

Education and Training

Certificate IV in Adult Tertiary Preparation (Year 12 Alternative for mature-aged students)

The program is designed to provide a mode of access to tertiary institutions for adult learners who have not completed senior secondary schooling. It equips you with the skills and knowledge needed for tertiary study.

As well as the core subjects of Language and Learning Skills 1 and 2, you choose units from arts/humanities, mathematics/science or computing streams.

Duration:	1 year full-time (10 modules). 2 – 4 years part-time (10 modules). February and July intakes.
Location:	Ithaca, Caboolture or TAFE Open Learning (distance and/or online).
Further Study:	Tertiary education.
Opportunities:	Further tertiary education.
Code:	3056

Skills for Work and Study

Workplace entrance program combined with basic workplace maths, computing, literacy and other vocational modules for people seeking to return to work or considering study.

Duration:	18 weeks part-time.
Location:	Bracken Ridge.
Further Study:	Wide variety of study options.
Opportunities:	Further study, improved employment opportunities.
Code:	3649



Access 10 (Year 10 Alternative)

This program aims to develop English and mathematical skills to bring students to a recognised level from which they can enter post-Year 10 programs, gain employment or achieve other personal goals.

The Australian Defence Forces recognise the English and mathematics units from this program as an alternative to Year 10.

Duration:	18 weeks part-time, 4 intakes yearly.
Location:	Bracken Ridge, Caboolture, Ithaca, Redcliffe.
Further Study:	Successful completion of this program will enable you to continue on to the Year 12 alternative program, Certificate IV in Adult Tertiary Preparation (if aged 18 years or turning 18 years), or further TAFE studies.
Opportunities:	Further study, recognition by the Australian Defence Force, apprenticeships.
Code:	3408

Certificate IV in Training and Assessment (UPGRADE)

This program has been designed for people who have successfully completed BSZ40198 and wish to upgrade their qualification. You will receive credit for six units of TAA40104, with a further eight units to be completed as part of this program.

Duration:	Day and evening workshop options, various commencement dates. Day — 4 workshops over 4 weeks. Evening — 8 workshops over 8 weeks.
Location:	Ithaca or Bracken Ridge.
Further Study:	Further studies in Education and Training Progress to the Diploma of Training and Assessment.
Opportunities:	Accredited workplace assessor/ trainer.
Code:	3672

Certificate IV in Training and Assessment

Provides knowledge and practical skills required for designing, planning, preparing and delivering training and assessment to small and large groups.

This program has been designed to cater for all needs, with a blend of workshops, self-directed learning and workplace based activities. You will study a range of units that relate to the learning environment, learning design, assessment, delivery and facilitation.

Duration:	Day and evening workshop options, various commencement dates.
Location:	Bracken Ridge, Ithaca, Redcliffe or TAFE Open Learning (distance and/or online).
Further Study:	Further studies in education and training. Progress to the Diploma of Training and Assessment.
Opportunities:	An accredited workplace assessor/trainer.
Code:	3670

Programs in Vocational Literacy/Numeracy and Computing

These programs have been designed for people wishing to improve their literacy and/or numeracy skills. Programs offered range from basic to advanced literacy and numeracy. They are aimed at students with limited skills and for those seeking to return to study.

Duration:	As needed – full-time, part-time, day and evening.
Location:	Bracken Ridge, Caboolture, Ithaca, Redcliffe.
Further Study:	Wide variety of study options.
Opportunities:	Further study, improved employment opportunities.
Code:	3589



Literacy/Numeracy Programs for Students with Special Needs

Students who enrol in these programs have a mild intellectual or learning disability. Some students have an additional disability such as a physical disability or epilepsy. In these programs the focus is on reading, writing, comprehension, spelling, grammar, maths, speaking and critical thinking.

Duration:	18 weeks part-time.
Location:	Bracken Ridge, Caboolture, Ithaca, Redcliffe.
Further Study:	In accordance with individual abilities.
Opportunities:	Entry level employment, apprenticeships.
Code:	3843

Certificate III in Education Support

The Certificate III in Education Support provides the skills and knowledge required to become a teacher aide in an educational environment, supporting students from Prep to Year 12.

Duration:	Self-paced — enrolment period in each unit is for 6 months from date of enrolment.
Location:	TAFE Open Learning (distance and/or online) with optional face-to-face workshops at Caboolture, Grovely and South Brisbane.
Opportunities:	Teacher aide in: primary and secondary schools, environmental education centres, schools of distance education, community schools, special schools and outside school hours care facilities.
Code:	3797



Finance and Accounting

Certificate III in Financial Services (Accounts Clerical)

Is it your aim to enter the financial services industry? Enhance your skills across a wide range of basic bookkeeping and accounting operations. This program incorporates maintaining financial records and the performance of general clerical duties.

Duration:	18 weeks full-time.
Location:	Bracken Ridge or TAFE Open Learning (distance and/or online).
Further Study:	Certificate IV in Financial Services (Accounting) or Diploma of Accounting.
Opportunities:	Administration officer, accounts clerk.
Code:	3787

Certificate IV in Financial Services (Bookkeeping)

Enhance your skills and gain your bookkeeping qualification. This is an accelerated program designed for professionals who have bookkeeping experience. This qualification is designed to reflect the role of contract bookkeepers and employees performing in the role of bookkeeper.

Duration:	20 weeks part-time, day, evening and blended delivery/traineeship options available.
Location:	Bracken Ridge.
Further Study:	Diploma of Accounting.
Opportunities:	Administration officer, bookkeeper, accounts clerk.
Code:	3961

Diploma of Accounting

Seeking a lead into a financial career and/or a pathway to higher level study? Graduates can continue to advanced study, or gain employment in areas such as accounts payable/receivable, inventory, payroll and general ledger.

Duration:	12 months full-time, 2.5 years part-time. Also offered in partnership with TAFE Open Learning (distance and/or online).
Location:	Bracken Ridge.
Further Study:	Advance to university degree programs where credit may apply.
Opportunities:	Finance executive, assistant accountant, office manager, accounts officer.
Code:	3450

Advanced Diploma of Accounting

Do you need to upgrade your Diploma of Accounting to advance your career and/or pursue university study? This program aims to assist in gaining professional membership of the National Institute of Accountants (or similar professional body).

Duration:	12 months part-time depending on previous studies. Also offered in partnership with TAFE Open Learning (distance and/or online).
Location:	Bracken Ridge.
Further Study:	Advance to university degree programs where credit may apply.
Opportunities:	Assistant accountant, office manager, budget officer, accounts officer.
Code:	2920



Food and Hospitality

Certificates I, II, III and IV in Food Processing

Brisbane North Institute of TAFE is at the forefront of Food Processing workplace training and consultancy. If you are employed permanently, either full-time or part-time, in production, processing, packing or quality assurance in the food and hospitality industry and you would like to gain a qualification while at work (Certificates I, II, III and IV), these programs may be for you.

Duration:	12 – 24 months depending on industry experience. RPL may apply. Workshops and on the job training available.
Location:	Your workplace.
Further Study:	Further studies in hospitality and/or management.
Opportunities:	Supervisor.
Code:	2471

Certificate II in Hospitality (Kitchen Operations)

Holders of this Certificate will be qualified to undertake a range of operational activities within the hospitality industry, leading to employment as a cook or a career in professional cookery.

Duration:	19 weeks full-time. Commences February and July.
Location:	Bracken Ridge, Caboolture.
Further Study:	Commercial cookery apprenticeship or further studies in hospitality.
Opportunities:	Kitchen hand, commercial cookery, professional cookery apprenticeship.
Code:	3395

Certificate III in Hospitality

This program is for people employed in the hospitality industry or people who want to work as an operative or team leader in a range of hospitality establishments, including fast food outlets, coffee shops, take-away facilities, restaurants, function centres, hotels or clubs.

You will develop your customer service and communication skills, along with a range of capabilities relevant to the functional area and vocational outcome selected.

Duration:	19 weeks full-time, February and July intake.
Location:	Bracken Ridge.
Further Study:	Diploma of Hospitality.
Opportunities:	Hospitality, bar attendant, food and drink waitperson, gaming industry assistant, barista.
Code:	2506

Diploma of Hospitality

This program has been restructured to meet the needs and demands of industry and students. The Diploma now provides a flexible career path to move into supervisory and management level positions by building on your basic skills in a range of hospitality areas such as bar, liquor and food service and gaming. You will also develop skills in finance, human resources, purchasing and stores.

Duration:	12 months full-time, part-time duration dependent on units selected. Commences February and July.
Location:	Bracken Ridge.
Further Study:	Combine with event management for a dual Diploma and/or upgrade to university qualification programs.
Opportunities:	Hospitality, supervisor/manager in a venue with the focus on food and beverage.
Code:	2462, 3575

Diploma of Events / Diploma of Hospitality

This program has been restructured to meet the needs and demands of industry and students. The double Diploma aims to provide students with practical training in a range of key areas within the hospitality industry. Students will develop the skills and knowledge required for the planning and servicing of meetings, conferences and events.

Duration:	18 months full-time, commences February.
Location:	Bracken Ridge.
Further Study:	Progress to university degree programs.
Opportunities:	Events or hospitality manager.
Code:	3357

Government and Public Sector

Certificate IV in Government

To be eligible to undertake this training you must be a current government or public sector employee.

This program covers competencies for a career in the public sector and is intended for existing public service employees. The qualification is nationally recognised and will provide opportunities to gain skills in key areas, providing a bridge to further learning and career possibilities within the public service.

Competencies include ethical and legislative frameworks, workplace health and safety, communication strategies, contributing to workgroup activities and working with diversity. The number of units required for the qualification is 15 (seven core and eight electives). Electives may be drawn from other training packages to reflect the context and career plans of the individual.

Duration:	This study is flexible. Students can commence the program at any time with most students completing within 12 – 18 months from their date of enrolment. Monthly workshops are available.
Location:	TAFE Open Learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.
Further Study:	Diploma of Government, Advanced Diploma of Government.
Opportunities:	Career in government.
Code:	4020

Diploma of Government

To be eligible to undertake this training you must be a current government or public sector employee.

This qualification covers the competencies required for independent and self-directed work in the public service and is intended for existing public service employees. The program is particularly suited to those working in an environment where there is a diverse range of responsibilities, including small or regionally based organisations. The qualification is nationally recognised and provides opportunities to gain skills in key areas.

Competencies include ethics and legislation, supervisory skill development, undertaking research and analysis, promoting diversity, monitoring and maintaining workplace safety and using complex workplace communication strategies. The number of units required for the qualification is 11 (six core and five electives). Electives may be drawn from other training packages to reflect the work context and career plans of the individual.

Duration:	This study is flexible. Students can commence the program at any time with most students completing within 12 – 18 months from their date of enrolment. The program is offered through distance learning with individual tutorial support offered. Monthly workshops are available.
Location:	TAFE Open Learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.
Further Study:	Advanced Diploma of Government.
Opportunities:	Career in government.
Code:	4022



Certificate IV in Government (Project Management)

To be eligible to undertake this training you must be a current government or public sector employee.

This specialist qualification covers the competencies required of persons responsible for the management of projects in the public sector. Competencies include ethics and legislation, policy implementation, advanced communication strategies, managing risk, applying government processes, client service and diversity, and designing, managing and closing projects.

Duration:	12 – 24 months
Location:	TAFE Open learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.
Further Study:	Diploma of Government, Advanced Diploma of Government.
Opportunities:	Career in government.

Advanced Diploma of Government (Management)

To be eligible to undertake this training you must be a current government or public sector employee.

This specialist qualification covers the competencies required of specialist managers in the public sector. Learning outcomes include contribution to the development of a broad plan, budget or strategy, and accountability and responsibility for self and others in achieving agency outcomes.

Applications involve a significant range of fundamental principles and complex techniques including significant judgement in planning, design, risk management, technical or leadership functions related to products, services, operations or procedures.

Duration:	2 year part-time (flexible). 1 year full-time.
Location:	TAFE Open Learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.
Further Study:	Diploma of Government, Advanced Diploma of Government.
Opportunities:	Career in government.
Code:	4092