 1 exam break block work placement (excl. Tuesdays)
3	Work placement each Tuesday
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break block work placement

### Units of competency examples

Participate in workplace health and safety processes
Complete animal care hygiene routines
Apply communication skills
Feed and water animals
Assist in health care of animals
Participate in environmentally sustainable work practices
Work in the animal care industry
Handle companion animals safely and follow infection control guidelines
Assist in the care of animals
Source and provide information for animal care needs
Approach and handle a range of calm animals
Provide basic animal first aid



## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

**Course duration:** 3 terms

**Training provider:** Automotive Institute of Technology @ Motor Trades Association (MTA)  
253 Balcatta Road, Balcatta

This qualification will introduce you to the practical skills and knowledge used in the automotive trades. You will learn a broad range of skills to help you decide which area of automotive you wish to follow.

Successful completion of this qualification provides you with the opportunity to enter an apprenticeship to become an Automotive Light or Heavy Vehicle Mechanic or Automotive Electrician.

- At least 55 hours of work placement per semester is expected.
- Safety apparel is required for this course (e.g., steel cap boots).
- Please note: this course has limited places and entry is competitive.
- This course can be studied in either Yr 11 or Yr 12. If students miss out in Yr 11, they can complete a year of work placement to gain valuable experience and reapply for the course in Yr 12.



### Course timeline

Term	Year 11 or Year 12
1	MTA each Tuesday
2	MTA each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	MTA each Tuesday. Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement

### Units of competency examples

Follow environmental and sustainability best practice in an automotive workplace
Follow safe working practices in an automotive workplace
Inspect, test and service batteries
Inspect/service engines
Use and maintain workplace tools/equipment
Use and maintain measuring equipment in an automotive workplace
Communicate effectively in an automotive workplace
Identify automotive mechanical systems and components
Remove and tag engine system components
Solder electrical wiring and circuits
Identify automotive electrical systems and components
Resolve routine problems in an automotive workplace



# CERTIFICATE II IN BUILDING AND CONSTRUCTION

**Course duration:** 2 years

**Training provider:** North Metropolitan TAFE Balga,  
Loxwood Road, Balga

This course will provide you with the practical skills and knowledge required to work in the building and construction industry. You will learn to use hand and power tools, construct wall frames, install flooring, interpret plans, measure and calculate the right amount of materials for the job, levelling operations, work with scaffolding safely at heights, and workplace health and safety.

Successful completion of this course may be credited towards a pathway in an apprenticeship program.

- 110 hours of work placement in total over 2 years is mandated for this course.
- During work placement, students must be prepared to travel to various work sites across the metro area early in the morning (parent commitment component).
- Safety apparel is required for this course (e.g., steel cap boots).



### Course timeline

Term	Year 11	Year 12
1	TAFE each Tuesday	TAFE each Tuesday
2	TAFE each Tuesday + Semester 1 exam break block work placement (excl. Tuesdays)	TAFE each Tuesday + Semester 1 exam break block work placement (excl. Tuesdays)
3	TAFE each Tuesday until middle of term, then work placement each Tuesday	TAFE each Tuesday until middle of term, then work placement each Tuesday
4	Work placement each Tuesday + Semester 2 exam break block work placement	N/A

### Units of competency examples

Prepare to work safely in the construction industry (White Card)
Conduct workplace communication
Work effectively and sustainably in the construction industry
Carry out measurements and calculations
Read and interpret plans and specifications
Practice asbestos awareness in the construction industry
Use carpentry tools and equipment
Apply basic levelling procedures
Set up, operate and maintain indirect action powder-actuated power tools
Erect and dismantle restricted height scaffolding
Work safely at heights
Handle carpentry materials



## CERTIFICATE III IN BUSINESS

**Course duration:** 3 terms

**Training provider:** Austraining WA (AWA) @ ECU Joondalup  
270 Joondalup Drive, Joondalup

This qualification provides you with the skills to work in administrative roles across different industry sectors. It includes routine procedural, clerical, administrative or operational tasks requiring technology and business skills. Future employment roles include accounts and record keeping, administrative support and customer service.

- At least 55 hours of work placement per semester is expected to be completed.
- Students are to make their own way to ECU Joondalup on Tuesdays.
- This course can be studied in either Yr 11 or Yr 12.



### Course timeline

Term	Year 11 or Year 12
1	ECU Joondalup each Tuesday
2	ECU Joondalup each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	ECU Joondalup each Tuesday. Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV + Sem 2 exam break work placement

### Units of competency examples

Apply critical thinking skills in a team environment
Support personal wellbeing in the workplace
Participate in sustainable work practices
Use inclusive work practices
Assist with maintaining workplace safety
Engage in workplace communication
Develop knowledge of taxation
Organise business meetings
Identify and assess cyber security inside threats and risks
Develop and present business proposals
Organise business meetings
Process financial transactions
Develop knowledge of debt and consumer credit



## **CERTIFICATE IV IN BUSINESS**

### **INVITED YEAR 12 STUDENTS ONLY**

**Course duration:** 4 terms – start in October 2025

**Training provider:** Austraining WA (AWA) @ ECU Joondalup  
270 Joondalup Drive, Joondalup

This qualification prepares you to carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. Future employment roles involving some supervisory responsibilities include small business management, project officer, marketing, advertising, and customer service advisor.

- At least 55 hours of work placement per semester is expected to be completed.
- Students are to make their own way to ECU Joondalup on Tuesdays.
- This course can be studied in either Yr 11 or Yr 12.
- This course will provide you with an educational pathway into university as completion of a Certificate IV is indicative of a 70 ATAR score. Please see university enrolment requirements for the course you are interested in applying for (e.g., some universities expect an A grade in General English for this admissions pathway).



### Course timeline

Term	Year 12
4 (2025)	ECU Joondalup each Tuesday + Sem 2 exam break work placement (excl. Tuesdays)
1 (2026)	ECU Joondalup each Tuesday
2	ECU Joondalup each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	ECU Joondalup each Tuesday. Course finishes at end of term.

### Units of competency examples

Apply critical thinking to work practices
Implement and monitor WHS policies, procedures and programs
Organise business meetings
Manage personal health and wellbeing
Develop personal work priorities
Write complex documents
Build and maintain business relationships
Use digital technologies to collaborate in a work environment
Apply communication strategies in the workplace
Work in a team
Work with diverse people



## CERTIFICATE III IN COMMUNITY SERVICES

**Course duration:** 3 terms

**Training provider:** Fremantle Education Centre (FEC)  
Cnr Cantonment and Parry Streets, Fremantle

This qualification reflects the role of entry-level workers who support others through the provision of person-centred services. This role might include day-to-day support of people in community settings or the implementation of specific community-based programs.

Future employment opportunities include Outreach Officer, Homelessness Support, Aboriginal Health Education, Domestic Violence Worker, Court and Family Support.

- At least 55 hours of work placement per semester is expected to be completed.
- Students are to make their own way to FEC on Tuesdays.
- Due to the sensitive subject matter involved in this course, only students who display maturity and work readiness will be considered.
- This course can be studied in either Year 11 or Year 12.



### Course timeline

Term	Year 11 or Year 12
1	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV + Sem 2 exam break block work placement

### Units of competency examples

Follow safe work practices for direct client care
Communicate and work in health or community services
Respond to client needs
Work with diverse people
Manage personal stressors in the work environment
Provide first point of contact
Develop and maintain networks and collaborative partnerships
Facilitate the interests and rights of clients
Promote Aboriginal / Torres Strait Islander cultural safety
Identify and respond to children and young people at risk
Apply communication needs
Organise personal work priorities



# CERTIFICATE IV IN COMMUNITY SERVICES

## YEAR 12 STUDENTS ONLY

**Course duration:** 3 terms

**Training provider:** Fremantle Education Centre (FEC)  
Cnr Cantonment and Parry Streets, Fremantle

This qualification applies to community work delivered through a broad range of services, which provide support to individuals and groups. This level is appropriate for support workers and client contact officers. Future employment opportunities include Outreach Officer, Homelessness Support, Aboriginal Health Education, Domestic Violence Worker, Family and Court Support.

- At least 55 hours of work placement per semester is expected to be completed.
- Students are to make their own way to FEC on Tuesdays.
- Due to the sensitive subject matter involved in this course, only students who display maturity and work readiness will be considered.
- This course will provide you with an educational pathway into university as completion of a Certificate IV is indicative of a 70 ATAR score. Please see university enrolment requirements for the course you are interested in applying for (e.g., some universities expect an A grade in General English for this admissions pathway).



### Course timeline

Term	Year 12
1	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term.

### Units of competency examples

Facilitate the interests and rights of clients
Assess co-existing needs
Provide individualised support
Work with diverse people
Promote Aboriginal and/or Torres Strait Islander cultural safety
Identify and respond to children and young people at risk
Use communication to build relationships
Develop and maintain networks and collaborative partnerships
Work legally and ethically
Maintain work health and safety
Facilitate individual service planning and delivery
Maintain a high standard of service
Manage personal stressors in the work environment
Reflect on and improve own professional practice
Meet community information needs



# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

**Course duration:** 3 terms

**Training provider:** Fremantle Education Centre (FEC)  
Cnr Cantonment and Parry Streets, Fremantle

This qualification is for those with a genuine interest and passion for the care and education of children up to the age of five years. You'll learn how to interact and foster the development of children, supporting their wellbeing and learning while working within legal requirements.

Attributes you will need for this course include:

- enjoy working with children and able to relate well to them
  - enthusiastic, tactful, patient and a sense of humour
  - calm, alert, observant and active
  - problem-solving skills with the ability to communicate simply and clearly
  - good fitness level to be able to lift children and childcare equipment.
- 160 hours of work placement is mandated for this qualification.
  - Exam breaks will be used for work placement, as well as some term time. Holidays may be used to catch up on any missed hours (negotiated with host employer).
  - This course can be studied in either Yr 11 or Yr 12.
  - Please note: current influenza vaccinations are required for work placement and possible police clearance .



### Course timeline

Term	Year 11 or Year 12
1	FEC each Tuesday. + Possible school holiday work placement.
2	FEC each Tuesday. + Sem 1 exam break work placement (excl. Tuesdays). + Possible school holiday block placement.
3	FEC each Tuesday. Course finishes at end of term.
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV

### Units of competency examples

Support children's health, safety and wellbeing
Nurture babies and toddlers
Work with diverse people
Participate in workplace health and safety
Identify and respond to children and young people at risk
Provide First Aid in an education and care setting
Support inclusion and diversity
Work effectively in children's education and care
Support children to connect with the natural environment
Use an approved learning framework to guide good practice
Support the holistic learning and development of children
Meet legal and ethical obligations in early childhood education and care



# CERTIFICATE II IN ELECTROTECHNOLOGY

**Course duration:** 2 years

**Training provider:** College of Electrical Training (CET) Joondalup  
20 Injune Way, Joondalup

This training program will provide you with the foundation practical skills and theory knowledge required in electrical installation and servicing. You will learn a broad range of skills to help you decide if you wish to follow the electrical pathway, such as electrical wiring and terminations, electrical theory, hand and power tools and using electrical diagrams.

Successful completion of this course may be credited towards a pathway in an apprenticeship program or to other trade areas such as data communications, security and electronic servicing.

- Pre-requisite: Strong score in the electrical apprentice Readiness Assessment (RA) test and aptitude in Mathematics is required for this course.
- 150 hours of work placement in total over 2 years is mandated for this course.
- During work placement, students must be prepared to travel to various work sites across the metro area early in the morning (parent commitment component).
- Students are to make their own way to CET Joondalup on Tuesdays.
- Safety apparel is required for this course (e.g., steel cap boots).



### Course timeline

Term	Year 11
1	CET each Tuesday + Possible school holiday block work placement
2	CET each Tuesday + Sem 1 exam break block work placement (excl. Tuesdays)
3	CET each Tuesday until middle of term, then work placement each Tuesday + Possible school holiday block work placement
4 (Year 11 only)	CET each Tuesday until middle of term, then work placement each Tuesday + Possible school holiday block work placement

### Units of competency examples

Participate in development and follow a personal competency development plan
Prepare to work safely in the construction industry (white card)
Provide cardiopulmonary resuscitation
Apply WH&S regulations, codes and practices in the workplace
Fabricate, assemble and dismantle utilities industry components
Solve problems in direct current circuits
Solve problems in direct current circuits
Use drawings, diagrams, schedules, standards, codes and specifications
Lay wiring/cabling and terminate accessories for extra-low voltage circuits
Document and apply measures to control OH&S risks associated with electrotechnology work
Install and maintain cabling for multiple access to telecommunications services
Source and purchase materials/parts for installation or service jobs



## CERTIFICATE III IN EVENTS

**Course duration:** 3 terms - Monday evenings (Terms 1 and 2) and Tuesdays

**Training provider:** North Metropolitan TAFE Joondalup  
35 Kendrew Crescent, Joondalup

This qualification provides pathways to work in venues or for event companies operating in a range of industries including tourism, hospitality, sport, fashion, cultural / community sectors and private events (e.g., weddings).

Future employment opportunities include Conference Assistant, Function Assistant, Festival Assistant, Junior Event Coordinator.

Students are required to work at two events (minimum), which may require evening or weekend hours. This course runs every Tuesday as well as Monday evenings (4.30pm-8.30pm) for Terms 1 and 2.

- At least 55 hours of work placement per semester is expected.
- This course can be studied in Year 11 or year 12.
- Students are to attend this course Monday evenings during Term 1 and 2, as well as Tuesdays (parent commitment component).
- Students must be available to be assessed during planned events, which may include



### Course timeline

Term	Year 11 or Year 12
1	TAFE each Monday evening and Tuesday
2	TAFE each Monday evening and Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday. Course finishes at the end of term
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement

### Units of competency examples

Work effectively with others
Provide service to customers
Show social and cultural sensitivity
Participate in safe work practices
Source and use information on the events industry
Process and monitor event registrations
Provide event staging support
Create and use spreadsheets
Design and produce business documents
Coordinate on-site event registrations
Provide responsible service of alcohol
Participate in environmentally sustainable work practices
Book supplier products and services



## CERTIFICATE III IN FITNESS

**Course duration:** 3 terms

**Training provider:** Sero Institute @ Diamond Fitness Osborne Park,  
Unit 4/7 Leeway Court, Osborne Park

Delivered in the Diamond Fitness high-performance gym, this Australian Institute of Fitness course will give you world-class industry skills. You will implement the latest health, fitness, and training principles into your programs, as well as learn nutritional information to strengthen your ability when conducting fitness tests and appraisals with your clients.

Future employment opportunities include: Gym Instructor, Fitness Coach, Group Exercise Instructor, Fitness Manager.

- At least 55 hours of work placement per semester is expected to be completed.
- Students are to make their own way to Diamond Fitness Osborne Park on Tuesdays.
- Students who successfully complete this course in Year 11 and show suitable aptitude will be considered for the Certificate IV in Fitness in Year 12.



### Course timeline

Term	Year 11 or Year 12
1	Diamond Fitness each Tuesday
2	Diamond Fitness each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	Diamond Fitness each Tuesday. Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV in Fitness + Sem 2 exam break work placement

### Units of competency examples

Provide First Aid
Participate in workplace health and safety
Complete pre-exercise screening and service orientation
Complete client fitness assessments
Plan group exercise sessions
Instruct group exercise sessions
Develop and instruct gym-based exercise programs for individual clients
Use anatomy and physiology knowledge to support safe and effective exercise
Provide healthy eating information
Instruct strength and conditioning techniques
Maintain equipment for activities



## **CERTIFICATE IV IN FITNESS**

### **INVITED YEAR 12 STUDENTS ONLY**

**Course duration:** 3 terms

**Training provider:** Sero Institute @ Diamond Fitness  
Unit 4/7 Leeway Court, Osborne Park

This qualification is required in order to become a Personal Trainer and is specifically for those students interested in helping others achieve their health and fitness goals.

Business is a key focus, where you will learn how to set up and prepare for your own small business and learn basic marketing and sales skills necessary to acquire clients.

- Pre-requisite: Certificate III in Fitness.
- At least 55 hours of work placement per semester is expected.
- This course will provide you with an educational pathway into university as completion of a Certificate IV is indicative of a 70 ATAR score. Please see university enrolment requirements for the course you are interested in applying for (e.g., some universities expect an A grade in General English for this admissions pathway).



### Course timeline

Term	Year 12
1	Diamond Fitness each Tuesday
2	Diamond Fitness each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	Diamond Fitness each Tuesday Course finishes at end of term
4	N/A

### Units of competency examples

Establish and manage client relationships
Develop and instruct personalised exercise programs for body composition goals
Use exercise science principles in fitness instruction
Support exercise behaviour change
Establish and maintain professional practice for fitness instruction
Support healthy eating for individual fitness clients
Research and develop business plans
Investigate business opportunities
Market new business ventures
Assess client movement and provide exercise advice
Conduct individualised long-term training programs
Select and use technology for sport, fitness and recreation work
Plan and instruct online exercise sessions



# CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

**Course duration:** 3 terms

**Training provider:** Health Science Hub Perth  
Level 1/100 Stirling Street, Perth

This course is suitable for people who are naturally caring and wish to pursue a career in the practical health care environment. It focuses on helping people with their activities of daily living. Future employment opportunities include Assistant in Nursing (AIN), Disability Support Worker and Personal Care Assistant (PCA).

- At least 55 hours of work placement per semester is expected. Placements are conducted in Aged Care facilities, depending on industry availability.
- This course can be studied in either Yr 11 or Yr 12.
- Please note current influenza vaccinations are required for work placement and possible police clearances.



### Course timeline

Term	Year 11 or Year 12
1	HSH Perth each Tuesday
2	HSH Perth each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	HSH Perth each Tuesday Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV + Sem 2 exam break block work placement

### Units of competency examples

Respond effectively to behaviours of concern
Provide First Aid
Provide basic emergency life support
Work with diverse people
Manage personal stressors in the work environment
Work with people with mental health issues
Comply with infection prevention and control policies and procedures
Participate in workplace health and safety
Interpret and apply medical terminology appropriately
Assist with movement
Take clinical measurements



## CERTIFICATE II IN PLUMBING

**Course duration:** 2 years

**Training provider:** North Metropolitan TAFE Balga  
Loxwood Road, Balga

This pre-apprenticeship will provide you with practical skills and knowledge required for a career in the plumbing and servicing industry. You will learn skills in basic plumbing, how to weld using oxy-acetylene and how to cut and join sheet metal.

Successful completion of this course may be credited towards a pathway in an apprenticeship program.

- 150 hours of work placement in total over 2 years is mandated for this course.
- Exam breaks will be used for work placement, as well as some term time. Holidays may be used to catch up on any missed hours (negotiated with host employer).
- During work placement, students must be prepared to travel to various work sites early in the morning (parent commitment component).
- Safety apparel is required for this course (e.g., steel cap boots).
- Please note: Hepatitis A & B immunisations are recommended.



### Course timeline

Term	Year 11	Year 12
1	TAFE each Tuesday	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)	TAFE each Tuesday + Sem 1 exam break block work placement (excl. Tuesdays)
3	TAFE each Tuesday until mid-term, then work placement each Tuesday.	TAFE each Tuesday until mid-term, then work placement each Tuesday.
4	Work placement each Tuesday + Sem 2 exam break block work placement	N/A

### Units of competency examples

Prepare to work safely in the construction industry (WHITE CARD)
Carry out measurements and calculations
Carry out levelling
Read plans and calculate plumbing quantities
Cut and join sheet metal
Provide basic emergency life support
Weld using oxy-acetylene equipment
Erect and dismantle restricted height scaffolding
Mark out materials
Weld using manual arc welding equipment
Work effectively in the plumbing services sector
Work safely at heights
Use plumbing hand and power tools



# **CERTIFICATE IV IN PREPARATION FOR HEALTH AND NURSING STUDIES**

## **INVITED YEAR 12 STUDENTS ONLY**

**Course duration:** 3 terms

**Training provider:** Health Science Hub @ Murdoch University  
90 South Street, Murdoch

This qualification will provide you with foundational knowledge in how the human body works, how disease can prevent normal functioning, as well as the basics of medication management. You will also learn how to research, reference, and report at university level so that you will have an advantage moving into studying a bachelor's degree.

- At least 55 hours of work placement per semester is to be completed.
- This course will provide you with an educational pathway into university as completion of a Certificate IV is indicative of a 70 ATAR score. Please see university enrolment requirements for the course you are interested in applying for (e.g., some universities expect an A grade in General English for this admissions pathway).
- Please note current influenza vaccinations are required for work placement and possible police clearance.



### Course timeline

Term	Year 12
1	Murdoch University each Tuesday
2	Murdoch University each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	Murdoch University each Tuesday Course finishes at end of term
4	N/A

### Units of competency examples

Design and produce digital text documents
Apply academic skills
Provide information on the fundamental principles of microbiology used in health settings
Interpret and apply medical terminology appropriately
Provide information on human anatomy and physiology
Use fundamentals of physics and chemistry in a health context
Use mathematics in a nursing and health context



# CERTIFICATE II IN RESOURCES AND INFRASTRUCTURE WORK PREPARATION

**Course duration:** 2 terms

**Training provider:** Bright Group  
1 Eyre Street, Rivervale

This course will provide you with a set of job ready skills to get into entry-level jobs at mining and civil construction sites. This qualification reflects the roles of individuals working in the resources and infrastructure industries who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge, and taking some responsibility for the quality of the work outcomes.

Successful completion of this course may be credited towards a pathway in an apprenticeship program.

- At least 55 hours of work placement per semester is expected to be completed.
- Students are to make their own way to Bright Group on Tuesdays.
- This course can be studied in either Year 11 or Year 12.
- Safety apparel is required for this course (e.g., steel cap boots).



### Course timeline

Term	Year 11 or Year 12
1	Breight Group each Tuesday
2	Breight Group each Tuesday + Sem 1 exam break block work placement (excl. Tuesdays)
3	Work placement each Tuesday
4	Work placement each Tuesday + Sem 2 exam break block work placement

### Units of competency examples

Conduct local risk control
Identify & access environmental concerns
Communicate in the workplace
Work safely & follow WHS policies & procedures
Apply operational maintenance skills
Use hand & power tools
Isolate and access plant
Work safely at height
Enter and work in confined spaces



## CERTIFICATE II IN RETAIL COSMETICS

**Course duration:** 3 terms

**Training provider:** North Metropolitan TAFE Joondalup (McLarty Campus)  
63 McLarty Avenue, Joondalup

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores. Make-up application and ear piercing are also components of this course.

- At least 55 hours of work placement per semester is to be completed.
- Students are to make their own way to North Metropolitan TAFE Joondalup on Tuesdays.
- At their own cost, students must purchase the TAFE make-up and brush kit (approx. \$200) as well as the TAFE uniform for beauty students (approx. \$100).
- This course can be studied in conjunction with Certificate II in Salon Assistant (each course is offered every second year, on a rotating basis).



### Course timeline

Term	Year 11 or Year 12
1	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement

### Units of competency examples

Sell to the retail customer
Produce visual merchandise displays
Conduct salon financial transactions
Contribute to health and safety of self and others
Communicate as part of a salon team
Organise personal work requirements
Advise on beauty products and services
Recommend products and services
Design and apply make-up
Research and apply beauty industry information
Use social media tools for collaboration and engagement
Receive and handle retail stock
Pierce ear lobes



## CERTIFICATE II IN SALON ASSISTANT

Course duration: 3 terms

Training provider: North Metropolitan TAFE Balga,  
18 Loxwood Road, Balga

This course will give you an insight into the craft of hairdressing and what to expect from working in a salon. You will cover topics such as: shampooing, colouring and braiding, maintaining hairdressing tools, merchandising, and scheduling appointments.

- 55 hours of work placement per semester (during exam breaks) is expected.
- Students are required to purchase the TAFE hairdressing tool kit (approx. \$200), as well as the TAFE uniform for hairdressing students (approx. \$100).
- This course can be studied in conjunction with Certificate II in Retail Cosmetics (each course is offered every second year, on a rotating basis).



### Course timeline

Term	Year 11 or Year 12
1	TAFE each Tuesday
2	TAFE each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	TAFE each Tuesday Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday + Sem 2 exam break work placement

### Units of competency examples

Contribute to health and safety of others
Provide shampoo and basin services
Dry hair to shape
Maintain and organise tools, equipment and work areas
Conduct salon financial transactions
Greet and prepare clients for salon services
Communicate as part of a salon team



# CERTIFICATE III IN SCHOOL BASED EDUCATION SUPPORT

**Course duration:** 3 terms

**Training provider:** Fremantle Education Centre (FEC)  
Cnr Cantonment and Parry Streets, Fremantle

This qualification reflects the role of workers in a range of education settings who provide assistance and support to teachers and students under broad-based supervision. Employment opportunities include Early Childhood Educator, Family Day Care Educator, Education Assistant.

- 100 hours of work placement is mandated for this qualification.
- Exam breaks will be used for work placement, as well as some term time.
- This course can be studied in either Yr 11 or Yr 12.
- Please note: current influenza vaccinations are required for work placement and possible police clearances.



### Course timeline

Term	Year 11 or Year 12
1	FEC each Tuesday
2	FEC each Tuesday + Sem 1 exam break work placement (excl. Tuesdays)
3	FEC each Tuesday Course finishes at end of term
4 (Yr 11 only)	Work placement each Tuesday OR commence Cert IV + Sem 2 exam break work placement

### Units of competency examples

Support behaviour of children and young people
Comply with legislative, policy and industrial requirement in the education environment
Use educational strategies to support Aboriginal and/or Torres Strait Islander education
Facilitate learning for students with disabilities
Deliver elements of teaching and learning programs
Assist in production of language resources
Reflect and improve own professional practice
Identify and respond to children and young people at risk
Support students' literacy learning
Provide support to students with autism spectrum disorder



# CERTIFICATE IV IN SCHOOL BASED EDUCATION SUPPORT

## INVITED YEAR 12 STUDENTS ONLY

**Course duration:** 4 terms - start in October 2025

**Training provider:** Fremantle Education Centre (FEC)

Cnr Cantonment and Parry Streets, Fremantle

This course prepares students for support work roles within educational settings, including for those students in need of additional support. At this level, workers have limited direct supervision and could provide guidance to other staff.

- 100 hours of work placement is mandated for this qualification.
- Exam breaks will be used for work placement, as well as some term time.
- This course will provide you with an educational pathway into university as completion of a Certificate IV is indicative of a 70 ATAR score. Please see university enrolment requirements for the course you are interested in applying for (e.g., some universities expect an A grade in General English for this admissions pathway).
- Please note: current influenza vaccinations are required for work placement and possible police clearances.



### Course timeline

Term	Year 12
4 (2025)	FEC each Tuesday + Semester 2 exam break block work placement (excl. Tuesday)
1 (2026)	FEC each Tuesday
2	FEC each Tuesday + Semester 1 exam break block work placement (excl. Tuesdays)
3	FEC each Tuesday. Course finishes at end of term.

### Units of competency examples

Deliver elements of teaching and learning programs
Assist in production of language resources
Reflect and improve own professional practice
Identify and respond to children and young people at risk
Support students' literacy learning
Provide support to students with autism spectrum disorder
Work with diverse people
Promote Aboriginal and/or Torres Strait Islander Cultural Safety
Participate in workplace health and safety
Work with students in need of additional support
Support learning and implementation of responsible behaviour
Search and assess online information



**John Septimus Roe**  
Anglican Community School