PARTNERSHIP WITH SCHOOLS 2011
Metropolitan South Institute of TAFE

1300 657 613
www.msit.tafe.qld.gov.au
Welcome to the 2011 Partnership with Schools program guide.

At Metropolitan South Institute of TAFE (MSIT) our schools programs are designed to ensure higher level vocational training is accessible to an increased number of young people. To complement the Senior Phase, vocational training gives students the opportunity to enter the workforce with a qualification, better job skills and increased study and employment options than previously available to them.

MSIT is the largest provider of vocational education and training in Queensland schools, and it is clear that vocational education is becoming an integral part of skilling young people for the future. Academic and vocational pathways are complementary in improving student opportunities.

And as the lead institute in Training and Assessment, MSIT will also continue to offer vocational teacher training for secondary school teachers both in-school and at our TAFE campuses. Over 920 teachers have participated in this important partnership program over the past 18 months to build capacity in our professional workforce.

Our aim is to ensure students have as many education and training options open to them as possible. We are committed to their success and helping them to reach their potential. We also offer a range of flexible training options for Apprentices and Trainees (Please see page 6 for more information).

Thank you for your interest and support of this fantastic opportunity.

We look forward to working closely with you in the coming months to build lasting partnerships and sustainable futures for our Smart State.

Director’s Message

Kaylene Harth
Institute Director
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**INTRODUCTION**

Partnership with Schools (PWS) is now in its sixth year and continues to allow students to complete a range of industry-focused vocational qualifications as part of their Year 11 and 12 studies.

Students can complete full Certificate II or III qualifications in as little as one day a week over one or two years. All programs contribute toward a student's Queensland Certificate of Education (QCE) and provide valuable alternative pathways to the workforce or higher education.

Students completing a PWS program gain direct entry to higher level MSIT Certificate/Diploma programs post Year 12 and can then articulate directly to University study.

Students pay for materials and textbooks where applicable and an administration fee when studying at an MSIT campus. Students must remain enrolled and attend a secondary school until the end of the program to be eligible for this concession.

**WHERE CAN YOU FIND US?**

We deliver PWS training from three of our major campuses.

**Alexandra Hills**
Windemere Road, Alexandra Hills

**Loganlea**
50–68 Armstrong Road, Meadowbrook

**Mt Gravatt**
1030 Cavendish Road, Mt Gravatt

**STUDYING WITH PARTNERSHIP WITH SCHOOLS (PWS)**

**Who is eligible to apply?**
MSIT offers high school students in Years 11 and 12 the opportunity to apply. Study must be identified in the student’s SET Plan. Please refer to entry requirements for each program. Enquiries for international students are welcomed, however the program fee will be adjusted accordingly.

**Student Commitment**
Students should only consider PWS programs if they can commit to weekly attendance over the duration of their program. A successful outcome cannot be achieved if attendance is not a first priority. Students must ensure transport and other school commitments do not interrupt their TAFE day.

**Absentee & Progress Reports**
Absentee reports are sent weekly to all school VET coordinators. All care is taken to ensure accuracy in the reports. Enquiries from parents should be directed to the school. Progress reports are sent to the school at the end of terms 1 & 3. These are not assessment-based but an indicator of the student’s commitment towards the program. Enquiries from parents should be directed to the school.

**IMPROVE YOUR POSITION WITH MSIT**

| Certificate III - Provides a score of 68 or OP15 |
| Certificate IV - Provides a score of 74 or OP13 |
| Diploma - Provides a score of 82 or OP10 |
| Advanced Diploma - Provides a score of 91 or OP6 |

**PWS PATHWAY**

- **Year 11 and 12 at school**
  - Queensland Certificate of Education (QCE) with MSIT Certificate

- **Diploma at MSIT**
  - Diploma study (credits given on year 11 & 12 training)

- **Undergraduate degree**
  - University (students receive up to one year of credit for Diploma) or employment

**Student Support**
Schools must identify on the Expression of Interest (EOI) any student requiring support (learning or physical) whilst at TAFE. Parents/students are required to consult with the MSIT Disability Integration Officer prior to enrolment. The Disability Integration Officer will liaise with schools to discuss the most appropriate arrangement for the prospective student.

**Orientation**
Schools will be advised of dates and times in early 2011. Attendance is compulsory and timetables will be given at these sessions. **Timetable information will not be available prior to orientation.**

**Exams and Assessments**
Students are given exam and assessment dates and must ensure they attend TAFE. It is important students check their TAFE day is free from school commitments. Students should communicate immediately any date concerns with their TAFE teacher and school VET coordinator. Non-attendance will forfeit the first attempt and may only leave a resit opportunity.

**Re-enrolments**
If a student has not passed a unit they should investigate re-enrolment. This may occur outside of the PWS scheduled program and will incur additional fees. Students should consult teachers and admin hub on campus to enrol.

**TAFE Queensland Student Rules**
To ensure you maximise benefits of your training and understand your responsibilities refer to the student rules available on the MSIT website.
PWS Program Information and Application Process

The PWS Program Guide can also be downloaded from our website www.msit.tafe.qld.gov.au under the heading Courses/TAFE in Schools.

Expression of Interest – via school
- Contact your school VET Coordinator to complete an expression of interest (EOI) and verification of set plan study. EOIs open mid-July and close on 20 August 2010 and can only be lodged by your secondary school.
- PWS will confirm with your school that an application has been received. Program details including day and program cost will then be confirmed.

Online Registration – Student
- After lodging EOI students must complete an online registration with TAFE QLD Student Self Services if they have not studied with TAFE QLD previously. Registrations must be completed before 17 September 2010. Please refer to the Quick Start Guide on page 15 for instructions on how to register.

Enrolment and Payment – Student
- Online enrolments open on 4 October 2010 at 9am. Ensure you have your TAFE student number (created by online registration), program details and payment option. All vacancies will be offered at this time. Enrolments remain open until the program is full.
- Contact the call centre on 1300 657 613 for further enrolment options.
- ALL programs are subject to minimum and maximum class sizes and PWS reserves the right to cancel programs prior to the start date. A full refund will be offered.

Cancellation and Refund

Prior to start of study
Please contact the call centre on 1300 657 613 or complete an online withdrawal in the first instance. Refunds will be available minus a small processing fee.
NB: Your application must be lodged before the program start date.

After start of study
Refunds are not offered (regardless of non-attendance). Please inform your school VET coordinator who will confirm withdrawal with PWS.

Late applications
Late applications should be submitted to your school VET coordinator before November 2010. During school holidays please email your enquiry to msit.partnershipwithschools@deta.qld.gov.au
Acceptance into this program will still require verification from your school VET coordinator or Head of Department.

Waitlists
Waitlists are available for students wanting to study but not meeting the entry requirements ie Year 12 applying for 2 year program. Waitlists will be reviewed before program start date or prior to program cancellation.
Facilities and Services

The Learning Centre
Our Learning Centre staff are committed to working with students to help them reach their potential. They can help with:
- Computer and new technology skills
- Assignment writing
- Note taking
- Exam preparation
- Study skills
- Literacy
- Language

Drop in times for all campuses can be found online at www.msit.tafe.qld.gov.au.

Libraries
With over 73,000 books, 1,200 journal titles, 16 online databases and computer centres at each campus library, Metropolitan South Institute of TAFE makes sure students have everything they need to succeed.

Library opening times are flexible and cater for students who are studying at night or on the weekend. Opening hours can be found on the website at www.msit.tafe.qld.gov.au. Libraries are located at the Alexandra Hills, Loganlea and Mt Gravatt campuses.

Canteens
There are friendly staffed canteens at our Alexandra Hills, Loganlea and Mt Gravatt campuses. They offer a range of food and beverages for all tastes and budgets.

Student Self Service
Get online with Student Self Service. You can now enrol online, manage your own personal details and view your student records at Metropolitan South Institute of TAFE. Please refer to the Quick Start Guide on page 15 for instructions on how to register.

From the student self service website you can:
- Enrol into a Metropolitan South program (not available for all programs)
- View and print your academic history
- Maintain your personal details
- Make a payment to your student account.

Apprenticeships and Traineeships
Metropolitan South Institute of TAFE is a one-stop shop for user choice (Apprenticeship and Traineeship) training. We offer a range of flexible training options to suit each client, including workplace, online, blended and classroom. Our account management team will also ensure a seamless process from sign-up to completion.

MSIT’s Apprentice and Trainee training is currently available in a selected range of disciplines including:
- Business
- Conservation and Land Management
- Hospitality
- Hairdressing
- Horticulture
- Retail
- Asset Maintenance
- Waste Management
- Transport and Logistics
- Fashion
- Community Services

Our rapidly expanding suite of online and distance training programs allows the learner to undertake study at a time that suits them, with the support of an experienced tutor just a phone call or email away. We are also located throughout Brisbane South so we’re never far away if on-campus training is preferred.

We provide regular progress reports to ensure employers are kept up to date with their apprentice or trainee’s progress, keeping them informed and engaged throughout the training process.

We are committed to high quality training and our trainers are required to possess a minimum of Certificate IV in Training and Assessment, maintain industry currency and comply with the principles of the Australian Quality Training Framework in their program delivery.

To find out more about our Apprenticeships and Traineeships programs contact us on 1300 657 613.
Certificate III in Business
Loganlea
Start dates: week beginning 7 February 2011
Duration: 24 months (1 day per week)
Enter requirements: must attend Year 11 in 2011 (a year 12 option may be available)
QCE: 8 credits
Delivery day and program fee: Tuesday, $175

Why choose this program?
This nationally recognised qualification will allow you to develop practical skills and knowledge in a broad range of applications relevant to the business environment.

Career opportunities
Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Word Processing Operator.

Certificate III in Design Fundamentals
Specialising in Graphic Arts
Mt Gravatt
Start dates: week beginning 7 February 2011
Duration: 24 months (1 day per week)
Enter requirements: must attend Year 11 in 2011
QCE: 8 credits
Delivery day and program fee: Tuesday, $265

Why choose this program?
This is an introductory program into the Digital and Visual Arts disciplines. Students will develop the skills and knowledge that underpin Photography and Graphic and Digital Design. This program provides a pathway to further study in these areas.

Post Year 12 Study: Direct Entry into MSIT Diploma Graphic Design. This program provides up to 6 months credit towards a 2 year Diploma.

Career opportunities
Junior Graphic Design Assistant, Digital Arts Assistant.

Certificate III in Design Fundamentals
Specialising in Digital Photo Imaging
Mt Gravatt
Start dates: week beginning 7 February 2011
Duration: 24 months (1 day per week)
Enter requirements: must attend Year 11 in 2011
QCE: 8 credits
Delivery day and program fee: Thursday, $265

Why choose this program?
This is an introductory program into the Digital Photography and Imaging disciplines. Students will develop the skills and knowledge that underpin Photography and Digital Design development. This program provides a pathway to further study in these areas.

Post Year 12 Study: Direct Entry into MSIT Certificate IV in PhotoImaging.

Career opportunities
Junior Photographic Assistant.
For the most up-to-date program information, call 1300 657 613 or visit www.msit.tafe.qld.gov.au

Certificate III in Live Production, Theatre and Events

**Alexandra Hills**

**Start dates:** week beginning 7 February 2011  
**Duration:** 24 months (1 day per week)  
**Entry requirements:** must attend Year 11 in 2011  
**QCE:** 6 credits  
**Program day and cost:** Tuesday, $300 (Continuing students $220)

**Why choose this program?**

This program offers students hands-on experience in the complete range of technical roles involved in theatre and event production. This includes sound operation, lighting operation, vision system setup and operation, front of house and staging. Students work alongside the Certificate III Performing Arts course undertaking the ‘behind the scenes’ roles for their production assessment at the end of each semester.

**Career opportunities**

Lighting assistant, audio/visual assistant, stage-technician, stagehand, production assistant, technical assistant.

Certificate III in Media

**Animation and Motion Capture**

**Mt Gravatt**

**Start dates:** week beginning 7 February 2011  
**Duration:** 24 months (1 day per week)  
**Entry requirements:** must attend Year 11 in 2011  
**QCE:** 7 credits  
**Delivery day and program fee:** Wednesday, $210

**Why choose this program?**

This is an introductory program into the Digital Media and Arts Industries. This program gives students a broad range of skills and knowledge in the practical and theoretical application of digital media and is an introduction to Animation and Motion Capture. This program provides a pathway to further study in these areas.

**Post Year 12 Study:** Direct Entry into MSIT Diploma of Multimedia.  
This provides up to 6 months credit towards an 18 month Diploma.

**Career opportunities**

Archival Media Technician, Camera/Lighting Assistant, Editing Assistant, Interactive Media Author Assistant, Production Assistant.

Certificate III in Media

**Screen & Media Production**

**Mt Gravatt**

**Start dates:** week beginning 7 February 2011  
**Duration:** 24 months (1 day per week)  
**Entry requirements:** must attend Year 11 in 2011  
**QCE:** 7 credits  
**Delivery day and program fee:** Wednesday, $210

**Why choose this program?**

This is an introductory program into the Digital Media and Arts Industries. This program gives students a broad range of skills and knowledge in the practical and theoretical application of digital media use in the film, television and online disciplines. This program provides a pathway to further study in these areas.

**Post Year 12 Study:** Direct Entry into MSIT Diploma of Multimedia.  
This provides up to 6 months credit towards an 18 month Diploma.

**Career opportunities**

Archival Media Technician, Camera/Lighting Assistant, Editing Assistant, Interactive Media Author Assistant, Production Assistant.

Certificate III in Music Foundation

**Mt Gravatt**

**Start dates:** week beginning 7 February 2011  
**Duration:** 18 months (1 day per week)  
**Entry requirements:** must attend Year 11 in 2011  
**QCE:** 8 credits  
**Delivery day and program fee:** Wednesday, $3270

**Why choose this program?**

This program will help students understand how they can turn their love of music into a career in the music industry. This program is designed to provide students with knowledge and skill across a broad range of musical areas, including music technologies, music theory, musical styles and song writing.

**Post Year 12 Study:** Direct Entry into MSIT Certificate IV in Music (Performance).

**Career opportunities**

Job roles and titles may vary across different industry sectors. Possible job titles relevant to this qualification include: Musician, Band member, Sound Assistant.

Certificate III in Performing Arts

**Alexandra Hills**

**Start dates:** week beginning 7 February 2011  
**Duration:** 24 months (1 day per week)  
**Entry requirements:** must attend Year 11 in 2011  
**QCE:** 8 credits  
**Program day and cost:** Tuesday, $320 (Continuing students $297)

**Why choose this program?**

This program is aimed at students who are interested in developing performance skills and/or a career in the performing arts. It offers students hands-on experience in a comprehensive range of performance styles and industry opportunities based on the following range of disciplines within performing arts: acting, singing/music, dance, multimedia and performance art, industry administration.

**Career opportunities**

The Certificate III Performing Arts is aimed at students who are interested in developing performance skills and/or a career in the performing arts. Students will work towards auditions for a range of community theatre and professional organisations.

Certificate III in Visual Arts and Contemporary Craft

**Alexandra Hills**

**Start dates:** week beginning 7 February 2011  
**Duration:** 18 months (1 day per week)  
**Entry requirements:** must attend Year 11 in 2011  
**QCE:** 8 credits  
**Program day and cost:** Thursday, $316

**Why choose this program?**

This program is aimed at students who wish to develop new and existing art skills in areas such as painting, drawing, sculpture, printmaking, digital imagery, ceramics and textiles. Students will also gain the ability to develop, refine and communicate concepts for their own work as well as gain an understanding of the history and theory of artistic practice.

**Career opportunities**

The Certificate III Performing Arts is aimed at students who are interested in developing visual art skills and/or a career in visual arts, or completing further study.
Certificate II in Hospitality

**Loganlea**

**Start dates:** week beginning 7 February 2011  
**Duration:** 12 months (1 day per week)  
**Entry requirements:** Must attend Year 11 or 12 in 2011  
**QCE:** 4 credits  
**Delivery day and program fee:** Friday, $220

**Why choose this program?**

Kick-start your career in an exciting industry by completing the Certificate II in Hospitality. You will learn the specialised skills and knowledge to be competent in a range of activities common in restaurants, bars, hotels, clubs and coffee shops. Your studies will include an understanding of health, safety and hygiene procedures together with coffee-making (Barista) skills, food service techniques and the handling of money and use of point of sale (POS) machines. This qualification also includes Responsible Service of Alcohol (RSA) which is required by law for persons who are employed in licensed venues.

**Career opportunities**

Bar attendant, catering assistant or food and beverage attendant.

**Certificate II in Hospitality**

**(Kitchen Operations)**

**Alexandra Hills**  
**Loganlea**

**Start dates:** week beginning 7 February 2011  
**Duration:** 12 months (1 day per week)  
**Entry requirements:** Must attend Year 11 or 12 in 2011  
**QCE:** 4 credits  
**Delivery day and program fee:** Alex Hills: Thursday, Loganlea: Friday, $270

**Why choose this program?**

This qualification develops the skills and knowledge necessary to work effectively in a range of functions common in commercial kitchens. Upon successful completion of the program you will be ready to seek employment in the hospitality industry as an apprentice cook, grill attendant or kitchen hand. Work could be undertaken in enterprises where cookery and food preparation is required - including restaurants, hotels, clubs and catering operations.

Certificate III in Events

**Loganlea**

**Start dates:** week beginning 7 February 2011  
**Duration:** 12 months (1 day per week)  
**Entry requirements:** Must attend Year 11 or 12 in 2011  
**QCE:** 8 credits  
**Delivery day and program fee:** Loganlea: Tuesday, Mt Gravatt: Wednesday, $85

**Why choose this program?**

This qualification provides the skills and knowledge to work in an administrative or operational events support role. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors. Work would be undertaken in an office environment where event planning and organisation takes place, at an event site or a combination of both. The qualification is suitable for an Australian apprenticeship pathway.

**Post Year 12:** Direct entry into MSIT Diploma of Events.

**Career Opportunities**

Event Assistant, Event Administrative Assistant, Event Operations Assistant, Conference Assistant, Exhibitions Assistant.

Certificate III in Tourism

**Mt Gravatt**

**Start dates:** week beginning 7 February 2011  
**Duration:** 12 months (1 day per week)  
**Entry requirements:** Must attend Year 11 or Year 12 in 2011  
**QCE:** 8 credits  
**Delivery day and program fee:** Tuesday, $110 (Continuing students Wednesday $25)

**Why choose this program?**

This qualification provides the knowledge and ability for an individual to be competent in a range of well-developed tourism sales, operational and tour delivery skills. This qualification is very flexible and is designed to meet a broad range of tourism industry needs. The qualification is suitable for an Australian apprenticeship pathway.

**Post Year 12:** Direct entry into Dual Diploma of Tourism/Events Management.

**Career Opportunities**

Individuals with this qualification are able to work in multiple tourism industry sectors and enterprise types including tour operators of any sort (e.g. coach, camping, cruise boat, four-wheel drive or walking), attractions, cultural and heritage sites and any small tourism business requiring multi-skilled employees. Possible job titles include: guide and salesperson in an Indigenous cultural centre, cellar door salesperson, attendant and guide in a museum, attendant in an attraction or theme park, senior ride operator in an attraction or theme park, operations consultant for a tour operator, and reservation sales agent for a tour operator.
Certificate II in Applied Fashion Design and Technology
Mt Gravatt

Start dates: week beginning 7 February 2011
Duration: 24 months (1 day per week)
Enter requirements: must attend Year 11 in 2011
QCE: 4 credits
Delivery day and program fee: Wednesday, $265 (Continuing students Thursday or Friday $265)

Why choose this program?
This qualification gives students an introductory overview of fashion design. It also includes a series of units targeted at the unique fashion and textile designs used in indigenous Australian culture.

Post Year 12: Direct Entry into Certificate IV in Applied Fashion Design and Technology.

Career opportunities
This qualification is designed as an introduction into the Fashion industry and doesn’t translate to job outcomes. Completion of this qualification will provide credit into the Certificate IV in Applied Fashion Design Technology.

Certificate II in Hairdressing
Alexandra Hills
Loganlea

Start dates: week beginning 7 February 2011
Duration: 12 months (1 day per week)
Enter requirements: Must attend Year 12 in 2011
QCE: 4 credits
Delivery day and program fee: Friday, $200
Additional Costs: Hairdressing Kit required to be purchased independently. Details to be provided upon successful enrolment. Approx cost $300

Why choose this program?
This program gives students the introductory skills and knowledge for entry-level employment in the hairdressing industry. The skills acquired will enable students to move straight into a Hairdressing Apprenticeship (Certificate III) or a full time Certificate III in Hairdressing. The Certificate II gives students practical and theoretical knowledge equivalent to a first year apprentice. Students gain skills to perform varied activities in a live salon, including application treatments, communication techniques, product knowledge, basic styling skills, head and shoulder massage as well as receiving and directing clients.

Career opportunities
Salon Assistant or full time hairdressing apprenticeship.
Certificate III in Aged Care Work  
(Online & Workshops)

Alexandra Hills  
Loganlea

Start dates: week beginning 7 February 2011  
Duration: 12 months (online with workshops)  
Entry requirements: Must attend Year 12 in 2011  
QCE: 8 credits  
Delivery day and program fee: Compulsory placement during September holidays, workshops TBA, $50

Why choose this program?
This program will provide you with the skills to gain entry level employment in the aged care and community services industries and provide a pathway into the Diploma of Nursing. You will gain the skills required to support and care for older people, meeting emotional and psychological needs, providing care support for individuals with dementia and working effectively with culturally diverse clients.

Post Year 12: On successful completion of this program students will have 5 units of credit towards the Diploma of Nursing.

Career opportunities
Assistant in Nursing, Support Worker, Carer, Personal Care Assistant, Home Care Assistant, Nursing Assistant, Field Officer, Care Assistant, Care Service Employee, Community Support Worker, Accommodation Support Worker, In-home Respite Worker, Personal Care Giver, Personal Care Worker, Community Care Worker, Disability Service Officer (in some jurisdictions) and Community House Worker.

Certificate III in Children’s Services

Alexandra Hills  
Loganlea Campus

Start dates: week beginning 7 February 2011  
Duration: 24 months (1.5 days per week)  
Entry requirements: must attend Year 11 in 2011  
QCE: 8 credits  
Delivery day and program fee: Alex Hills: Wednesday (1/2 day) and Thursday, Loganlea: Tuesday and Wednesday (1/2 day), $120 (Continuing students $20)

Why choose this program?
The Certificate III in Children’s Services prepares students to take up assistant positions, supporting the provision of high quality care for children aged up to 12 years in a wide range of childcare settings. This program covers all educational and development needs of infants and young children and involves both on-the job and off-the-job study components. Study areas include child health, physical care of children, human development, communication, workplace health and safety, legislative requirements and organising play and leisure activities.

Post Year 12: Direct entry into Diploma of Children’s Services.

Career opportunities
Childcare Assistant, Family Day Carer, Nanny, Out of School Hours Care Assistant and Recreation Assistant.

For the most up-to-date program information, call 1300 657 613 or visit www.msit.tafe.qld.gov.au
For the most up-to-date program information, call 1300 657 613 or visit www.msit.tafe.qld.gov.au

Certificate II in Animal Studies
Alexandra Hills
Start dates: week beginning 7 February 2011
Duration: 12 months (1 day per week)
Entry requirements: continuing PWS Cert II Horticulture/Native Plants from 2010
QCE: 4 credits
Delivery day and program fee: Wednesday, $220
Why choose this program?
Have you always wanted to work with animals? This program is a nationally recognised, accredited course designed to provide students with the basic entry level skills and knowledge necessary to work in the animal care industry. The emphasis of this program is on practical work, both on and off campus, with a focus on native animals. Program content includes assisting with general animal care, rescuing animals and applying basic care, occupational health and safety in an animal care environment and animal identification.
Career opportunities
Animal attendant, or complete further study towards various roles in veterinary, captive animal, or companion animal sectors.

Certificate II in Horticulture (Landscape Design)
Mt Gravatt
Start dates: week beginning 7 February 2011
Duration: 12 months (1 day per week)
Enter requirements: Must attend Year 11 or 12 in 2011
QCE: 4 credits
Delivery day and program fee: Wednesday, $135
Why choose this program?
The Certificate II in Horticulture is an entry-level program that provides students with the skills and knowledge to begin working in the horticulture industry.
Career opportunities
Entry-level positions in the Horticulture, Landscape, Nursery and Parks and Gardens industries and Pre-apprenticeship Training.

Certificate III in Information Technology
Alexandra Hills
Loganlea
Start dates: week beginning 7 February 2011
Duration: 24 months (1 day per week)
Enter requirements: must attend Year 11 in 2011
QCE: 8 credits
Delivery day and program fee: : Wednesday, $50
Why choose this program?
The program provides students with the skills and knowledge to use a range of information technologies to an advanced level. It covers a diverse range of subjects from basic computing skills and hardware knowledge to advanced customising of software applications and creating technical and user documentation. More hands-on training is offered in help desk operations, allowing students to learn how to provide network and system administration support.
Career opportunities
Diagnostic Support Officer, Software Support Officer or Network Administrator.
Certificate II in Transport and Logistics

Loganlea

Start dates: week beginning 7 February 2011
Duration: 6 months (1 day per week)
Entry requirements: Must attend Year 11 or 12 in 2011
QCE: 4 credits
Delivery day and program fee: Tuesday, $50
Additional costs: Protective footwear and clothing

Why choose this program?

The Certificate II in Transport and Logistics (Warehousing and Storage) provides you with a general level of practical knowledge and experience that will enable you to perform a range of tasks in the transport and logistics industry. You will learn about induction/orientation procedures in a warehousing environment, workplace health and safety, how to pick and process orders, receive/despatch documentation, product knowledge, and general communication skills.

Career opportunities

At the completion of this course, you will have the skills to seek employment in the warehousing and logistics industry.


**Key Dates and Application Milestones**

- **PWS Program Guide released to schools**
  Access your copy online at www.msit.tafe.qld.gov.au
  - Week beginning 19 July 2010

- **Expressions of Interest (EOI) to be submitted via your school**
  - Week beginning 19 July 2010 – 20 August 2010

- **Register with TAFE Qld Student Self Services** (see page 15)
  - To be completed before 17 September 2010
    (Registration mandatory for all new applicants)

- **Online enrolments open to all registered students**
  - Week beginning 4 October 2010

- **Orientation (to be held at each campus)**
  - Week prior to program start date
    (Attendance is mandatory for all students)

- **PWS Programs start**
  - Week beginning 7 February 2011

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**Mark of Quality**

In December 2006, the Metropolitan South Institute of TAFE achieved certification against the International standard ISO9001:2000. What does this mean to you as a student? It means we have a system that ensures we gather feedback from you on all parts of MSIT so that we can continuously review and improve the way we provide you with high quality education and training.

Program information correct at time of printing. For the most up-to-date program information, call 1300 657 613 or visit www.msit.tafe.qld.gov.au D1263 - July, 2010.

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**Pathway to Success from School**

When Anne Palau was a Year 10 student she was unclear about her future career path. On enrolling in MSIT’s Partnership with Schools program, Anne discovered a world of new opportunities.

Anne started at MSIT studying a Certificate III in Business Administration and found she enjoyed it from day one.

“One of my favourite parts of the course was working hard on my presentations. I put in a lot of hard work and ended up getting much better marks than I expected,” said Anne.

“In the two years at MSIT I learnt and gained a lot of new skills and experience about what is expected in a work environment. My school organised work experience for me at a Real Estate Agent so it was great to put what I learnt into practice.”

Anne has now completed her Certificate III and IV in Business Administration and has applied for a Blue Card so she can work towards her dream job in the childcare business.

“I would love to work with children or people with a disability. I think that would be really rewarding. I’m planning on starting my Diploma in Business soon so I can end up managing my own business one day,” said Anne.
Register for Access
1. Go to http://enrol.tafe.net
2. Click the Register button on the bottom left of the screen.
3. Answer ‘Yes’ or ‘No’ to each question. Click on Continue.
4. Enter your registration details. Click on Continue.
5. When you have successfully completed your registration, your User ID (Student ID number) and Password will be sent to you via email. Contact your institute if you do not receive this email.
6. Retrieve your User ID and Password BEFORE you attempt to logon. You only need to register for access ONCE.

Contact your institute if you do not receive this email.

Quick Guide – TAFE Queensland’s Student Self Service Website

Once registered you can:

Log On to the Student Self Service Website
1. Ensure you have your User ID and Password
2. Go to http://enrol.tafe.net
3. Enter your Student ID in the User ID field.
4. Enter your Password.
5. Read the Terms and Conditions provided.
6. If you accept the Terms and Conditions, tick the checkbox
7. Click Log on.

Update your Personal Details
1. Click on the My Details tab.
2. Use the My Details menu on the left hand side to view and/or update any of your personal details.
3. Add, edit or remove any details and click the Save button.

Add a New Address
Click on the Add a new type of address link to add an address that is not already shown.

Update an Address
Click on the Modify address details link under the address you want to update.

Change your Password
1. Select the Change Password link from the Miscellaneous menu.
2. Enter your current password.
3. Enter your new password twice.
4. Select the Change Password button to save your new password. If you have forgotten your password, you can reset your password on this site by selecting the Forgotten Password link on the home page.

Enrol in a Delivery Package (selected programs only)
1. Select the My Enrolment tab.
2. Read the details about what you need to do to enrol.
3. Read and understand the Terms and Conditions of enrolment and tick the checkbox.
4. Select Continue to enrol.
5. Enter your delivery package number, if you know it or select a previous delivery package (if applicable).
6. If required enter the password for your delivery package number (your faculty will supply this number).
7. Select Continue to begin the enrolment process.
8. Complete the enrolment process. (NOTE: to be fully enrolled you need to pay all fees).