

# C.Y. O'Connor Institute

# Course

# Handbook

## Semester One 2012



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# C.Y. O’Connor Institute Course Handbook

C.Y. O’Connor Institute is a regional institute that delivers training and education services through open learning.

C.Y. O’Connor Institute provides a wide range of nationally accredited courses. Students can enrol in many courses throughout the year. Please contact your nearest campus for more information.

All course details are correct at time of printing but may be subject to change. Courses are only offered if there are sufficient student numbers and resources available. This handbook is printed for Semester One, 2012.

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C.Y. O’Connor Institute is a smoke free environment. No person is to smoke within the boundaries of the Institute.

**Enrol Now**  
Call **1800 627 256** or enquire at your nearest Campus

The information in this handbook is correct at time of publication, however, in some study areas new training programs are being developed and this may result in new course numbers, names and information. For the latest information please visit our website [www.cyoc.wa.edu.au](http://www.cyoc.wa.edu.au)

## How to Enrol

To ensure you enrol in the course best suited to your needs all new students are required to contact the Institute prior to enrolment. You may be required to have an interview with a lecturer before you enrol.

Our Customer Service staff can assist you with enquiries relating to course details and eligibility for concession rates.

## Fees

Course/qualification costs are explained on the website under Courses-Fees and Charges or by accessing the Student Portal website under Future Training. Alternatively you can contact any of our campuses and speak to a Customer Service Officer to find out the course fees and if you are required to purchase any books or other materials. Students can enrol and pay for their courses over the phone and payments are accepted by cheque, money order, credit card, EFTPOS or payment plan<sup>1</sup> at any of the campuses. Other information about student withdrawals and refunds are available on the website or by speaking to a Customer Service Officer.

<sup>1</sup>For fees over \$100. Bank account details required.

## Concession rates

Proof of concession must be provided at the time of enrolment. Please enclose copies of concession cards if enrolling and paying by post. You will be eligible for the concession rates if you:

- hold a current Pensioner Concession card;
- hold a current Veterans' Health Benefit card;
- hold a current Health Care card;
- you are aged between 15-17 years; or
- you hold a Jobseeker, Youth Allowance or Job Network card.

## Recognition of Prior Learning (RPL)

RPL is an assessment process that recognises the knowledge and skills that you have gained through non-formal and informal learning and through life and work experience. It gives you the opportunity to have your knowledge and skills assessed against competencies in training packages and accredited courses and achieve partial or full completion of a qualification. RPL is available for all courses delivered in this handbook.

### Examples of RPL evidence:

- Brief cv or work history;
- Certificates;
- Photographs of work undertaken;
- Job sheets;
- Pay slips;
- Membership of professional associations;
- references from previous employers.

### Benefits of RPL:

- Professional recognition;
- Nationally recognised qualifications;
- Improved employment prospects;
- Improving the image and credibility of your industry;
- Avoiding having to learn what you already know; and
- A sense of personal achievement.

For more information ring C.Y. O'Connor Institute's Customer Service Officers on 1800 627 256.

## Study Modes

### Classroom study

Students attend regular classes at one of the Institute's campuses.

### Flexible

This may include attendance at scheduled classes/workshops as well as study at home or work via the internet or the postal system.

### External

External courses do not require classroom attendance. Study is at the student's own pace, at home.

### Traineeships and Apprenticeships

Traineeships and Apprenticeships are employment-based training. Students gain hands-on skills and experience in the workplace and are paid to learn. For more information, see the next section.

### Industry based

Students require access to a workplace for assessment and training. Employment may be casual, permanent or voluntary.

### Full-time

Full-time study is a minimum of 221 hours per semester.

### Part-time

Part-time study is less than 221 hours per semester.

### Online Learning

Many courses are delivered wholly online, or contain units that are delivered online. Talk to a lecturer about the options.

Study modes should be discussed with a lecturer or customer service officer prior to enrolment.

## Traineeships and Apprenticeships

A traineeship or an apprenticeship is a great way to start your career. It allows you to work in a paid job and study at the same time. You gain valuable work experience in the industry and a nationally recognised qualification.

**Traineeships** are full-time or part-time employment based training agreements. Trainees gain hands-on skills and experience in the workplace whilst completing a nationally recognised qualification.

**Apprenticeships** are completed over a term of three or four years on a full-time basis. Employment is combined with training off-the-job at C.Y. O'Connor Institute. On completion of an apprenticeship, students are recognised as fully qualified tradespeople.

## How do you get a Traineeship or an Apprenticeship?

The first step is to find yourself an employer. Then you can apply to become an apprentice or trainee with the Apprenticentre. (We can help you with this.) If you utilise the services of a group training scheme you may still select C.Y. O'Connor Institute as your nominated Registered Training Organisation. Then, you go to work every day to learn skills on the job. Some days (or possibly for a week at a time) you may be required to attend classes at C.Y. O'Connor Institute and complete studies or assessments set by the Institute.

For more information on apprenticeships, go to [www.trainingwa.wa.gov.au/apprenticentre](http://www.trainingwa.wa.gov.au/apprenticentre)

## School Based Traineeships

School-based Traineeships are for full-time secondary school students who are preparing themselves for a career by developing skills in an industry. The employment model varies, but often involves working one day per week in the industry. They are paid for the work that they do. Successful completion of a school-based traineeship means students graduate from secondary school and



## Traineeships Available

### ACCOUNTING & OTHER BUSINESS

FNS30310 Certificate III in Accounts Administration  
FNS40610 Certificate IV in Accounting

### AUTOMOTIVE

AUR20705 Certificate II in Automotive Mechanical  
AUR20408 Certificate II in Automotive Electrical Technology  
AUR21105 Certificate II in Automotive Sales  
AUR20505 Certificate II in Automotive Vehicle Servicing  
AUR20311 Certificate II in Bicycles  
AUR30211 Certificate III in Bicycles

### BUILDING & CONSTRUCTION

RII20709 Certificate II in Civil Construction  
RII30909 Certificate III in Civil Construction

### COOKING & HOSPITALITY

SIT20207 Certificate II in Hospitality  
SIT20307 Certificate II in Hospitality (Kitchen Operations)

### COMMUNITY SERVICES

CHC20108 Certificate II in Community Services  
CHC30208 Certificate III in Aged Care  
CHC30708 Certificate III in Children's Services  
CHC30408 Certificate III in Disability  
CHC41208 Certificate IV in Children's Services (Out of School Hours Care)  
CHC40108 Certificate IV in Aged Care  
CHC40308 Certificate IV in Disability  
CHC50908 Diploma of Children's Services (Early Childhood Education and Care)

### ENGINEERING & METALS

MEM20105 Certificate II in Engineering

### FORESTRY, FARMING & LANDCARE

RTE20103 Certificate II in Agriculture  
RTD20102 Certificate II in Conservation and Land Management  
RTE20403 Certificate II in Shearing  
RTE20303 Certificate II in Wool Handling  
RTE30103 Certificate III in Agriculture  
RTE30703 Certificate III in Agriculture (Horse Breeding)  
RTD30102 Certificate III in Conservation and Land Management  
RTE31503 Certificate III in Shearing  
RTE31403 Certificate III in Wool Clip Preparation

RTE32003 Certificate III in Advanced Wool Handling  
RTE40103 Certificate IV in Agriculture

### FURNITURE MANUFACTURE

LMF20309 Certificate II in Furniture Making

### HORTICULTURE

RTF20103 Certificate II in Horticulture  
RTF20703 Certificate II in Horticulture (Parks & Gardens)  
RTF30103 Certificate III in Horticulture

### LOCAL GOVERNMENT

LGA20104 Certificate II in Local Government  
LGA30304 Certificate III in Local Government

### OFFICE & CLERICAL

BSB20107 Certificate II in Business  
BSB30110 Certificate III in Business  
BSB30407 Certificate III in Business Administration  
BSB40207 Certificate IV in Business  
BSB40507 Certificate IV in Business Administration

### RETAIL

SIR20207 Certificate II in Retail  
SIR30207 Certificate III in Retail

## Apprenticeships Available

### AUTOMOTIVE

AUR30405 Certificate III in Automotive Mechanical Technology (Streams available: Agricultural Mechanical, Heavy Vehicle Road Transport, Heavy Vehicle Mobile Equipment, Motorcycle and Light Vehicle.)

### ENGINEERING & METALS

MEM30305 Certificate III in Engineering-Fabrication Trade

## Online Courses

C.Y. O'Connor Institute provides a range of courses delivered entirely or partially online.

If you are busy during the day or located in an area remote to our campuses, this can solve your attendance problems.

Some of the courses available either wholly or partially online include:

- CHC30208 Certificate III in Aged Care
- CHC40108 Certificate IV in Aged Care
- BSB20107 Certificate II in Business
- BSB30407 Certificate III in Business
- BSB40207 Certificate IV in Business
- BSB30407 Certificate III in Business Administration
- BSB40507 Certificate IV in Business Administration
- BSB50207 Diploma of Business
- BSB51107 Diploma of Management
- CHC30708 Certificate III in Children Services
- CHC41208 Certificate IV in Children Services (Outside School Hours Care)
- CHC50908 Diploma of Children Services
- CHC30408 Certificate III in Disability
- CHC40308 Certificate IV in Disability
- CHC30808 Certificate III in Education Support
- CHC41708 Certificate IV in Education Support
- 21772VIC Certificate I in General Education for Adults
- 21773VIC Certificate II in General Education for Adults
- 21774VIC Certificate III in General Education for Adults
- 52386 Certificate IV in Preparation for Nursing
- TAE40110 Certificate IV in Training and Assessment
- TAA50104 Diploma in Training and Assessment

# study anywhere, anytime

C.Y. O'Connor Institute specialises in flexible delivery, and no method is more flexible than studying online. The Institute's online courses give students the ability to study wherever and whenever it suits them.

There are a range of courses available either wholly or partially online, including Aged Care, Business, Children's Services, Disability, Education Support, Literacy and Numeracy, Training and Assessment, and one of the most popular online courses, Preparation for Nursing.

A shining example of the benefits of online study is the Certificate IV in Preparation for Nursing where students can gain a nationally accredited certificate without having to step foot in a classroom.

The six-month-long preparation course can be done completely online, meaning students from anywhere in Australia can do the course as long as they have a computer, the internet and a willingness to succeed.

'Nursing is a very rewarding career-and our students do make a difference in their communities,' says lecturer Megan Thurkle. 'The

preparation course allows those students who have the desire to enter nursing but lack some of the skill pre-requisites to be able to go on to do their Diploma of Enrolled Nursing. The course offers a solid foundation with units covering computing, study skills, medical terminology, physics, chemistry, human biology, maths and microbiology. 'It's a better learning experience for our students,' added Megan. Our students are spread across the state, so for some, online classes are the way to go. Some of our Diploma of Enrolled Nursing students have to travel up to two hours one way to attend class. Using the online facility means they could complete some of their units online.'

'It is just brilliant,' said student Gaylene Graham. 'Studying online is family and lifestyle friendly. We could study in our own homes. The virtual classroom was just the same as being in a normal classroom - we could talk live online to each other and the lecturer during class time.'

If you would like to find out more about studying online with C.Y. O'Connor Institute, visit [www.cyoc.wa.edu.au](http://www.cyoc.wa.edu.au) or call 1800 627 256.

We are one of the few Institutes to offer the interactive **online classroom** 'Elluminate'.

**Study anywhere, at anytime.**

Other courses will be added regularly - **please enquire.**





Well trained workers are always in demand.

## skills in demand

C.Y. O'Connor Institute offers training in many of the identified skills shortages areas.

There is a demand for skilled workers and C.Y. O'Connor can train you to help fulfill that demand. Not only will it help you get a job, or a better job, but it will also be of benefit to your community too, helping to improve the lifestyle and opportunities available in your local area.

Apprentices and trainees are always in demand as they are usually associated with skills shortage areas. Studying with C.Y. O'Connor means that students do not have to travel to the metropolitan area to complete their qualification.

Brandon Brown, a third year apprentice in Automotive Mechanical Technology (Heavy) in Moora, said the opportunity to stay in Moora and expand his learning in the automotive mechanical area will help him in his future endeavours.

'The course has helped expand my knowledge in areas such as welding, brakes and air systems, hydraulics and safety within a workshop, said Brandon. 'I love working with trucks and cars and as part of this course each apprentice has the opportunity to hone and learn new things every day.'

'This qualification is one aimed at young apprentices who are looking to expand their learning, whilst already employed by organisation in the mechanics area,' said the Institute's Northern Regional Director, Linda Bright. 'Obviously it offers the students the opportunity to stay within the local region, which has great benefits for themselves and the Moora community.'

Other skills shortage areas include Forestry, Farming and Landcare.

The Institute has over 20 choices of qualifications in these industries (see pages 25, 26 & 27). Qualified and skilled personnel are vital to the long term success and sustainability of primary industries in the region.

C.Y. O'Connor also provides courses to train people who want to have an input in our society and make a difference in their communities. Courses are available in Health, including a preparatory course that can be completed online, Education, Childcare, and a variety of Community Services.

Another area always in demand is Building and Construction (to help provide workers to fuel local growth see page 16), Hospitality (page 22) Accounting and other Business Services (page 10) and Management (page 34).

# access & participation

## 52313 Course in Applied Vocational Study Skills

This course may be incorporated into vocational training programs. The VET competencies are taught by the trainer, and the CAVSS lecturer revises and re-teaches whatever maths, reading or writing skills that students need to apply the training.

## 52183 Certificate I in Leadership Development

This course caters to a wide range of clients. It is an enabling course to assist participants to progress to further education/training and/or employment or community work. The program of accredited units allows participants to explore the processes of understanding themselves, fitting into a team, acknowledging the various roles individuals can play in the community as well as considering future skills development. Courses are structured around employability skills and provide students with life, business and technical skills incorporating units in self development, leadership, teamwork, communication and problem solving.

## 52182 Certificate II in Leadership Development

This course is designed to further develop and enhance a person's leadership skills. It allows participants to develop themselves, work collaboratively with other team members, plan and participate in team meetings, communicate effectively and identify the rights and responsibilities of others. A major component of the Leadership Course is active participation in a community based project. Participants are required to work in a team, to undertake a practical project which benefits not only the team or community, but also contributes to their own skills development and achievement.

## 52175 Certificate I in Wider Opportunities for Work

This course has been designed as a preparatory qualification with a focus on the development of work related skills. It is aimed at enhancing job-readiness and offers pathways into further training at Certificate II and III levels. It can also be customised to suit different learner target groups and focus areas.

## 52172 Certificate I in New Opportunities for Women

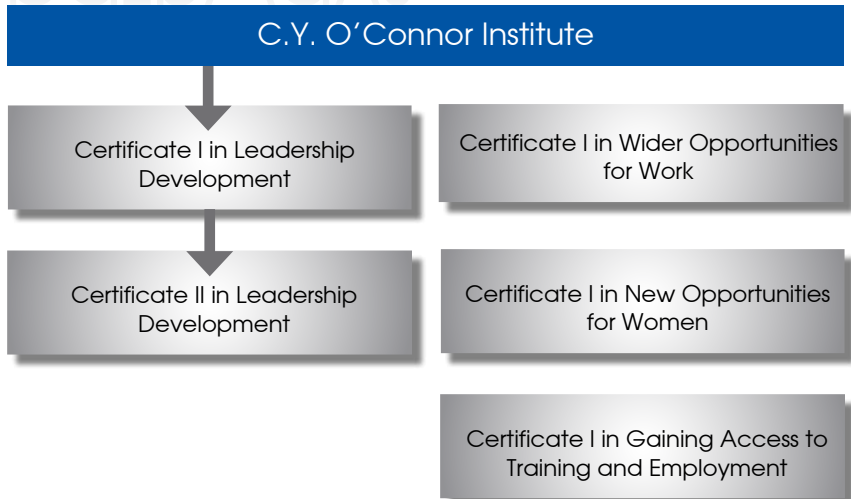
The aim of the course is to enable participants seeking to return to employment or further education/training to: Broaden their awareness of the educational and career options available to them; Enhance their self-confidence and find new directions; Develop foundation employability skills; Develop skills and strategies to manage personal, career and lifelong learning goals.

## 52174 Certificate I in Gaining Access to Training and Employment.

This course has been designed as a generic transitional qualification with a broad preparatory vocational focus and pathways to Certificate I, II and III level qualifications, with potential outcomes in community participation, employment, education or training. The course may be customised to suit different learner target groups and focus areas.



pathways  
Access & Participation





The YEES program teaches employability skills.

## learning through doing

Young people at C.Y. O'Connor Institute are learning through doing at an innovative program to teach employability skills, the YEES program.

YEES, 'Youth Engaging in Employable Skills Strategies', was designed to assist young people to gain hands on experience through leadership development.

Lecturer Sharyn Day says that participants have learned skills in welding, multimedia, art, office skills, life skills and horticulture skills.

'It's an opportunity for young people to explore different pathways to employment,' she said.

'Many young people find traditional classroom learning difficult and prefer a hands-on approach. Through this course, participants are gaining accreditation in different industry areas whilst actively taking charge of their learning.'

The students have created sculptures and artworks in conjunction with the Northam Heritage Forum and Old Railway Station and will be holding a stall in November. For program enquiries, contact C.Y. O'Connor Institute on 9622 6777.

# accounting & other business

## **FNS30310 Certificate III in Accounts Administration**

This qualification is designed to reflect the role of employees who perform a range of skilled operations in the industry sector with the need to apply discretion and judgement and some multi-skilling. Job roles include filing, checking and processing financial data entry and processing accounts payable/accounts receivable, providing customer service in financial transactions, front line cashiering and bank account maintenance.

## **FNS40610 Certificate IV in Accounting**

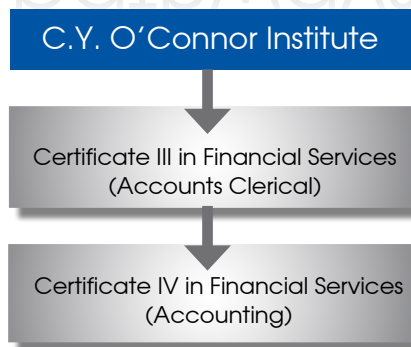
This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Persons providing a BAS service for a fee or other reward (other than employees) must be registered by the Tax Practitioners Board (TPB). This qualification is currently cited as meeting some of the education requirements for registration (see Packaging Rules). Other conditions apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB as this is regularly under review.

## **Career Opportunities**

Bookkeeper  
Accounts Manager  
Assistant Accountant  
Accounts Clerk  
Farm Manager



## pathways Accounting & Other Business



## 21770VIC Course in Initial General Education for Adults

This qualification will give you initial skill development in reading, writing and numeracy, and skill development in a variety of areas to meet personal needs and for participation in the community, workplace or further education and training. On successful completion of this course a participant will be able to develop a learning plan and portfolio to support; read and interpret a limited range of short, simple and personally relevant texts; create short, simple, and personally relevant texts and recognise simple mathematical information in familiar and everyday situations.

## 21771VIC Certificate I in General Education for Adults (Introductory)

This qualification will give you initial skill development in reading, writing and numeracy and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, workplace or further education and training. On successful completion of this course a participant will be able to clarify project goals with an appropriate support person; plan, carry out, document and evaluate a project; design, monitor and document an individual learning plan and maintain a portfolio of evidence; read, interpret and evaluate familiar texts; create simple texts; and interpret, use, estimate and calculate a range of simple mathematical information for immediate personal purposes and some less familiar contexts.

## 21772VIC Certificate I in General Education for Adults

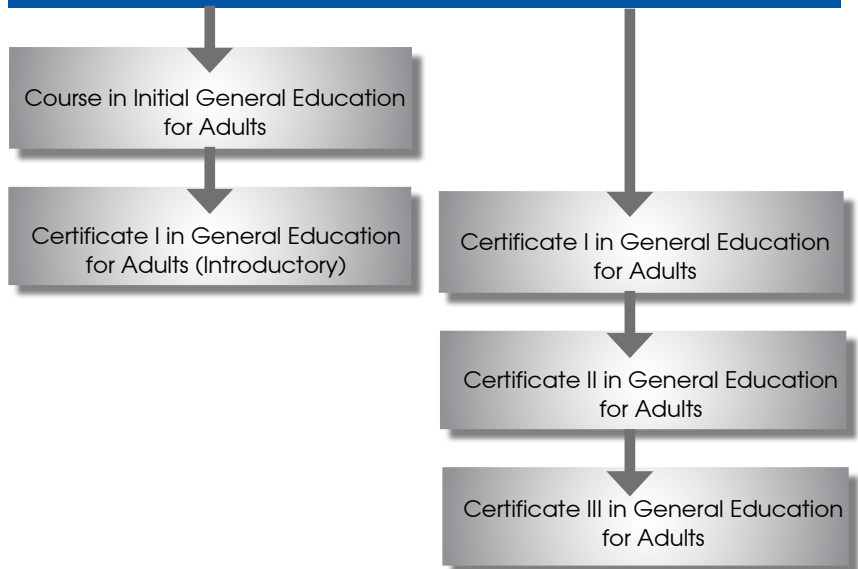
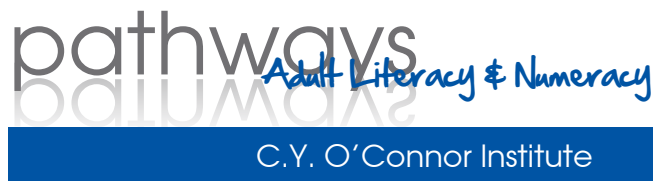
This qualification will give you initial skill development in reading, writing and numeracy and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, workplace or further education and training. On successful completion of this course a participant will be able to clarify project goals with an appropriate support person; plan, carry out, document and evaluate a project; design, monitor and document an individual learning plan and maintain a portfolio of evidence; read, interpret and evaluate familiar texts; create simple texts; interpret, use, estimate and calculate a range of simple mathematical information for immediate personal purposes and some less familiar contexts.

## 21773VIC Certificate II in General Education for Adults

This qualification will give you initial skill development in reading, writing and numeracy and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, workplace or further education and training. On successful completion of this course a participant will be able to clarify project goals with appropriate person(s); plan, carry out and evaluate a project; identify a range of pathway options; develop a learning plan in relation to identified goals; assemble a portfolio and evaluate progress in relation to goals; read, interpret and evaluate texts; create a range of texts; investigate, interpret and apply knowledge of every day and formal mathematics in a range of contexts. Achievement meets pre-requisites to many courses.

## 21774VIC Certificate III in General Education for Adults

This qualification will give you initial skill development in reading, writing and numeracy and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, workplace or further education and training. On successful completion of this course a participant will be able to design, complete, document and evaluate a project; research a range of pathway options; develop a learning plan in relation to identified goals; assemble a portfolio and evaluate progress in relation to goals; read, interpret and critically analyse complex texts; plan and produce a folio of complex texts; perform a range of complex mathematical tasks and use a variety of formal and informal mathematical language in a range of contexts.



## **AUR20805 Certificate II in Outdoor Power Equipment**

This qualification is part of the Automotive Retail, Services and Repair Training Package. It provides skills for repairing and maintaining the mechanical and electrical systems of outdoor power equipment. It is a pathway to a traineeship in the servicing sector of the automotive industry.

## **AUR20408 Certificate II in Automotive Electrical Technology**

This qualification is for people working in the automotive industry who want a career as an electrical accessory fitter and have entered into a training agreement. Students will learn how to fit electrical accessories such as driving lights, sound systems, security systems and perform minor electrical repairs.

## **AUR20705 Certificate II in Automotive Mechanical**

This qualification will provide you with the practical skills and knowledge used in the automotive mechanical service and repair industry sector. It also provides you with the opportunity to specialise in a particular area. You will also learn how to apply safe work practices and apply environmental regulations and best practice in a workplace or business. Streams available: Agricultural, Auto Light, Heavy Road Transport, Heavy Vehicle Mobile Equipment and Motorcycles.

## **AUR30405 Certificate III in Automotive Mechanical Technology**

This course will give you the practical skills and knowledge used in the automotive mechanical technology sector. You will learn skills in carrying out servicing, engine operations, using and maintaining workplace tools and equipment, as well as removing and tagging engine system components, using and maintaining basic measuring devices and testing, plus servicing and charging batteries. You will also learn how to apply safe work practices, complete daily work activities, prepare for work and carry out workshop activities. Streams available: Agricultural, Auto Light, Heavy Road Transport, Heavy Vehicle Mobile Equipment and Motorcycles.

## **AUR21105 Certificate II in Automotive Sales**

This qualification is from the Automotive Industry Training Package and provides the knowledge and skills required for entry into the sales area of the automotive retail, service and repair industry.

## **AUR20505 Certificate II in Automotive Vehicle Servicing**

Learn skills to carry out servicing operations, inspecting and servicing engines, steering and suspension systems, carry out repairs to single electrical circuits as well as maintaining workplace tools and equipment. You will also learn how to apply safe work practices and apply basic automotive troubleshooting processes.

## **AUR20311 Certificate II in Bicycles\***

This qualification will provide you with skills and knowledge used in the bicycle industry sector. You will learn skills in servicing, braking, drive train, steering and suspension systems and removing, replacing, fitting and adjusting bicycle components and accessories. You will also learn how to apply safe work practices, establish relations with customers, promote products and services and perform stock control procedures \* Traineeship only.

## **AUR30211 Certificate III in Bicycles\***

This qualification will provide you with skills and knowledge used in the bicycle industry. You will learn skills in servicing and repairing, braking, drive, train, steering and suspension systems, overhauling steering and suspension systems and designing and repairing bicycle frames. You will also learn how to apply safe work practices, operate in a retail bicycle environment and identify, clarify and resolve problems. \*Traineeship only.

## **Career Opportunities**

Tyre Fitter  
Airconditioning fitter  
Radiator Fitter  
Automotive Mechanic  
Heavy duty Plant Mechanic  
diesel Fitter  
automotive electrician  
Bicycle technician  
Automotive Sales assistant  
Automotive parts Interpreter  
Light vehicle mechanic





pathways  
*Automotive*  
bawmaw?

C.Y. O'Connor Institute





'I have the opportunity to hone and learn new things every day'

## future heavy duty mechanics

C.Y. O'Connor Institute's Moora campus is providing a new form of education to six young mechanics, by offering them the opportunity to expand their learning while undertaking apprenticeships.

The apprentices attend the Automotive Centre located on the campus in three, one week blocks, aimed at improving their knowledge in areas including automotive electrics, welding, engine reconditioning, and the ability to diagnose problems in trucks, cars and farm machinery.

C.Y. O'Connor Institute lecturer in Automotive Technology, Danny Sims, said although the Automotive Mechanical Technology (Heavy) qualifications study method is unusual, it has already been a great success.

'This qualification offers the opportunity for mechanical organisations located in Moora and beyond to send their apprentices to the Institute to further expand their knowledge,' he said.

The six students range from second to final year apprentices with the course

also offering them the opportunity to stay within Moora, instead of having to travel to Perth to further their education.

'The study method, although unusual, has the apprentices attending three times over a six month period for one solid week, which they are required to undertake the 36 units to complete the qualification.

'I look forward to the success of this qualification continuing and believe this qualification will help in expanding these six students knowledge in the Heavy Automotive Mechanics area,' Mr Sims concluded.

Brandon Brown, a local third year apprentice in the class, said the opportunity to stay in Moora and expand his learning in the automotive mechanical area will help him in his future endeavours.

'I was sent here by my employers Eric's Mechanical to further enhance my skills in the area of automotive mechanics relating to cars, trucks and farm machinery,' he said.

'The course has helped expand my knowledge in areas such as welding, brakes and air systems, hydraulics and safety within a workshop.

I love working with trucks and cars and as part of this course each apprentice has the opportunity to hone and learn new things every day,' Mr Brown concluded.

C.Y. O'Connor Institute's Northern Regional Director, Linda Bright, commented that the qualification study method had been a great success with the student and employers.

'The qualification in Automotive Mechanical Technology (Heavy) is one aimed at young apprentices who are looking to expand their learning, whilst already employed by organisation in the mechanics area,' she said.

'Obviously it offers the students the opportunity to stay within the local region, which has great benefits for themselves and the Moora community.

I look forward to the success of this qualification and study method continuing,' concluded Ms Bright.



Gaining the skills necessary for employment in Local Government and Shires.

## skills for employment

C.Y. O'Connor Institute is providing training to eight students involved in the Indigenous Health and Animal Management Program in the areas of Civil Construction and Regulatory Services for the next four months.

The six month program was an initiative started by the Shire of Northam, Max Employment and C.Y. O'Connor Institute, with the aim of providing students involved the skills necessary to gain employment for local government and shires in areas relating to road works, garden care and maintenance.

Shire of Northam senior ranger, Craig Highlands, who was largely responsible for the organisation and coordination of the program, said he believed students' employment opportunities would increase as a result of their participation in the program.

'The program has been in operation since 26 July and has been organised through the Shire of Northam, Max Employment and C.Y. O'Connor Institute,' said Mr Highlands.

'It was set up with a training framework that aimed to provide the Indigenous students with the skills required to improve their employment opportunities with local government and Shire.

'It also had the aim of highlighting the importance of animal management in Northam to ensure the region understands the importance of looking after their animals.

Currently the Shire of Northam has several principle agreements with other local shires where the current students will gain employment if jobs become available.

I believe the program has been a success thus far and we are hoping to expand this initiative to other shires located in Western Australia,' concluded Mr Highlands.

The program at C.Y. O'Connor Institute is being run by Daron Wesley, Lecturer, Civil Construction and Jack Banes, Lecturer, Building and Civil Construction. Jack Banes stated that the course was designed to give the students

exposure to as many practical skills and competencies as possible using a skill set from Certificate II in Civil Construction.

As part of the program students will receive training so that they could get their tickets for the use of skidsteer loader (bobcat), excavator and kanga loader and chain saw, gain exposure in the use of ride-on-lawnmowers, line trimmers and their forklift licence.

The projects the students will be involved in will assist in starting the development of the civil construction training driving track, borrow pit and stockpile area, drainage and field drain area and dam at the rear of the Institute site in Northam.

Mr Banes stated that, 'The students are enjoying the course and will get the skills necessary to gain employment for local government organisations and Shires.'

# building & construction

## **52105 Certificate I in Industrial Skills (Entry Level Training)**

This course provides participants with the opportunity to gain skills in a range of trades to enable them to seek entry into the resource industry workforce. This could include pre-employment programs, articulation into specialised trade studies, remote programs and capacity building of Indigenous communities skills based on remote communities programs.

## **CPC10108 Certificate I in Construction**

This qualification is an introduction to the construction industry and its workplace expectations. It is built around a basic construction project unit that integrates the skills learned.

## **LMF20309 Certificate II in Furniture Making\***

This course provides you with the skills and knowledge to work in the production environment of furniture, and to provide on site assistance of its installation.  
\*Traineeship Only

## **CPC20108 Certificate II in Construction**

This qualification will provide you with the practical skills and knowledge to undertake a range of manual labouring tasks on building and construction sites. You will learn about safe work practices, using equipment and tools and effective communication. You will also learn skills that will enable you to read plans, take measurements, concrete surfaces, prepare surfaces, prepare for various construction stages and organise your work.

## **CPC32008 Certificate III in Carpentry & Joinery**

This course is appropriate for a tradesperson working in the carpentry and joinery sector of the construction industry in Western Australia.

## **RII20709 Certificate II in Civil Construction**

This course will give you the practical skills and knowledge to undertake a range of manual labouring tasks and operate machinery on construction sites. You will learn to develop safe work practices, use equipment and tools and communicate in the workplace. You will also learn skills that enable you to read plans, take measurements, lay and repair concrete surfaces, drain sites, spread and compact materials manually and organise your work.

## **RII30909 Certificate III in Civil Construction**

This course will give you the practical skills and knowledge to undertake a range of manual labouring tasks and operate machinery on construction sites. You will learn about safe work practices, using equipment and tools and effective communication. You will also learn skills that will enable you to read plans, take measurements, lay and repair concrete surfaces, drain sites, spread and compact materials manually, assist in excavation, control construction traffic, and organise your work.

## **CPC40308 Certificate IV in Building and Construction (Estimating)**

This is a training program that leads to the completion of the Construction, Plumbing Services and Integrated Framework Training Package qualification CPC40308.

This qualification is designed to reflect the role of team leaders and supervisors in the industry sector.

## **Career Opportunities**

Furniture Maker  
Construction Worker  
Quantity Surveyor  
Carpenter  
Civil Construction Worker



## pathways Building & Construction

C.Y. O'Connor Institute



## BSB20107 Certificate II in Business

This qualification will give you 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, occupational safety and health, organising work tasks, customer service, communication skills and the operation of a range of general office equipment.

## BSB30110 Certificate III in Business

This qualification will give you the practical skills and knowledge to undertake a range of tasks in an office environment. You will learn skills to develop a broad range of competencies in varied office tasks, including customer service, maintaining financial records, organising workplace information, occupational safety and health and a range of computer software applications for the office. You will also learn to produce business documents and develop databases and spreadsheets.

## BSB40207 Certificate IV in Business

This qualification will give you the skills and knowledge required of supervisors, team leaders and middle managers in a wide variety of contexts. You have a choice of elective units including customer service, marketing, IT use and innovation. You will learn how to provide solutions to a defined range of problems, and analyse and evaluate information from a variety of sources.

## BSB30407 Certificate III in Business Administration

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

## BSB40507 Certificate IV in Business Administration

This qualification will further develop your practical skills and knowledge of advanced office administrative procedures. You will learn to manage office administration staff in a wide variety of administrative contexts, as well as how to produce complex documents, prepare financial reports, organise meetings and establish business networks.

## BSB50207 Diploma of Business

This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

## Career Opportunities

Office Clerk  
Payroll Officer  
Receptionist  
Executive Officer  
Administration Assistant  
Office Administrator



## CHC30708 Certificate III in Children's Services

This qualification will give you 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 will also learn to work within legal requirements, ensuring children's health and safety. Gain knowledge of first aid and working with children at risk. 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.



## CHC41208 Certificate IV in Children's Services (Outside School Hours Care)

This qualification will give you the practical skills and knowledge to assist in caring for the social, emotional, physical and educational needs of children (aged 5-12) in a range of out of school care settings. You will learn how to care for, play with and foster the development of children. You will also learn about the important role of the family, working within legal requirements, ensuring children's health and safety. Gain knowledge of first aid and working with children at risk. 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. At this level workers may have some supervisory responsibilities for volunteers and other workers.

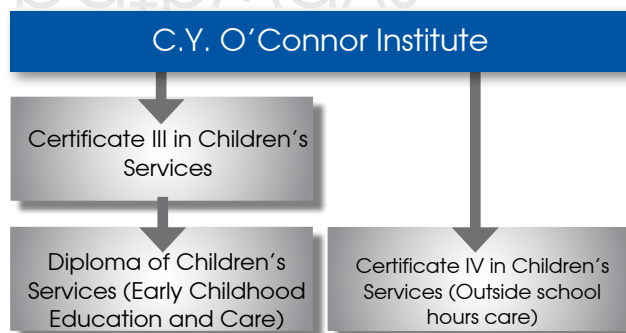
### Career Opportunities

- Certificate III level
  - Childcare Educator
- Certificate IV level
  - Childcare Educator (outside school hours care)
- Diploma level
  - Children's Services Coordinator or Manager
- Advanced Diploma level
  - Manager, Childcare Service

## CHC50908 Diploma of Children's Services (Early Childhood Education and Care)

This qualification will give you the practical skills and knowledge to provide care, and meet the social, emotional, physical and educational needs of infants and young children (aged 0-5) in various care settings. You will learn about ethical work practices and legal requirements, as well as learning skills in planning, delivering and evaluating activities and all aspects of a child's development. You will also learn about working with families, observing and recording behaviour, working with culturally diverse clients and safety in the workplace. At this level workers have responsibility for supervision of other staff and volunteers.

pathways  
Childcare



# community services

## **CHC20108 Certificate II in Community Services**

Students gain introductory skills and knowledge relating to the Children's Services work environment; workplace policies and procedures; occupational safety and health; health and hygiene in the workplace, child development; food preparation; activity planning; and communication with children and co-workers.

## **CHC30108 Certificate III in Community Services**

This Certificate provides practical skills and knowledge to work effectively with individuals and groups in residential and community settings, to identify their needs and plan and develop appropriate services to meet those needs. Learn about the community services sector including mental health, alcohol and other drug services and domestic violence services. You will learn skills in effective communication, gathering, maintaining and providing information, advocacy and community development processes, ethical behaviour and legal responsibilities of community workers. This qualification applies to community work delivered through a broad range of services which provide support to individuals and groups. This level of training is appropriate for support workers, caseworkers and client contact officers. Specialist areas include an introduction to working with individuals with special needs such as mental health issues, domestic violence, disability and child protection. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

## **CHC40708 Certificate IV in Community Services**

This qualification will provide you with a range of practical skills and knowledge that will assist you in interventions with clients and the implementation of health promotion. You will learn specialist skills in communication, client support and interventions. This qualification supports careers in case work, community support work, drug and alcohol counselling, outreach counselling, and mental health work.

## **CHC41808 Certificate IV in Youth Work**

This qualification will give you the practical skills and knowledge to plan, develop, implement and monitor programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. You will learn skills in advocacy, effective communication, community education, networking, case work and conducting groups. You will also learn how to use community development methods, support young people to address their circumstances and assist young people in crisis. You will develop an understanding of the legal and ethical requirements for working in youth services. This qualification covers workers who develop and coordinate programs for young people through a range of community based programs designed to address the social, behavioural health, welfare, developmental and protection needs of young people.

## **CHC30208 Certificate III in Aged Care**

This qualification will give you the practical skills and knowledge to provide direct care to clients who are unable to care for themselves independently due to ill health or disability, in their own home and community or residential settings. You will learn about the aged care sector, dementia and providing care for people with such a condition as well as effective communication, safety procedures and ethical behaviour required for working in the sector. You will also learn skills in providing direct care and support to meet the emotional, psychosocial and physical needs of the aged. Workers in this occupational group work primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

## **CHC40108 Certificate IV in Aged Care**

This qualification will give you the practical skills and knowledge to plan, develop, implement and monitor programs and services for older people. You will learn skills to assess the needs of older people with complex circumstances and plan and conduct group and recreation programs for older people. You will also learn how to monitor services, implement and monitor health

and safety policies and procedures and organise an effective work environment. 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. This qualification builds on skills and knowledge the participant would have gained in Certificate III in Community Services (Aged Care Work). The units of study are more aged care specific and provide a deeper understanding of the issues concerning aged clients and service provision for this target group.

## **CHC30408 Certificate III in Disability**

This qualification will give you the practical skills and knowledge to enhance life style, promote independence and empowerment to encourage people with disabilities to participate in community activities. You will develop an understanding of the nature and provision of disability services, safety procedures and ethical behaviour when working with people with disabilities. You will develop skills in effective communication, working with culturally diverse clients, administration, information management, networking and advocacy essential for disability work. 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.

## **CHC40308 Certificate IV in Disability**

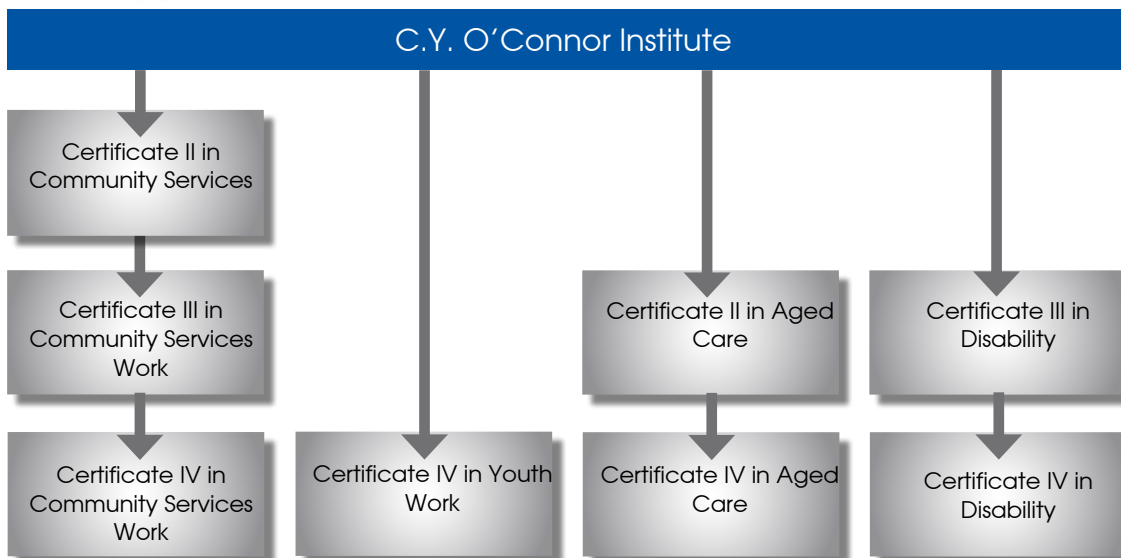
This qualification addresses work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and client homes. Successful completion of Certificate IV in Disability provides the opportunity to pursue further studies in Disability work or other Community Service areas. Workers who have this qualification will be able to apply the knowledge and skills gained to support people with disabilities, enhancing their ability to achieve greater levels of independence, self-reliance and community participation.

## Career Opportunities

- Community Worker
- Outreach Officer
- Welfare worker
- Family Support Worker
- Case Worker
- Youth Worker
- Aged Care Worker
- Residential Care Worker
- Support Officer
- Social Trainer
- Early intervention worker
- Coordinator family services
- Senior Youth Officer
- Group Facilitator
- Home based care worker



## pathways *Community Services*



# cooking & hospitality

## SIT20307 Certificate II in Hospitality Kitchen Operations

This qualification will provide you with the practical skills and knowledge to perform a range of tasks in cooking and customer service. You will learn about the hospitality industry, hygiene and safety in the workplace and effective communication. You will also learn skills in preparing and presenting food for buffets, operating a fast food outlet, preparing, cooking and serving a range of hot and cold foods, maintaining supplies, cleaning, and quality control. Assessments need to take place in an appropriate hospitality establishment.

## SIT20207 Certificate II in Hospitality

This qualification will provide the practical skills and knowledge to undertake various tasks within the hospitality industry. You will learn about the hospitality industry, security, hygiene and safety in the workplace, and how to present yourself for work. You can choose to learn skills in areas which include food and beverage service, bar service, front office administration, housekeeping, basic cooking or a combination of these areas. Assessments need to take place in an appropriate hospitality establishment.



### Career Opportunities

Food and Beverage Attendant  
Bar Attendant  
Housekeeper  
Front Desk Receptionist  
Short Order Cook  
Cook's Assistant

pathways  
Cooking & Hospitality

C.Y. O'Connor Institute

Certificate II in Hospitality

Certificate II in Hospitality  
(Kitchen Operations)

## CHC30808 Certificate III in Education Support

This qualification is recognised nationally. It is aimed at workers who provide assistance and support to teachers and students in a range of educational settings. These may include public, Catholic and independent schools and community education centres.

Students will learn how to communicate with students, provide support to students in developing their oral language, reading and writing skills and learn how to work effectively as part of an educational team. Occupational titles may include: Education Assistant; Education Assistant (Special Needs); Teacher Assistant, Teacher Aide, Aboriginal and/or Torres Strait Islander Education Worker or an Education Support worker.

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.

## CHC41708 Certificate IV in Education Support

This qualification will give you the practical skills to provide assistance and support to teachers and students in a range of educational settings. You will learn how to use high level communication skills in the education workplace, identify and respond to children and young people at risk, support students with learning difficulties and students with autism spectrum disorder. You will also learn how to work effectively with culturally diverse clients and co-workers and Aboriginal and/or Torres Strait Islander people. This qualification is particularly suitable for supporting students with additional or special needs.

### Career Opportunities

Teachers Assistant  
Education Assistant  
Enterprise trainer  
Training advisor  
Vocational education lecturer  
RTO assessor

## TAE40110 Certificate IV in Training and Assessment

This qualification is designed to reflect the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector or workplace context. The Australian Quality Training Framework requires trainers and assessors to hold this qualification.

This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET Program.

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector.

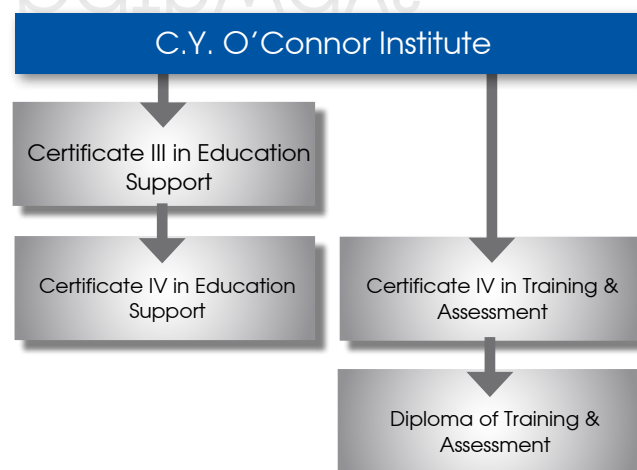
## TAA50104 Diploma of Training and Assessment

This course is designed to meet the learning needs of those who wish to engage in advanced training and assessment practice in one or more of the following areas: development of training products; provision of training advisory and consultancy services and leadership; and coordinating of training and assessment services.

All candidates should be working in or have access to a training division of an enterprise, government or community organisation/agency.



## pathways Education & Training



# engineering & metals

## MEM20105 Certificate II in Engineering

This qualification will provide you with practical skills and knowledge in a range of metals and engineering industry areas. You will learn skills in using tools, measuring and calculating, thermal cutting, and welding. You will also learn about safety in the workplace, computing and maths. You will practice the skills you have learned in a workshop environment.

## MEM30305 Certificate III in Engineering - Fabrication Trade\*

This qualification will provide you with the practical skills and knowledge to work in the engineering fabrication industry. You usually have to complete an apprenticeship in the fabrication trade, which involves both on and off-the-job training. The off-the-job training is provided through Registered Training Organisations. \*To enter you need to be employed in the industry.



pathways  
Metals & Mining

C.Y. O'Connor Institute

Certificate II in Engineering

Certificate III in Engineering -  
Fabrication Trade

### Career Opportunities

Boilermaker  
Metal fabricator  
Welder  
Trades Assistant

## **AHC21010 Certificate II in Conservation and Land Management**

Learn the practical skills and knowledge needed to assist with a range of tasks to maintain and restore natural and cultural places and farmland. You will also learn about workplace safety, providing first aid, environmental work practices and treating weeds. Choose from a range of unit subjects which include working with plants and animals, construction and maintenance, using machinery and equipment, and also managing resources. Focus your studies in different areas which include conservation earthworks, Indigenous land management, lands, parks and wildlife, natural area restoration and management, weed management and pest management.

## **AHC31410 Certificate III in Conservation and Land Management**

Gain the practical skills and knowledge needed to assist with a range of tasks to maintain and restore natural and cultural places and farmland. Learn about workplace safety, environmental work practices, providing first aid, and treating weeds. Choose from a range of subjects which include working with plants and animals, construction and maintenance, using machinery and equipment, and managing resources. Focus your studies in different areas which include conservation earthworks, Indigenous land management, lands, parks and wildlife, natural area restoration and management, weed management and pest management.

## **AHC40910 Certificate IV in Conservation and Land Management**

This qualification will give you the practical skills and knowledge to lead and coordinate conservation and land management activities. Learn about the various areas of the industry such as land management, natural resource management, mine site rehabilitation, forestry and national parks. You may also learn skills in collecting and classifying plants, developing management plans, conducting biological surveys, meeting legislative requirements, developing conservation strategies and planning river restoration works.

## **AHC20110 Certificate II in Agriculture**

This Certificate is an employment-based training course. It is designed to develop the skills and knowledge of those entering the farming industry and/or those who have not completed Year 12 at school, and consists of on-the-job (workplace) training. There are various streams available such as Beef, Wool, Sheep, Horse Breeding and Grain Production.

## **AHC30110 Certificate III in Agriculture**

This Certificate is an employment-based training course. It is designed to further the skills and knowledge of people who carry out daily farm routines unsupervised and are beginning to have input into decision making. It consists of on-the-job (workplace) training and off-the-job (VET) short courses. The skills covered in this qualification involve the implementation and management of farm practices without supervision. Students choose electives that relate to the industry sectors within which they work which can include: Sheep and Wool, Grain Production or Beef Cattle Production.

## **AHC30310 Certificate III in Horse Breeding**

This course will give you the practical skills and knowledge to perform farming operations to breed and raise horses. You will learn skills in preparing and maintaining nutritional requirements of horses, training, riding and caring for horses and equipment, carrying out basic hoof and dental care, health procedures for horses at various stages and breeding procedures, including rearing newborn and young foals. You will also learn about first aid, effective communication, chemical handling, facility maintenance, fencing, pasture management, responding to emergencies and occupational health and safety in the workplace.

## **AHC30410 Certificate III in Pork Production**

This course will provide the student with the skills, knowledge and aptitude to carry out the duties of a farm hand/assistant or leading hand on a pig production enterprise.

## **AHC40110 Certificate IV in Agriculture**

This qualification is an employment based training course designed to provide you with the practical skills and knowledge to plan, direct, coordinate and perform farming operations in order to breed and raise livestock, or grow crops. This qualification has been designed to reflect the role of first-line managers, and/or advanced technical workers in the industry sector. This may be completed either complexly on the job or through a RTE20103 Certificate II in Agriculture.

## **AHC50110 Diploma of Agriculture**

This qualification will provide you with the practical skills and knowledge to plan and manage farm operations. You will be provided with the skills and know-how needed to manage and direct a farming business. You will learn skills to develop and implement sustainable land use strategies, manage staff and facilities, prepare and monitor budgets and financial reports, implement marketing strategies, planning business and breeding directions, production management and much more. This qualification has been designed for large farm owners and managers of corporate farms.

## **AHC41010 Certificate IV in Agribusiness**

This qualification allows individuals to develop agribusiness skills and knowledge within the agriculture and production industry. They may undertake a range of complex and non-routine tasks related to the administration of an agribusiness. The range of technical skills and knowledge and proficient and leadership of others would be expected. This agribusiness qualification will develop a range of skills critical for managing an agribusiness, such as financial, business and risk management skills.

## **RTE20303 Certificate II in Wool Handling**

This Certificate will give you the practical skills and knowledge to handle wool and assist in a shearing shed. You will learn how to pen up sheep, perform wool handling duties, assist with wool pressing, assist in preparing for shearing and crutching. You will also learn good work practices, effective communication and workplace health and safety. This qualification is the start of a pathway into higher skill development which can lead into wool classing.

## **RTE32003 Certificate III in Advanced Wool Handling**

This Certificate will give you the practical skills and knowledge for advanced wool handlers to prepare the shed for shearing and/or crutching, handle and prepare skirtings and oddments, prepare fleece wool ready to be classed, press wool, and respond to emergencies. This Certificate has a pre-requisite of Certificate II in Wool Handling and comprises of five units.

## **RTE20403 Certificate II in Shearing**

This Certificate will give you the practical skills and knowledge to carry out shearing operations in the shearing shed to industry standards. You will learn how to prepare hand pieces and downtubes for machine shearing, shear and crutch sheep, grind combs and cutters, and also good work practices, effective communication and workplace health and safety. This qualification can lead into Certificate III in Shearing.

## **RTE31503 Certificate III in Shearing**

This Certificate will give you the practical skills and knowledge to carry out shearing operations in the shearing shed to a professional level in line with industry standards. You will learn the skills of preparing combs and cutters for machine shearing, maintaining consistent shearing performance to a professional level, maintaining and servicing shearing handpieces, and coordinating workplace activities. This qualification is for professional shearers and can lead into Certificate IV in Shearing.

## **RTE31403 Certificate III in Wool Clip Preparation**

This Certificate will give you the practical skills and knowledge to sort, class and grade wool based on its characteristics using industry descriptions. You will learn how to apply advanced wool handling techniques, quality assurance procedures, document the wool clip, apply and monitor health and safety, respond to emergencies and first aid. This qualification enables graduates to register with the Australian Wool Exchange (AWEX) to become owner-classers and can lead directly into professional wool classing.

## **RTE20703 Certificate II in Rural Operations**

This qualification will provide you with the practical skills and knowledge that are common across the conservation and land management, agriculture and horticulture industry sectors. You will be able to choose from subjects that include operating machinery, treating weeds, budding and grafting, applying chemicals, establishing and harvesting crops, and laying and operating irrigation systems. It is designed to develop the skills and knowledge of those entering the agricultural, horticulture or conservation and land management industries and consists of both on-the-job and off-the-job (VET) training.

## **RTE31903 Certificate III in Rural Operations**

This qualification is designed to reflect the role of employees who perform a range of skilled operations in the industry sector with the need to apply discretion and judgement and some multi-skilling. This qualification will provide you with practical skills and knowledge that are common across the conservation and land management, agriculture and horticulture industry sectors. You will be able to choose from subjects that include operating machinery, treating weeds, budding and grafting, applying chemicals, establishing and harvesting crops, and laying and operating irrigation systems.

## **RTE40403 Certificate IV in Shearing**

This Certificate will give you the practical skills and knowledge to shear and carry out shearing operations at an advanced level. Includes supervising and arranging staff work, providing training support to other workers, applying and monitoring health and safety, and preparing equipment for machine shearing. This qualification is for advanced shearers who may wish to become team leaders or contractors.

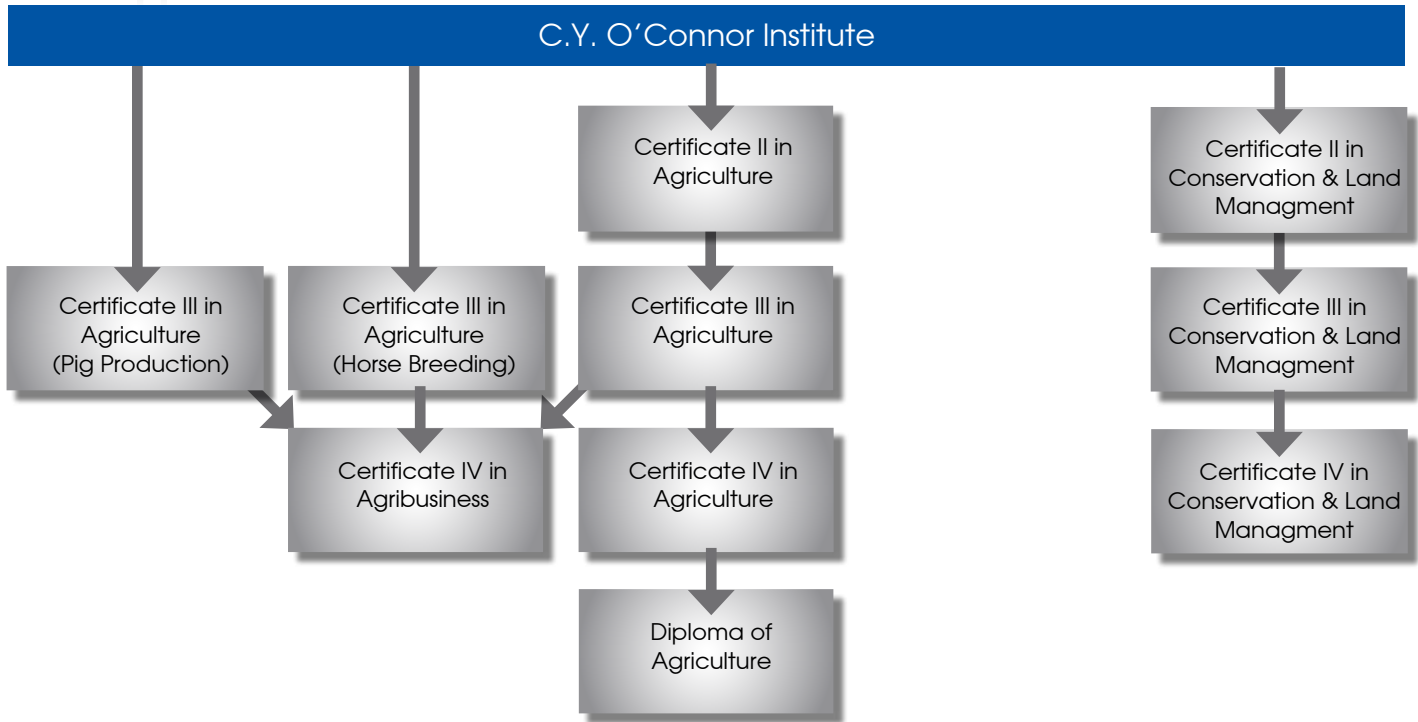
## **RTE40303 Certificate IV in Wool Classing**

This Certificate will give you the practical skills and knowledge to determine wool classing strategies in preparing and documenting wool correctly for sale to meet quality assurance requirements and maximise grower returns. You will learn about supervising and arranging staff work, providing training support to other workers, supervising the shearing/crutching operations, classing special wool types, providing information and advice to others, plus wool sampling and testing. This qualification enables graduates to register with the Australian Wool Exchange (AWEX) to become professional wool classers.

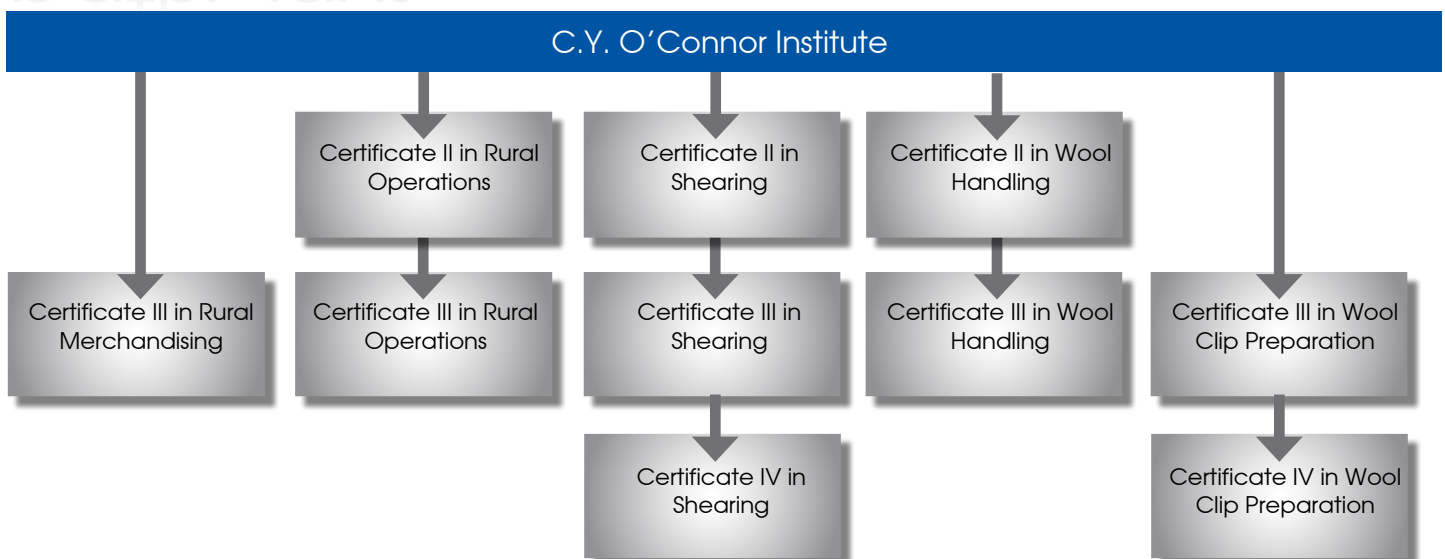
## **Career Opportunities**

Landcare Worker  
Sales Representative  
Park Ranger  
Revegetation Officer  
Animal Handler  
Farm Worker Farm Manager  
Horse Breeder  
Wool Handler  
Wool Presser  
Wool Classer  
Shearing Contractor  
Farm overseer  
Leading Hand

pathways  
Forestry, Farming & Landcare



pathways  
Forestry, Farming & Landcare



## 52386 Certificate IV in Preparation for Nursing

This qualification will give you the skills and knowledge to assist with your application for gaining entry into the Diploma of Nursing (Enrolled/Division 2 Nursing) qualification or other Health pathways. You will learn skills to enable effective study management with assignment presentation using word processing and the use of medical terminology. You will also develop an understanding of anatomy and physiology, physics and chemistry, microbiology and health mathematics.

## HLT21207 Certificate II in Health Support Services

This qualification covers workers who provide support for the effective functioning of health services. These workers do not provide direct care assistance functions such as assisting other staff with the care of clients. This is an entry-level qualification and is suited to Australian Apprenticeship pathways.

## HLT32807 Certificate III in Health Support Services

This qualification covers workers who provide support for the effective functioning of health services, requiring discretion and judgement. These functions are carried out under supervision. These workers may also provide a team leadership, workplace training or leading hand function. Health Support Services do not involve direct care assistance tasks such as assisting other staff with care of clients.

## HLT32507 Certificate III in Health Services Assistance

This qualification covers workers in a range of work roles who provide assistance while under supervision to health professional staff with the care of clients. You will learn to communicate and work effectively, infection control processes and procedures, recognise healthy body systems and the use of basic medical terminology. You will also learn skills to assist with clients and provide support to nursing teams in an acute care environment. The selection of electives will give you the opportunity for a general work role. This qualification requires you to complete a small amount of clinical placement within a health services workplace.

## HLT51607 Diploma of Nursing (Enrolled/Division 2 Nursing)

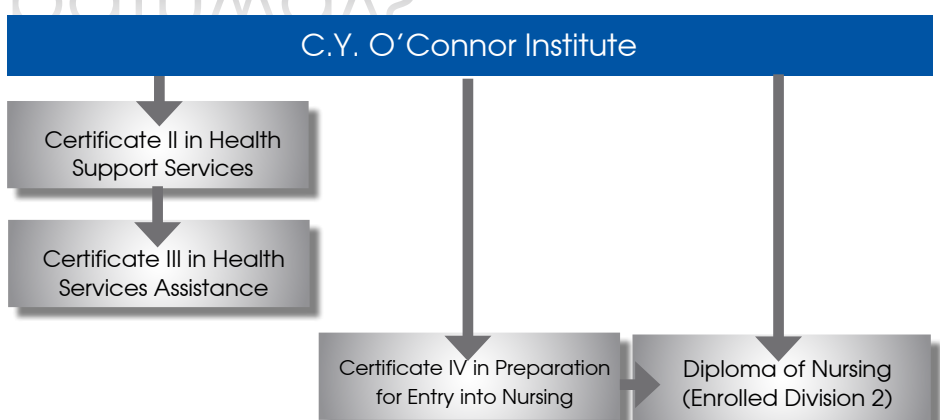
This qualification will give you the practical skills and knowledge to enable you to apply for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency. Students enrolled in this course will learn about infection control, occupational health and safety, cultural and aboriginal health issues, communication skills, anatomy and physiology, legal and ethical practices, health promotion, and the application of critical thinking and research skills in nursing practice. You will also complete a range of clinical nursing skill units which include: basic nursing care, nursing care for older clients, mental health, complex nursing care, acute and chronic nursing care, community based nursing, wound care and medication administration. Throughout this qualification you will also be required to complete supervised clinical placements in a variety of health care settings.



### Career Opportunities

- Health Services Assistant
- Enrolled Nurse
- Registered Nurse
- Hospital Assistant
- Pathology Courier
- Housekeeping assistant
- Support Services worker
- Ward Assistant

pathways  
Health



## RTF20103 Certificate II in Horticulture

This qualification will give you the practical skills and knowledge to undertake a broad range of tasks in gardening, nursery work and landscaping. This course is designed to provide you with foundation skills and knowledge required by many horticultural industry sectors. You will learn skills in the safe handling and use of pesticides, and general workplace safety. You may also learn skills in propagation; tending nursery plants; planting; pruning; treating weeds; pests and diseases; maintaining garden beds and irrigation and using a range of horticultural equipment.



## RTF20703 Certificate II in Horticulture (Parks & Gardens)

This qualification will give you the practical skills and knowledge to assist with the planting, cultivation and maintenance of parks and gardens. This qualification is designed to provide you with the foundation skills and knowledge required by the parks and gardens industry sector. You may learn skills in planting and pruning trees; bushes; flowers; turf maintenance procedures; propagation; recognising plants; treating pests, weeds and diseases; maintaining irrigation systems and operating and maintaining machinery and equipment.

## RTF30103 Certificate III in Horticulture

This qualification will give you the practical skills and knowledge to undertake horticultural tasks in a specialised area. Subjects are selected from horticulture specialisations including arboriculture; floriculture; landscaping; nursery; parks and gardens; production skills and turf management. Subjects may include plant identification; irrigation; pest and disease control; machinery use; nursery work; hard landscaping; hydroponics and turf maintenance. Not all horticultural specialisations will be available at all locations.

### Career Opportunities

- Gardener
- Farm Worker
- Plantation Worker
- Market Gardener
- Nursery Assistant

pathways  
Horticulture



# it & digital media

## CUF30107 Certificate III in Media

This qualification reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

## CUF40207 Certificate IV of Interactive Digital Media

With this qualification you will gain practical skills and a broad knowledge base in a wide variety of contexts in the digital content industry. You may apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. You will learn to author interactive media, design and create user interfaces and apply scripting language in authoring. You can choose to learn to create visual design components, manage projects and write content for a range of media.

## ICA10111 Certificate I in Information, Digital Media & Technology

This qualification delivers the fundamental computing skills that will enable you to prosper in the modern computing world. Even if you are not seeking a career path in IT, this qualification will prepare you for using a computer for word processing, spread sheets, electronic presentations, using the internet for communication and research, and well as using the various digital devices so prevalent in modern society.

## ICA20111 Certificate II in Information, Digital Media & Technology

This qualification provides the foundation skills and knowledge to use information and communications technology within any industry area. You will learn about the role of IT in industry and workplaces, digital media technology, application software, computer hardware, installing and configuring software and hardware, operating systems, as well as basic troubleshooting measures.

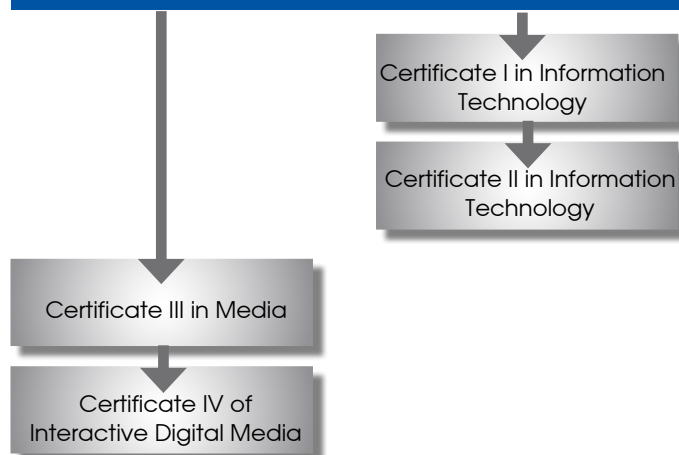


### Career Opportunities

Camera/Lighting Assistant  
Production Assistant  
Digital Artist  
IT Technician  
Web Designer

pathways  
IT & Digital Media

C.Y. O'Connor Institute





Art for the Community

## community art van

The Community Art Van is a new initiative by the Institute, to enable Art lecturers to service the Wheatbelt more efficiently.

'The Institute has an active Art program in all of the sub-regions within the Wheatbelt, including annual art exhibitions,' said Managing Director John Scott.

'The programs and exhibitions, when held away from the Institute campuses, can create a logistical challenge in terms of transporting artwork and materials.'

'A secondary, but equally important, reason for the provision of the Community Art Van is that it will assist our Art lecturers

in the delivery of courses to the smaller communities within each of the sub-regions.'

'The van really stands out with its distinctive graphics - I would like to congratulate our Graphic Artist, Luke Bowra, for his exceptional design work,' added John.

For more information on Art courses available through the Institute, watch for the van, call 1800 627 256 or visit [www.cyoc.wa.edu.au](http://www.cyoc.wa.edu.au).

# local government

## **LGA20104 Certificate II in Local Government**

This course is for employees undertaking known routines and procedures and who take some responsibility for the quality of work outcomes.

## **LGA30104 Certificate III in Local Government**

This course is for employees who perform a broad range of applications in a variety of contexts, who apply discretion and judgement in selecting equipment, services or contingency measures as well as working within known time constraints.

## **LGA40204 Certificate IV in Local Government (Administration)**

This qualification is designed to reflect the role of team leaders and supervisors in Local Government who perform tasks involving a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills.

## **LGA50104 Diploma of Local Government Administration**

This qualification reflects the role of personnel working in Local Government who perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of resources, roles and techniques for themselves and others. They are required to develop specific practices to ensure the implementation of management systems, plans and policies. They demonstrate the application of a broad range of managerial, coordination and planning skills.

## **LGA50404 Diploma of Local Government (Operational Works)**

This qualification will provide you with the practical skills and knowledge to perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of equipment, roles and techniques for themselves and others. You will learn skills to develop site specific work instructions, operational plans, policies and procedures, promote and facilitate organisational performance, budget finances, devise and conduct

community consultations, provide team leadership, prepare preliminary design for operational works and detailed works project documentation. You will also be able to specialise in areas of Local Government such as Civil Construction and Operations.

## **LGA40704 Certificate IV in Local Government (Planning)**

This course will provide you with the skills and knowledge to work effectively in Local Government. You will learn to perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others. You will also learn about budgeting, building inspection and planning in the built and natural environment.

## **LGA40504 Certificate IV in Local Government (Regulatory Services)**

This qualification reflects the role of employees in Local Government who perform tasks involving a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provide leadership and guidance to others in the application and planning of these skills.

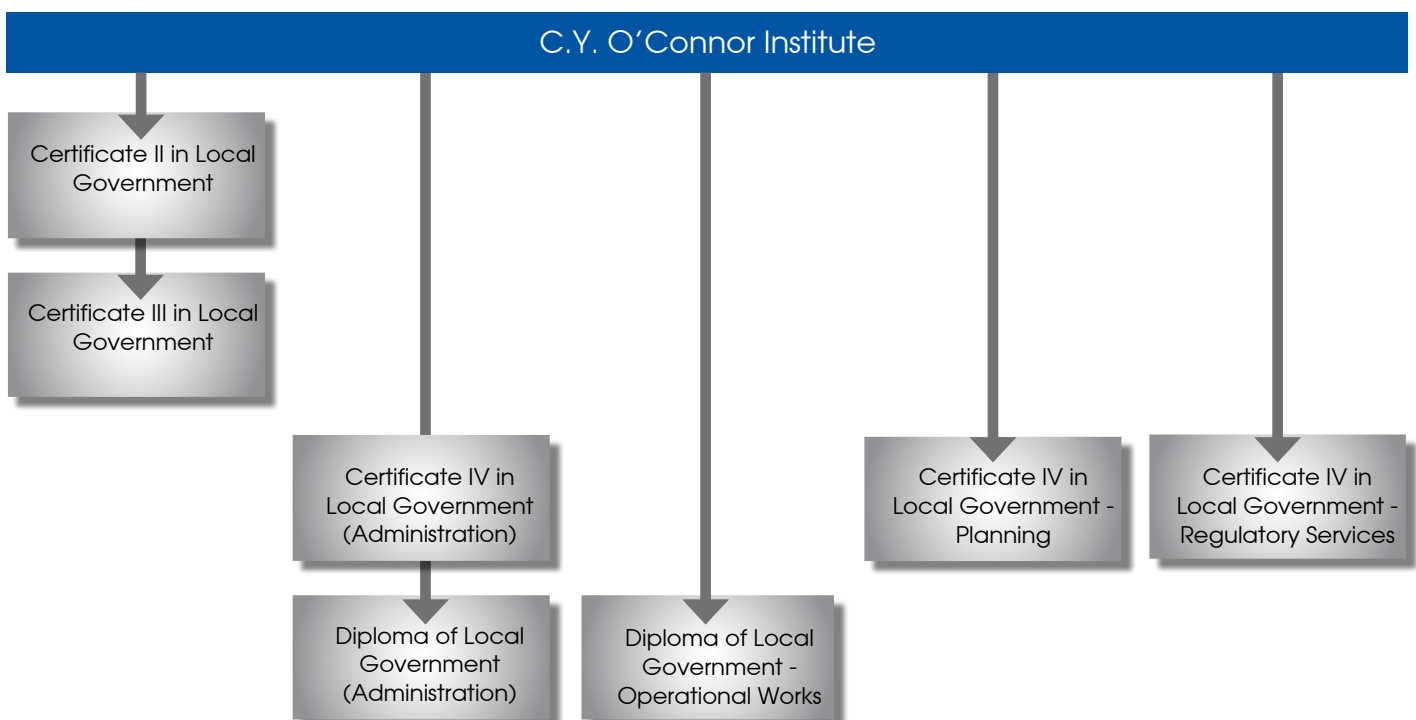
Graduates will gain the skills and knowledge to operate effectively in the regulatory service roles within local Government, including Rangers and Parking Officers.

## **Career Opportunities**

Council Employee  
Construction Fieldhand  
Maintenance Supervisor



## pathways *Local Government*



# management

## **BSB40407 Certificate IV in Small Business Management**

This qualification will give you the practical skills and knowledge to plan, establish, promote and operate a small business (20 employees or less). You will learn to undertake small business planning, plan small business finances and market the small business. You will also learn to establish the legal and risk management requirements of small business in a wide variety of small business contexts.

## **BSB51107 Diploma of Management**

This course will give you the practical skills and knowledge to manage operational areas of an organisation or to add value to, or review, management practices. You will have considerable experience in your respective industry or vocational area. You will be able to select units from a broad range of management options including customer service, financial management, information management, project management, risk management and human resource management.

### **Career Opportunities**

Office Supervisor  
Manager  
Business Owner



**SIR20207 Certificate II in Retail**

This course will give you the practical skills and knowledge to sell goods to customers in retail and wholesale establishments. You will learn about controlling and maintaining stock, product knowledge, and theft prevention. You will also learn skills in selling products and services, customer service, point of sale systems, balancing the register, effective communication, and team work. 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.



**SIR30207 Certificate III in Retail**

This course will give you the practical skills and knowledge to present and coordinate in-store visual merchandising displays for a small business in a retail environment. You will learn about building relationships with customers and maintaining store safety and security. You will also learn skills that enable you to profile a retail market, maintain and order stock and develop ideas for workplace innovation.

**Career Opportunities**

Sales Assistant



## CPP20211 Certificate II in Security Operations

This course will provide you with the practical skills and knowledge you need in order to undertake a variety of tasks within the security industry. You will learn about the security industry itself, and how to work within the industry.

The Certificate II in Security Operations course will provide you with the means to obtain a 'Security Licence (Unarmed)' at the 'ENTRY LEVEL' to gain employment within the Security Protection Industry.

## Career Opportunities

Security Officer



## Chemicals

### AHCCHM304A, AHCCHM303A & PRMPM05B Restricted Pest Management Technician Licensing

Gain the necessary skills to effectively manage vertebrate pests in rural and conservation areas. Successful completion allows students to apply for a restricted pest management license from the Department of Environment & Conservation.

## Health & Safety

### AHCOHS301A Managing Farm Safety

Current best practice management for farm health and safety. These workshops assist farmers develop skills and management tools to meet their legal requirements and productivity goals.

### SITXOHS002A Safe Food Handling

If you work with food this course will give you the essential information to prepare and serve food safely.

### HLTFA301C Senior First Aid

Principles of first aid, cardiac emergencies, responding to an emergency, bleeding and wounds, dressings and bandages, expired air resuscitation, poisoning, cardiopulmonary resuscitation, spinal injuries and bites and stings.

### CPCCOHS1001A Work Safely in the Construction Industry (White Card)

This short course is part of CPC10108 Certificate I in Construction. On completion, you will be able to demonstrate awareness of OHS legislative requirements and the basic principles of risk management, prevention of injury and illness in the construction industry. On successful completion, the participant will be eligible for a white card, an induction training requirement for working within the construction industry.



## Operating Vehicles & Equipment

### MEM05012C & MEM05050B Basic Welding

Learn the basics of Mig and Arc Welding. Make your own tools, create small metal sculptures and learn how to use power tools in a safe manner, perform safe handling of oxy-acetylene equipment and more.

### TLILIC2005A Licence to Operate a Boom-type Elevating Work Platform (boom length 11 metres or more)

Learn how to operate a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment or materials may be elevated to perform work. This unit is based on the requirements of the National Standard for Licensing Persons Performing High Risk Work.

### AHCARB205A Operate and Maintain Chainsaws

Learn about safe operating principles and how to perform basic maintenance, including chain sharpening.

### TLID1007C Operate a Forklift\*

This short course is part of TLI20207 Certificate II in Transport and Logistics (Road Transport). Learn to operate a forklift as per national guidelines. The course covers checking and maintenance of the forklift condition, driving and operating the forklift and monitoring site conditions. On completion you will have the qualification needed to enable you to apply for and obtain a Worksafe National Forklift Ticket.

\*Must be 18 years of age.  
Other conditions may apply.

### MNCG1060A Operate Support Equipment

Enrol in this unit to learn how to operate a Skidsteer loader or Excavator. This is a basic unit which covers the knowledge required to work in the mining and general industry areas.

### Recreational Skipper's Ticket\* \*\*

(This short course is part of SRO20206 Certificate II in Outdoor Recreation)

The RST is a certificate of competency which demonstrates the minimum knowledge and practical skills needed to operate a boat safely on the water. This qualification is based on a set of marine safety competencies that have been agreed nationally. This training consists of both practical and theory.

NB: As of 1 April 2008, every skipper of a registrable, recreational vessel, powered by a motor greater than 4.5kwp (6hp) (RST vessel) will be required to hold a Recreational Skipper's Ticket.

\*Participants need to be a minimum of 16 years of age.

\*\*An eye test will be required for participants who don't have a drivers licence.

### RTC3310A Safe Operation of Tractors

Operation of tractors with or without attached equipment; safely use the various components and controls; check and confirm operational status and set and secure equipment for operations. Also explains licencing and legislative requirements; duty of care to self, others and the environment.

These value for money short courses can be delivered in different ways: on site at offices, workshops or in the field; at Merredin, Moora, Narrogin and Northam; in time effective blocks to fit industry and business requirements.

We can come to you and deliver in your workplace.

Contact a Client Services Officer for more information on 1800 627 256.



Program improves literacy and numeracy skills through arts and crafts

## art for learning

On Thursday 14 September, C.Y. O'Connor Institute's Managing Director, John Scott, had the pleasure of opening the 'Art for Learning' Exhibition held at the Killara Day Centre in Northam.

The 'Art for Learning' program was a cooperative effort between Killara and C.Y. O'Connor Institute with the opening showcasing the artwork of participants with disabilities who were involved in a 20 week program aimed at improving literacy and numeracy skills through arts and crafts.

The program started on 1 March this year after C.Y. O'Connor Institute and Killara received funding from Adult Communication Education (ACE) with participants attending classes every Wednesday over the 20 weeks.

C.Y. O'Connor Institute lecturer in Aged Care, Nerrilyn Agius, and Chris Martin from Killara, were involved in the application for funding, organisation and running of the program, both believe it was a great success for the participants involved

'The 'Art for Learning' Exhibition is about showcasing the artwork and efforts of the participants in this program as well as their hard work,' Mrs Agius said.

'The 20 week program enhanced the literacy and numeracy skills of these participants through arts and crafts, while also improving their computer and social interaction skills.'

'Classes ran every Wednesday with participants having the opportunity to explore areas of arts and crafts including clay, kitchen art, screen printing, felting, card making and basic woodworking.'

'It is extremely pleasing to witness the success of this program and I am delighted that there was such a large attendance with over 60 people including staff from C.Y. O'Connor Institute, Killara Day Centre, family and friends,' Mrs Agius concluded.

C.Y. O'Connor Institute's Managing Director, John Scott, praised the efforts of both the Institute and Killara Day Centre staff members in ensuring the success of this program.

'Today, I am pleased to support the opening of this exhibition, which gives due recognition for the achievements of these most talented participants,' he said.

'We are able to witness the success of this program and see the work the participants have been able to produce as a result of the training delivered during the program.'

'I would like to congratulate the students for the quality of their exhibits; and the lecturers, without whose support the program would not be the wonderful success that it is.'

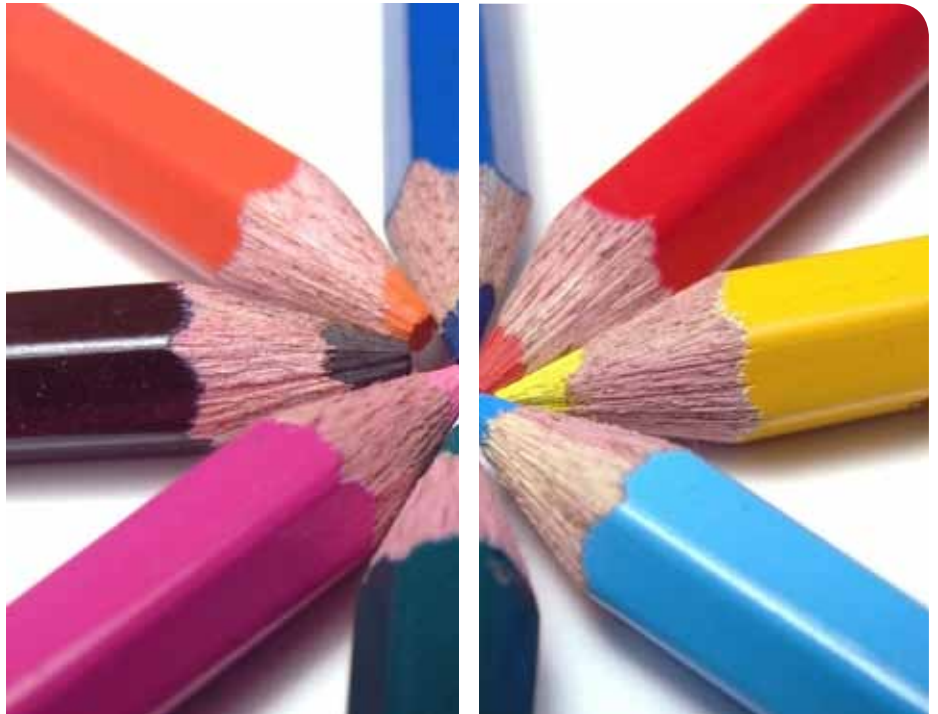
'I would like to thank Killara for their support in the conduct of this program, and in particular, for providing the various classroom venues, as well as lunch for the students and staff,' Mr Scott concluded.

## CUV20103 Certificate II in Visual Arts and Contemporary Craft

This course will give you the practical skills and knowledge to source information on history and theory and apply to your own work, use drawing techniques to represent the concept and follow health safety and security procedures. You will learn the necessary skills to develop and articulate concepts for your own work.

## CUV30103 Certificate III in Visual Arts and Contemporary Craft

This course will give you the practical skills and knowledge to create two and three dimensional forms in a variety of visual art areas. You will learn to visualise, develop and present ideas and images, to discuss the visual arts analytically and appreciatively and to constructively evaluate your own work and that of others. You will also learn skills in drawing, painting, printmaking, ceramics, textiles, and design.



## CUV40103 Certificate IV in Visual Arts and Contemporary Craft

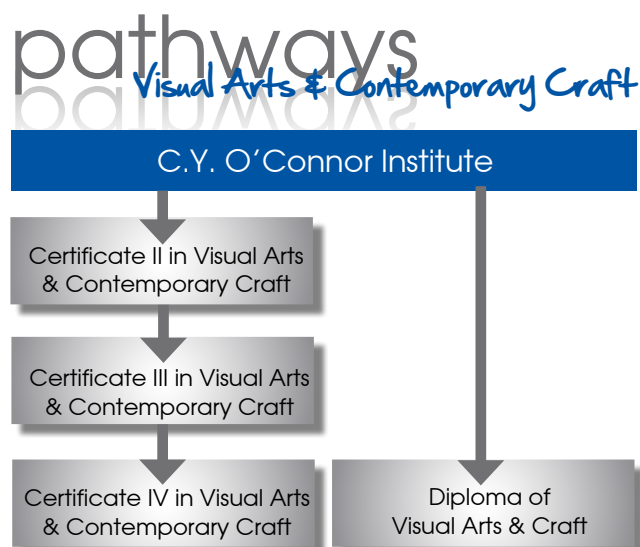
This course will give you the practical skills and knowledge to design and produce art in a range of areas including painting, sculpture, ceramics, textiles, printmaking and electronic art. You will develop studio skills through direct investigation and experimentation of techniques and materials, research and observation, experimentation and evaluation. You will learn about art history and theory which will allow you to develop skills in critical exploration and speculative thinking about current and historical issues in the visual arts.

## 52226 Diploma of Visual Art and Craft

This course provides training for individuals who wish to pursue careers as visual artists or craft designer/makers. Specialised studio training is available in painting, print media, ceramics, sculpture and digital art, with core skills and knowledge in drawing, art theory and art history. Elective units provide opportunities to focus on acquiring specific studio competencies or to explore a range of interdisciplinary projects. The course develops individual resources and ideas through project-based learning, and integrates theory with practice.

### Career Opportunities:

Artist  
Illustrator



# Course Handbook

Semester One 2012

Merredin



## Merredin Campus

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F: 9081 3590  
42 Throssell Road  
PO Box 542  
Merredin WA 6415  
merredin@cyoc.wa.edu.au

Moora



## Moora Campus

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F: 9651 0190  
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Narrogin



## Narrogin Campus

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F: 9881 9090  
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Northam



## Northam Campus

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Education & Training through Open Learning



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Please contact Alan Jelly on 9622 6780 or [alan.jelly@cyoc.wa.edu](mailto:alan.jelly@cyoc.wa.edu) with any comments or feedback.