School Tech Course Guide 2017
Excellence in school-based Vocational Education and Training

Construction & Furniture Making | Engineering & Automotive
Electrical & Construction    | Hairdressing & Beauty
Sport & Recreation          | Marine & Engineering

www.tafenorth.edu.au/schooltech
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ABOUT SchoolTech

SchoolTech is an innovative, award winning initiative between TAFE Queensland North (Cairns campus), Woree State High School and Skill360 Australia.

The program allows students to complete their senior years of schooling, obtain a Queensland Certificate of Education (QCE) and start a career in a chosen vocational area.

Students are given the opportunity to gain ‘real world’ skills by participating in work placement and working with industry standard training facilities, equipping them to take their place in the modern day workforce.

SchoolTech aims to provide students with the skills needed to gain a head start in the workforce. This is achieved by placing a strong emphasis on work placement and giving students every opportunity to secure an apprenticeship or traineeship while completing senior schooling.

Commencing a school-based apprenticeship or traineeship under SchoolTech allows school subjects, such as Maths and English, to be timetabled around work placement and training. This ensures a smoother transition from school to work.

The dual outcomes of the SchoolTech program means students will be enrolled through both TAFE Queensland North and Woree State High School.

SchoolTech is located at the TAFE Queensland North (Cairns campus), Eureka Street, Manunda.

Choose to study:

- Construction & Furniture Making
- Engineering & Automotive
- Electrical & Construction
- Hairdressing & Beauty
- Sport & Recreation
- Marine & Engineering
EDUCATION AND TRAINING STREAMS

Dual Qualifications on offer

SchoolTech Stream

Construction & Furniture Making
1. Year 11 | Certificate I in Construction: Gain entry level skills to use construction tools and equipment, read and interpret plans and specifications, occupational health and safety.

2. Year 12 | Certificate II in Furniture Making: Learn how to create furniture pieces from wood. Gain the skills to use hand and power tools, assemble furnishing components, select and apply hardware. Apprenticeship pathway program.

On successful completion students will earn six (6) points towards their QCE.

Engineering (Metal Fabrication) & Automotive (Vocational Preparation)
1. Year 11 | Certificate II in Engineering Pathways: Gain skills in welding, cutting, soldering, drawing and measuring.

2. Year 12 | Certificate II in Automotive (Vocational Preparation): Learn how to perform a range of servicing operations on light vehicles and heavy vehicles within a mechanical service or repair business. Apprenticeship pathway program.

On successful completion students will earn eight (8) points towards their QCE.

Electrical & Construction
1. Year 11 | Certificate II in Electrotechnology: Gain a solid grounding in safety and the basic skills for working in any area of electrotechnology. Complete electrical theory and practice in extra low voltage. (Student must study Maths A to do this course).

2. Year 12 | Certificate I in Construction: Gain entry level skills to use construction tools and equipment, read and interpret plans and specifications, occupational health and safety. Apprenticeship pathway program.

On successful completion students will earn six (6) points towards their QCE.

Hairdressing & Beauty
1. Year 11 | Certificate II in Hairdressing: Learn basic hairdressing skills including braiding, hair colour application, customer interaction and service, safety procedures and provide assistance to colleagues in a salon.

2. Year 12 | Certificate II in Retail Make-Up and Skin Care: The Certificate II in Retail Make-Up and Skin Care has been designed for those wishing to gain employment in the beauty, pharmacy and retail industries. It covers a wide variety of theoretical and practical classes. This course involves communicating in the workplace, performing routine salon/store functions, demonstrating skin care products and designing and applying make-up.

On successful completion students will earn eight (8) points towards their QCE.

On successful completion students will earn six (6) points towards their QCE.

SportsTech Stream

1. Year 11 | Certificate II in Sport and Recreation: Gain a variety of skills to assist with the organisation and running of local and regional sport and recreation programs.

2. Year 12 | Certificate III in Sport and Recreation: Further develop your skills to support the operation and administration of local and regional sports and recreation competitions.

SportsTech will provide 6–9 hours of professional coaching and training per week in partnership with local sporting clubs such as Aquis FNQ FC Heat who will nurture natural talent and aid personal development.

On successful completion students will earn eight (8) points towards their QCE. SportTech is a new stream of SchoolTech Brand, offered to Year 11 students in 2017.

MarineTech Stream

1. Year 11 | Certificate II in Engineering Pathways: Gain skills in servicing and repairing engineering components and mechanisms.

2. Year 12 | Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal): Gain skills in how to operate and maintain marine engine systems, plan and navigate a passage and operate inboard and outboard motors.

On successful completion students will earn eight (8) points towards their QCE.

Applicants will be required to attend an interview and courses will only proceed if there are sufficient participants.
Subjects

The SchoolTech program is delivered over two years, commencing in January. It provides support for students to complete the necessary subjects to obtain their QCE, gain vocational experience, knowledge and skills, and obtain a school-based apprenticeship or traineeship. Students will enrol in six (6) CORE subjects.

These subjects are:

- Mathematics (Prevocational Maths / Mathematics A)
- English (English Communication)
- Social and Community Studies
- Recreation
- Certificate I in Business – BSB10115
- Trade or Vocational Area

Staff from TAFE Queensland North will deliver trade and vocational programs and Education Queensland staff will deliver Authority registered subjects and the Certificate I in Business.

Workwear/Uniform

Trade uniform
(Construction, Engineering and Electrical)
Long sleeve work shirts, long navy pants and steel capped boots. Students will need to purchase this prior to trade classes and work placement.

Hairdressing uniform
Appropriate workwear for hairdressing (see Trade Teacher).

Beauty uniform
Appropriate workwear for beauty (see Trade Teacher).

MarineTech uniform
Appropriate workwear for marine (see Trade Teacher).

SportsTech uniform
Appropriate workwear for sport and recreation (see Trade Teacher).

For all other classes
Students are required to wear appropriate clothing and covered shoes whilst at TAFE. This includes shorts or skirts to a reasonable length, t-shirt or polo shirt. (No singlets or short skirts/shorts.)

Obtaining a QCE

A Queensland Certificate of Education (QCE) is a school-based qualification awarded to young people who have achieved a set standard in six subject areas and have met literacy and numeracy requirements. The QCE replaces the Senior Certificate.

The QCE is made up of a system of points called Credits. Students must have at least 20 Credits to be awarded a QCE. School subjects, including Prevocational Mathematics or Mathematics A, English Communication and Social and Community Studies are each awarded 4 credits. Trade or vocational streams are awarded points according to their level, i.e. Certificate II level qualifications are awarded 4 credits, and Certificate III level qualifications are awarded a maximum of 6 credits.

Students participating in SchoolTech may obtain their credits as shown below.

<table>
<thead>
<tr>
<th>Student A</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevocational Maths</td>
<td>4</td>
</tr>
<tr>
<td>English Communication</td>
<td>4</td>
</tr>
<tr>
<td>Social and Community Studies</td>
<td>4</td>
</tr>
<tr>
<td>Recreation</td>
<td>4</td>
</tr>
<tr>
<td>Trade Qualification</td>
<td>6/8</td>
</tr>
<tr>
<td>Certificate I Business – BSB10115</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24/26 credits</strong></td>
</tr>
</tbody>
</table>
Location of Training

The program will be delivered at TAFE Queensland North, Cairns campus. (Corner of Gatton, Newton, Eureka and Wilkinson Streets, Manunda).

MarineTech training will be delivered at the Great Barrier Reef International Marine College (GBRIMC), 55-61 Tingira Street, Portsmith, Cairns.

Class hours vary depending on individual timetables. The day may start at 8.30am or 9.00am and finish at 3.00pm. MarineTech students will attend the GBRIMC on their trade day.

Teachers are located at TAFE Queensland North, Cairns campus. All students are able to access TAFE facilities and services e.g. library, canteen and after-hours access to the Electronic Learning Centre.

Other than work placement, students may be required to participate in field trips or off-site visits.

Woree State High School provides access to a Guidance Officer, School Nurse, Youth Worker and School Based Police Officer.

Timetables

- Semester 1, students attend TAFE four days per week with one day allocated as work experience placement.
- Semester 2, 3 and 4 students will attend TAFE three days per week with two days allocated as work experience and vocational placement.
- The first week of study will be considered orientation week and work experience placement will commence in week 8, one day per week.

While at TAFE, students will be allocated breaks for morning tea and lunch.

Core school subjects will be delivered over approximately three (3) hours each per week. Trade or Vocational Training components (theory and practical) will be delivered over approximately six (6) hours per week.

School subjects are timetabled around work experience placement so as to not conflict with class time. This ensures a smooth transition from school to work.

Important Dates

Applications for SchoolTech, SportTech and MarineTech are open from now until November. Interviews will be conducted between September and early November with notification provided to successful applicants by the end of the school year.

SchoolTech, SportTech and MarineTech will commence in Semester One as per Education Queensland commencement dates. Applicants are encouraged to complete and submit an Expression of Interest Form as soon as possible so processing and interviews can be arranged (see page 15).
Entries Requirements

Applicants must have completed Year 10, or equivalent, and be at least 15 years of age. Applicants need to complete an Expression of Interest form, attend an interview and demonstrate a minimum standard in literacy and numeracy prior to the commencement of the program. Successful applicants will be notified towards the end of the year. It will be considered an advantage if applicants have already completed some work experience in their chosen vocational area.

Students will be required to wear appropriate trade uniforms.

Students and parents/guardians will be expected to sign and adhere to the SchoolTech Responsible Behaviour Plan and to the rules governing student behaviour. Rolls will be marked and attendance is viewed as compulsory and an important part of the program.

15 students will form a class in each of the trade and vocational areas. As a result, applicants are encouraged to indicate two preferences on their Expression of Interest form.

Support

As part of the Social and Community Studies subject a mentoring/pastoral care program will operate. This will be conducted by school (Education Queensland) teachers and will allow a smooth transition for students moving from school to an adult learning environment.

Woree SHS also provides access to a Guidance Officer, School Based Police Officer, School Nurse and Youth Counsellor.

In addition to this support, TAFE Queensland North has a comprehensive Student Support Services unit with a range of support systems. Workplace Health and Safety is a key priority of TAFE Queensland North and Workplace Health and Safety officers are available across the Cairns Campus, in all faculties and units.

It is envisaged that students in the program will have ‘home rooms’ for core subjects and these rooms will act as a base for classes and mentoring sessions.

Fees

Fees have been set as the following:

**Construction**

Year 11 Woree SHS payment $500*
Year 12 Woree SHS payment $500*

**Engineering/Automotive**

Year 11 Woree SHS payment $500*
Year 12 Woree SHS payment $500*

**Electrical**

Year 11 Woree SHS payment $500*
Year 12 Woree SHS payment $500*

**Additional costs**

Hairdressing
$200 for Hair Kit

Beauty
$35 Uniform
$400 Eyelash Extension Kit
$170 Makeup Kit

**MarineTech**

Year 11 Woree SHS payment $500*
Year 12 Woree SHS payment $500*

**SportsTech**

Year 11 Woree SHS payment $500*
Year 12 Woree SHS payment $500*

*Includes Resource Hire Scheme, Recreation Subject fee and Work Experience Administration fee.
PRE-VOCATIONAL MATHS

Pre-vocational Maths is for students wishing to enter the workforce through traineeships, apprenticeships, TAFE or direct entry.

Our course has been developed in consultation with TAFE teachers and tutors to cover the key areas required in the various trades and vocations. Topics covered should support and compliment the specialised maths taught during trade classes.

The CORE topics studied are:

- Numeracy
- Use of Calculator
- Working with Formula
- Geometry e.g. Pythagoras
- Scale Drawing
- Measurement – Unit, Area & Volume
- Costings
- Ratio & Proportion

In addition students will study topics related to everyday life:

- Making Money and Industrial Award
- Time, Location and Travel
- The Mathematics of Buying, Owning and Driving a Car

Knowledge and procedures are taught using real-life contexts. Lessons include hands-on activities and practical applications that relate maths to the real world.

Type of Assessment

Students undertake extended assignment work that is completed during class time. Students have to complete a series of real-life tasks and develop their work related maths skills.

As assessment is continuous, a high level of attendance is needed for success in this course.
Maths A is for those students who wish to continue their studies in Mathematics to the end of Year 12 for employment purposes or for those seeking to undertake tertiary study with no major emphasis on Mathematics. This course is spiral in nature with new topics building on knowledge gained in previous semesters.

Topics studied are:
- Managing Money
- Applied Geometry
- Statistics and Probability
- Land Management
- Networks and Queuing

**Type of Assessment**

Each term the students will complete two exams.

Paper A is the Knowledge and Procedures Exam which includes rules, definitions and procedures learnt in class.

Paper B is the Modelling and Problem Solving Exam which requires students to manipulate learned procedures and apply them to unfamiliar situations.

Both exams also carry a third criterion of Communication and Justification. This criteria is marked according to the student’s correct use of mathematical terms and symbols, organisation and presentation of data and justification of procedures used to solve problems.

Each semester, students will need to complete assignment work. All assignments will include the above three criteria.

All three criteria carry equal weighting in determining a student’s overall result.

Students are expected to complete weekly homework tasks, assignments and exam revision in their own time (not in class time).

*This class is subject to sufficient numbers. Delivery through Distance Education may be considered.*
ENGLISH COMMUNICATION

In English Communication Studies (Strand C) we aim to understand and use communication so that we can take part in and contribute to work, community and leisure contexts.

English Communication Studies is a two-year authority-registered program (that currently runs across Year 11 and 12). The program offers units of work in the core study area communication and in the focus areas of work, community and leisure.

**SEMESTER ONE**
- Me, Myself and I
- What's Out There?/Who's Out There?
- And Now for Something Different

**SEMESTER THREE**
- Life in the Real World... Having Your Say
- What's Hot and What's Not
- Crime & Punishment

**SEMESTER TWO**
- Design Project
- Sign on the Dotted Line
- Yours Sincerely
- And Now for Something Different

**SEMESTER FOUR**
- Relationships and Getting Along
- What Works for Me
- Stepping Out – It’s Time to Go

**Type of Assessment**

In Year 11 and 12, students will be required to complete a minimum of seven assessment tasks for each year. Students will be supported to show they can demonstrate (in a range of written, spoken/signed and multi-modal tasks):

- Make meaning from spoken/signed, written and visual texts
- Plan & produce spoken/signed, written and visual texts over a range of contexts & purposes
- Communicate ideas and information
- Work individually and as a member of a team

The scope and difficulty of assessment tasks increases from semester to semester, and as assessment is continuous it is important to put in effort throughout the whole two-year program.
The focus of the study of Recreation activities is to allow students to acquire knowledge, skills, abilities, attitudes and values in, about and through Recreation activities.

Recreation is a two year Authority Registered subject. The program offers four core units of work.

1. Recreation, You and the Community
2. Physical Activity and Healthy Lifestyle
3. Health and Safety in Recreation
4. Personal and Interpersonal Skills in Recreation Activities

**Type of Assessment**

Assessment techniques for the eight units of work include projects, investigations, extended responses to stimulus, performance and examination. In Year 11, all assessment is formative. Students can therefore use Year 11 to develop their skills in both written and practical work for the summative tasks in Year 12. Students will be given opportunities in class to plan and refine assessment pieces.

For exit levels of achievement, the assessment ratings are combined for each criteria area, giving a student a final rating in Acquiring/Applying/Evaluating. Ratings from each criteria are then combined to achieve an exit level.
SOCIAL AND COMMUNITY STUDIES

People interact in a variety of social, cultural, economic and environmental contexts, thus it is important for students to understand how their identities are shaped by life opportunities and influenced by factors such as culture, gender, race, class, belief systems and economic status. The Social and Community Studies subject provides students with skills needed to function efficiently and positively in current and future life roles.

Social and Community Studies is a two year authority registered program.

SEMMESTER ONE
- Into Relationships – Goal Setting
- Today’s Society – Generation Z

SEMMESTER TWO
- Money Management – Budgeting
- Into Relationships – Conflict Resolution

SEMMESTER THREE
- Legally, it could be you – Laws and Rights
- Science & Technology – Fuel and Energy

SEMMESTER FOUR
- Today’s Society – Being Australian
- Health, Recreation and Leisure – Schoolies

Type of Assessment
A variety of written, spoken and multi-model tasks will be completed so that students can demonstrate Knowledge & Understanding, Applying & Examining and Producing & Evaluating. The scope and difficulty of assessment tasks increases from semester to semester and as assessment is continuous, it is important to put in effort throughout the two-year program.
A nationally recognised industry training course.
Two points awarded to Queensland Certificate of Education.

**Course Outline/Content**

**Description**
This qualification allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

**Job Roles**
Job roles and titles vary across different industry sectors. This is an entry level qualification.

**Employability Skills Summary**
The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

<table>
<thead>
<tr>
<th>Employability Skill</th>
<th>Industry/enterprise requirements for this qualification include:</th>
</tr>
</thead>
</table>
| **Communication**           | ✅ Gathering, conveying and receiving verbal and written information  
                               | ✅ Listening and understanding workplace instructions                                                                           |
| **Teamwork**                | ✅ Working with colleagues and supervisors to produce workplace documents                                                      |
| **Problem-solving**         | ✅ Resolving simple maintenance issues with office equipment  
                               | ✅ Solving routine problems related to hazards in the workplace, while under direct supervision                                |
| **Initiative and enterprise**| ✅ Raising occupational health and safety issues with the occupational health and safety officer                             |
Planning and organising  
- Planning own work schedule to ensure tasks are completed on time

Self-management  
- Behaving in ways that contribute to an effective and safe working environment  
- Identifying own roles and responsibilities

Learning  
- Listening to ideas and opinions of other members of the team  
- Following safety procedures

Technology  
- Operating a range of business equipment

Assessment Requirements
Assessment for each unit is competency based. This means that once you can demonstrate that you can complete all of the tasks required in a unit of competency, you will be given credit for that unit. Assessment will occur under a wide range of conditions.

Qualification: BSB10115 Certificate I in Business
Units of competency:
- BSBWHS201  Contribute to health and safety of self and others  Core
- BSBITU101  Operate a personal computer  Elective
- BSBITU201  Produce simple word processed documents  Elective
- BSBSUS201  Participate in environmentally sustainable work practices  Elective
- BSBCOMM101  Apply basic communication skills  Elective
- SITXCOM001  Source and present information  Elective

** All Vocational Educational subjects offered are subject to availability of Qualified Teaching Staff and Resources.
SchoolTech | Expression of Interest

Applicant’s full name: .......................................................... ..........................................................
Home address: ..............................................................................................................................................
Suburb: ..........................................................................................................................................................
Home phone: ...................................................................................................................................................
Student mobile: ..................................................................................................................................................
Student email: ..................................................................................................................................................
Date of birth: ....................................................................................................................................................

Most recent school attended and year attended

Year: ............................................. Queensland       Interstate       Overseas

Most recent schooling:
☐ I have completed Year 10
☐ I finished school at grade: ..........................................................
☐ I have not completed Year 10 – Date you will complete: ..........................................................
Semesters of study:
☐ I have not repeated any year levels
☐ I have repeated year/s: ..................................................................................................................................
Parent/Guardian full name: .............................................................................................................................

Email: ..........................................................................................................................................................
Phone: ...........................................................................................................................................................

Nominate two teachers from your current school. Ensure you have received permission to use them as a referee.

Teacher referee full name: ............................................................................................................................
Email: ..........................................................................................................................................................
Phone: ...........................................................................................................................................................
Teacher referee full name: .............................................................................................................................
Email: ..........................................................................................................................................................
Phone: ...........................................................................................................................................................

Place a number (1) in the box adjacent to your first choice and a number (2) in the box adjacent to your second choice:

Stream: 
☐ Construction & Furniture Making
☐ Engineering & Automotive
☐ Electrical & Construction
☐ Hairdressing & Beauty
☐ Sport & Recreation
☐ Marine & Engineering

How did you hear about the SchoolTech program?

☐ Brochure/leaflet at school
☐ Advert on radio
☐ Advert on radio
☐ Careers expo
☐ Careers evening/presentation at school
☐ Word of mouth
☐ Internet search
☐ Other

REQUIREMENTS FOR INTERVIEW:  • Cover letter  • Resume  • Latest report card

Please note: This form is used as an expression of interest only. Applicants will be required to attend an interview and courses will only proceed if there are enough participants. When course details are finalised, successful applicants will be sent an enrolment pack on the requested course. To be eligible for enrolment, you will be required to return an enrolment form signed by yourself and your parent or guardian.

PLEASE RETURN TO: POSTAL SchoolTech, TAFE Queensland North, PMB 1, Cairns QLD 4870
PHONE 1300 656 959
EMAIL schooltech.north@tafe.qld.edu.au

For further information:

PRIVACY DISCLAIMER
TAFE Queensland North collects the information on this form to record client’s details on a waiting list to enable contact to be made for future training. Only authorised departmental officers have access to this information. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian.
If you are studying at TAFE Queensland North towards your secondary education, your personal information, attendance details, progress and results will be disclosed to your school, and to the Queensland Studies Authority as authorised by the Youth Participation in Education and Training Act 2003. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.