

## APPLICATION & ENROLMENT

### CHOOSE

See overleaf or visit our [wcit.wa.edu.au](http://wcit.wa.edu.au) to search and view the range of courses we have available in 2012.

If you're not sure which career pathway to take, contact our Careers Advisor on 9233 1775 and make an appointment to discuss the right options for you.

If you require more information on a particular course or would like to speak to a lecturer, call 1300 134 881 or contact the relevant area directly (numbers listed overleaf).

### HOW TO APPLY AND ENROL

Once you have chosen your course, the quickest and easiest way to apply is online at [trainingwa.wa.gov.au](http://trainingwa.wa.gov.au). Once you receive an offer, you will be invited to enrol; this can either be done online or in-person at West Coast (see enrolment dates).

### OFF-CAMPUS STUDY

For off-campus study you can enrol at almost any time of the year. Simply contact the relevant study area for information.

### APPRENTICESHIP OR TRAINEESHIP

Visit [apprenticentre.wa.gov.au](http://apprenticentre.wa.gov.au) for information about how to find an employer and get signed up to start an apprenticeship or traineeship.

2012 FULL-TIME STUDY (Semester 1)	
5 Sept 2011	Applications for full-time study open
9 Dec 2011	Closing date for applications (1st round)
6 Jan 2012	Closing date for applications (2nd round)
13 Jan 2012	First round offers issued
23 Jan 2012	Second round offers issued
6 Feb 2012	Semester 1 commences

2012 PART-TIME STUDY (Semester 1)	
24-25 Jan 2012	Visit West Coast in person to apply and enrol for part time courses
6 Feb 2012	Semester 1 commences

### Want to study full time but missed these deadlines?

You don't have to miss out! Simply contact our student administration team on 1300 134 881 to find out what options are available to you.

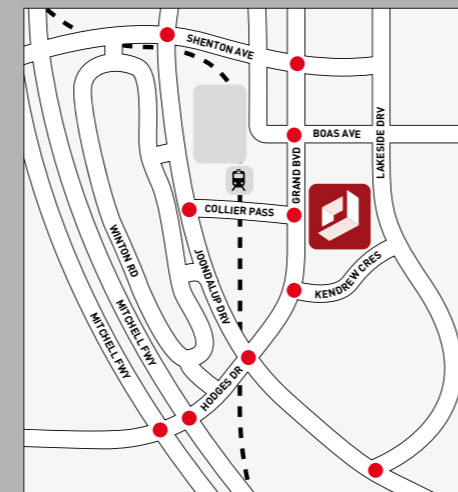
STUDY MODES	
Full-time	Approximately 3 – 4 days on campus per week
Part-time	Approximately 1 – 2 days on campus per week
Off-campus	There is no requirement to attend campus and you can apply to study at any time of the year. Some off-campus courses allow you to attend classes if preferred
Apprenticeship (App.) Traineeship (Train.)	Allows you to get paid while you learn by entering into a formal training contract with an employer. For more information visit <a href="http://apprenticentre.wa.gov.au">apprenticentre.wa.gov.au</a>



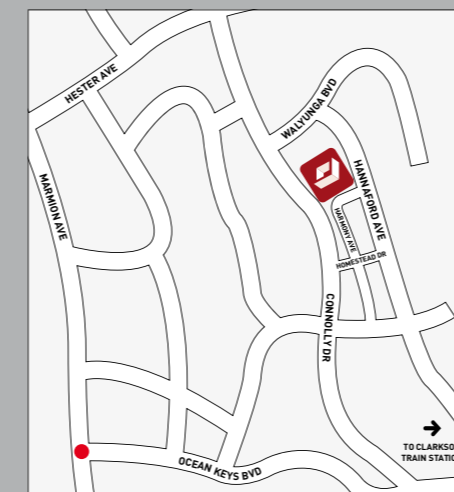
[wcit.wa.edu.au](http://wcit.wa.edu.au)

### Contacts & Locations

**Joondalup Campus**  
35 Kendrew Crescent  
JOONDALUP 6027  
General Enquiries: 1300 134 881



**Clarkson Campus**  
Connolly Drive (Entry off Harmony Ave)  
CLARKSON 6030  
General Enquiries: 9233 4600



## OUR STUDENTS HAVE WORLD CLASS SKILLS

West Coast Institute of Training | **SEMESTER 1, 2012** Course Guide



## OUR STUDENTS HAVE WORLD CLASS SKILLS

West Coast Institute of Training is a leading provider of quality vocational education and training that will help you get the skills to get ahead in the workplace.

With over 120 nationally accredited courses and a range of specialist skills set training solutions, the Institute is sure to have a course for you.

The Institute partners with Perth's largest and most influential employers across all study areas to provide training that meets the needs and standards of industry. Not only will a qualification from West Coast ignite your enthusiasm, it will also equip you with world class skills that are in demand by employers in Western Australia, nationally and overseas.

Whether you are leaving school, looking to up-skill or change career, or you're an employer who wants to invest in the development of your workforce, West Coast can tailor a specific training pathway to meet your needs.

Choose to study full time, part time or off-campus, so whether you're looking to qualify fast, earn while you learn or enjoy some flexibility, we can cater to your lifestyle.

If you already have skills and experience in an area but don't hold a formal qualification, you may be eligible for Recognition of Prior Learning (RPL), allowing you to gain your Certificate or Diploma sooner.

West Coast has five Academies of Excellence:

- Aboriginal Academy of Sport, Health and Education
- Academy of Digital Technologies
- Academy of Health Sciences
- Academy of Hospitality & Tourism
- Trades North

Explore this guide to find a course that interests you and give yourself the best start to your career by choosing West Coast. For more information visit [wcit.wa.edu.au](http://wcit.wa.edu.au) or call 1300 134 881.

### JOONDALUP CAMPUS

West Coast's main campus enjoys a tranquil lakeside location in the heart of Joondalup, one of the fastest growing regions in Australia. Set amidst birds, kangaroos and colourful native flora, the campus is only a short walk from Joondalup's rapidly growing central business district, Lakeside shopping centre and Joondalup bus/train station - connecting you to Perth city in less than 25 minutes. Our Joondalup campus boasts an à la carte training restaurant, delicatessen and beauty salon.

### CLARKSON CAMPUS – TRADES NORTH

This state-of-the-art facility is the main trades-campus in Perth's northern corridor. The campus houses a full suite of training programs in bricklaying, plastering, tiling, carpentry, joinery, metal fabrication, engineering and electrical trades for more than 400 students, apprentices and existing tradespeople.

West Coast also trains at specialist sites in Brighton, Wangara and Joondalup.



## SEMESTER 1, 2012 COURSES

	Duration	Full-time	Part-time	Off-campus	App. / Train.
<b>Access to Education - 9233 1831</b>					
7156 Certificate I in New Opportunities for Women	15 Weeks	●			
7158 Certificate I in Gaining Access to Training and Employment	17 Weeks	●			
7070 Certificate II in General Education for Adults	10 Weeks	●			
7071 Certificate III in General Education for Adults	10 Weeks	●			
<b>Allied Health - 9233 1831</b>					
D047 Certificate III in Allied Health Assistance	1 Semester	●	●	●	●
<b>Automotive - 9233 4600</b>					
School to Apprenticeship Link Program	1 Year (SB)	●			
WA31 Certificate II in Automotive Electrical Technology Pre-Apprenticeship	1 Semester	●			
WA32 Certificate II in Automotive Vehicle Servicing Pre-App. (Light Vehicle)	1 Semester	●			
W203 Certificate II in Automotive Vehicle Servicing	1 Year (SB)	●	●		
W205 Certificate II in Automotive Mechanical	1 Semester	●	●		
W208 Certificate II in Motorsport	1 Semester	●			
W630 Certificate III in Automotive Electrical Technology (Apprenticeship)	3 Years			●	
W223 Certificate IV in Automotive Management	1 Sem up to 2 Yrs	●	●		
<b>Beauty - 9233 1822</b>					
S778 Certificate II in Nail Technology	1 Semester	●	●		
S777 Certificate II in Retail Makeup and Skin Care	1 Semester	●	●		
S779 Certificate III in Beauty Services	1 Semester	●	●	●	
S780 Certificate IV in Beauty Therapy FFS	2 Semesters			●	
S781 Diploma of Beauty Therapy FFS	2 Semesters	●			
<b>Business &amp; Management - 9233 1822</b>					
D132 Certificate III in Business	1 Semester	●	●	●	
D145 Certificate IV in Business	1 Semester	●	●		
D147 Certificate IV in Small Business Management	1 Semester	●	●		
D151 Certificate IV in Frontline Management	1 Semester	●	●		
D173 Diploma of Management	2 Semesters	●	●		
D184 Advanced Diploma of Management	3 Semesters			●	
5126 Diploma of Carbon Management FFS	2 Semesters	●	●		
<b>Children's Services - 9233 1831</b>					
D274 Certificate III in Children's Services	3 Terms	●	●	●	●
D289 Certificate IV in Children's Services (Outside of School Hours Care)	2 Semesters			●	
D313 Diploma of Children's Services (Early Childhood Education & Care)	2 Semesters	●	●	●	
D314 Diploma of Children's Services (Outside of School Hours Care)	3 Semesters			●	
D328 Advanced Diploma of Children's Services	2 Semesters			●	
<b>Community Services &amp; Youth Work - 9233 1831</b>					
D266 Certificate II in Community Services Work	1 Semester			●	
D268 Certificate III in Community Services Work	1 Semester	●	●		
D295 Certificate IV in Youth Work	1 Semester	●	●		
D282 Certificate IV in Mental Health	2 Semesters	●			
D284 Certificate IV in Community Services Work	1 Semester	●	●		
D310 Diploma of Community Services Work	3 Semesters	●	●		
D321 Diploma of Counselling FFS	4 Semesters	●			
D329 Advanced Diploma of Community Sector Management	2 Semesters	●	●		
<b>Education - 9233 1831</b>					
D275 Certificate III in Education Support	1 Semester	●	●	●	
D294 Certificate IV in Education Support (Special Needs)	1 Semester	●	●	●	
D317 Diploma in Education Support	1 Semester	●	●		
<b>English as a Second Language - 9233 1822</b>					
6448 Certificate I in Spoken and Written English	1 Semester	●			
6449 Certificate II in Spoken and Written English	1 Semester	●			
6450 Certificate III in Spoken and Written English	1 Semester	●			
6451 Certificate IV in Spoken and Written English	1 Semester	●			
<b>Environmental Sustainability - 9233 4600</b>					
S248 Certificate II in Conservation and Land Management	1 Semester	●	●	●	●
S334 Certificate II in Horticulture	1 Semester	●	●	●	●

	Duration	Full-time	Part-time	Off-campus	App. / Train.
S337 Certificate II in Horticulture (Landscape)	1 Semester	●	●	●	●
S249 Certificate III in Conservation and Land Management	1 Semester	●	●	●	●
S342 Certificate III in Horticulture	1 Semester	●	●	●	
S345 Certificate III in Horticulture (Landscape)	1 Semester	●	●	●	
S250 Certificate IV in Conservation and Land Management	1 Semester	●	●	●	
S350 Certificate IV in Horticulture	1 Semester	●	●	●	
S353 Certificate IV in Horticulture (Landscape)	1 Semester	●	●	●	
S251 Diploma of Conservation and Land Management	1 Semester	●	●	●	
S358 Diploma of Horticulture	1 Semester	●	●	●	
S361 Diploma of Horticulture (Landscape)	1 Semester	●	●	●	
<b>Events - 9233 1800</b>					
S605 Certificate III in Events	1 Semester	●			
S619 Diploma of Events	3 Semesters	●			
<b>Finance &amp; Accounting - 9233 1822</b>					
S693 Certificate III in Financial Services	2 Semesters			●	
S695 Certificate III in Accounts Administration	1 Semester	●	●	●	
S701 Certificate IV in Bookkeeping	2 Semesters		●		
S705 Certificate IV in Financial Services (Accounting)	2 Semesters	●	●		
S718 Diploma of Accounting	1 Semester	●	●		
S735 Advanced Diploma of Accounting	1 Semester	●	●		
<b>Fitness &amp; Sport - 9233 1831</b>					
D029 Certificate III in Fitness	1 Semester (SB)	●	●		
D030 Certificate IV in Fitness	1 Semester	●			
D011 Certificate IV in Sport (Development)	2 Semesters	●			
D055 Certificate IV in Massage Therapy	3 Terms		●		
<b>Hospitality - 9233 1800</b>					
SS42 SAL (Family of Trades/ Food) Certificate I in Hospitality (Kitchen Operations)	1 Year (SB)	●			
WA09 Certificate I in Retail Baking (Combined)	1 Semester	●	●		
S597 Certificate II in Hospitality	1 Semester (SB)	●		●	
S598 Certificate III in Hospitality (Kitchen Operations)	1 Semester	●	●		
S606 Certificate III in Hospitality	1 Semester	●	●	●	●
S607 Certificate III in Hospitality (Commercial Cookery)	3 Years	●	●	●	
W056 Certificate III in Food Processing (Retail Baking - Combined)	3 Years	●	●	●	
S769 Certificate III in Retail Baking (Cake and Pastry)*	3 Years	●	●	●	
S770 Certificate III in Retail Baking (Bread)*	3 Years	●	●	●	
S613 Certificate IV in Hospitality	2 Semesters	●	●	●	●
S614 Certificate IV in Hospitality (Commercial Cookery)	3 Semesters	●			
S620 Diploma of Hospitality	3 Semesters	●	●		
S623 Advanced Diploma of Hospitality	4 Semesters	●	●		
<b>Human Resources - 9233 1822</b>					
D153 Certificate IV in Human Resources	1 Semester	●	●	●	●
D168 Diploma of Human Resource Management	2 Semesters	●	●		
D189 Advanced Diploma of Management (Human Resources)	3 Semesters	●	●		
<b>Information &amp; Communication Technology - 9233 1822</b>					
C857 Certificate II in Information Technology	1 Semester	●	●	●	●
CT07 Certificate III in Information Technology (Applications)	1 Semester	●	●	●	
CT08 Certificate III in Information Technology (Network Administration)	1 Semester	●	●	●	
CT09 Certificate III in Information Technology (Support)	1 Semester	●	●	●	
CT12 Certificate IV in Information Technology (Website Design)	1 Semester			●	
C862 Certificate IV in Information Technology (Networking)	1 Semester	●	●	●	
C863 Certificate IV in Information Technology (Programming)	1 Semester	●	●		
C866 Certificate IV in Information Technology (Multimedia)	1 Semester	●	●		
C875 Diploma of Information Technology (Multimedia)	2 Semesters	●	●		
C870 Diploma of Information Technology (Networking)	1 Semester	●	●		
C873 Diploma of Information Technology (Software Development)	2 Semesters	●	●		
CT46 Diploma of Screen and Media (Animation)*	2 Semesters	●			

	Duration	Full-time	Part-time	Off-campus	App. / Train.
<b>Marketing - 9233 1822</b>					
D156 Certificate IV in Marketing	1 Semester	●		●	
D174 Diploma of Marketing	2 Semesters	●		●	
D185 Advanced Diploma of Marketing	3 Semesters			●	
<b>Nursing - 9233 1831</b>					
D048 Certificate III in Health Services Assistance	1 Semester		●		
7151 Certificate IV in Health Science Foundations	1 Semester	●			
7164 Certificate IV in Preparation for Entry into Diploma of Enrolled Nursing	1 Semester	●			
D096 Diploma of Enrolled Nursing	3 Semesters	●			
<b>Occupational Safety &amp; Health - 9233 1822</b>					
D138 Certificate III in Occupational Health and Safety	1 Semester			●	
D157 Certificate IV in Occupational Health and Safety	1 Semester			●	
D175 Diploma of Occupational Health and Safety	1 Semester			●	
<b>Police Preparation - 9233 1822</b>					
D130 Police Preparation Course FFS	10 Weeks	●			
<b>Project Management - 9233 1822</b>					
D158 Certificate IV in Project Management FFS	1 Semester		●	●	
<b>Retail - 9233 1822</b>					
S572 Certificate II in Retail	1 Semester	●	●	●	
S575 Certificate III in Retail	1 Semester			●	●
S578 Certificate IV in Retail Management	1 Semester			●	●
<b>Tourism - 9233 1800</b>					
S600 Certificate III in Tourism	1 Semester	●		●	
S601 Certificate III in Tourism (Retail Travel Sales)	1 Semester	●			
S602 Certificate III in Tourism (Tour Wholesaling)	1 Semester	●		●	
S603 Certificate III in Tourism (Visitor Information Services)	1 Semester	●		●	
S612 Certificate IV in Tourism	2 Semesters	●	●		
S618 Diploma of Tourism	3 Semesters	●	●		
S621 Advanced Diploma of Tourism	3 Semesters			●	
<b>Trades - 9233 4600</b>					
WB25 SAL (Family of Trades / Metals) Certificate I in Engineering	1 Year (SB)	●			
WA56 Certificate I in General Construction (Pre App / Family of Mortar Trades)	1 Sem/1 Year (SB)	●			
WA18 Certificate I in Engineering (Pre App / Electrical)	1 Year (SB)	●			
WA21 Certificate I in Bricklaying (Pre App / Fabrication - Light)	1 Year (SB)	●			
WA47 Certificate II in Engineering (Pre App / Fabrication - Light)	1 Semester	●			
WA46 Certificate II in Engineering (Pre App / Fabrication - Heavy)	1 Semester	●			
WB28 Certificate II in Electrotechnology (Career Start) (Pre App / Electrical)	1 Semester	●			
W569 Certificate II in General Construction (Traineeship)	1 Semester	●		●	
WA65 Certificate II in Construction Pathways (Pre App / Carpentry)	1 Semester	●			
WA66 Certificate II in Construction Pathways (Pre App / Bricklaying & Blocklaying)	1 Semester	●			
WA67 Certificate II in Construction Pathways (Pre App / Solid Plastering)	1 Semester	●			
WA68 Certificate II in Construction Pathways (Pre App / Wall and Floor Tiling)	1 Semester	●			
W577 Certificate III in Bricklaying/Blocklaying (Apprenticeship)	3 Years			●	
W578 Certificate III in Carpentry (Apprenticeship)	3 Years			●	
W586 Certificate III in Solid Plastering (Apprenticeship)	3 Years			●	
W589 Certificate III in Wall and Floor Tiling (Apprenticeship)	3 Years			●	
W431 Certificate III in Electrotechnology Electrician (Apprenticeship)	3 Years			●	
WT76 Certificate III in Engineering (Fabrication Trade Heavy) (Apprenticeship)	3 Years			●	
WT77 Certificate III in Engineering (Fabrication Trade Heavy / Welding) (Apprenticeship)	3 Years			●	
WT78 Certificate III in Engineering (Fabrication Trade Light) (Apprenticeship)	3 Years			●	
WT91 Certificate III in Engineering (Fabrication Trade Welding) (Apprenticeship)	3 Years			●	
<b>Training &amp; Assessment - 9233 1822</b>					
W754 Certificate IV in Training and Assessment	1 Semester	●	●		

All due care is taken to ensure that the information published is correct at the time of printing, however it may be subject to change.  
 \* West Coast Institute of Training is awaiting registration to deliver these courses through the Training Accreditation Council.  
 SB - School-based, FFS - Fee for service course, SAL - School to Apprenticeship link.