To be the first choice of students and industry.

Whether you’re just starting out in the workforce, looking to upskill, change careers, or want to return to work, West Coast Institute strives to be your first choice training provider.

Graduating from West Coast means you’ll join previous students who have benefited from our world class reputation and gone on to secure successful careers across a variety of industries.

You’ll receive hands-on training which will open doors for you in your chosen field, whether it has a practical, creative, business or community focus.

Lecturers are experts in their field and we partner with industry leading organisations to make sure the skills you learn at West Coast are the skills you need to succeed in the workplace.

We know you’re busy: whether that’s because you’re working 9-5, caring for your family or have a busy social life; so we’ve got a learning environment suited to your needs. You can choose from a variety of study modes from face-to-face through to online learning (or even a mix of both) which means you’ll get a unique learning experience that’s hard to find anywhere else.

At West Coast Institute, we’re dedicated to helping you achieve a positive future.

Talk to us today to see how we can put you in the picture.

Visit www.wcit.wa.edu.au or call 1300 134 881.
Contents

4 Let’s get to know you
4 Which course is right for you?
5 Which study mode is right for you?
6 Which qualification is right for you?
8 Earn while you learn
8 Apprenticeships and Traineeships
9 Organisations to help you
10 Pre-apprenticeships
12 Courses

12 BUSINESS
14 ACCOUNTING AND FINANCE
16 HUMAN RESOURCES
18 PROJECT MANAGEMENT
20 SECURITY, RISK MANAGEMENT AND INVESTIGATIONS
21 WORK HEALTH AND SAFETY
15 BUSINESS AND MANAGEMENT
17 MARKETING
19 RETAIL
21 TRAINING AND ASSESSMENT

22 COMMUNITY
24 ACCESS TO EDUCATION
26 CHILDREN’S SERVICES EARLY EDUCATION AND CARE
28 EDUCATION
30 FITNESS AND SPORT
33 SPOKEN AND WRITTEN ENGLISH
25 ALLIED HEALTH
27 COMMUNITY SERVICES, MENTAL HEALTH, COUNSELLING AND YOUTH WORK
29 ENROLLED NURSING
32 HEALTH SERVICES ASSISTANCE

34 CREATIVE
36 BEAUTY
38 INFORMATION AND COMMUNICATION TECHNOLOGY
40 SOFTWARE DEVELOPMENT
42 PRACTICAL
44 AUTOMOTIVE
46 CARPENTRY AND JOINERY
48 ELECTROTECHNOLOGY
50 METAL FABRICATION
52 WALL AND FLOOR TILING
37 EVENTS
39 MULTIMEDIA AND ANIMATION
41 WEBSITE DESIGN
45 BRICKLAYING AND BLOCKLAYING
47 CONSERVATION AND HORTICULTURE
49 HOSPITALITY
51 SOLID PLASTERING

54 Let’s get you informed
54 Information you need to know
56 Information for non-school leavers
58 Recognition of Prior Learning

60 Let’s talk about us
60 Discover West Coast Institute
61 Academies of Excellence
62 Campuses
64 Services and facilities
66 Applications and enrolments
68 Fees and charges
70 Your privacy is important
Let’s get to know you.

Which course is right for you?

With a range of course options and career paths available, it’s not always easy to decide on a course of study. The steps below will help you to decide which course best suits your requirements.

Think about your interests
If you choose a course based on something that really interests you, you’re more likely to succeed at it.

Research courses available in your area of interest
Most people will find more than one course that covers the area they are interested in. Make a list of the possible courses and find out more about each one.

Check the entrance requirements
The entrance requirements for each course are listed online at www.trainingwa.wa.gov.au and for courses delivered at West Coast Institute, online at www.wcit.wa.edu.au.

Get further information or advice
Still not sure on the best way to get started? Come into the Institute’s main campus (Kendrew Crescent, Joondalup) or call us on 1300 134 881 to discuss your course and career options with our friendly staff at Student Services.
Which study mode is right for you?

**Full-time**
Full-time study generally involves about 20 hours of on-campus study per week plus a requirement for personal study at home. Usually students studying full-time can complete a Certificate in one semester (six months).

**Part-time**
Part-time study generally requires an on-campus study commitment of around 10 hours per week and is usually best suited to people who work full-time or have busy lifestyles.

**Flexible**
Flexible study (also referred to as self-paced learning or off campus study) allows students to complete a course without attending set classes. Study is undertaken by following a learning path in a study or learning guide.

**External**
External study is available to students who are isolated by distance. This option allows study to take place by sending and receiving information via mail.

**Online**
Allows students to complete and submit course work via online tools and resources.

**Apprenticeships and Traineeships**
Apprenticeships and Traineeships allow students to earn a wage while learning on the job. Apprenticeships and Traineeships are usually completed in a full-time capacity (38 hours per week) and can take anywhere from 1 - 4 years to complete.
Which qualification is right for you?

Each stage of a course requires an increased level of skills and knowledge and entry requirements vary between courses.

**Certificate I**
- Entry level qualification
- You’ll learn basic skills and undertake tasks that get you ‘job ready’
- Study duration is commonly six months.

**Certificate II**
- Entry level qualification
- You’ll develop your skills and gain operational knowledge to solve a range of predictable problems
- Study duration is commonly six months.

**Certificate III**
- Minimum entry requirement is successful completion of a Certificate II or Year 10 school studies
- Develops your skills and theoretical knowledge to solve a range of problems
- Study duration is commonly six months
- If you’re studying a trade, completion of a Certificate III is usually required for recognition as a tradesperson.

**Certificate IV**
- Minimum entry requirement is successful completion of a Certificate III or Year 11 school studies
- Gives you a broad knowledge in your chosen industry and prepares you to take on limited responsibility for others, usually in a supervisory role
- Study duration is commonly 12 months.
Diploma
- Minimum entry requirement is successful completion of a Certificate IV or Year 12 school studies
- Prepares you to work independently and solve practical and theoretical issues to a substantial depth in technical or management situations
- Study duration is commonly 6-12 months after Certificate IV
- Many Diplomas lead to University study.

Advanced Diploma
- Minimum entry requirement is successful completion of a Diploma
- You’ll develop a broad range of practical, theoretical and creative skills
- Study duration is commonly 6-12 months after Diploma
- Advanced Diplomas generally lead to University study.

Associate Degrees
- The Institute offers two Associate Degrees in the areas of Childhood Education and Security.
- Associate Degrees take two years to complete and equip students with advanced skills in their chosen field.

Applied Bachelor Degree
- In association with Federation University, you can complete a Bachelor of Applied Management at our Joondalup Campus.
- Minimum entry requirement varies based on previous studies and work/life experience.

Pathways to University
Many West Coast Institute qualifications lead straight into University courses. Students can start their studies at West Coast, apply for University entrance and get credit for the work they have done.
For a full range of the Institute’s University articulation agreement visit wcit.wa.edu.au/he.

For individual course entrance requirements call us on 1300 134 881.
Apprenticeships and traineeships combine practical experience at work with structured training and they are a great way to start your career.

Open to men and women of all ages, apprenticeships and traineeships require you to enter into a formal training contract with an employer to learn practical skills on the job and put them into practice. The rest of the time is spent in structured training.

If you’re interested in traditional technical trades like bricklaying or carpentry, then it’s likely you would consider an apprenticeship. Traineeships are usually in non-trade areas such as business, beauty and health. Because apprenticeships and traineeships are competency based, you can complete your training earlier if you can show you have reached the skill levels required for your industry.

Why do an apprenticeship/traineeship?

- You get paid while you learn
- You obtain a nationally recognised qualification
- You can start your training at school
- When qualified you can look forward to:
  - Higher pay
  - Great job prospects
  - Qualifications and skills for further education and training

Earning money

Apprentices and trainees are paid training wages for the time they spend at work and in training. Wages vary according to the industry, your age and the stage of the apprenticeship/traineeship. What’s more, some employers choose to pay above the stipulated minimum wage to ensure they attract the best candidates. In some circumstances incentives are available to help reduce the cost of training such as the cost of tools for some trades and wage top-ups. If you need to travel to attend West Coast Institute, you may be eligible for travel and accommodation allowances.

As an apprentice or trainee

- Apply yourself to all aspects of your training and make every effort to develop the skills to gain your qualification
- Make a commitment to fulfil your work responsibilities including taking care of workplace property and respecting the rights of other employees in the workplace
- Complete required training both at work and at West Coast Institute.
Apprenticeships and traineeships are great way to start your career.

Organisations to help you

ApprentiCentre
T: 13 19 54
W: dtwd.wa.gov.au/apprenticentre
E: apprenticentre@dtwd.wa.gov.au

Australian Apprenticeships Centres (Metropolitan)
T: 13 38 73
W: australianapprenticeships.gov.au

MEGT (Australia) Ltd
T: 9263 7888
W: megt.com.au
E: AACinfo@megt.com.au

Mission Australia Apprenticeships Solutions
T: 1300 626 227
W: employmentssolutions.com.au

CCI Employfast
T: 1800 224 224
W: cciwa.com

Group Training Australia
T: 1800 819 747
W: grouptraining.com.au
Pre-apprenticeships

A pre-apprenticeship* is a six month training program in your chosen trade. As a part of a pre-apprenticeship you will complete practical and theoretical on-campus training 3 – 4 days per week.

Although it is not a requirement to complete a pre-apprenticeship before commencing an apprenticeship, this qualification will give you:

• A deeper insight and understanding of your chosen trade career
• Basic Trade Skills
• An increased chance of employment as an apprentice
  » Most employers are more inclined to take on new apprentices who already have industry knowledge and experience.
• A trade qualification faster
  » By completing a pre-apprenticeship you may be eligible to have your apprenticeship length reduced by up to three months.

Anyone who is over the age of 15 and has completed year 10 school studies is eligible to complete a pre-apprenticeship.

* Completion of a pre-apprenticeship entitles you to a Certificate II qualification. During a pre-apprenticeship you do not get paid.
At West Coast, we’re dedicated to helping you achieve a positive future.
If you’re professional and love the corporate lifestyle you’ll thrive in our range of business courses.

Facts and figures; reporting; analysis and planning will all appeal to you. You’ll be well organised, motivated and enjoy working in an office, giving presentations and compiling reports.

The thought of closing a sale or making an important business deal is exciting to you.

14 ACCOUNTING AND FINANCE
15 BUSINESS AND MANAGEMENT
16 HUMAN RESOURCES
17 MARKETING
18 PROJECT MANAGEMENT
19 RETAIL
20 SECURITY, RISK MANAGEMENT AND INVESTIGATIONS
21 TRAINING AND ASSESSMENT
21 WORK HEALTH AND SAFETY
Accounting and Finance

1300 134 881
wcit.wa.edu.au/accfin

A career in accounting and finance will open up many avenues for you within banks, government departments, private corporations and financial institutions.

Do you want to be in the most required profession in the world?

Do you get satisfaction out of analysing and solving complex problems? A course in Accounting and Finance may be the right formula for your success in the most required profession in the business world.

Working as an Accountant, Bookkeeper or within a related financial discipline will open up many avenues within banks, Government departments, corporations, financial institutions and even small businesses. You could even run your own bookkeeping business and become a BAS agent.

If you complete an Advanced Diploma of Accounting, you will be eligible for advanced standing credits towards a Bachelor of Business.

ACCOUNTING AND FINANCE PATHWAYS

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Assistant</td>
<td>Certificate III in Accounts Administration</td>
</tr>
<tr>
<td>Accounts Clerk Admin Assistant</td>
<td>Certificate IV in Accounting</td>
</tr>
<tr>
<td>Accounts Clerk Admin Assistant</td>
<td>Certificate IV in Bookkeeping</td>
</tr>
<tr>
<td>Accounts Manager Accounts Clerk</td>
<td>Diploma of Accounting</td>
</tr>
<tr>
<td>Accounts Manager Accountant</td>
<td>Advanced Diploma of Accounting</td>
</tr>
<tr>
<td></td>
<td>University Pathway</td>
</tr>
</tbody>
</table>
You'll find endless career opportunities ranging from administrators, middle managers to executives; working within small or large, government or private industry sectors.

Maybe you're looking to combine your passion and flair into a viable money-making work venture: up-skill to earn that next promotion or change careers altogether?

With an abundance of opportunities and wide scope to branch out into a range of industries, studying business and management could put you ahead of the pack.

With skills in planning, coordination and strategy that are transferable to any entrepreneurial field, you'll find endless career opportunities ranging from administrators, middle managers to executives; working within small or large, government or private industry sectors.

A career in business and management will see you communicating and liaising with various people on a daily basis and you will generally work in an office environment.

Do you consider yourself to be highly-motivated and organised?

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6582013</td>
<td>Certificate III in Business</td>
</tr>
<tr>
<td>6584022</td>
<td>Certificate IV in Business</td>
</tr>
<tr>
<td>65840407</td>
<td>Certificate IV in Small Business Management</td>
</tr>
<tr>
<td>65840612</td>
<td>Certificate IV in Frontline Management</td>
</tr>
<tr>
<td>6585107</td>
<td>Diploma of Management</td>
</tr>
<tr>
<td>52305</td>
<td>Diploma of Carbon Management (FFS)</td>
</tr>
<tr>
<td>65860407</td>
<td>Advanced Diploma of Management</td>
</tr>
</tbody>
</table>

**BUSINESS AND MANAGEMENT PATHWAYS**

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Certificate III in Business</td>
</tr>
<tr>
<td>Payroll Officer</td>
<td></td>
</tr>
<tr>
<td>Small Business Manager</td>
<td>Certificate IV in Business</td>
</tr>
<tr>
<td>Small Business Owner</td>
<td>Certificate IV in Small</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Business Management</td>
</tr>
<tr>
<td>Manager</td>
<td>Diploma of Management</td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Area Manager</td>
<td>Advanced Diploma of</td>
</tr>
<tr>
<td>Regional Manager</td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td>University Pathway</td>
</tr>
</tbody>
</table>
People skills and behaviour knowledge, personal credibility, a capacity to contribute to business success and technology skills are some of the key requirements for succeeding in the world of Human Resources (HR).

Graduates trained in HR are in high demand to fill a variety of roles. Duties can involve recruitment, selection, training and development, performance evaluation and management.

Other areas to consider include workforce planning, industrial and employee relations, record keeping and personal data management, remuneration and employee benefits as well as providing consultancy and advisory services.

Human Resources graduates are in high demand to fill a wide range of different roles whether it be in small or large businesses, public or private sector.

Ready to contribute to business success?

People skills and behaviour knowledge, personal credibility, a capacity to contribute to business success and technology skills are some of the key requirements for succeeding in the world of Human Resources (HR).

Graduates trained in HR are in high demand to fill a variety of roles. Duties can involve recruitment, selection, training and development, performance evaluation and management.

Other areas to consider include workforce planning, industrial and employee relations, record keeping and personal data management, remuneration and employee benefits as well as providing consultancy and advisory services.

Human Resources graduates are in high demand to fill a wide range of different roles whether it be in small or large businesses, public or private sector.

Ready to contribute to business success?

People skills and behaviour knowledge, personal credibility, a capacity to contribute to business success and technology skills are some of the key requirements for succeeding in the world of Human Resources (HR).

Graduates trained in HR are in high demand to fill a variety of roles. Duties can involve recruitment, selection, training and development, performance evaluation and management.

Other areas to consider include workforce planning, industrial and employee relations, record keeping and personal data management, remuneration and employee benefits as well as providing consultancy and advisory services.

Human Resources graduates are in high demand to fill a wide range of different roles whether it be in small or large businesses, public or private sector.

Ready to contribute to business success?

People skills and behaviour knowledge, personal credibility, a capacity to contribute to business success and technology skills are some of the key requirements for succeeding in the world of Human Resources (HR).

Graduates trained in HR are in high demand to fill a variety of roles. Duties can involve recruitment, selection, training and development, performance evaluation and management.

Other areas to consider include workforce planning, industrial and employee relations, record keeping and personal data management, remuneration and employee benefits as well as providing consultancy and advisory services.

Human Resources graduates are in high demand to fill a wide range of different roles whether it be in small or large businesses, public or private sector.
Marketing involves working with, and gaining the cooperation of people in specialist areas such as technical experts, production managers, accountants and advertising agents. Marketers are required to conduct market research, analyse consumer behaviour, profile the current market and develop and implement marketing plans.

As a Marketing graduate, you will be required to work with all elements of the marketing mix to sell goods or services. A career in Marketing may also require you to work in related areas such as public relations, direct marketing or media relations which can bring a greater range of skills and employment opportunities for graduates.

Marketers are required to conduct market research, analyse consumer behaviour, profile the current market and develop and implement marketing plans.

### Marketing Pathways

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Officer</td>
<td>Certificate IV in Marketing</td>
</tr>
<tr>
<td>Sales Representative</td>
<td></td>
</tr>
<tr>
<td>Marketing Officer</td>
<td>Diploma of Marketing</td>
</tr>
<tr>
<td>Marketing Coordinator</td>
<td></td>
</tr>
<tr>
<td>Marketing Manager</td>
<td>Advanced Diploma of Marketing</td>
</tr>
<tr>
<td>Marketing Director</td>
<td>University Pathway</td>
</tr>
</tbody>
</table>

Do you have good communication skills and can spot new opportunities?
If you’re well prepared for any situation and can manage uncertainty in a changing environment, you may opt for a career in project management. This industry attracts people who enjoy providing solutions to a range of unpredictable problems.

Project management is the discipline of planning, organising, securing, managing, leading, and controlling resources to achieve specific goals.

Having learned to apply project scope management techniques such as time management, cost management, quality management, human resources, communications, risk management and contract and procurement procedures, many graduates reap the benefits of the economic boom and take their career to new heights.

Opportunities for people with project management qualifications is increasing in fields such as construction, mining, education, commerce and information technology.

Do you focus on the solution, not the problem?

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB41513</td>
<td>Certificate IV in Project Mgmt</td>
</tr>
<tr>
<td>BSB51413</td>
<td>Diploma of Project Mgmt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Team Member</td>
<td>Certificate IV in Project Management</td>
</tr>
<tr>
<td>Project Administrator</td>
<td></td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>Diploma of Project Management</td>
</tr>
<tr>
<td>Project Leader</td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>University Pathway</td>
</tr>
</tbody>
</table>
If you have great interpersonal and communication skills, a helpful courteous manner, and want a career that involves working with a variety of people, then a career in Retail might be just the right fit for you.

Retail is no longer considered a ‘check-out job’, but a career choice which assists consumers in making purchase decisions and serving customers to a professional and enthusiastic standard.

In a highly competitive market the need for trained and professional retail staff is a top priority for every business.

You may work behind a counter, on a shop floor or in a retail showroom. Retail can also involve desk work behind the scenes within an office space. You may also be required to lift boxes and equipment, label and tag stock and handle money. Some retail careers can also involve state, interstate and overseas travel.

As a Retail Sales Assistant, you will assist customers in selecting the right product and provide them with the best possible advice. As a Store Manager, you manage the store’s overall success and profitability.

National ID COURSE
SIR30212 Certificate III in Retail Operations
SIR40212 Certificate IV in Retail Management

Does your helpful personality shine through?

Retail
1300 134 881
wcit.wa.edu.au/retail

In a highly competitive market the need for trained and professional retail staff is a top priority for every business.
Whether you're interested in working on the frontline as a Security Guard; Traffic Controller; Crowd Controller; or behind the scenes gathering and analysing evidence for investigative purposes, West Coast has a range of courses to suit you.

A career in this industry can be extremely rewarding as you work towards protecting people, communities and organisations.

Whether students are looking to begin their security career or hoping to take the next step up the corporate ladder, these courses are nationally recognised which helps prepare students for this highly regarded and diverse industry.

Do you have a strong eye for detail or an ability to manage conflict situations with confidence?

A highly regarded career path offering graduates the opportunity to work with large government and corporate organisations.

Security, Risk Management and Investigations

1300 134 881
wcit.wa.edu.au/security

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSP4812</td>
<td>Certificate IV in Government Investigation (FFS)</td>
</tr>
<tr>
<td>CPP50611</td>
<td>Diploma of Security and Risk Management (FFS)</td>
</tr>
<tr>
<td>86860407</td>
<td>Advanced Diploma of Management (FFS)</td>
</tr>
</tbody>
</table>

SECURITY, RISK MANAGEMENT AND INVESTIGATIONS PATHWAYS

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Officer</td>
<td>Certificate IV in Government Investigations</td>
</tr>
<tr>
<td>Security Consultant</td>
<td>Diploma of Security and Risk Management</td>
</tr>
<tr>
<td>Risk Management Practitioner</td>
<td>Advanced Diploma of Management</td>
</tr>
<tr>
<td>Security Manager</td>
<td>University Pathway</td>
</tr>
<tr>
<td>Risk Management Practitioner</td>
<td></td>
</tr>
</tbody>
</table>
Work Health and Safety

Do you have a choice of 9 to 5 work, Fly-In Fly-Out (FIFO) opportunities, or you could choose to establish your own business.

As a Work Health and Safety (WHS) Officer, you will be required to coordinate health and safety systems within an organisation. You will identify hazards, assess risks, implement appropriate safety measures and provide advice on accident prevention and occupational health to management and employees.

As WHS is a key component of any workplace in Australia, you can expect significant financial rewards once qualified. You’ll have a choice of 9 to 5 work or Fly-In Fly-Out (FIFO) opportunities, you could chose to establish your own business or combine your qualification with further studies in education and training.

West Coast offers the Certificate IV in WHS (the minimum qualification requirement) as a 10-week program which covers systems safety management, legislative requirements and obligations as well as hazard and risk management.

Training and Assessment

Do you have great communication and presentation skills?

This qualification provides you with the opportunity to facilitate training and conduct assessment in a range of settings with individuals or groups.

Do you have a desire to educate and assess within a workplace environment? The nationally recognised Certificate IV in Training and Assessment is for people who are required to train and/or assess training outcomes as part of their role in a workplace or learning environment.

You will learn how to design and develop learning programs, plan and organise assessments, design and develop assessment tools and assess competency in a vocational, training and education environment.

Successful completion of a Certificate IV in Training and Assessment provides you with the opportunity to facilitate training and conduct assessment in a range of settings with individuals or groups, eg. vocational training at public or private training providers coaches and mentors in industry, off-shore vocational trainers, human resources and professional development officers.

West Coast Institute Guide 2015 | 21
If you’re passionate about helping people, have a lot of empathy and are energised by working with others, a community-based course will suit you.

These courses are all about helping others to learn, heal or reach their full potential. You value a sense of unity and satisfaction in your work.

24 ACCESS TO EDUCATION
25 ALLIED HEALTH
26 CHILDREN’S SERVICES
27 COMMUNITY SERVICES, MENTAL HEALTH, COUNSELLING AND YOUTH WORK
28 EDUCATION
29 ENROLLED NURSING
30 FITNESS AND SPORT
32 HEALTH SERVICES ASSISTANCE
33 SPOKEN AND WRITTEN ENGLISH
If you want to give yourself a fresh start at training or learn how to get back into the workforce, we have Centrelink and education alternative approved courses that will increase your confidence and qualify you for further training and/or employment in a range of industries.

Give yourself a fresh start.

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>52529WA</td>
<td>Certificate II in General Education for Adults</td>
</tr>
<tr>
<td>52527WA</td>
<td>Certificate I in New Opportunities for Women</td>
</tr>
<tr>
<td>21773VIC</td>
<td>Certificate I in Gaining Access to Training and Education</td>
</tr>
</tbody>
</table>

Increase your confidence and qualify for further training and employment in a range of industries.

ACCESS TO EDUCATION PATHWAYS

<table>
<thead>
<tr>
<th>STUDY</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further Study Options</td>
<td>Certificate I in Gaining Access to Training and Employment</td>
</tr>
<tr>
<td>Further Study Options</td>
<td>Certificate II in General Education for Adults</td>
</tr>
<tr>
<td>Further Study Options</td>
<td>Certificate I in New Opportunities for Women (NOW)</td>
</tr>
<tr>
<td>Further Study Options</td>
<td>Any Certificate III qualification</td>
</tr>
</tbody>
</table>
Do you have a passion for enhancing the quality of life for those people affected by illness, injury or social disadvantage?

A career in Allied Health will see you work in a variety of settings to coordinate everyday activities. You will work under the supervision of qualified allied health practitioners such as Occupational Therapists, Speech Pathologists and Physiotherapists to help clients maintain mobility, healthy nutrition and cognition.

As an Allied Heath Assistant or Practitioner, you will have the opportunity to work in private or public hospitals, community rehabilitation including a client’s home, aged care facilities, schools, mental health clinics, private practice clinics and community health clinics.

Are you mature, understanding, patient and calm?

You will have the opportunity to work in private or public hospitals and community rehabilitation.
Become an Early Years Educator, which will give you the opportunity to support children to learn through fun and play.

A career in Children’s Services will require you to develop a deep understanding of children’s development, a sound knowledge of play spaces, how to use materials and environments to support children’s learning whilst ensuring children’s wellbeing and health and safety.

Training at our Eco Playgroup and supervised field placements will provide you with the opportunity to learn in a real-life environment.

Are you energetic, motivated and enjoy being in the company of young children?

There are chances of employment with your placement and the completion of the Diploma Of Early Childhood Education and Care will make you eligible to apply for further study at University.

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Educator</td>
<td>Certificate III in Early Childhood Education and Care</td>
</tr>
<tr>
<td>Early Childhood Educator</td>
<td>Diploma of Early Childhood Education and Care</td>
</tr>
<tr>
<td>Educational Leader</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Manager</td>
<td>Associate Degree in Education (Early Childhood)</td>
</tr>
<tr>
<td>Early Childhood Director</td>
<td>University Pathway</td>
</tr>
</tbody>
</table>

Children’s Services
Early Education and Care

1300 134 881
wcit.wa.edu.au/childservices
If you get a real kick out of helping people, and can relate and communicate well with people from ‘all walks of life’, a career in Community Services and Youth Work could be an option for you.

You will have the opportunity to work with individuals and families as well as groups and communities to help improve quality of life by empowering, educating and supporting people to positively change their social environment.

This career can lead you to work in refuges, hospitals, drug rehabilitation centres, community houses as well as local government agencies. A high percentage of graduates find work during their supervised field placement. If you complete a Diploma of Community Services Work, and have gained work experience, you are likely to be exempt from many first year units of a Bachelor of Social Science degree at Edith Cowan University.

Love communicating with people from all walks of life?

Help improve someone’s quality of life by empowering, educating and supporting, to positively change their social environment.
Do you have patience, a warm personality, good communication skills and the drive to teach and inspire?

As an Education Assistant, you will support teachers with the supervision of students and assist with the preparation and the delivery of learning programs.

At West Coast, you’ll complete 20 days of supervised work placement during your six month course to prepare you for the classroom environment. There are chances of employment with your placement school and the completion of the Certificate IV will make your eligible to apply for further study at university.

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30213</td>
<td>Certificate III in Education Support</td>
</tr>
<tr>
<td>CHC40213</td>
<td>Certificate IV in Education Support</td>
</tr>
<tr>
<td>CHC51308</td>
<td>Diploma of Education Support</td>
</tr>
</tbody>
</table>

**Education Pathways**

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Assistant Education Support Worker</td>
<td>Certificate III in Education Support</td>
</tr>
<tr>
<td>Education Assistant Education Support Worker</td>
<td>Certificate IV in Education Support</td>
</tr>
<tr>
<td>Education Assistant Education Support Worker</td>
<td>Associate Degree in Education (Early Childhood)</td>
</tr>
<tr>
<td>Registered Teacher</td>
<td>Diploma of Education Support</td>
</tr>
<tr>
<td></td>
<td>University Pathway</td>
</tr>
</tbody>
</table>
Do you possess good communication skills, a strong mind and caring nature? You may find a career as an Enrolled Nurse very rewarding.

As an Enrolled Nurse, you will work under the supervision of a Registered Nurse and assist in the provision of acute, preventative, curative and rehabilitative nursing. You will be positioned to find employment in hospitals, aged care facilities, disability services, mental health, community health and other healthcare settings.

If you complete a Diploma of Enrolled Nursing, you can apply to study registered nursing at University level and receive credits toward the degree.

Whilst training to be an Enrolled Nurse, you will benefit from clinical placement at Perth’s major public and private hospitals, aged and community facilities.

Further areas of speciality can be studied to gain an Advanced Diploma.
If you enjoy keeping fit and healthy and also enjoy helping others to do so, have an enthusiastic and outgoing personality, then you are bound to find a career in fitness and sport rewarding.

As a member of the fitness profession you will be involved in the assessment, teaching, training and supervision of all aged people in health and fitness clubs, gymnasiums, sports centres, health care settings and community recreation organisations.

Enjoy keeping fit and eating healthy?

You will undergo practical work experience on campus using our large, modern fitness facility; and off-campus at local fitness and sport recreation centres.

With the added benefit of keeping yourself fit and healthy, you will undergo practical work experience on campus using our large, modern fitness facility; and off-campus at local fitness and sport recreation centres where you will gain a professional insight into fitness, sports management and exercise rehabilitation.

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS00513</td>
<td>Certificate II in Sport Coaching</td>
</tr>
<tr>
<td>SIS03010</td>
<td>Certificate III in Fitness</td>
</tr>
<tr>
<td>SIS40210</td>
<td>Certificate IV in Fitness</td>
</tr>
<tr>
<td>SIS50210</td>
<td>Diploma of Fitness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Sports Assistant</td>
<td>Certificate II in Sport Coaching</td>
</tr>
<tr>
<td>Community Sports Coach</td>
<td></td>
</tr>
<tr>
<td>Fitness Instructor</td>
<td>Certificate III in Fitness</td>
</tr>
<tr>
<td>Group Exercise Leader</td>
<td></td>
</tr>
<tr>
<td>Personal Trainer</td>
<td>Certificate IV in Fitness</td>
</tr>
<tr>
<td>Weight Management Coach</td>
<td></td>
</tr>
<tr>
<td>Strength Coach</td>
<td>Diploma of Fitness</td>
</tr>
<tr>
<td>Registered Fitness Specialist</td>
<td></td>
</tr>
</tbody>
</table>
JODY O’DEA  
Certificate IV in Fitness

After working as a Chef for 15 years and getting over working late nights and long hours, Jody O’Dea decided to hang up her hat and put on her sneakers to start a career in fitness. Jody is so passionate about helping people that she bought the gym where she exercised.

“The best part about studying at West Coast was the lecturers, they were always there to guide me and the course covered a whole range of practical and theoretical content that I have been able to apply at my gym.”
A qualification in Health Services Assistance will enable you to provide support to Registered and Enrolled Nurses in the delivery of direct general patient care in both the acute care environment (hospitals) and in aged care facilities. You will have direct contact with clients and assist them with personal care, communication, mobility and rehabilitation.

You will be required to implement programs and care to maximise client wellbeing. Acting as an important part of the nursing team, the Assistant in Nursing will be qualified to work in a variety of healthcare settings.

Do you possess good communication skills and a supportive and caring nature?

<table>
<thead>
<tr>
<th>HEALTH SERVICES ASSISTANCE PATHWAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAREER</strong></td>
</tr>
<tr>
<td>Assistant in Nursing</td>
</tr>
<tr>
<td>Enrolled Nursing Preparation</td>
</tr>
<tr>
<td>Enrolled Nurse</td>
</tr>
<tr>
<td>Advanced Enrolled Nurse</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Spoken and Written English
1300 134 881
wcit.wa.edu.au/cswe

Learn study skills as well as skills in reading, writing and listening within the context of living in Australia.

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10362NAT</td>
<td>Certificate I in Spoken and Written English</td>
</tr>
<tr>
<td>10363NAT</td>
<td>Certificate II in Spoken and Written English</td>
</tr>
<tr>
<td>10364NAT</td>
<td>Certificate III in Spoken and Written English</td>
</tr>
<tr>
<td>10365NAT</td>
<td>Certificate IV in Spoken and Written English</td>
</tr>
</tbody>
</table>

This is a bridging qualification for adults from non-English speaking backgrounds which will develop your language and literacy skills to undertake further education and training, seek and maintain employment and participate in community activities.

You will learn study skills as well as skills in reading, writing and listening within the context of living in Australia.

Do you want to develop your English language skills?

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various Opportunities</td>
<td>Certificate I in Spoken and Written English</td>
</tr>
<tr>
<td>Various Opportunities</td>
<td>Certificate II in Spoken and Written English</td>
</tr>
<tr>
<td>Various Opportunities</td>
<td>Certificate III in Spoken and Written English</td>
</tr>
<tr>
<td>Various Opportunities</td>
<td>Certificate IV in Spoken and Written English</td>
</tr>
</tbody>
</table>
If you have a flair for design, colour and can see solutions when others see only the problem, you’ll love our creative courses.

You value the idea of flexibility in your career and enjoy working with other creative types.

You’re passionate about using your imagination to generate new ideas and inventions.

Do you have creative talent and flair?

36 BEAUTY
37 EVENTS
38 INFORMATION AND COMMUNICATION TECHNOLOGY
39 MULTIMEDIA AND ANIMATION
40 SOFTWARE DEVELOPMENT
41 WEBSITE DESIGN
You will be positioned to gain employment at day spas, beauty salons, and cruise ships as well as clinics in complementary health care. Photographers and the film and fashion industries also seek beauty graduates for makeup artistry.

Through the application of engaging and polite communication skills you will be able to educate and support individuals to self-care and to develop personal confidence. 

No longer restricted to eyebrow waxing and nail polishing, the beauty industry is growing to incorporate health and wellbeing treatments and advancing technologies in cosmetics which provide greater opportunities to work in diverse areas locally or overseas.

Do you enjoy helping others to feel good about themselves?

The beauty industry is growing to incorporate health and wellbeing treatments and advancing technologies in cosmetics.
Organise community and sporting events, food and wine festivals, fashion shows and music festivals.

ROSE WIMBUSH  
Diploma of Events

Rose was initially drawn to a career in events because of the “glitz” and “glamour” of the job. Rose completed a Diploma of Events and after finishing her practical placement was immediately offered a job as a Project Coordinator for a Perth based events management company. Her job as a Project Coordinator requires her to plan and execute floor plans, position booths as well as coordinate and organise events.

“It's a fun course. The lecturers are great, and you get to meet and work with lots of people. The course really helped to refine my event management skills that are relevant to the workplace.”

Find yourself taking charge when there is a party to plan?

Put your exceptional organisational skills to good use by choosing a career in events.

A career in events will see you work with a range of clients to identify their needs as you devise event concepts, plan logistics, coordinate technical requirements and execute the event.

You’ll have the opportunity to organise community and sporting events, food and wine festivals, fashion shows and parades, music festivals and concerts, gala dinners and award nights, conferences, trade exhibitions and weddings.

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events Assistant</td>
<td>Certificate III in Events</td>
</tr>
<tr>
<td>Exhibition Assistant</td>
<td></td>
</tr>
<tr>
<td>Events Coordinator</td>
<td>Diploma of Events</td>
</tr>
<tr>
<td>Exhibition Coordinator</td>
<td></td>
</tr>
<tr>
<td>Events Manager</td>
<td>University Pathway</td>
</tr>
<tr>
<td>Exhibition Manager</td>
<td></td>
</tr>
</tbody>
</table>

Events
1300 134 881
wcit.wa.edu.au/events
As an official Microsoft IT Academy and CISCO Network Academy you will be trained in the current industry skills and upon completion can undertake certification at our Certiport, Pearson VUE and Prometric testing centres.

Do you find the world of Information Technology (IT) interesting? Then a career in Information Technology could be the right fit for you.

Every industry in the world relies on IT so a career in this field is bursting with interesting and diverse employment opportunities. IT graduates are in high demand and can take a pick from the most dynamic opportunities on offer both here and overseas.

Are you a problem solver?

IT graduates are in high demand and can take a pick from the most dynamic opportunities on offer both nationally and overseas.

As an official Microsoft IT Academy and CISCO Network Academy you will be trained in the current industry skills and upon completion can undertake certification at our Certiport, Pearson VUE and Prometric testing centres.
From Certificate III to Advanced Diploma you will learn high level skills in 2D animation, 3D modelling and visualisations, digital design, audio production, creative conception and script writing.

If you have a creative and artistic flair and a strong aptitude for computing and design, choosing a career in Multimedia and Animation could be the best decision you’ll ever make.

With businesses using multimedia and animation for marketing, advertising and architectural visualisation; multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.

From Certificate III to Advanced Diploma you will learn high level skills in 2D animation, 3D modelling and visualisations, digital design, audio production, creative conception and script writing.

Multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.

Do you enjoy computing and design?

If you have a creative and artistic flair and a strong aptitude for computing and design, choosing a career in Multimedia and Animation could be the best decision you’ll ever make.

With businesses using multimedia and animation for marketing, advertising and architectural visualisation; multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.

From Certificate III to Advanced Diploma you will learn high level skills in 2D animation, 3D modelling and visualisations, digital design, audio production, creative conception and script writing.

Multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.

Do you enjoy computing and design?

If you have a creative and artistic flair and a strong aptitude for computing and design, choosing a career in Multimedia and Animation could be the best decision you’ll ever make.

With businesses using multimedia and animation for marketing, advertising and architectural visualisation; multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.

From Certificate III to Advanced Diploma you will learn high level skills in 2D animation, 3D modelling and visualisations, digital design, audio production, creative conception and script writing.

Multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.

Do you enjoy computing and design?

If you have a creative and artistic flair and a strong aptitude for computing and design, choosing a career in Multimedia and Animation could be the best decision you’ll ever make.

With businesses using multimedia and animation for marketing, advertising and architectural visualisation; multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.

From Certificate III to Advanced Diploma you will learn high level skills in 2D animation, 3D modelling and visualisations, digital design, audio production, creative conception and script writing.

Multimedia and animation graduates find themselves working in a range of dynamic and innovative environments.
Whether it's business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.

Software development (also known as application development, software design, software application development, enterprise application development or platform development) involves the design, creation and maintenance of software built to run on specific hardware platforms.

A qualification in Software Development will provide you with the skills to work in a wide variety of industries as a programmer.

Software development (also known as application development, software design, software application development, enterprise application development or platform development) involves the design, creation and maintenance of software built to run on specific hardware platforms.

A qualification in Software Development will provide you with the skills to work in a wide variety of industries as a programmer.

Includes business software development, web or mobile application development, games development, robotics or equipment programming.

Do you have great problem solving skills and a love for computers to boot?

Whether it’s business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.

Do you have great problem solving skills and a love for computers to boot?

Whether it’s business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.

Do you have great problem solving skills and a love for computers to boot?

Whether it’s business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.

Do you have great problem solving skills and a love for computers to boot?

Whether it’s business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.

Do you have great problem solving skills and a love for computers to boot?

Whether it’s business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.

Do you have great problem solving skills and a love for computers to boot?

Whether it’s business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.

Do you have great problem solving skills and a love for computers to boot?

Whether it’s business software development, web or mobile application development, games development, robotics or equipment programming, as a graduate you will gain the skills necessary to pursue a career in the industry of your choice.
Web designers/developers design, create, produce and maintain web pages using relevant software packages. They often travel locally, nationally or internationally to meet clients, designers and systems specialists.

If you are creative, technical, and committed to understanding new technology and upgrading skills, a career in website design could be right for you. As a web designer, you’ll analyse available web space and handle layouts, fonts and colours and incorporate images and videos to create an engaging and purposeful website to meet your client’s needs.

Want to get involved in a creative global industry?

A quick moving industry where you may travel locally, nationally or internationally to meet clients, designers and systems specialists.

Web designers/developers design, create, produce and maintain web pages using relevant software packages. They often travel locally, nationally or internationally to meet clients, designers and systems specialists.

### National ID COURSE

| Certificate III in Information, Digital Media and Technology (Applications and Web Technologies) |
| Certificate IV in Web Based Technologies |

### CAREER

- Help Desk Officer
- User Support
- ICT Technician
- Website Designer
- Software Developer

### WEBSITE DESIGN PATHWAYS

<table>
<thead>
<tr>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Information, Digital Media and Technology (Applications and Web Technologies)</td>
</tr>
<tr>
<td>Certificate IV in Web-based Technologies</td>
</tr>
<tr>
<td>University Pathway</td>
</tr>
</tbody>
</table>
If you’re good with your hands and the thought of an office job doesn’t excite you, you’re likely to excel in one of our practical courses.

These courses are all about building, creating and using technical skills to achieve an outcome.

You’re all about the functional and handy tasks. You prefer to get your hands dirty, be outdoors or build something from scratch.

Are you hands-on with work?

- 44 AUTOMOTIVE
- 45 BRICKLAYING AND BLOCKLAYING
- 46 CARPENTRY AND JOINERY
- 47 CONSERVATION AND HORTICULTURE
- 48 ELECTROTECHNOLOGY
- 49 HOSPITALITY
- 50 METAL FABRICATION
- 51 PLASTERING
- 52 WALL AND FLOOR TILING
As an Automotive student, you will conduct training in a new mechanical workshop facility and benefit from employment links with local automotive dealerships and workshops.

Are you computer-minded and interested in a high-tech industry? Choose to study Automotive and Motorsport and take advantage of the diverse job opportunities and stable employment available, particularly in Perth’s northern metropolitan region.

Automotive encompasses light vehicle, heavy vehicle, plant mechanics, marine mechanics, small engine mechanics, motor bike mechanics, aviation, auto-electrical and specialised trades.

Do you like to tinker and work with motors?

As an Automotive student, you will conduct training in a new mechanical workshop facility and benefit from employment links with local automotive dealerships and workshops.

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR2022</td>
<td>Certificate II in Automotive Air Conditioning Technology</td>
</tr>
<tr>
<td>AUR20512</td>
<td>Certificate II in Automotive Vehicle Servicing Technology</td>
</tr>
<tr>
<td>AUR20412</td>
<td>Certificate II in Automotive Electrical Technology</td>
</tr>
<tr>
<td>AUR30312</td>
<td>Certificate III in Automotive Electrical Technology (Apprenticeship)</td>
</tr>
</tbody>
</table>

Conduct training in a new mechanical workshop facility and benefit from employment links with local automotive dealerships and workshops.

Do you like to tinker and work with motors?

As an Automotive student, you will conduct training in a new mechanical workshop facility and benefit from employment links with local automotive dealerships and workshops.

Automotive encompasses light vehicle, heavy vehicle, plant mechanics, marine mechanics, small engine mechanics, motor bike mechanics, aviation, auto-electrical and specialised trades.

Do you like to tinker and work with motors?

As an Automotive student, you will conduct training in a new mechanical workshop facility and benefit from employment links with local automotive dealerships and workshops.

Automotive encompasses light vehicle, heavy vehicle, plant mechanics, marine mechanics, small engine mechanics, motor bike mechanics, aviation, auto-electrical and specialised trades.

Do you like to tinker and work with motors?

As an Automotive student, you will conduct training in a new mechanical workshop facility and benefit from employment links with local automotive dealerships and workshops.

Automotive encompasses light vehicle, heavy vehicle, plant mechanics, marine mechanics, small engine mechanics, motor bike mechanics, aviation, auto-electrical and specialised trades.
You will often work within a team, usually outdoors and may have to work at heights or inside tunnels and shafts. A bricklayer’s work is often straightforward but also requires expertise and excellent judgement skills.

If you’re physically fit don’t mind getting your hands dirty and take pride in your work, a career in brick and blocklaying could be for you.

As a bricklayer you will lay bricks, pre-cut stone, concrete blocks and other types of masonry building blocks in mortar to construct and repair internal and external walls and build foundations, partitions, arches and other structures.

You will often work within a team, usually outdoors and may have to work at heights or inside tunnels and shafts. A bricklayer’s work is often straightforward but requires expertise and excellent judgement skills. You must understand working drawings of buildings and be able to apply basic mathematics on the job.

Do you like the idea of creating something in the outdoors?

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC20211</td>
<td>Certificate II in Construction Pathways - Bricklaying (Pre-apprenticeship)</td>
</tr>
<tr>
<td>CPC30711</td>
<td>Certificate III in Bricklaying/Blocklaying (Apprenticeship)</td>
</tr>
</tbody>
</table>

A bricklayer’s work is often straightforward but also requires expertise and excellent judgement skills.

---

**BRICKLAYING PATHWAYS**

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-apprenticeship</td>
<td>Certificate II in Construction Pathways (Brick and Blocklaying)</td>
</tr>
<tr>
<td>Bricklayer</td>
<td>Certificate III in Bricklaying/Blocklaying (Apprenticeship)</td>
</tr>
</tbody>
</table>
What about joinery? Joiners cut, shape and fit timber parts in workshops to form structures and fixtures, ready for installation.

As a carpenter or joiner you will construct, erect, install, finish and repair wooden structures and fixtures on residential and commercial buildings.

You may also carry out work on large concrete, steel and timber structures such as bridges, dams, power stations and civil engineering projects.

Do you have good hand-eye coordination, and an ability to work at heights?

What about joinery? Joiners cut, shape and fit timber parts in workshops to form structures and fixtures, ready for installation.

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC20211</td>
<td>Certificate II in Construction Pathways - Carpentry (Pre-apprenticeship)</td>
</tr>
<tr>
<td>CPC30211</td>
<td>Certificate III in Carpentry and Joinery (Apprenticeship)</td>
</tr>
</tbody>
</table>

CARPENTRY PATHWAYS

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-apprenticeship</td>
<td>Certificate II in Construction Pathways (Carpentry)</td>
</tr>
<tr>
<td>Carpenter</td>
<td>Certificate III in Carpentry and Joinery (Apprenticeship)</td>
</tr>
</tbody>
</table>
You will work outdoors or in greenhouses developing and maintaining landscapes and parks, often within a team. Some of the work is physically demanding and can involve bending, lifting and the use of machinery such as tractors, rollers and edging machines.

A career in conservation and horticulture could provide you with the job satisfaction you’ve been searching for.

At West Coast, you can study conservation and horticulture at the same time. You’ll receive practical, hands-on training with 40 hours of industry placement per course.

You will work outdoors or in greenhouses developing and maintaining landscapes and parks, often within a team. Some of the work is physically demanding and can involve bending, lifting and the use of machinery such as tractors, rollers and edging machines.

Conservation and Horticulture could provide you with the job satisfaction you’ve been searching for at West Coast. You’ll receive practical, hands-on training with 40 hours of industry placement per course.

Did you know you can study conservation and horticulture at the same time?

Do you want a rewarding career that allows you to get close to nature?

Conservation Pathways

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horticultural Assistant</td>
<td>Certificate II in Conservation and Land Management</td>
</tr>
<tr>
<td>Environmental Assistant</td>
<td>Certificate III in Conservation and Land Management</td>
</tr>
<tr>
<td>Park Ranger</td>
<td>Certificate IV in Conservation and Land Management</td>
</tr>
<tr>
<td>Park Manager</td>
<td>Diploma of Conservation and Land Management</td>
</tr>
</tbody>
</table>

Horticulture Pathways

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horticulture Assistant</td>
<td>Certificate II in Horticulture</td>
</tr>
<tr>
<td>Horticultrist Landscape Designer</td>
<td>Certificate III in Horticulture</td>
</tr>
<tr>
<td>Garden Designer Horticulturist</td>
<td>Certificate IV in Horticulture</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Diploma of Horticulture</td>
</tr>
</tbody>
</table>
As an electrician you will deal with various systems including communications, distribution and transmission, electrical generation and communications cabling.

Do you enjoy precise and detailed work?

Also, if you have good eyesight and normal colour vision, you may consider becoming an electrician. Electricians install, maintain and repair electronic equipment in both domestic and industrial environments. As an electrician you will deal with various types of systems including communications, distribution and transmission, electrical generation and communications cabling systems.

You may work in workshops, in private homes or in manufacturers’ factories and may have a considerable amount of contact with the public, work in confined spaces and have to stand for long periods. You may also be required to work at heights on masts, towers and roofs.

<table>
<thead>
<tr>
<th>National ID</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEE22011</td>
<td>Certificate II in Electrotechnology (Pre-apprenticeship)</td>
</tr>
<tr>
<td>UEE30811</td>
<td>Certificate III in Electrotechnology Electrician (Apprenticeship)</td>
</tr>
</tbody>
</table>
The award-winning West Coast Academy of Hospitality and Culinary Arts offers a range of real-life training environments and partners with industry to make your hospitality training as realistic as possible to prepare you for employment in the culinary and front of house service industries.

Hospitality is one of the world’s most dynamic industries. Hospitality is the business of helping people to feel welcome and relaxed and to enjoy themselves. A career in hospitality can take you around the world working in various settings including hotels, restaurants, bars, cruise ships, mine sites and casinos.

Do you love the idea of working with people in a social environment?

A career in hospitality can take you around the world working in various settings including hotels, restaurants, bars, cruise ships, mine sites and casinos.

Hospitality Pathways

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various Opportunities</td>
<td>Certificate III in Hospitality</td>
<td>Certificate III in Commercial Cookery*</td>
</tr>
<tr>
<td>Various Opportunities</td>
<td>Certificate IV in Hospitality</td>
<td>Certificate IV in Commercial Cookery</td>
</tr>
<tr>
<td>Hospitality Supervisor</td>
<td>Diploma of Hospitality</td>
<td></td>
</tr>
<tr>
<td>Hospitality Manager</td>
<td>Advanced Diploma of Hospitality</td>
<td>University Pathway</td>
</tr>
<tr>
<td>Hospitality Director</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Also offered as an apprenticeship
You will acquire skills and knowledge in workplace communication, occupational health and safety, quality procedures, engineering measurement, plus specific skills in metal fabrication that are relevant to your current or intended employment.
Solid plastering deals with the application of various materials in a plastic state that's spread and formed over a variety of surfaces. This qualification will give you competency in product knowledge, the correct use of materials and surface preparation essential for solid plastering.

Can you work neatly and accurately?

Solid plasterers will work indoors and outdoors usually in pairs or as part of a team.

As a Solid Plasterer you will apply a variety of decorative and protective finishes to internal and external walls on residential and commercial buildings. You will work indoors and outdoors usually in pairs or as part of a team.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>NATIONAL ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Construction Pathways - Solid Plastering (Pre-apprenticeship)</td>
<td>CPC20211</td>
</tr>
<tr>
<td>Certificate III in Solid Plastering (Apprenticeship)</td>
<td>CPC31011</td>
</tr>
</tbody>
</table>

PLASTERING PATHWAYS

<table>
<thead>
<tr>
<th>CAREER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-apprenticeship</td>
<td>Certificate II in Construction Pathways (Solid Plastering)</td>
</tr>
<tr>
<td>Plasterer</td>
<td>Certificate III in Solid Plastering (Apprenticeship)</td>
</tr>
</tbody>
</table>
Other duties include preparing wall and floor surfaces; using tools to cut and shape tiles; attaching tiles to surfaces; spacing and evening the tiles; preparing and applying grout; cleaning and polishing tiles; laying floors of cement, granolithic, terrazzo or similar composition; and applying waterproofing systems.

Most tilers work in small teams and move frequently from one job location to another.

As a wall and floor tiler you’ll lay ceramic, clay, slate, marble, glass and other types of tiles on external and internal walls and floors.

Can you make simple calculations and don’t have a problem with working at heights; why not become a wall and floor tiler?

As a wall and floor tiler you’ll lay ceramic, clay, slate, marble, glass and other types of tiles on external and internal walls and floors to provide protective and decorative finishes. You will read and interpret plans, measure and mark surfaces to be covered.

Do you enjoy practical and manual work?

Other duties include preparing wall and floor surfaces; using tools to cut and shape tiles; attaching tiles to surfaces; spacing and evening the tiles; preparing and applying grout; cleaning and polishing tiles; laying floors of cement, granolithic, terrazzo or similar composition; and applying waterproofing systems.

Most tilers work in small teams and move frequently from one job location to another.
I owe a lot of thanks to my lecturers for getting me where I am today.

NICK GILLAN (2014 WCI Student of the Year)
Certificate III in Retail Baking (Combined)

Nick Gillan spent five years studying a psychology and sports science degree at University, and with only 12 months to go, he decided to leave it all behind to chase his dreams of becoming a pastry chef. Since commencing his apprenticeship, Nick has been employed as a pastry chef at a well-established Perth bakery and has loved every minute.

“I owe a lot of thanks to my lecturers for getting me where I am today. They have guided me and helped me recognise and develop my abilities, plus my training is hands on, so I get to learn new things on the job every day, not just read about it in books.”
Let’s get you informed.

Information you need to know

Studying at West Coast Institute is different from studying at school, both in the classroom and in the way that students are managed and expected to behave.

The nature of employment is changing and these days it is almost essential to obtain formal qualifications to enable people to enter the workforce.

West Coast Institute works with businesses in a variety of ways and highly values our many business partners and customers. We facilitate a range of industry reference groups for our delivery areas to ensure our graduates have developed skills relevant to the working world.

The training environment

West Coast Institute provides an adult learning environment. All students are expected to adhere to the Student Code of Conduct which can be viewed at wcit.wa.edu.au/about-us/policies.

While attending classes or workshops, students will be under the supervision of the lecturer taking the class. During breaks, students are unsupervised and are free to leave the campus as they wish. Although attendance is recorded at compulsory workshops, parents/legal guardians will be notified if a student is under 18 and fails to attend classes.

Excursions and off campus activities

If students are required to attend an excursion or attend an activity off campus, those students under the age of 18 will be required to provide a permission slip signed by a parent/legal guardian. All students will be required to provide their own transport to the alternative location.

Use of computer systems

The Institute has strict policies regarding the use of computing facilities designed to maintain maximum personal privacy and full functionality, while accepting associated responsibilities to reduce down time and not infringe upon the rights of others.

Students are required to comply with West Coast Institute’s policies, procedures and the conditions of the VET Act 1997 and Institute By-laws.
Privacy
The Institute is bound by the Privacy Act 1988, regardless of the age of your child and who paid the enrolment fees, student details such as results or attendance cannot be discussed with anyone except the student themselves and other parties as outlined in the Privacy Act.

First aid
In the event a student sustains an injury and requires first aid, a staff member will assist as soon as they are aware of the incident. The student will be required to fill in an accident report form available from their study area. The cost of transport to a medical facility by ambulance or taxi is the student’s responsibility. We recommend insurance to cover such emergencies.

* Please note that staff are not permitted to provide medication of any sort.

Security
Students should ensure their vehicle and personal belongings are secure at all times. No responsibility is accepted by the Institute for vehicles and personal belongings on campus property. Valuables should not be left in vehicles. Victims of theft should report the matter to local police.

At the main campus (Kendrew Crescent, Joondalup) students who are attending classes or exams in the evening will have access to a security guard between 5.00pm and 10.00pm who can escort them to their vehicles.

Field placement
Where this is part of the course, students will be required to participate as directed by their lecturer and will be covered by the Institute’s insurer.
Why study at West Coast Institute?
The traditional employment system is changing dramatically and many people have to continually upgrade their skills in order to be successful in gaining and retaining employment. Age is not a barrier at West Coast.

Where are you heading?
Before you commence studying, you need to have an idea of your goals. Do you want a starter course to get you back into a ‘studying’ frame of mind? Do you have a particular job or career in mind and if so, what skills and knowledge will be required? You also need to consider how much time you can allocate to your study and how this will best fit into your lifestyle.

What are my choices of study?
You can choose between:

- Learning that covers a particular set of skills, that won’t provide qualifications but will assist with further studies or employment (eg. a short course to up skill in your current occupation)
- Career exploration courses or starter courses that enable you to catch up on your reading, writing, numeracy or computer skills
- Courses of study that will lead to a nationally recognised qualification, for example a Certificate or a Diploma
- Combinations and variations of the above. Some qualifications may require specific subjects to have been studied (eg. mathematics or science) so check this before getting started.
How do I meet minimum entry requirements?

If you have school results (no matter how old) that meet the requirements, you can use these. This is the easiest option. Your work and life experience gained after leaving school will also be considered in your application.

What other options are available if I don’t meet the entry requirements?

1. Provide proof of qualifications and courses you completed such as an apprenticeship, a year at Business College or vocational/tertiary qualifications completed through a training provider. If you obtained your qualifications in another country, you may need to have your qualifications translated and obtain a Statement of Equivalence.

If your overseas qualifications are secondary school level, contact the School Curriculum and Standards Authority on (08) 9273 6300; if post-secondary (eg. University), contact the Overseas Qualifications Unit on (08) 9224 6566.

2. Complete Year 11 or 12 school subjects through a senior college such as Canning and Tuart College.

You will study and sit the same exams as school students however you may only need two Year 11 or Year 12 subjects.

Some qualifications may require specific subjects to have been studied (eg. mathematics or science) so check this before getting started.

3. You can sit the State Training Admissions 10T test for entry to State Training Providers qualifications which specify Year 10 as a minimum entrance requirement. The 10T cannot be used to gain entry to qualifications which specify Years 11 or 12.

4. Sit for the Special Tertiary Admissions Test (STAT) conducted by the Tertiary Institutions Service Centre (TISC) on (08) 9318 8000. The STAT is used if the course specifies Year 11 or 12 minimum entrance requirements.

5. Recognition of Prior Learning (RPL) allows you to have the skills you’ve gained from work and life experiences to prove that you meet the minimum entrance requirements. More information regarding RPL can be found on page 59.
Recognition of Prior Learning (RPL) allows you to earn credits towards your West Coast qualification if you have worked, or are currently working in a relevant industry, saving you time and money.

Regardless of your school results, you may be able to jump straight into a Certificate II or III depending on your employment history which means you can get qualified in your chosen field faster. A Recognition of Prior Learning (RPL) award may provide you with advanced standing or credit within a course, or a full qualification.

RPL assessors can come to your workplace to complete an assessment with little or no disruption to your usual employment. There are many ways in which your skills can be assessed including challenge testing, direct observation of your work or an interview.

Please note: RPL fees apply and are nonrefundable.

For more information about RPL call 9233 1067 or email rpl@wcit.wa.edu.au
I’ve never had a qualification so I’m so proud that I’ve done it.

FLO BIN OMAR
Certificate III in Community Services

50-year old Flo completed a Certificate III in Community Services through Recognition of Prior Learning, all whilst caring for eleven children and working part-time at a woman’s refuge.

“To actually do something and complete it is a great achievement for me. I’ve never had a qualification so I’m so proud that I’ve done it. When people at the women’s refuge ask me how I managed it all whilst looking after eleven children, I just tell them it’s because it’s flexible – you can work and study at the same time!”
Let’s talk about us.

Discover West Coast Institute

West Coast Institute is a leading provider of accessible and relevant vocational education and specialist skill training solutions in the areas of Trades and Hospitality, Commerce and Technology, Education and Social Sciences and Health Sciences.

West Coast Institute takes a multifaceted approach to provide innovative and high quality VET programs locally, nationally and internationally to meet the demands of industry, enterprise, schools, individuals and the community.
Academies of Excellence

Aboriginal Academy for Sport, Health and Education
The Aboriginal Academy for Sport, Health and Education (AASHE) is dedicated to delivering customised training and education to the Aboriginal community.

You’ll receive hands-on training which will open doors for you in health, education, sport and fitness. Many of our graduates go on to work in these fields and say the Academy gave them the confidence they needed to change their lives and build their futures.

Academy of Digital Technologies
The Academy of Digital Technologies is emerging as a leader in animation, industrial and creative technologies.

We’re committed to providing you with real-world experiences that are relevant to the industry. Our lecturers are experts in the field and we partner with industry to make sure the skills you’re learning are the skills you’ll need in the workplace.

Academy of Health Sciences
The Academy of Health Sciences puts you in the picture by giving you the skills you need to provide a high level of health care in a whole range of environments; from a hospital ward to an aged care facility or GP clinic.

You’ll be in demand after graduating from the Academy thanks to our world class skills training and reputation within the industry.

Academy of Hospitality and Culinary Arts
You’ll receive exposure to high-pressure training environments to prepare you for the fast-paced nature of the hospitality and culinary industry. Our Academy has state of the art facilities with fully equipped kitchens and barista training rooms. The Academy is the only training provider in Australia to be recognised by the World Association of Chefs Societies (WACS) for exceeding standards of quality culinary education.

Trades North
If you’re looking for a career away from the office and like working with your hands, Trades North has something for you. With training in construction, automotive, electrical, engineering and horticulture, Trades North breaks the mould of traditional trades training delivery.
West Coast Institute comprises of four campuses located in Perth’s Northern suburbs of Joondalup and Clarkson:

- Main Campus
- Trades Training Centre
- Health and Wellness Training Centre
- Automotive Training Centre

**Main Campus**
Kendrew Crescent, Joondalup

West Coast Institute’s main campus enjoys a tranquil lakeside location in the heart of Joondalup, one of the fastest growing regions in Western Australia. Set amidst birds, kangaroos and colourful native flora, you’ll instantly notice a freshness and buzz that reflects not only its surroundings, but also the West Coast way of doing things.

It is only a short walk from Joondalup’s rapidly growing central business district, Lakeside Shopping Centre and very conveniently, Joondalup Bus/Train Station, connecting you to Perth City in less than 25 minutes.

**Health and Wellness Training Centre**
Mclarty Avenue, Joondalup

Located on Mclarty Avenue in Joondalup, this campus is within walking distance of the main campus.

The Health and Wellness Training Centre is home to the Academy of Health Sciences. It features two lecture theatres, a fully operational training gym for our fitness students to develop their personal training skills and a simulation hospital which gives students an understanding of what it’s like to work in a live hospital environment.
Trades Training Centre
Harmony Avenue, Clarkson

This state-of-the-art facility is the main campus for trades training in Perth’s northern corridor and is accessible via bus service from Clarkson train station. The home of Trades North, the campus offers training programs in bricklaying, plastering, tiling, carpentry, joinery, metal fabrication and electrical trades.

The design includes dedicated training workshops and open spaces for each trade. It delivers trades training in a real world environment to ensure our students have exposure to different disciplines and learn to work collaboratively on projects.

The Clarkson campus embeds green practices to reduce water use and minimise waste. It also includes an eCafe for students and a centralised staff administration area to ensure students can easily access support when required.

Automotive Training Centre
Injune Way, Joondalup

Trades North operates an automotive training centre that delivers pre-apprenticeship and apprenticeship (automotive electrical technology) co-located with the Motor Trades Association.

The workshop acts as a live ‘mechanic department’ where students service vehicles using equipment you would expect to find in any automotive workshop.
The following facilities are available at the main campus (Kendrew Crescent, Joondalup).

**Aroma Cafe**
There is a new lunch time spot on campus. Aroma Café serves a selection of hot food, freshly made baguettes, wraps and sandwiches and has a great range of healthy options. You can kick back and enjoy the peaceful lakeside setting and use the complimentary recharging station for all your tech equipment.

**Open hours**
Monday to Thursday 8:00am – 3:00pm
Friday 8:00am – 2:00pm

**Baytree Deli**
Pick up a gourmet lunch, a sweet treat or even take home dinner to heat and eat later. The Baytree Deli specialises in conveniently packed take home meals that are prepared daily. The Deli offers a range of restaurant quality soups, main meals and desserts as well as a variety of fresh breads, baked daily.

**Open hours**
Monday to Friday 10:00am – 5:00pm

**Pavilion Restaurant**
The Pavilion Restaurant is a fine dining, à la carte restaurant operated by students at the Academy of Hospitality and Culinary Arts. This live training environment is where the next star chefs, wait staff and front of house staff begin their career. Open to the public, the Pavilion offers a new menu at the beginning of each term, so there is always something new to experience at the restaurant.

**ENVI Beauty Clinic**
A live training environment designed to give beauty students the opportunity to hone in on their new found skills. ENVI is open to the public and offers affordable beauty services that you would expect to find at any other beauty salon. Enjoy a deluxe facial, have a mani-pedi or unwind with a massage. Visit the clinic at Building B (entry from Teakle Court) to pick up a price list.

*Please call 9233 1771 to make an appointment or email beauty@wcit.wa.edu.au.*

**Open (During semester)**
Thursday and Friday 9:30am – 4:00pm

**Yellagonga Meeting Place**
Surrounded by natural bushland, the Yellagonga Meeting Place welcomes the Aboriginal and Torres Strait Islander community and is suitable for community meetings, workshops, talks and information sessions. It is equipped with tables, chairs, couches and reverse cycle air-conditioning. Tea and coffee making facilities, laptops and data projectors are available on request.

*For booking enquiries, call the Aboriginal Support Officer on 9233 1231.*

**Eco Playgroup**
Unique to Western Australia, Eco Playgroup provides childcare students with a live training environment allowing them to care for local children under lecturer supervision. Eco Playgroup is a fun and vibrant learning environment for young children.

*For further information, call 9233 1136.*

**Open (During semester)**
Monday to Friday 9:30am – 11:30am
StudentCentro, Student Services and sixty27 are all located in Building D, Kendrew campus.

**Student Support Centre**
StudentCentro, located in the library (1st Floor, Building D, Joondalup Campus) is your one-stop-shop for a range of study support services. The Institute was ranked as the best student services and library resources provider of any training provider in metropolitan WA (2012 student satisfaction results).

- Library Services (not open during school holidays)
- Bookshop
- Computer Tutor (various times)
- Study Support
- Aboriginal Support
- Disability Support

**StudentCentro opening hours**
Monday to Wednesday 8:30am – 7:00pm
Thursday to Friday 8:30am – 4:30pm
Support services after 4:30pm are by appointment only.

**Help Desk opening hours**
Monday to Friday 10:00am – 2:00 pm

If for some reason you can’t get to StudentCentro in person, give them a call on 9233 1005 or email studentcentro@wcit.wa.edu.au.

**Student Services**
Student Services, located on the ground floor of Building D (Joondalup Campus), takes care of your student record and enrolment details. They can assist with processing your application; providing general course outlines and Institute information; purchasing parking permits and managing your fees and certificates.

**Student service hours**
Monday to Friday 8:30am – 4:30pm
During the semester, Student Services also offers an after-hours officer stationed in the library. Please note, hours are subject to change without notice.

**Customer feedback forms**
The Institute is interested in receiving feedback on your learning experience.
To provide us with feedback, please complete a customer feedback form and place it in one of the locked feedback boxes located on the wall in the Building D foyer, the library foyer or Student Services.

**Customer Feedback forms are available from feedback boxes or on the institute website wcit.wa.edu.au.**

**sixty27**
sixty27, a new coworking space and the only one of its kind in the northern corridor of Perth, has been designed to provide a dynamic environment for micro-businesses and digital start-ups to meet, collaborate, share ideas and connect with the broader industry and research networks.

Located on the ground floor of Building D at the main Joondalup campus, the space features a lake-front location, free parking and wireless high-speed internet and is managed by enterprise development guru’s Business Foundations.

For more information about sixty27 and how it might be of benefit to your small business visit www.sixty27.com.au or email info@sixty27.com.au.
Applications and enrolments

Once you’ve chosen your desired course, you can apply and enrol as follows:

Full-time applications
Applications to study full time Semester 1, 2015 are open as of 1st September 2014. You can submit your application online by visiting our website at wcit.wa.edu.au/future-students/
Alternatively, you can apply by downloading a copy of the application form or by obtaining a copy from a customer service officer at Student Services.
Applications are open until 5th December for first round of offers and 2nd January for second round offers unless you are required to submit a folio.
If you are late or missed out on a place in a course you can register your interest by submitting a form at wcit.wa.edu.au/future-students/
You will be placed on a wait list for any remaining vacancies. Mid-year applications generally open in May.
After the submission of your application, you may be required to submit supporting documentation (such as copies of school reports, other qualifications and evidence of work experience) to demonstrate that you meet the course’s entrance requirements. If your application is successful, you will receive a letter of offer and instructions will be provided on how you can accept the offer and enrol into the course.
For more information call the Institute on 1300 134 881.

Full-time enrolments
Once you receive your letter of offer for a place in a course, you will need to enrol and pay your fees. Enrolments can be processed online at www.wcit.wa.edu.au (for selected courses only) or in person at the campus you will be studying at. Please refer to the information in your offer letter or on our website for more specific and up-to-date information.
For more information about enrolments, please visit wcit.wa.edu.au or contact Student Services on 1300 134 881.
Part-time enrolments

Unless special entrance conditions apply, part-time students do not need to fill out an application form. Enrolments are to be made in person at the Joondalup campus in January and July of each year, refer to important dates on page 2. The Institute will assess your eligibility for part-time enrolment.

*Some part-time courses are offered via flexible delivery which allows enrolments year round.

Flexible, online or external enrolments

Many of our courses are offered with off-campus study options for greater flexibility. New students are accepted at almost any time of the year.

To apply for any of our off-campus courses you simply need to contact the Institute on 1300 134 881.

Re-enrolments

Students are enrolled for one semester at a time, therefore if the duration of your course is longer than one semester, you will need to re-enrol for the following semester. This can be done by contacting your relevant study area and stating your intentions to continue with your lecturer. Full-time students who have completed an entire course and wish to go onto another qualification can see Student Services for details on how to apply.

Students may not re-enrol in a subject which they have previously passed, unless the Institute has given approval. Higher fees will then apply.

Enrolment forms

A confirmed enrolment form is provided to you when payment is received, this form is proof of enrolment. All receipts of payments should be attached. This is an important document and should be kept for 12 months.

Parking

All vehicles parking on West Coast property between the hours of 8:00am and 4:00pm on weekdays are required to display a current valid parking permit.

Parking permits are valid for one semester only. Students parking without a permit will receive an infringement notice.

A full refund is given if the course is cancelled and the permit is returned to West Coast. Otherwise, no refund is available.
Fees and charges

To confirm your enrolment and participate in training at West Coast, you are required to pay the associated fees and charges for the course. The total charge may include course fees, resource fees and other charges.

**Course tuition fees**
Course tuition fees are set by the Department of Training and Workforce Development (DTWD). These fees are publicly funded and are based on the number of hours required for each unit within the course. Full details of current payment options are available on our website.

**Resource fees**
The resource fee amount will vary from unit to unit, as the resource fee covers the cost of materials, services and other resources used as part of the delivery and training for that unit.

**Other fees**
In addition to the fees outlined above, West Coast Institute charges each student an annual Institute fee ($22 in 2014) to cover costs and services such as your student ID card and security services. Separate or additional costs include the purchase of student parking permits, photocopying, excursions etc.

**Concessions**
Persons and dependants who meet one of the below criteria are entitled to the concession rate on tuition fees: (at the time of enrolment or commencement of classes):
- Hold a current Health Care Card
- Hold a current Pensioner Concession Card
- Hold a current Repatriation Health Benefits Card issued by the Department of Veterans Affairs
- Is an inmate of a custodial institution (at the time of enrolment or commencement of classes)
- Is aged 15 to 17, who do not reach 18 years of age in the calendar year they enrol

Proof of eligibility for concession must be shown at the time of enrolment or within two weeks of commencement of classes.

Students under the age of 18 must also be accompanied by a parent or legal guardian during the time of enrolment.

**Non standard enrolments**

**Re-enrolling in the same module/unit of competency**
Students wishing to enrol in a module/unit of competency in which they have already passed may only do so with the approval of the Institute. These enrolments will not be publicly funded.

**Transfers**
Where a student wishes to transfer to West Coast Institute from another training provider, the student will have to check with our relevant study area if there are any vacancies.

The student may then withdraw from their current training provider and bring confirmation of their enrolment to Student Services to proceed with their enrolment.

Not all training providers charge the same fees for every course.
Payment of fees and charges

All students must pay fees or make arrangements to pay fees at the time of enrolment. There are a number of options available to assist with managing your payments.

1) Pay in full upfront
Payment can be made in person by EFTPOS or credit card during enrolment at your nominated enrolment location. Cash and cheque payments can be made at Student Services located on the ground floor of Building D.

2) Company Invoice Authority
If your employer has nominated to pay your fees, they are required to complete an Invoice Authority Form. The College will invoice the employer directly for the fees; however it is important to understand that students still accept full responsibility for the payment of all fees and charges relating to their enrolment at West Coast Institute.

3) Payment Plan
Students wishing to pay by Instalment must enter into a legally binding contract with the Institute to pay their fees in full by the agreed dates. The fortnightly instalment payments (extending up to 20 weeks) will be collected by direct debit from a nominated Bank account.

4) VET-Fee Help (Diploma and Advanced Diploma students)
Eligible students of qualifications can opt to defer the payment of all or part or their fees by applying for VET FEE-HELP. Under this scheme, you take out a loan from the Commonwealth to pay your fees now. You will start repaying the loan through the taxation system when your income exceeds a set level (currently around $50,000 per year).

* Interest charges will apply see www.studyassist.gov.au for more information.

To be eligible for VET FEE Help you must be an Australian citizen or holder of a permanent humanitarian visa.

Students who have fees owing from previous semesters must make arrangements with the Institute to pay any outstanding fees before enrolment for the new semester can take place.

Refunds and withdrawals
To formally withdraw from a qualification or unit, students must provide written advice of withdrawal such as the completion and submission of the student withdrawal refund form. This form is available from Student Services, your relevant study area, from the Institute’s Student Portal or on our website at www.wcit.wa.edu.au. If you do not formally withdraw, your academic record will show an incomplete unit or qualification and you may not be entitled for a full or partial refund of course fees.

For more information about course fees call 1300 134 881.
Students are entitled to the protection of their privacy, as are all who might have dealings with West Coast Institute. Privacy considerations apply to information West Coast Institute holds about students. It may relate to an individual’s physical description, residence, place of work, business activities, date of birth, employment, occupation, medical information, financial information, investments and property holdings, relationship to other persons, political, philosophical or religious beliefs.

All information concerning students and anyone who may have dealings with West Coast Institute is entrusted to West Coast Institute in confidence.

West Coast Institute staff may require access at times to personal information about students. To the extent that the information is private, West Coast Institute will restrict access to those staff who may need the information to carry out their responsibilities in the interests of the student, and their responsibilities to West Coast Institute.

Other than to confirm that a student is, or was, a student at West Coast Institute, we will not disclose personal information about students to:

- Another student
- People outside West Coast Institute other than in accordance with legal or academic obligations

There are some exceptions to the general application of this statement, some of which are legal obligations upon West Coast Institute including:

- Disclosing the student’s enrolment details to AUSTUDY
- Releasing statistical and/or personal information to Federal or State Government Departments of their Agents
- Releasing information to certain state and federal departments if a student is an overseas student
- Releasing information to Centrelink
- Releasing personal information to the police or any other authorised persons for the enforcement of the law if the student is alleged to have committed an offence
- Releasing information if it falls within the mandate of a Freedom of Information request
- Releasing information about a student’s academic progress at West Coast Institute if the student transfers to another Institute or a University. Normally the student would have already consented to this in the application to the new institution
- Information will be disclosed immediately to prevent or lessen a serious or imminent threat to the life or health of any person.

By accepting and enrolment at West Coast Institute, Students (and/or their agents/guardians) are agreeing to adhere to the Code of Conduct, By Laws, Talent Consent and conditions of enrolment. Failure to do so may result in suspension or cancellation of enrolment.

Refer to www.wcit.wa.edu.au/fine-print for full Terms and Conditions.
Disclaimer

Although all reasonable efforts have been made to ensure that the information contained in this document is accurate and current at the time of publication (September 2014), course information is subject to change without notice. Please check with West Coast Institute when applying or enrolling and please do not rely exclusively on the content of this document.