

Start your  
TAFE studies  
while still at  
school!



Brisbane North Institute of TAFE  
**Schools' Program  
Guide**

2013



# Director's message

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As part of the student pathway to future employment, Brisbane North Institute of TAFE (BNIT) offers a wide range of vocational education and training programs for students while still at school.

Through long-standing experience, BNIT helps start school students on their path to success through access to a quality educational experience that provides abundant vocational opportunities.

Undertaking a program at BNIT gives you a significant career head start, the opportunity to gain a Certificate qualification, as well as providing credit points towards the Queensland Certificate of Education. The skills and knowledge gained may also provide credit towards future apprenticeships, traineeships and additional training.

The Queensland Government has created one of the most flexible education and training systems in Australia to provide young people with access to multiple exciting pathways from school to work, further education and training. This provides increased opportunities for students and ensures Queensland has a skilled workforce that can continue to confidently compete on a global scale.

BNIT is focused on your future and looks forward to welcoming you as you embark upon what I know will be an enjoyable, satisfying and life-progressing experience.

A handwritten signature in white ink that reads "Lynne Foley". The signature is fluid and cursive.

Lynne Foley  
Institute Director

*Your future - Our focus*

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# About the Schools' Program

## What is the Schools' Program?

Brisbane North Institute of TAFE (BNIT) offers high school students in Years 10 (minimum age 14 years, 9 months), 11 and 12 the opportunity to study a range of vocational education and training (VET) programs in preparation for further study and to get into the workplace faster.

Students can attend a BNIT campus one day per week during the school term over one or two years.

## What are the benefits of the Schools' Program?

By participating in BNIT's Schools' Program students have the opportunity to:

- Gain credit points towards the Queensland Certificate of Education (QCE).
- Complete a Certificate II or Certificate III while still at school.
- Receive direct entry into certain TAFE programs upon successful completion of high school.
- Gain credits for a Diploma program or university studies.
- Learn from qualified trainers with current industry knowledge.
- Gain real employment skills relevant to the workplace.

## What does it cost?

Students undertaking a nationally accredited VET qualification at BNIT as part of their senior studies pay substantially reduced or, in some cases, no tuition fees. However, there are associated material fees for all programs and all students attending a BNIT campus will be required to pay a \$40 administration fee per year.

## Eligibility requirements

Students must remain enrolled in, and attend, a Queensland school throughout the duration of the Schools' Program.

Students must be a minimum 14 years and 9 months of age upon commencement of the class to participate in most programs. Children's Services students must turn 16 in the first year of commencement.

Study is to be identified in the student's Senior Education and Training (SET) Plan.

Students must abide by TAFE Queensland and BNIT rules and regulations, as set out in the *BNIT Student Guide*, while completing a Schools' Program.

Students may enrol in only one program with BNIT at a time. Programs advertised as one course of study in the *Schools' Program Guide* are considered as one program of study.

Further programs may be available to school students under a different fee structure.

## International students

Students who are not Australian permanent residents or citizens, who want to participate in the Schools' Program, will need to provide passport entry visa status evidence with their *New Student – Personal Details Form*.

VET Coordinators are responsible for identifying students and ensuring that this information is correct at the time of submission.

International fees may be applicable.



# Where do I start?

## Step 1: SET Plans

Students need to work out a Senior Education and Training (SET) Plan with their school Guidance Officer / VET Coordinator / Head of Senior Schooling.

Once a program of interest has been identified, a student should advise the BNIT Schools' Program Unit of their expression of interest by filling out a *New Student – Personal Details Form* (parental/guardian signature required).

The student should then return this form to their Guidance Officer / VET Coordinator / Head of Senior Schooling, who will then send the expression of interest through to the BNIT Schools' Program Unit.

*Note: Completion of the New Student – Personal Details Form does not guarantee a place in a Schools' Program.*

## Step 2: Attend information evening

Students are requested to attend information evenings in August. Schools will be advised of specific dates, times and campus locations for these events.

Parents/guardians are also requested to attend the information sessions as BNIT staff outline TAFE processes, student rules and expectations, program plans, and conduct tours of the campus.

For more popular programs, a written application and/or student interview may be required. Instructions on how to fill out an application and respond to selection criteria to support an expression of interest will be explained at the information evenings.

## Step 3: Submitting an application

Final submission of all *New Student – Personal Details Forms* and, if applicable, selection criteria applications, are required to be lodged to the BNIT Schools' Program Unit by Friday, 21 September 2012.

## Step 4: Offers made

Schools and students will be informed of student offers in October 2012.

*Note: All programs are number dependant, which means a minimum number of students is required before a program can proceed.*

## Step 5: Enrolment offer letters

A letter of offer will be posted to students' home addresses, along with enrolment forms and any other information.

To secure placement, payment must be made by Friday, 14 December 2012.

Students not able to meet payment by this date must contact the BNIT Schools' Program Unit, or else forfeit their place in the program.

## Step 6: Round 2 offers

Round 2 offers will be issued in the week beginning 14 January 2013.

## Step 7: Start of study

Classes commence in the week beginning 4 February 2013.

The first week of class will cover orientation and specific information about the study programs. Students must attend for timetable information.



# Studying at BNIT

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## Student support

BNIT supports an inclusive learning environment and is happy to work with schools to include all students where possible. However, for students requiring support services, the primary responsibility lies with the school. Prior to enrolment, please notify BNIT of any student who may require support. BNIT will endeavour to work with the school to make the most appropriate arrangement to work with your student support person to aid in the delivery to the student.

## Student rules

### Attendance and absenteeism

It is important that students, schools and parents understand their commitment to the Schools' Programs and attend all scheduled classes to ensure successful outcomes.

If students are unable to attend TAFE they are to contact the BNIT Schools' Program Unit or their BNIT teacher to advise of their inability to attend.

If a student knows in advance they will be absent from class, they are to discuss with their teacher. It is the student's responsibility to catch up on any missed work.

Weekly absenteeism reports will be sent to schools for further investigation.

### Attitude

Students need to be fully committed to the program by attending all scheduled classes and maintaining a high standard of behaviour at all times.

Mobile devices such as phones, iPods and MP3 players are not to be used during class time.

## Safety

BNIT promotes an environment which is fair and equitable and free from discrimination and intolerance. Activity which involves discrimination, intimidation, bullying or harassment is unacceptable and will attract disciplinary action.

## Standard of dress

Students need to abide by a high standard of neat, casual dress and are requested to wear presentable clothing. Midriff tops, see-through clothing, offensive messages or images displayed are not acceptable. Individual programs may have additional industry dress requirements.

For a detailed list of rules and responsibilities, refer to the *BNIT Student Guide*.

## Methods of enrolment

### Phone

To enrol by telephone (credit card payments only), please call 131 248 with enrolment form, student number and credit card details ready to go. Monday to Thursday, 8:30 am – 5:00 pm and Friday, 9:30 am – 5:00 pm.

### In person

Students can enrol by visiting a Customer Service Centre at Bracken Ridge, Caboolture, Ithaca or Redcliffe: Monday to Thursday, 8:30 am – 4:00 pm, Friday, 9:30 am – 4:00 pm.

*Note: Payment and enrolment to be received prior to 14 December 2012.*

Postal enrolment documents can be sent, along with a cheque or money order (made payable to Brisbane North Institute of TAFE), to:

Brisbane North Institute of TAFE  
Locked Bag 3  
Eagle Farm QLD 4009

## Refunds

Any requests for refunds of material costs are subject to approval, as outlined in the *TAFE Queensland Refund Policy*.

## Re-enrolment

Students who do not meet competency will need to negotiate re-enrolment with their teacher and this will be subject to individual circumstances.

## Cafeterias

Hot and cold food, drinks and snacks are available from the campus cafeterias.

## Public transport

Information regarding transport to and from each BNIT campus can be obtained from Translink on 131 230 or [www.translink.com.au](http://www.translink.com.au).

## More information

If you require further information, please contact your school Guidance Officer / VET Coordinator / Head of Senior Schooling.

For all general enquiries, contact the BNIT Customer Service Contact Centre on 131 248 or email the BNIT Schools' Program Unit at [BNIT.SchoolsProgram@detq.qld.gov.au](mailto:BNIT.SchoolsProgram@detq.qld.gov.au).

Further information can be found on the BNIT website [www.bn.tafe.qld.gov.au](http://www.bn.tafe.qld.gov.au).

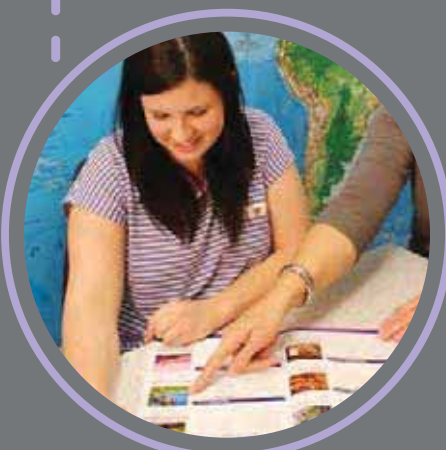
### Queensland School Terms 2013

- Term 1 29 January – 28 March
- Term 2 15 April – 21 June
- Term 3 8 July – 20 September
- Term 4 8 October – 13 December

### TAFE Queensland Terms 2013

- Term 1 4 February – 28 March
- Term 2 15 April – 21 June
- Term 3 8 July – 20 September
- Term 4 8 October – 1 November

BNIT has two pupil free days per year.



#### Bracken Ridge

Norris Road, Bracken Ridge Qld, 4017  
Customer Service Centre hours:  
Monday to Thursday: 8:30 am - 4:00 pm  
Friday: 9:30 am - 4:00 pm



#### Caboolture

Tallon Road, Caboolture, Qld, 4510  
Customer Service Centre hours:  
Monday to Thursday: 8:30 am - 4:00 pm  
Friday: 9:30 am - 4:00 pm



#### Grovely

Fitzsimmons Street, Keperra, Qld, 4054



#### Ithaca

Fulcher Road, Red Hill, Qld, 4059  
Customer Service Centre hours:  
Monday to Thursday: 8:30 am - 4:00 pm  
Friday: 9:30 am - 4:00 pm



#### Redcliffe

Klingner Road, Redcliffe, Qld, 4020  
Customer Service Centre hours:  
Monday to Thursday: 8:30 am - 4:00 pm  
Friday: 9:30 am - 4:00 pm

#### Contact Centre (phone enquiries)

131 248

Monday to Thursday: 8:30 am to 5:00 pm  
Friday: 9:30 am to 5:00 pm

## Why wait?

Start your TAFE studies  
while you're still at school

# Certificate III in Animal Studies **ACM30110**

If you're passionate about animals, you'll be passionate about animal services.

Training is provided for students who are interested in becoming a pet care worker, or working in kennels, catteries, pet shops, veterinary practices, animal research facilities and wildlife parks.

Students will gain specific skills in animal care including training in nutrition, care and management of dogs, cats, birds and other species. You will also learn communication skills.

It is recommended that students have a sound achievement in Year 10 maths, science and English to successfully complete this course.

**Delivery:** This program is delivered face-to-face, one day per week, 8:00 am – 4:00 pm, integrated with work experience as outlined below.

**Campus:** Caboolture, Grovely.

**Duration:** 18 months (3 semesters).

**Fees:** \$250 semester 1, \$230 semester 2, \$18 semester 3, \$498 full program, plus \$40 administration fee per year.

**Work experience:** Caboolture: Work experience placement is to be at a registered animal related workplace. Students need to arrange prior to acceptance in program and make their own transportation arrangements.

Grovely: Work experience placement is at the RSPCA at Wacol. Students will need to make their own transportation arrangements.

**Dress code:** Students will be issued with a TAFE shirt, which must be worn on campus and to work experience. Long pants and fully enclosed shoes are workplace health and safety requirements.

## Semester 1, 2013

ACMGAS202A	Participate in workplace communications
ACMSPE304A	Provide basic care of dogs
ACMSPE305A	Provide basic care of domestic cats
ACMGAS203A	Complete animal care hygiene routines

## Semester 2, 2013

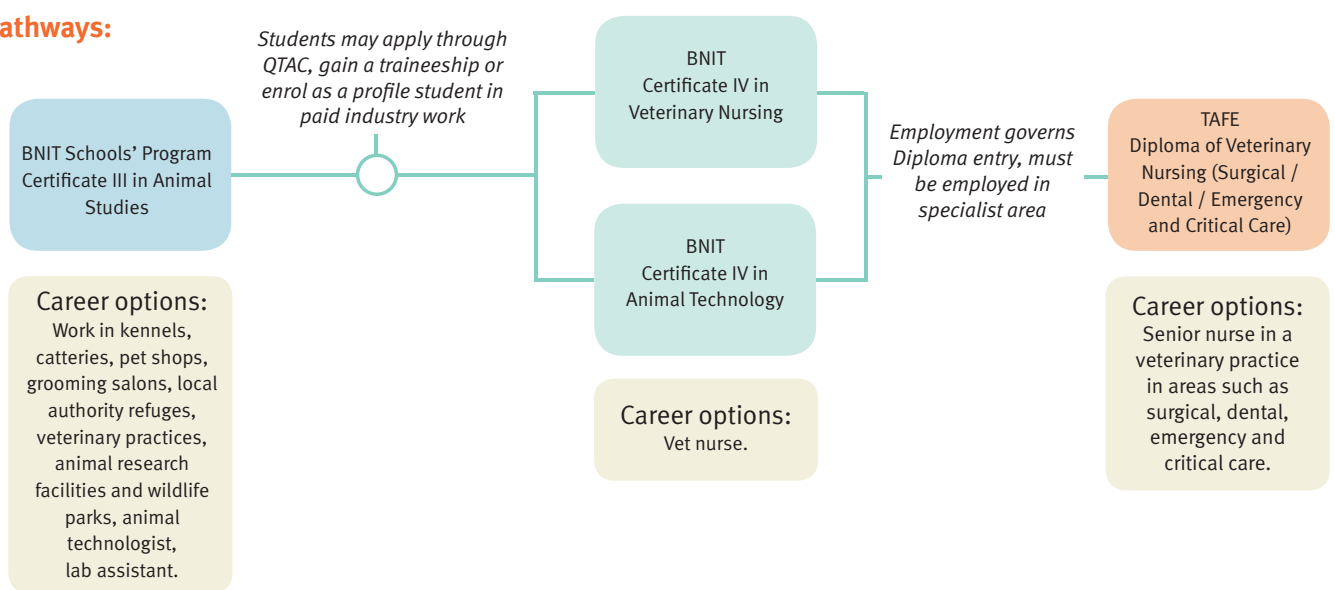
ACMGAS301A	Maintain and monitor animal health and wellbeing
ACMGAS205A	Assist in health care of animals
ACMGAS303A	Plan and provide nutritional requirements for animals
ACMGAS204A	Feed and water animals

## Semester 3, 2014

ACMOHS301A	Contribute to OHS processes
ACMGAS206A	Provide basic first aid for animals
ACMSUS201A	Participate in environmentally sustainable work practices
ACMINF301A	Comply with infection control policies and procedures

*Units are subject to change.*

## Pathways:





# Certificate III in Beauty Services **SIB30110**

This Certificate is the beginning of an exciting new career in the beauty industry. The program provides students with a range of different career options such as makeup, skin treatment, waxing, manicure and pedicure services.

**Delivery:** This program is delivered via a blend of online and face-to-face, one day per week, 9:00 am – 3.30 pm.

**Campus:** Ithaca, Redcliffe.

**Duration:** 18 months (3 semesters). Suitable for Year 11 students only.

**Fees:** \$1,000 semester 1, \$815 semester 2, \$815 semester 3, \$2,630 full program, plus \$40 administration fee per year.

**Dress code:** Black long pants and a TAFE beauty shirt, which is included in the fees. It is a workplace health and safety requirement to wear fully enclosed, non-slip shoes.



## Semester 1, 2013

SIBBCCS301A	Apply the principles of skin biology to beauty treatments
SIBBNLS202A	Provide manicure and pedicure services
SIBXCCS202A	Provide service to clients
SIRXCLM001A	Organise and maintain work area
SIRXIND001A	Work effectively in a retail environment
SIRXOHS001A	Apply safe working practices
SIBBFAS201A	Demonstrate retail skincare products
SIBBFAS302A	Provide lash and brow treatments

## Semester 2, 2013

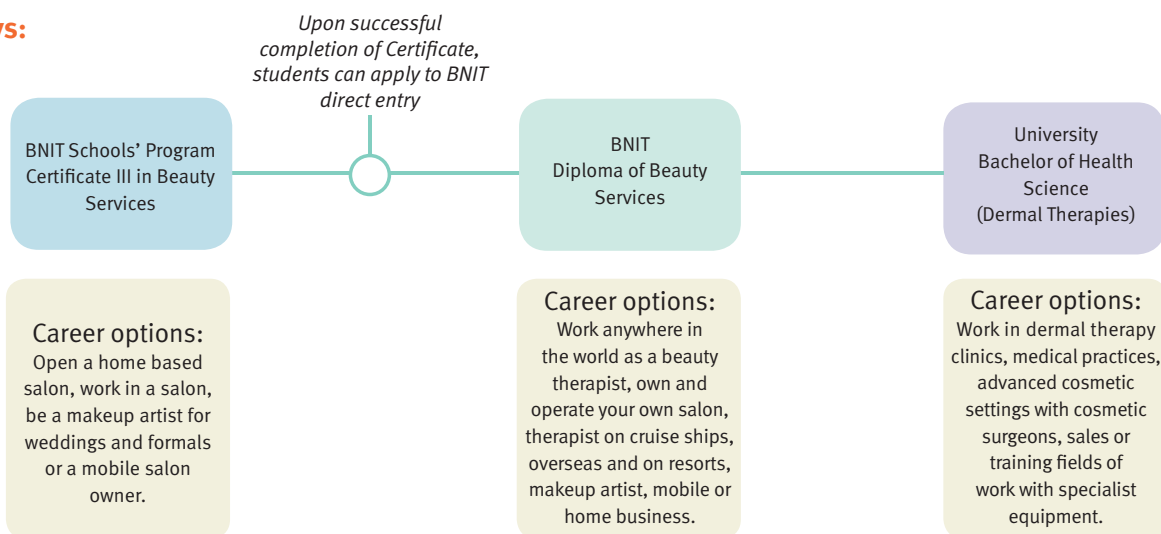
SIBBRES201A	Research and apply beauty industry information
SIRXCOM001A	Communicate in the workplace
SIBXCS201A	Conduct financial transactions
SIRXSLS001A	Sell products and services
SIBBFAS303A	Design and apply remedial camouflage
SIBXFAS201A	Design and apply makeup
SIBXFAS202A	Design and apply makeup for photography

## Semester 3, 2014

SIBBCCS302A	Advice on beauty services
SIBBHRS301A	Perform waxing treatments
SIRXMERO05A	Create a display
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services
SIBBSKS302A	Apply cosmetic tanning products

*Units are subject to change.*

### Pathways:



# Certificate III in Business Administration (Legal) BSB31007

This program will equip you with the essential skills and knowledge required to perform a broad range of administration roles within a legal environment.

Working within the legal field will offer you a diverse range of challenging and rewarding opportunities. Whether it's working in the front office as a legal receptionist, providing essential legal support as a legal secretary or administration officer, this qualification will help launch your legal career.

The program covers terminology of specialist legal areas, provides greater understanding and awareness of the legal system and develops solid skills to produce documents relevant to the legal industry.

Upon successful completion, you will graduate with the confidence of being job-ready and competent in providing support to a range of legal professionals.

**Delivery:** This program is delivered face-to-face, one day per week from 9:00 am – 4:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 18 months (3 semesters).

**Fees:** \$100 per semester, \$300 full program, plus \$40 administration fee per year.

## Semester 1, 2013

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes
BSBLEG301A	Apply knowledge of the legal system to complete tasks
BSBLEG304A	Apply the principles of confidentiality and security in a legal environment
BSBITU302B	Create electronic presentations

## Semester 2, 2013

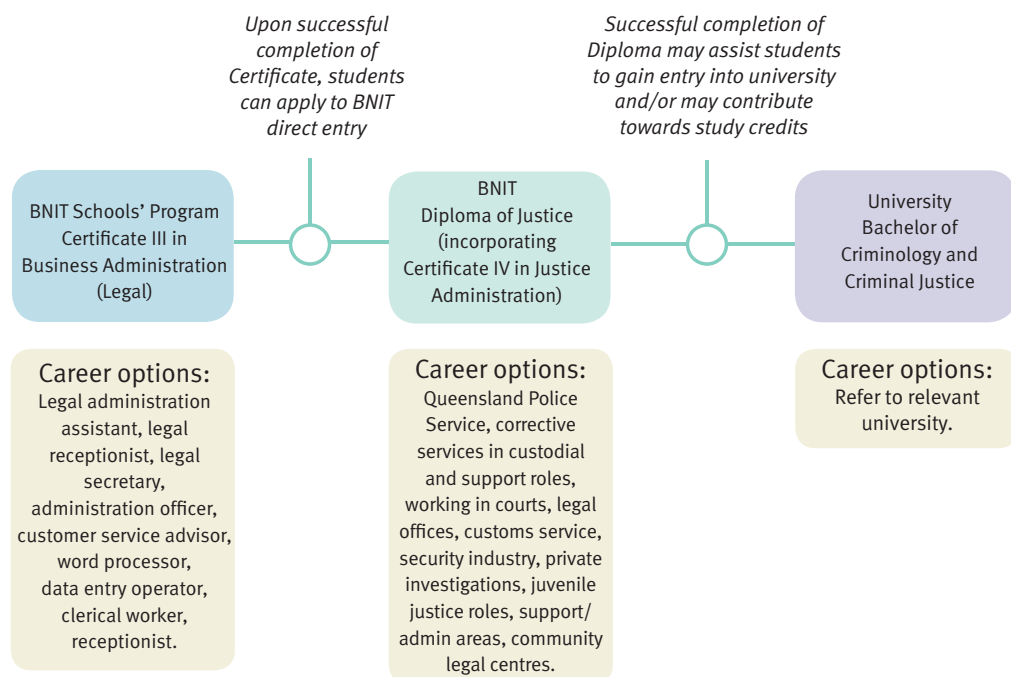
BSBITU303A	Design and produce text documents
BSBWRT301A	Write simple documents
BSBLEG303A	Deliver court documentation
QLD594JUS02A	Prepare documentation for court process

## Semester 3, 2014

BSBLEG306A	Maintain records for time and disbursement in a legal practice
BSBLEG302A	Carry out search of a public record
BSBADM307B	Organise schedules
BSBUS301A	Implement and monitor environmentally sustainable work practices

*Units are subject to change.*

## Pathways:



# 'Future business leaders'



## Certificate III in Business **BSB30110**

## Certificate III in Business Administration **BSB30407**

Take the first step to becoming a future business leader by completing this exciting new dual award program: Certificate III in Business and Certificate III in Business Administration.

All businesses, from small to large international companies, value employees that possess a range of skills and an appropriate attitude to business success.

As you participate in this program you will be developing a business concept around an entrepreneurial idea for a new product or service. This is your chance to become the next business success – perhaps the biggest thing since Facebook! You will be able to develop your business idea with assistance from your business teacher and with advice from the business community. Business ideas will be judged by industry experts and awards presented accordingly – a great opportunity!

Successful completion of this dual award program will open your career options across a broad range of industries. It will also allow you to enter directly into the Diploma of Business program at BNIT when you complete Year 12.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 18 months (3 semesters).

**Fees:** \$150 per semester, \$450 full program, plus \$40 administration fee per year.

### Semester 1, 2013

#### Establishing Business Skills

BSBOHS201A	Participate in OHS processes
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BSBADM307B	Organise schedules
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BSBOHS301B	Apply knowledge of OHS legislation in the workplace
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BSBITU307A	Develop keyboarding speed and accuracy
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BSBITU303A	Design and produce text documents
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### Semester 2, 2013

#### Enhancing Business Skills

BSBITU304A	Produce spreadsheets
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BSBWRT301A	Write simple documents
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BSBITU309A	Produce desktop published documents
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BSBITU302B	Create electronic presentations
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BSBSUS301A	Implement and monitor environmentally sustainable work practices
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### Semester 3, 2014

#### Setting the Business Culture

BSBINN301A	Promote innovation in a team environment
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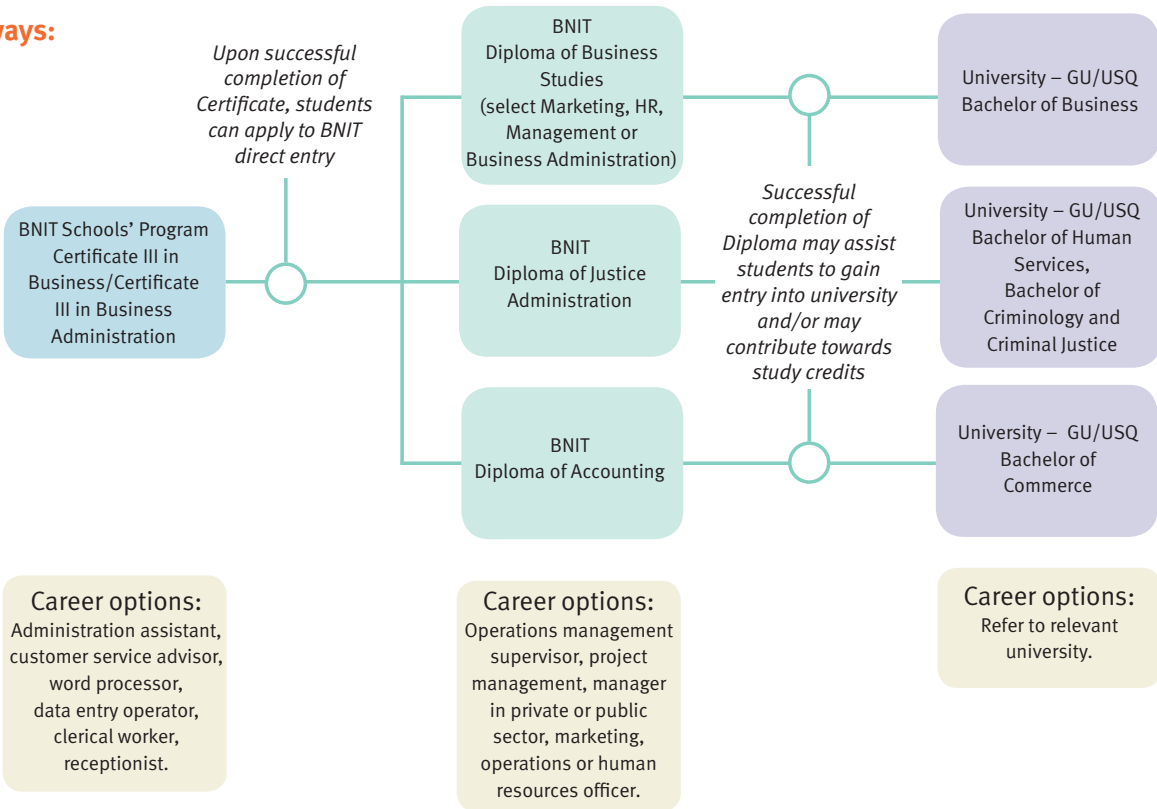
BSBCUS301B	Deliver and monitor a service to customers
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BSBMKG413A	Promote products and services
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BSBITU306A	Design and produce business documents
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*Units are subject to change.*

**Pathways:**



# Certificate III in Children's Services CHC30708

- *Note: Students must turn 16 in the first year of study.*

This program is part of a suite of courses which provide a comprehensive package of training to meet the needs of the children's services industry.

You will be equipped with the skills and expertise for a challenging career with young children aged 0 – 12 years.

You will learn about providing food and physical care, responding to illnesses and accidents and how to foster and support the emotional wellbeing of infants while overseeing their physical, social and psychological development.

You will also be able to provide appropriate administration support in a childcare facility, while also providing a safe and healthy working environment.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 4:00 pm, alternating weekly with vocational placement.

**Campus:** Bracken Ridge, Caboolture, Ithaca, Redcliffe.

**Duration:** 2 years (4 semesters).

**Fees:** \$70 per semester, \$280 full program, plus \$40 administration fee per year.

**Vocational placement:** Students and schools are encouraged to source suitable vocational placement centres.

Students will need to have a Positive Notice Blue Card for child-related employment issued by the Commission for Children and Young People and Child Guardian to undertake the vocational placement component.

A total of 200 hours of vocational placement is required for the two year program.

## Semester 1, 2013

CHCCN301A	Ensure the health and safety of children
CHCFC301A	Support the development of children
HLTOHS300B	Contribute to OHS processes
CHCPR303D	Develop an understanding of children's interests and developmental needs
*VPC200	Vocational placement

## Semester 2, 2013

CHCIC301E	Interact effectively with children
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe hygienic manner
CHCCHILD301A	Support the behaviour of children and young people
CHCORG303B	Participate effectively in the work environment

## Semester 3, 2014

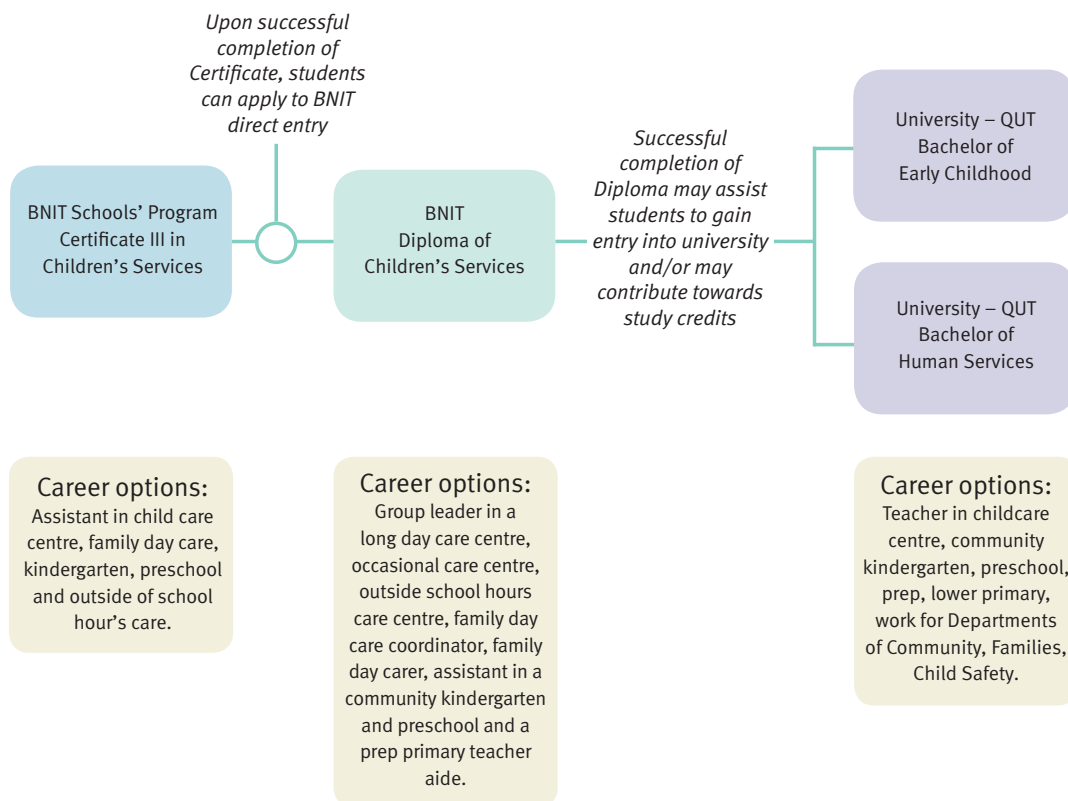
CHCCN302A	Provide care for children
CHCCHILD401A	Identify and respond to children and young people at risk
CHCCS400B	Work within a legal and ethical framework
CHCCN305B	Provide care for babies

## Semester 4, 2014

CHCRF301E	Work effectively with families to care for the child
CHCPR301B	Provide experiences to support children's play and learning
HLTFA301C	Apply first aid

*\*Addressed throughout program.  
Units are subject to change.*

## Pathways:



# Certificate III in Design Fundamentals CUV30303

- *Please note: With the introduction of a new training package, units of study listed are subject to change.*

This exciting program is an important step towards a creative and rewarding career in graphic design.

The Certificate provides students with an introduction to the basics of graphic design. The program is taught by industry professionals and provides students with hands-on, fun and project-based learning experiences. It utilises MAC and PC setup, and is inspired by industry design briefs and themes. Students are taught to respond to the brief by integrating digital design skills and workplace attitudes.

Upon successful completion of this program, students will have produced a portfolio of design work that will assist with application for direct entry into the Diploma of Graphic Design.

This program is a foundation for a career in graphic design and web design with aspects of illustration, multimedia, animation and photography.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 4:00 pm.

**Campus:** Bracken Ridge, Ithaca.

**Duration:** 2 years (4 semesters).

**Fees:** \$60 per semester, \$240 full program, plus \$40 administration fee per year.

## Semester 1, 2013

BSBDES301A	Explore the use of colour
CUVCRS05B	Use typography techniques for design work
CUVCOR08B	Produce drawings to represent and communicate the concept
BSBDES302A	Explore and apply creative design processes to 2D forms

## Semester 2, 2013

BSBOHS201A	Participate in OHS processes
BSBDES304A	Source and apply design industry knowledge
ICPPP224B	Produce pages using a page layout application

## Semester 3, 2014

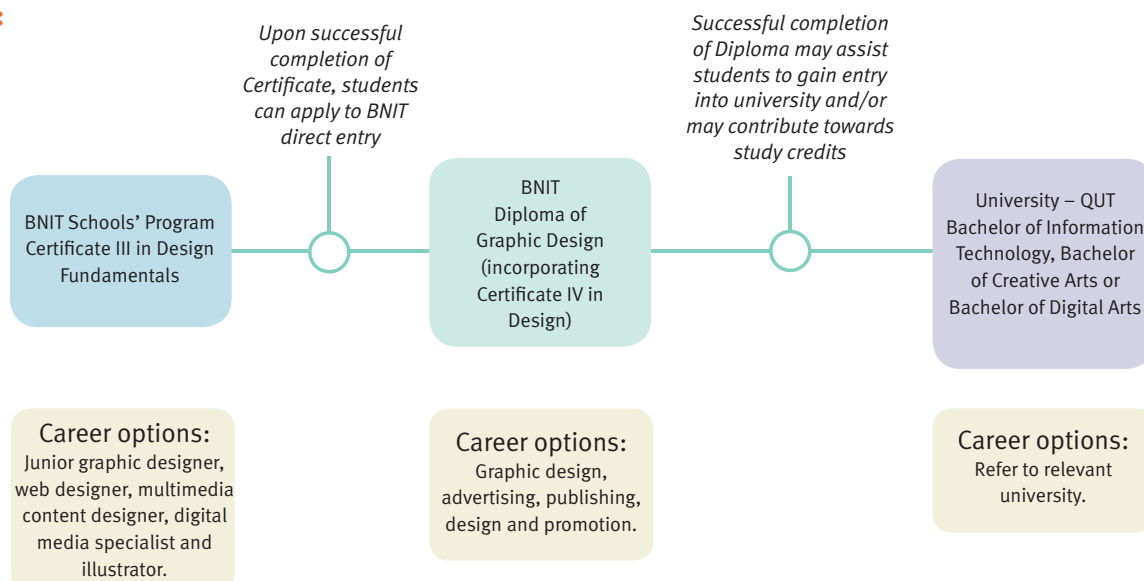
BSBDES305A	Source and apply information on the history and theory of design
CUVDES04B	Integrate colour theory and design processes in response to a brief
BSBDES303A	Explore and apply creative design processes to 3D forms
CUFDIG304A	Create visual design components

## Semester 4, 2014

CUFANM301A	Create 2D digital animation
CUVCOR03B	Develop, refine and communicate concept for own work
CUFDIG303A	Produce and prepare photo images

*Units are subject to change.*

### Pathways:



# Certificate III in Events SIT30607

## Certificate II in Hospitality SIT20207



This qualification is the ideal starter for individuals seeking a career in hospitality and/or events. Event organisation and management occurs across a range of business and community activities including cultural, hospitality, sporting and tourism sectors. This hands-on, practical course enables students to experience various aspects of the hospitality and events industry whilst developing potential job outcomes within these sectors including assistant event organiser for business, community, fundraising and social events, food and beverage attendant, function attendant, event venue operational staff.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 18 months (3 semesters). Suitable for Year 11 students only.

**Fees:** \$110 per semester, \$330 full program, plus \$40 administration fee per year. Extra fees will apply for excursions; amounts will be advised.

**Industry experience:** 12 services must be performed in a hospitality enterprise to achieve this qualification.

**Dress code:** Students will be issued with a TAFE shirt, which must be worn on campus. Students must wear a knee length black skirt or long black pants. It is a workplace health and safety requirement to wear fully enclosed non-slip black shoes.

### Semester 1, 2013

SITXOHS001B	Follow workplace health, safety and security procedures
SITHFAB012B	Prepare and serve espresso coffee
SITXOHS002A	Follow workplace hygiene procedures
SITHIND002A	Apply hospitality skills in the workplace
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITXFIN001A	Process financial transactions

### Semester 2, 2013

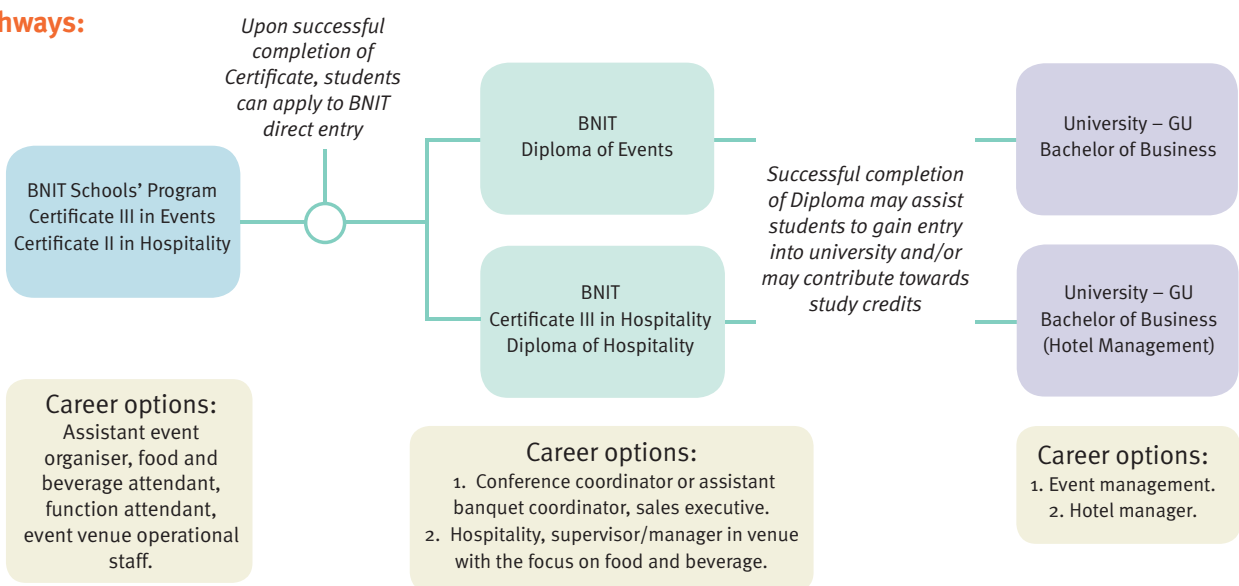
SITXCOM001A	Work with colleagues and customers
SITHFAB009A	Provide responsible service of alcohol
SITHFAB001C	Clean and tidy bar areas
SITHFAB002C	Operate a bar
SITHIND001B	Develop and update hospitality industry knowledge

### Semester 3, 2014

SITXEVT001B	Develop and update event industry knowledge
SITXCOM002A	Work in a socially diverse environment
SITXEVT002B	Provide event staging support
BSBITU309A	Produce desktop published documents
CUETGE15B	Handle physical elements during bump in / bump out

Units are subject to change.

### Pathways:





# Certificate III in Fitness SIS30310

This program is designed for people who wish to pursue a career in the fitness industry.

You will study anatomy and physiology, nutrition, exercise planning and instruction, group fitness, and exercise implications for special populations.

Students will also undertake an excursion to University of Queensland, as well as industry visits to local fitness providers. The recommended textbook is included in the cost *The essential guide to fitness, 2nd edition* and will be issued on the first day of the program.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 2 years (4 semesters).

**Fees:** \$183 semester 1, \$94.75 semester 2, \$90 semester 3, \$90 semester 4, \$457.75 full program, plus \$40 administration fee per year.

**Dress code:** Students will be issued with a TAFE fitness shirt, which must be worn on campus and to excursions. It is a workplace health and safety requirement to wear fully enclosed shoes to participate in fitness activities.

## Semester 1, 2013

SISFFIT301A	Provide fitness orientation and health screening
SISFFIT302A	Provide quality service in the fitness industry
SISFFIT305A	Apply anatomy and physiology principles in a fitness context
SISFFIT307A	Undertake client health assessment

## Semester 2, 2013

SISXFAC201A	Maintain sport and recreation equipment for activities
SISXIND101A	Work effectively in sport and recreation environments
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
SISFFIT306A	Provide healthy eating information to clients in accordance with recommended guidelines

## Semester 3, 2014

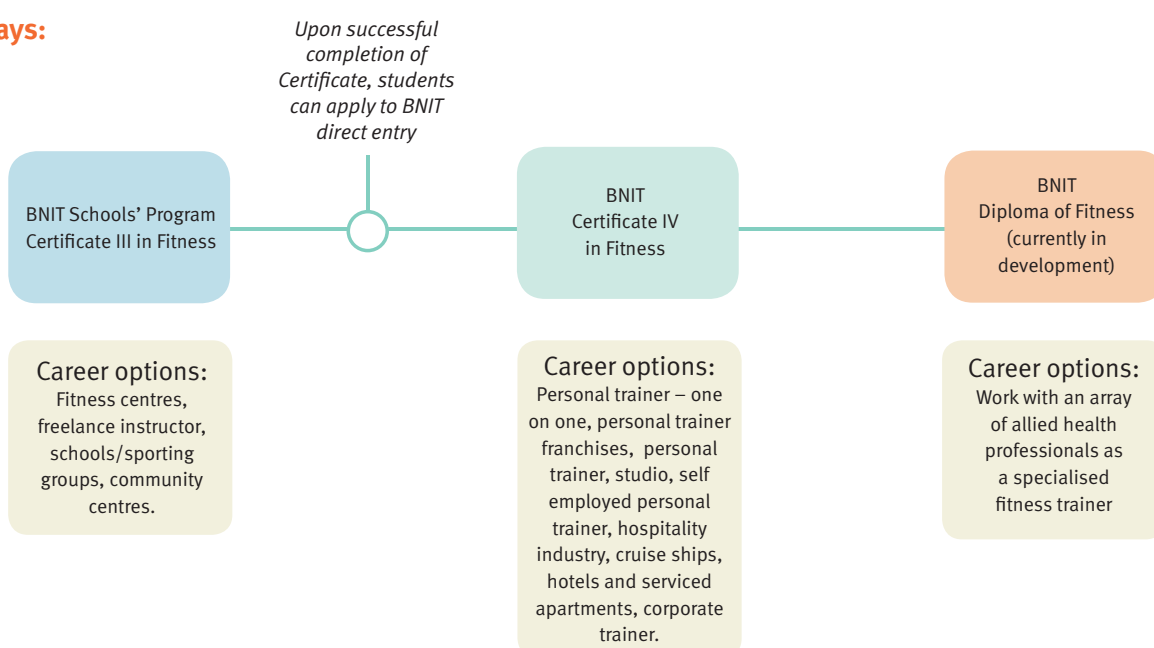
SISFFIT304A	Instruct and monitor fitness programs
SISFFIT308A	Plan and deliver gym programs
SISFFIT309A	Plan and deliver group fitness sessions
SISFFIT312A	Plan and deliver an endurance training program

## Semester 4, 2014

HLTFA301B	Apply first aid
SISFFIT303A	Develop and apply an awareness of specific populations to exercise delivery

*Units are subject to change.*

### Pathways:



# Certificate II in Hairdressing SIH20111

This Certificate is the first step to a career in the hairdressing and beauty industry or in associated retail areas, where quality training is provided for those wishing to pursue a hairdressing/beauty career.

This program offers basic practical work with vocational placement and on campus salons provide students with training in a simulated environment.

Students will receive basic training in health, hygiene, communication, greeting clients, shampooing skills, scalp treatments, braiding and reception duties.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 4:00 pm.

**Campus:** Caboolture.

**Duration:** 1 year (2 semesters).

**Fees:** \$496.30 full program, plus \$40 administration fee per year.

**Vocational placement:** Students and schools are encouraged to source a suitable vocational placement, separate to class times. A total of 50 – 100 hours of vocational placement per semester is required for the program.

**Dress code:** Black and white clothing, suitable to hairdressing industry standards. It is a workplace health and safety requirement to wear fully enclosed, non-slip shoes.

**Equipment:** An additional hairdressing kit, approximately \$160, is required to be purchased.

## Semester 1, 2013

SIHHIND202A	Develop hairdressing industry knowledge
SIHHIND201A	Maintain and organise tools, equipment and work areas
SIHHOHS201A	Apply salon safety procedures
SIHHBAS201A	Perform shampoo and basin treatment services
SIHHCCS201A	Greet and prepare clients for salon services
*SIRXCOM001A	Communicate in the workplace
SIBXCCS202A	Provide services to clients
**VPC160	Vocational placement

## Semester 2, 2013

BSBSUS201A	Participate in environmentally sustainable work practices
SIBXCCS201A	Conduct financial transactions
SIHHHDS201A	Dry hair to shape
SIHHHDS202A	Apply hair braiding techniques
SIHHBAS22A	Perform head, neck and shoulder massage
SIRXIND001A	Work effectively in a retail environment
SIRXMER001A	Merchandise products
**VPC160	Vocational placement

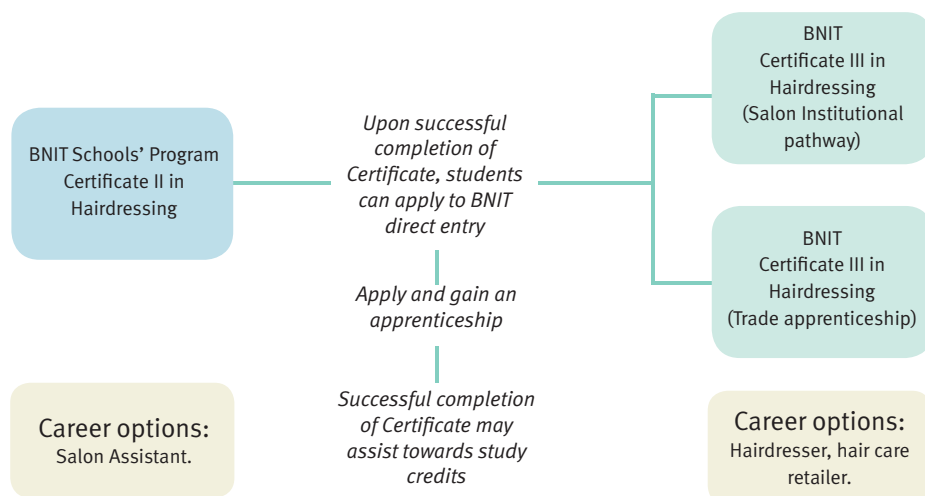
\* Assessed throughout the program.

\*\*Addressed throughout the program.

Units are subject to change.



## Pathways:



# Certificate II in Horticulture AHC20410

This program gives students starting out in the horticulture industry the entry-level skills they need to find work in the industry and/or trade areas.

You will learn a mix of horticulture and retail skills, including identifying plants and soil types, potting and pruning and customer service and communication, together with the operation of basic tools and equipment.

**Delivery:** This program is delivered face-to-face, one day per week. Days and times will be subject to change each semester as students may join the mainstream program.

**Campus:** Grovely.

**Duration:** 18 months (3 semesters).

**Fees:** \$8 per competency, \$120 full program, plus \$40 administration fee per year.

**Dress code:** Steel capped boots, long sleeved shirt, broad brimmed hat, ear muffs or plugs, non-fogging safety glasses, sunglasses, sunscreen.

## Semester 1, 2013

AHCOHS201A	Participate in OHS procedures
AHCWRK202A	Observe environmental work practices
AHCWRK204A	Work effectively in the industry
AHCWRK205A	Participate in workplace communications
AHCPGD201A	Plant trees and shrubs

## Semester 2, 2013

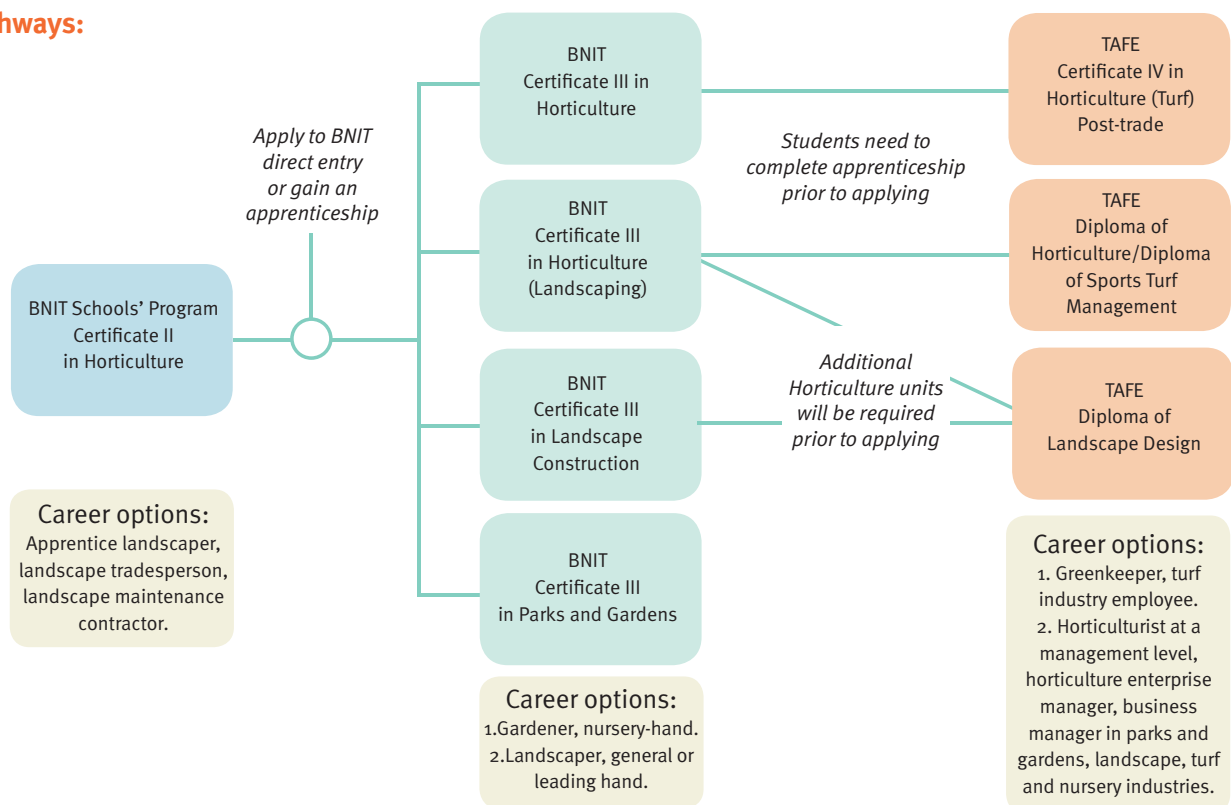
AHCPM201A	Recognise plants
AHCNSY203A	Undertake propagation activities
AHCMOM203A	Operate basic machinery and equipment
AHCPMG201A	Treat weeds
AHCPGD201A	Treat plant pests, diseases and disorders

## Semester 3, 2014 (choose 5 from below)

AHCPHT201A	Establish horticultural crops
AHCPHT203A	Support horticultural crop harvesting
AHCPGD202A	Prepare and maintain plant displays
AHCPGD203A	Prune shrubs and small trees
AHCTRF204A	Support turf establishment
AHCNSY202A	Tend nursery plants
AHCSOL201A	Determine basic properties of soil and/or growing media

Units are subject to change.

## Pathways:



# ‘Cook your way around the world’

## Certificate II in Hospitality (Kitchen Operations) **SIT20307**

Would you like to know what its like to be a ‘real chef’?  
Do you want to learn how to cook restaurant quality food?  
Do you want to learn dishes from all the great cuisines from around the world?

This program is the perfect choice to learn entry level cookery skills, gain knowledge and cookery experience with an international influence. The cookery units provide credits for Certificate III in Cookery or Hospitality should you want go in either direction for your career.

This Certificate gives you valuable skills and experience should you seek part-time work or for work experience in cookery or hospitality.

The international focus of the program gives you valuable insights into the scope and breadth of cuisine around the world. By learning to cook international dishes you are able to impress prospective employers, family and friends.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Bracken Ridge.

**Duration:** 18 months (3 semesters). Suitable for Year 11 students only.

**Fees:** \$170 per semester, \$510 full program, plus \$40 administration fee per year.

**Vocational placement:** Semester 3 will be a lunch service, themed 'around the world'.

**Dress code:** Students will need to purchase their own full chefs uniform, safety boots/shoes.

**Equipment:** An additional equipment kit is required.



### Semester 1, 2013

SITXOHS002A	Follow workplace hygiene procedures
SITHCC002A	Present food
SITHCC003B	Receive and store kitchen supplies
SITHCC004B	Clean and maintain kitchen premises
SITHCC005A	Use basic methods of cookery
SITHCC008A	Prepare stocks, sauces and soups
SITHCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCC001B	Organise and prepare food

### Semester 2, 2013

SITXCOM001A	Work with colleague/customers
SITXCOM002A	Work socially diverse environment
SITHCC006A	Prepare appetisers and salads
SITHCC007A	Prepare sandwiches
SITHCC013A	Prepare hot and cold desserts
SITHIND001B	Develop hospitality industry knowledge
SITXOHS001B	Follow health safety and security procedures

### Semester 3, 2014

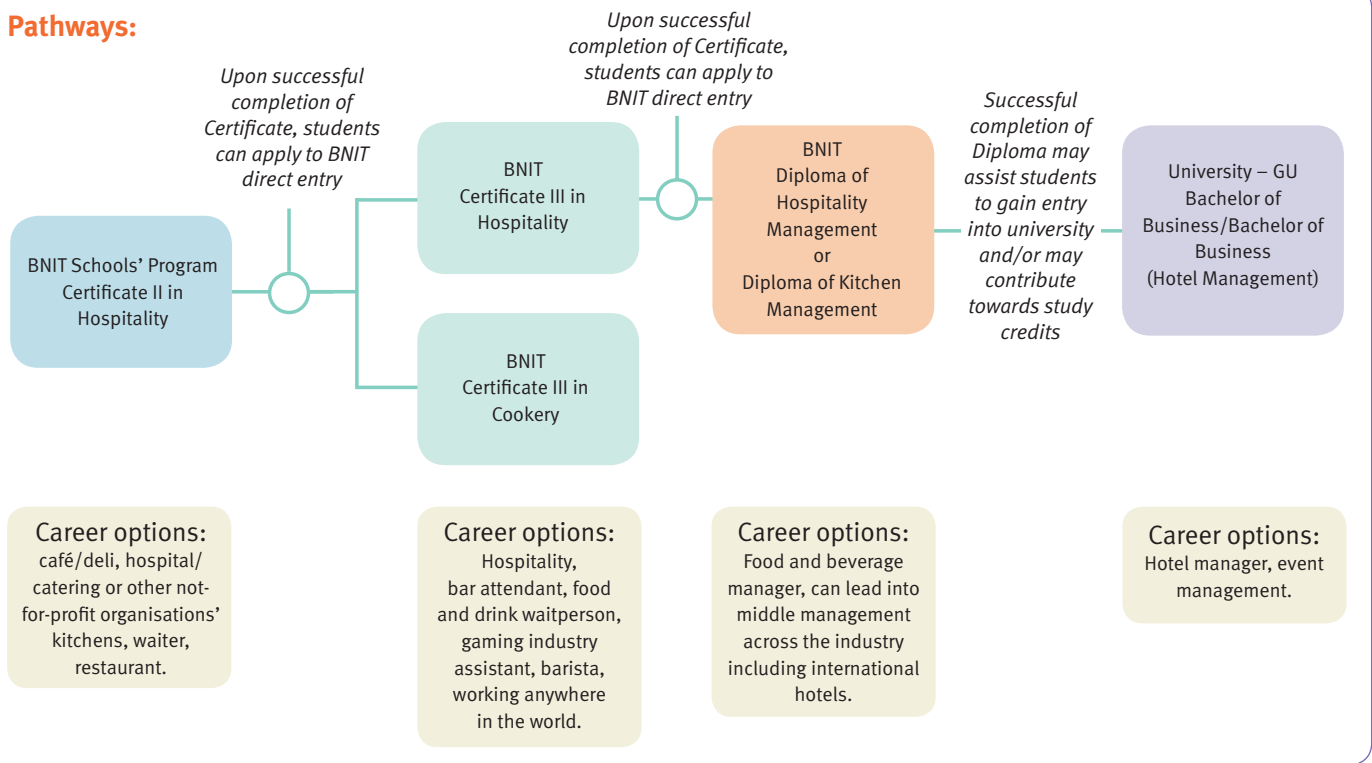
SITHCC027A	Italy
SITHCC027A	United Kingdom
SITHCC027A	Greece
SITHCC027A	Thailand
SITHCC027A	Germany
SITHCC027A	Australia
SITHCC027A	India
SITHCC027A	France

*Units are subject to change.*



# HOSPITALITY

**Pathways:**



# 'Café magic'



## Certificate II in Hospitality SIT20207

Would you like to learn the skills to be able to work in a café? 'Café magic' offers a selection of units aimed at providing the skills and knowledge to work in both the back (kitchen) or front (counter and dining area) of house areas of a cafe.

This program provides a platform to further study at Diploma level in hospitality or Certificate III in Commercial Cookery (Apprenticeship).

This Certificate gives you valuable skills and experience should you seek employment in cookery or hospitality.

The focus of the program gives you valuable insights into the scope and breadth of working in a busy café environment.

**Delivery:** This program is delivered face-to-face, one day per week, 11:00 am – 4:30 pm.

**Campus:** Ithaca.

**Duration:** 9 months (2 semesters, finishing 25 October 2013). Suitable for Year 11 and 12 students only.

**Fees:** \$170 per semester, \$340 full program, plus \$40 administration fee per year.

**Dress code:** Students will need to purchase their own full chefs uniform, safety boots/shoes.

**Equipment:** An additional equipment kit is required.

### Semester 1, 2013

SITHIND001B	Develop and update hospitality industry knowledge
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS001B	Follow health safety and security procedures
SITHIND002A	Apply hospitality skills in the workplace
SITHFAB012B	Prepare and serve espresso coffee

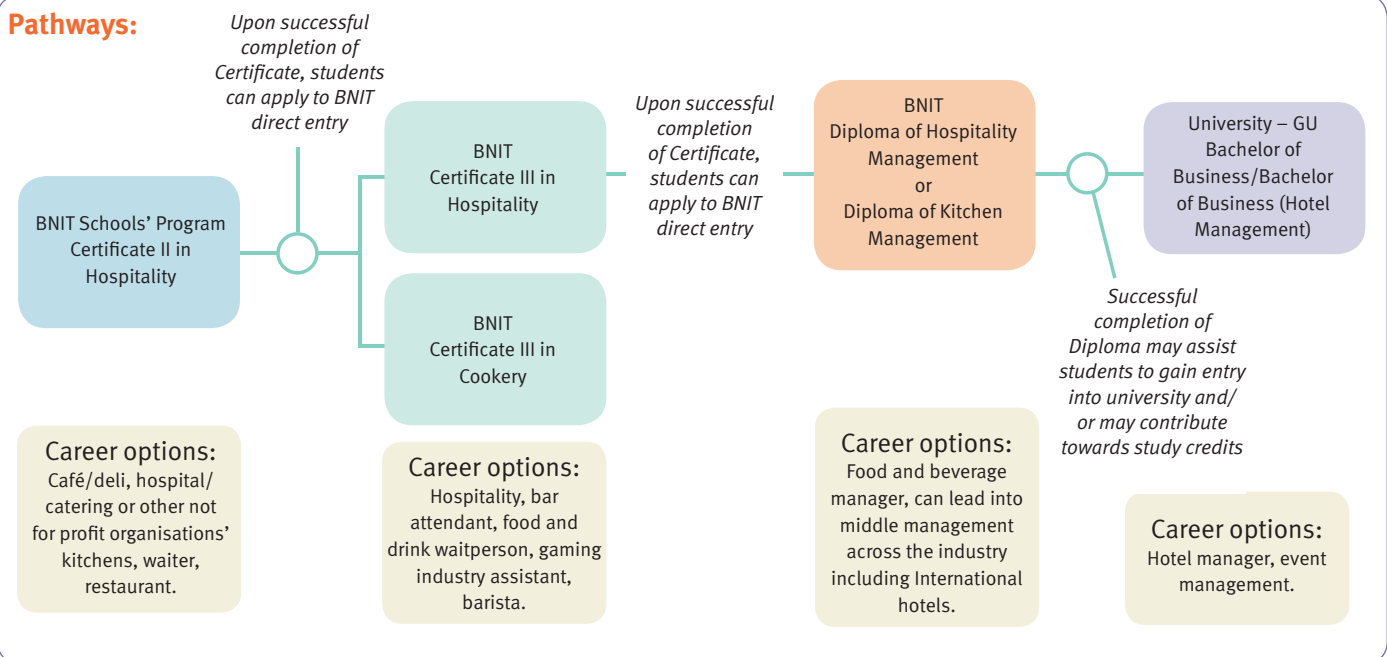
### Semester 2, 2013

SITHCC001B	Organise and prepare food
SITHCC002A	Present food
SITHCC003B	Receive and store kitchen supplies
SITHCC004B	Clean and maintain kitchen premises
SITHCC005B	Use basic methods of cookery
SITHFAB010C	Prepare and serve non-alcoholic beverages

*Units are subject to change.*



### Pathways:



# Certificate III in Hospitality SIT30707

This program is for students 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.

If you successfully complete this qualification, you will gain full credit towards the Diploma of Hospitality.

**Delivery:** This program is delivered face-to-face, one day per week, 1/2 day sessions at either 9:00 am – 12:30 pm or 1:00pm – 4:30 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 18 months (3 semesters). Suitable for Year 11 students only.

**Fees:** \$110 per semester, \$330 full program, plus \$40 administration fee per year.

**Industry experience:** 36 services must be performed in a hospitality enterprise to achieve this qualification.

**Dress code:** Students will be issued with a TAFE shirt, which must be worn on campus. Students must wear a knee length black skirt or long black pants. It is a workplace health and safety requirement to wear fully enclosed non-slip black shoes.

## Semester 1, 2013

Coffee	
SITXCOM001A	Work with colleagues and customers
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITHFAB012B	Prepare and serve espresso coffee
SITHIND003A	Provide and coordinate hospitality service

## Semester 2, 2013

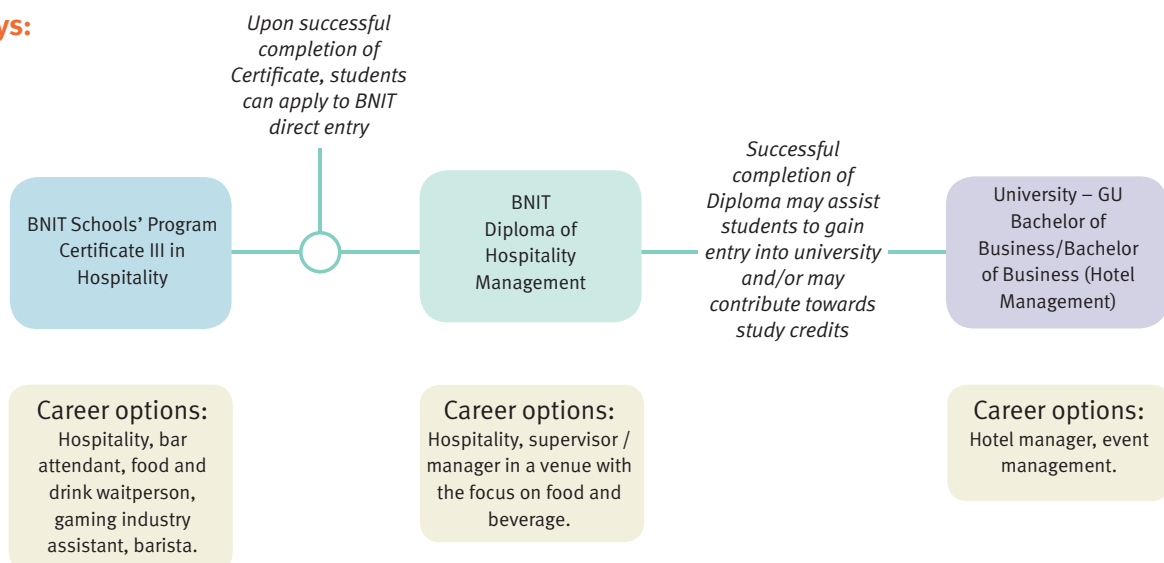
Bar	
SITHIND001B	Develop and update hospitality industry knowledge
SITXCOM002A	Work in a socially diverse environment
SITHFAB001C	Clean and tidy bar areas
SITFAB002C	Operate a bar
SITHFAB009A	Provide responsible service of alcohol (LLD Certificate issued)
SITXFIN001A	Process financial transactions

## Semester 3, 2014

Gaming	
SITXHRM001A	Coach others in job skills
SITXCCS002A	Provide quality customer service
SITHGAM001A	Attend gaming machines
SITHGAM006A	Provide responsible gambling services

*Units are subject to change.*

### Pathways:



# Certificate III in Interior Decoration (Retail Services) LMF31908

This program provides knowledge and skills in the area of interior decoration and design within the context of the retail industry.

You will learn the basics about the way colours work to manipulate a space, applying colour schemes for different rooms within a house, as well as a retail setting such as a hair salon, café or retail store. In addition, you will learn how to use interior decoration computer software packages that enable the building of a house, adding relevant furniture, flooring, paint and decorative accessories.

The two dimensional component of the program teaches you how to structure space, and to create a presentation sample board ready to present concepts to a client. These boards have a combination of fabrics, flooring samples, images and many other samples to show the application of the decorator's ideas.

Drawing is one of the most important parts of decorating and a series of techniques and relevant media are taught as part of this program. Students also learn about different design styles and sourcing information on design.

In the final semester, the program seeks to develop the skills and knowledge to style a retail display.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Ithaca.

**Duration:** 2 years (4 semesters).

**Fees:** \$120 per semester, \$360 full program, plus \$40 administration fee per year.

**Dress code:** It is a workplace health and safety requirement to wear fully enclosed shoes.

**Equipment:** A materials list will be issued on the first day of class.

## Semester 1, 2013

BSBDES301A	Explore the use of colour
MSAPMOHS200A	Work safely
BSBDES302A	Explore and apply the creative design processes to 2D forms
CUVCRS03B	Produce computer aided drawings
MSAPMOPS101A	Make measurements

## Semester 2, 2013

CUVCOR09A	Select and apply drawing techniques and media to represent and communicate the concept
BSBDES305A	Source and apply information on the history and theory of design

## Semester 3, 2014

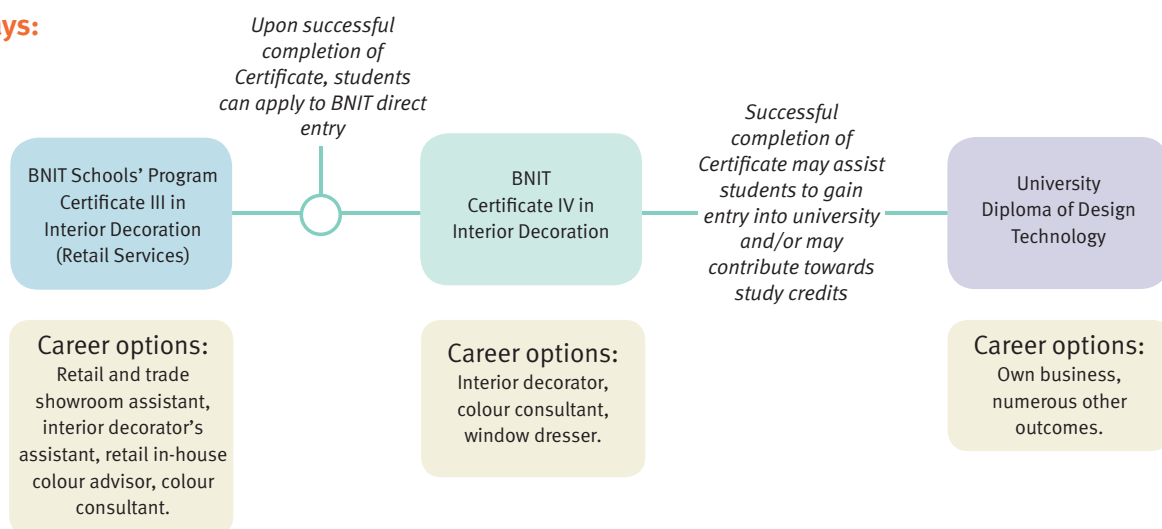
LMFID3002A	Source and specify decorative products
LMFSF3011B	Advise customers on interior decoration
MSAPMSUP102A	Communicate in the workplace

## Semester 4, 2014

LMFID3005A	Style a retail display
MSAPMSUP106A	Work in a team
MSAENV272B	Participate in environmentally sustainable work practices

Units are subject to change.

## Pathways:



# INTERIOR DECORATION

Start your  
TAFE studies  
while still at  
school!



# Certificate III in Information Technology (Networking) ICA30105

- *Please note: With the introduction of a new training package, units of study listed are subject to change.*

Imagine a network war, where teams of students battle it out for the network supremacy! In your two years of basic training, you will learn how to assemble a server in under 90 minutes, arm your network and defend it against enemy attacks.

Do you want to increase your knowledge of hardware/ operating systems and software applications? Examine the advanced feature of modern computer applications. The main emphasis is on learning design and problem-solving techniques within applications using industry recognised software and hardware.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 4:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 2 years (4 semesters).

**Fees:** \$55 per semester, \$220 full program, plus \$40 administration fee per year.



## Semester 1, 2013

Working with Computers	
ICAU1128B	Operate a personal computer
ICAU2231B	Use computer operating system
ICAU1133B	Send and retrieve info using web browsers and email
ICAU2005B	Operate computer hardware
BSBCMN106A	Follow workplace safety procedures
Working with Software	
ICAU1129B	Operate a word processing application
ICAD2012B	Design organisational documents using computing package
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages

## Semester 2, 2013

Working in Teams (Start of Team Project)	
ICAU2005B	Operate computer hardware
ICAU2231B	Use computer operating systems
ICAU3004B	Apply occupational health and safety procedures
Working with Hardware	
ICAL3021B	Connect internal hardware components
ICAS3234B	Care for computer hardware
ICAT3025B	Run standard diagnostic tests

## Semester 3, 2014

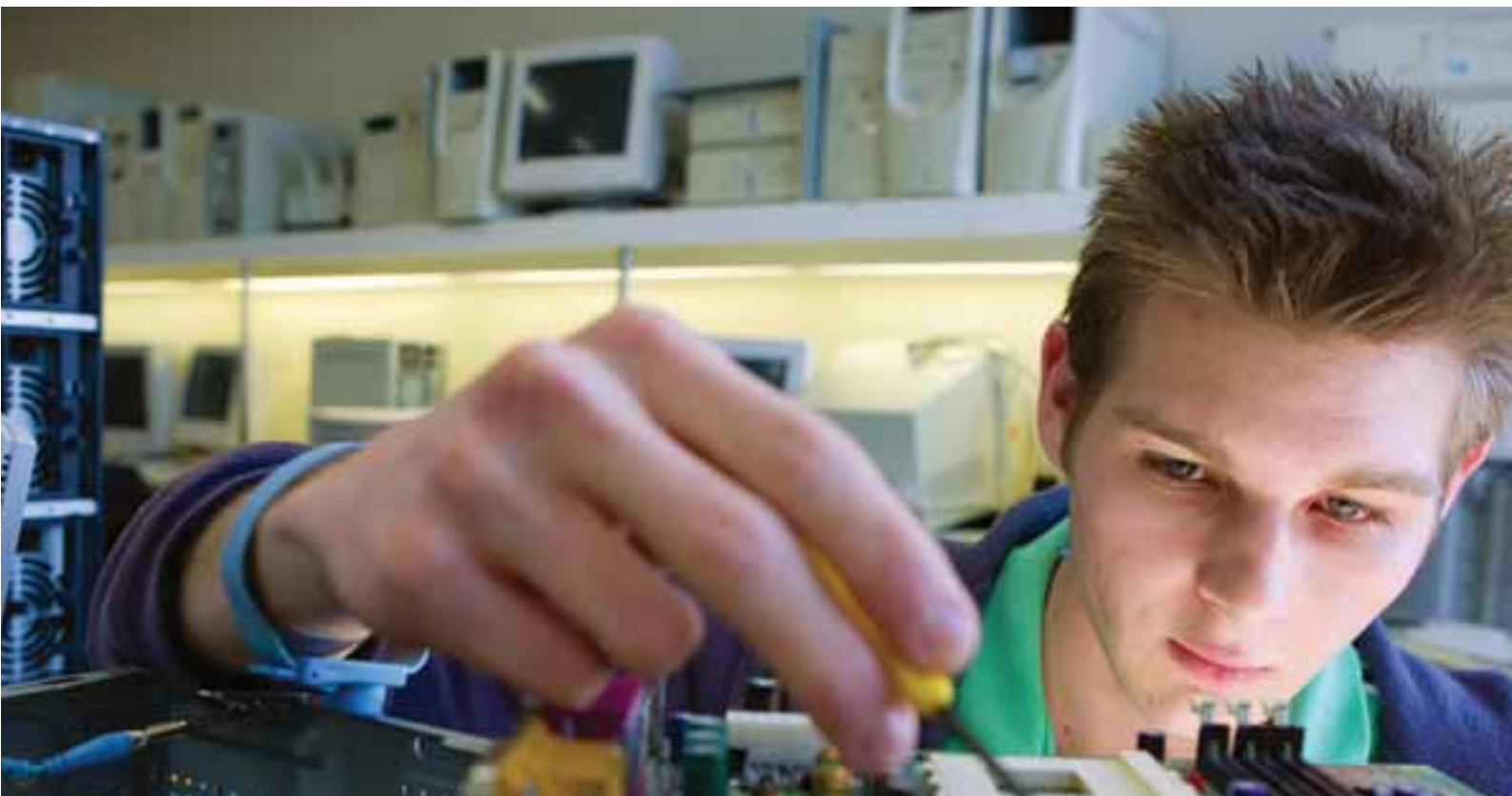
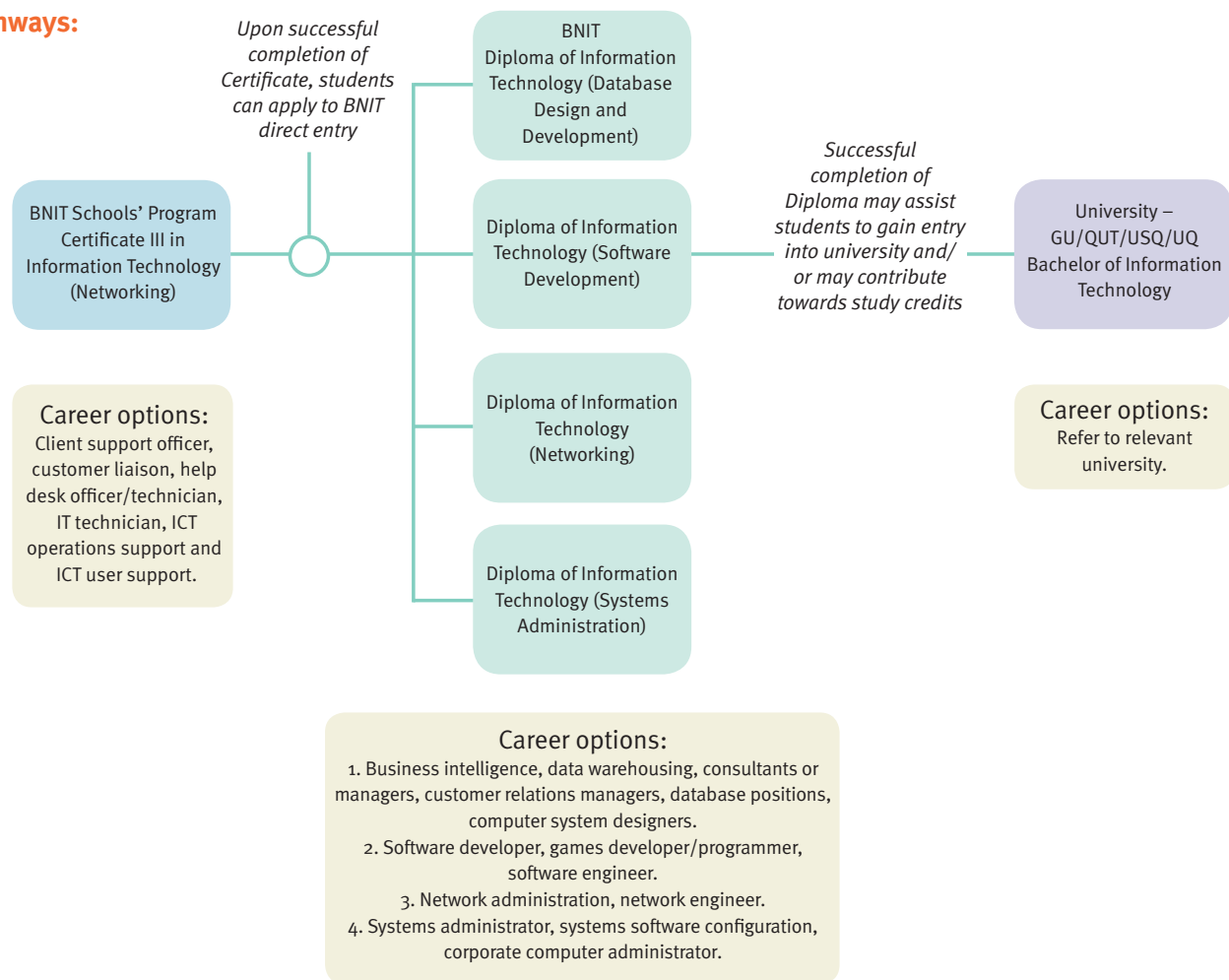
Network Systems	
ICAL3020B	Install and optimise operating system software
ICAL3101B	Install and manage network protocols
ICAS2032B	Provide network systems administration

## Semester 4, 2014

Network Support	
ICAS3034B	Determine and action network problems
ICAS3115B	Maintain equipment and software in working order
ICAS3121B	Administer network peripherals
Network Challenges	
ICAS3120C	Configure and administer network operating system
ICAS3031B	Provide advice to clients
ICAU3019B	Migrate to new technology
ICAB4235B	Build basic security perimeter

*Units are subject to change.*

## Pathways:





# Certificate II in Horticulture (Landscape) RTF20403

- *Please note: With the introduction of a new training package, units of study listed are subject to change.*

This program provides training in planting, irrigation, drainage, structures and garden features. You will study a combination of theoretical and practical work.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 2:30 pm.

**Campus:** Caboolture.

**Duration:** 18 months (3 semesters).

**Fees:** \$8 per competency, \$120 full program, plus \$40 administration fee per year.

**Dress code:** Steel capped boots, long sleeved shirt, broad brimmed hat, ear muffs or plugs, non-fogging safety glasses, sunglasses, sunscreen.



## Semester 1, 2013

RTC2307A	Operate machinery
RTF2023A	Support turf establishment
RTC2012A	Plant trees
RTF2017A	Prune shrubs and small trees
RTC2705A	Work effectively in industry
RTC2016A	Recognise plants

## Semester 2, 2013

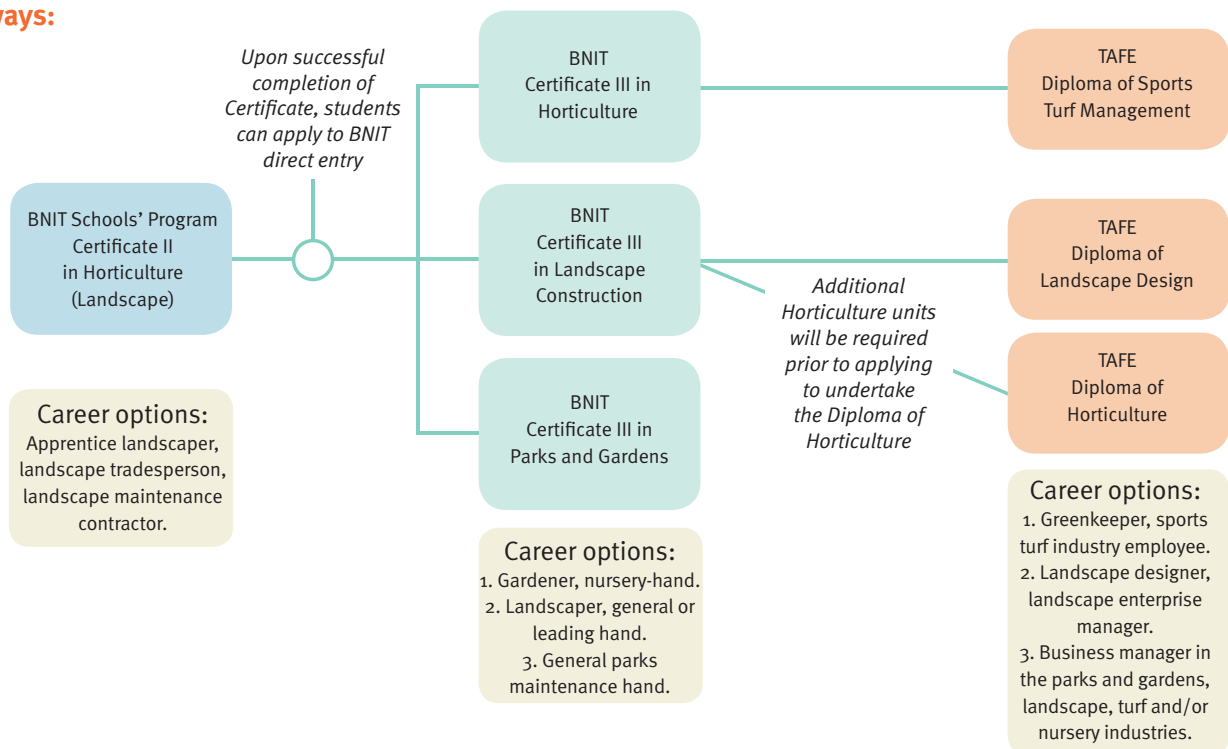
RTF2208A	Lay paving
RTC2210A	Maintain properties and structures
RTC2801A	Participate in workplace communications
RTF2204A	Construct low profile walls
RTC2701A	Follow OHS procedures

## Semester 3, 2014

RTD2206A	Install aggregate paths
RTE2604A	Maintain drainage systems
RTE2603A	Lay irrigation/drainage pipes
RTF2215A	Assist with landscape construction
RTC2702A	Observe environmental work practices

*Units are subject to change.*

### Pathways:



# Certificate III in Media CUF30107

With particular emphasis on graphic and design skills, this course provides an introduction to a broad range of creative and technical multimedia skills.

Areas covered include design and layout, 2D animation, sound production and computer graphics.

You will develop skills and knowledge in manipulating graphic images, animations sound, text and video into multimedia programs.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 4:00 pm.

**Campus:** Bracken Ridge, Redcliffe.

**Duration:** 18 months (3 semesters).

**Fees:** \$20 per competency, \$220 full program, plus \$40 administration fee per year.



## Semester 1, 2013

BSBOHS301A	Follow occupational health and safety procedures
CUFIND301A	Work effectively in the screen and media industries
BSBCRT301A	Develop and extend critical and creative thinking skills
CUFDIG304A	Create visual design components

## Semester 2, 2013

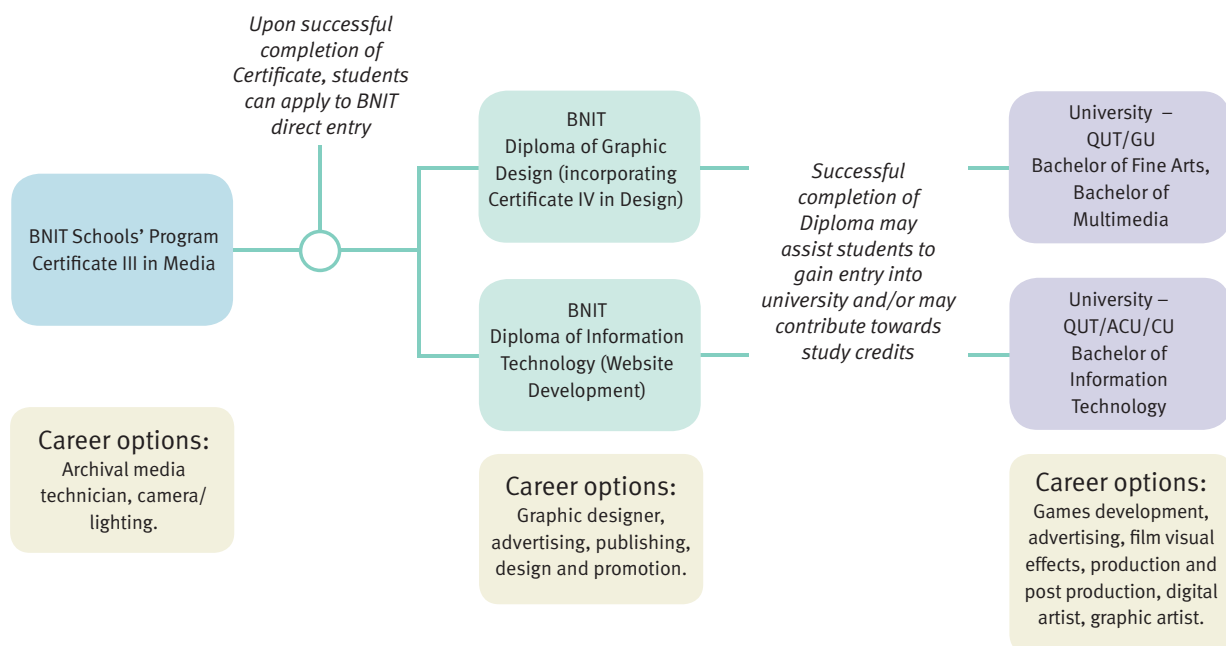
CUFCAM201A	Assist with a basic camera shoot
CUFSOU204A	Perform basic sound editing
CUFDIG303A	Produce and prepare photo images
CUFPOS201A	Perform basic vision and sound editing

## Semester 3, 2014

CUFANM301A	Create 2D digital animation
CUFANM303A	Create 3D digital models
ICAU3126B	Use advanced features of computer applications

*Units are subject to change.*

## Pathways:



# Introduction to Nursing and Aged Care

- *Please note: Further study is required to gain a full qualification.*

The Introduction to Nursing and Aged Care will run over Semester 1 for Year 12 students who are interested in pursuing a career in nursing or related health care areas.

All six units, if successfully completed, provide students with an understanding of the nursing vocation. Three units can be credited towards the Diploma of Nursing or all six units credited towards the Certificate III in Aged Care upon enrolment in the following year (or at any time in the future providing the current training package is still in existence).

In order to successfully complete these six units, additional homework will be required.

**Delivery:** This program is delivered face-to-face, one day per week, 8:30 am – 4:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 16 weeks (1 semester). Suitable for Year 12 students only.

**Fees:** \$366, plus \$40 administration fee per year. The purchase of the standard text may be required for anatomy and physiology study.

**Dress code:** It is a workplace health and safety requirement to wear fully enclosed non-slip shoes.

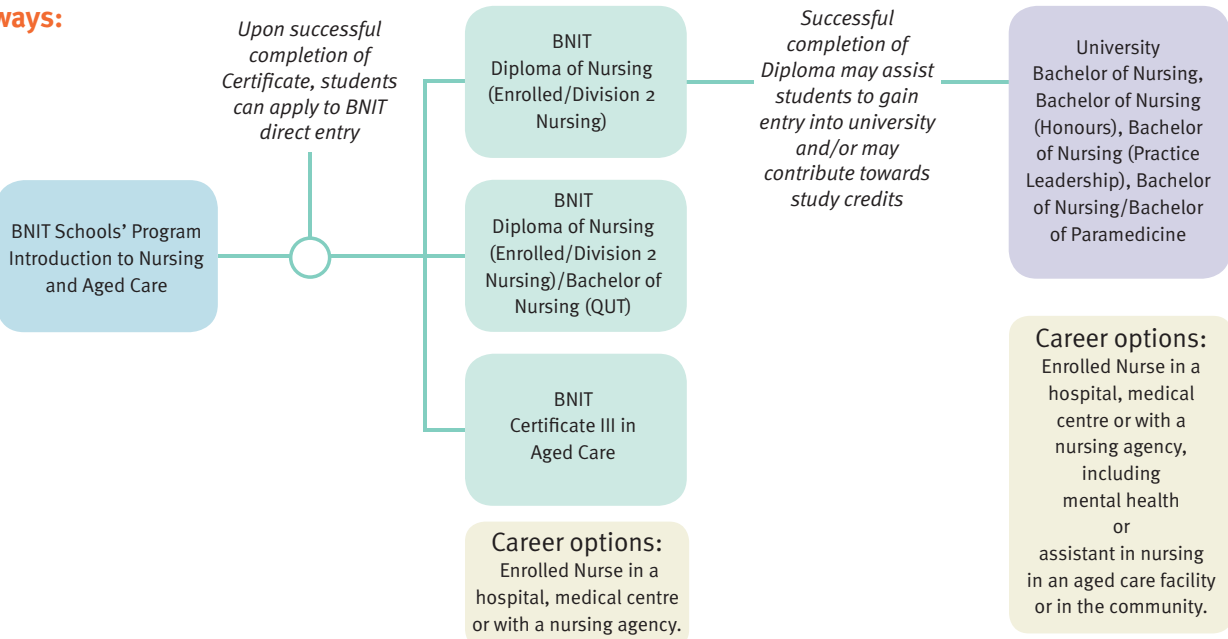
## Semester 1, 2012

HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTFA301C	Apply first aid
HLTAP301B	Recognise healthy body systems in a health care context
CHCCOM302C	Communicate appropriately with clients and colleagues
HLTIN301C	Comply with infection control policies and procedures
CHCOHS312B	Follow safety procedures for direct care work

*Units are subject to change.*



## Pathways:



# 'Double scoop'



## Certificate III in Tourism SIT30107 Certificate III in Events SIT30607

This dual Certificate qualification provides the skills and knowledge for an individual to gain experience in two different sectors - tourism and events. The tourism units will give you an insight into the tourism industry and future employment prospects. The events units will provide organisational and coordination skills.

This is an exciting program offering a 'taste' of two sectors which directly lead to Diploma programs.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00am – 3:00pm.

**Campus:** Ithaca, Bracken Ridge, Caboolture.

**Duration:** 18 months (3 semesters). Suitable for Year 11 students only.

**Fees:** \$110 per semester, \$330 full program, plus \$40 administration fee per year. Extra fees will apply for excursions; amounts will be advised.

**Dress code:** Students will be issued with a TAFE shirt, which must be worn on campus. Students must wear a knee length black skirt or long black pants. It is a workplace health and safety requirement to wear fully enclosed non-slip black shoes.

### Semester 1, 2013

SITCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS001B	Follow health, safety and security procedures
BSBWOR204A	Use business technology

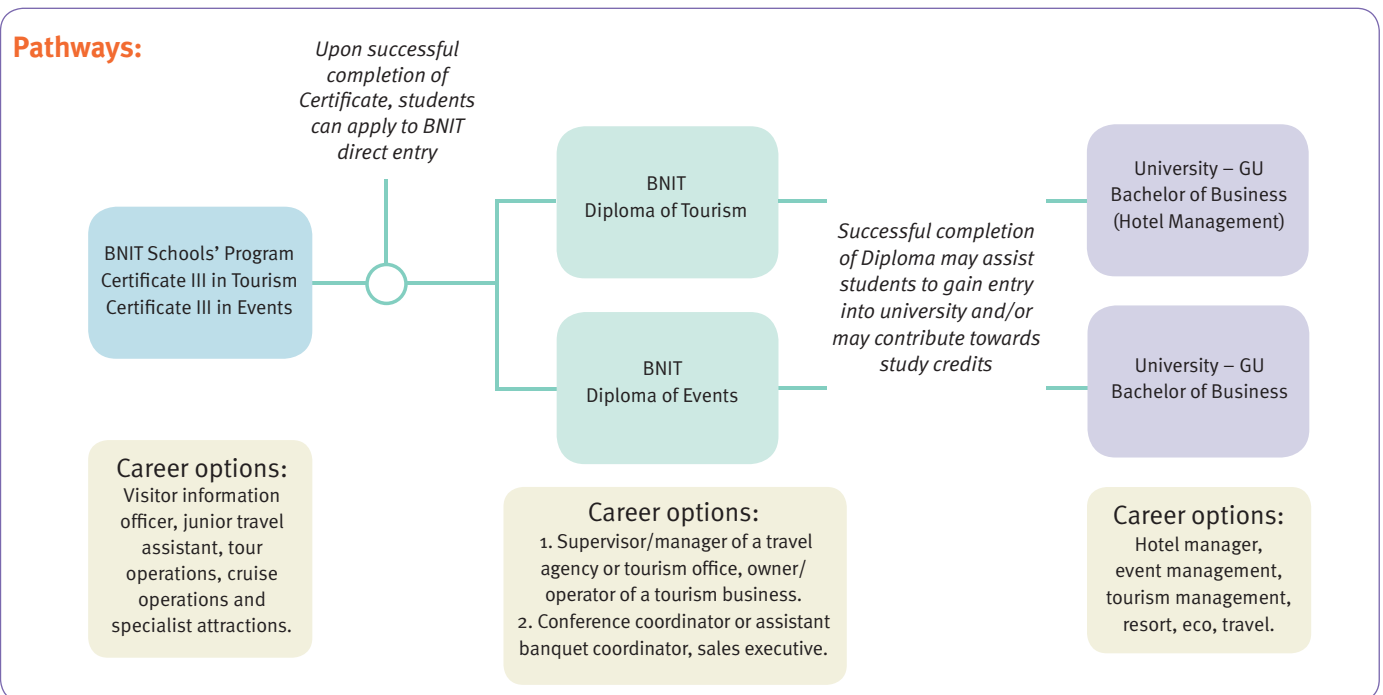
### Semester 2, 2013

SITTIND001A	Develop and update tourism industry knowledge
SITXCCS001A	Provide visitor information
SITXADM002A	Source and present information
SIRXSL001A	Sell products and services
SITXMPR002A	Create a promotional display or stand

### Semester 3, 2014

SITXEV001B	Develop and update event industry knowledge
SITXEV002B	Provide event staging support
SITXCOM004A	Communicate on the telephone
SITTVAF001A	Provide venue information and assistance
SITXCOM005A	Make presentations

*Units are subject to change.*



# 'Single scoop'



## Units contributing to Certificate III in Tourism SIT30107

## Units contributing to Certificate III Events SIT30607

- *Please note: Further study is required to gain a full qualification. This program is only offered at Ithaca campus.*

Complete this cluster of units in only one semester and gain direct credit and guaranteed entry into either the Diploma of Events or Tourism. This is ideal for any student in Year 12 wishing to go on to further study.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Ithaca.

**Duration:** 6 months (1 semester). Suitable for Year 12 students only.

**Fees:** \$140 full program, plus \$40 administration fee per year. Extra fees will apply for excursions; amounts will be advised.

**Dress code:** Students will be issued with a TAFE shirt, which must be worn on campus. Students must wear a knee length black skirt or long black pants. It is a workplace health and safety requirement to wear fully enclosed non-slip black shoes.

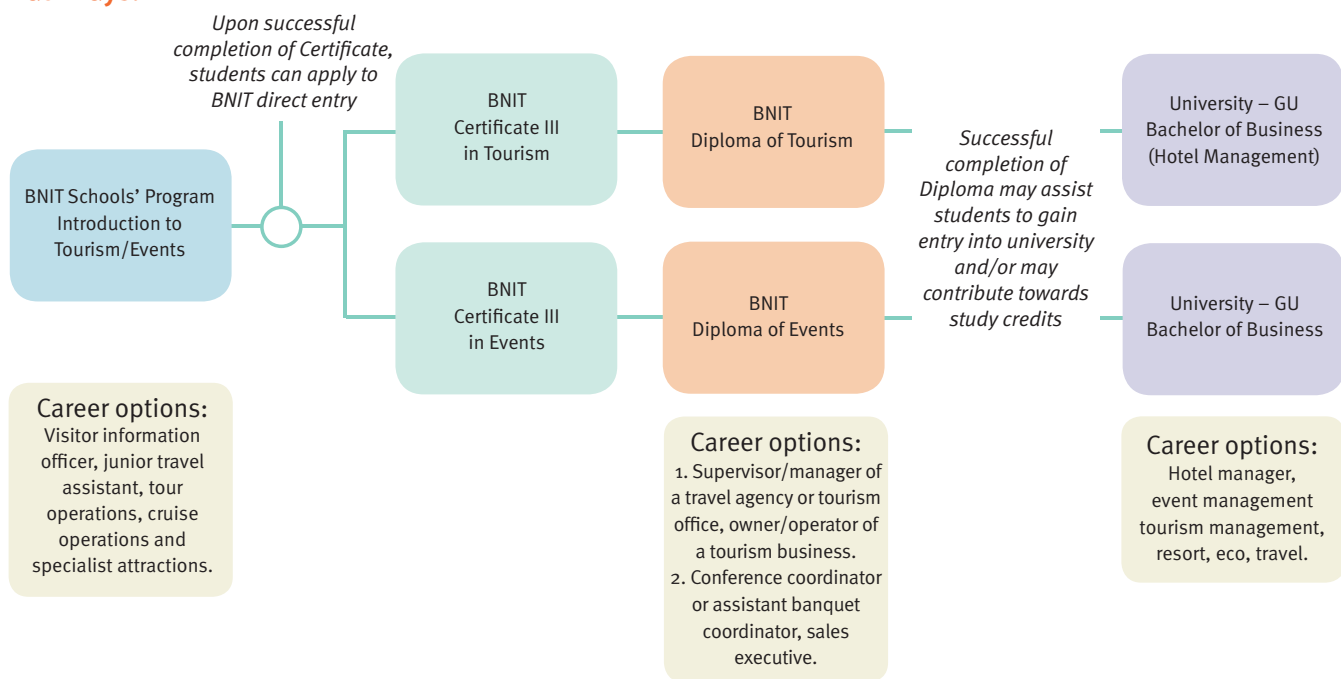
### Semester 1, 2013

SITCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS001B	Follow health, safety and security procedures
BSBWOR204A	Use business technology

*Units are subject to change.*



### Pathways:



# Certificate III in Visual Arts and Contemporary Craft **CUV30103**

- *Please note: With the introduction of a new training package, units of study listed are subject to change.*

This program provides a stimulating and creative environment where you have the opportunity to explore a broad range of art and design activities and gain the practical skills and knowledge to create two and three dimensional forms in a variety of visual art areas.

You will learn to visualise, develop and present ideas and images, to discuss the visual arts analytically and appreciatively and to constructively evaluate your own work and that of others.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Bracken Ridge, Caboolture, Ithaca.

**Duration:** 2 years (4 semesters).

**Fees:** \$140 per semester, \$560 full program, plus \$40 administration fee per year.

**Dress code:** It is a workplace health and safety requirement to wear fully enclosed shoes.

## Semester 1, 2013

CUVCOR08B	Provide drawings to represent concept
CUVCOR03B	Develop, refine and communicate concept for own work
CUVVSP44B	Apply techniques to produce prints
BSBDES302A	Explore and apply the creative design processes to 2D work

## Semester 2, 2013

CUVVSP15B	Produce drawings
BSBDES301A	Explore the use of colour
CUVDES04B	Integrate colour theory in response to brief

## Semester 3, 2014

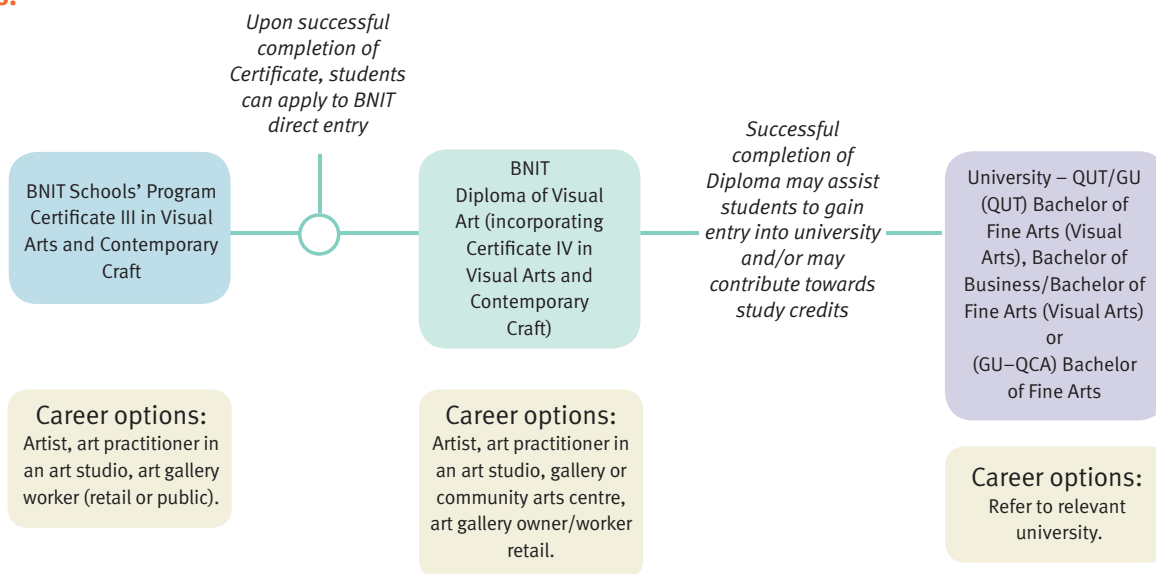
CUVVSP14B	Apply techniques to produce drawings
CUVCOR12B	Review history and theory for applications to artistic practice
CUVVSP35B	Produce paintings

## Semester 4, 2014

BSBOHS201A	Participate in OHS processes
CUVCRS13B	Store finished work
CUVVSP50B	Techniques to produce sculpture
CUVVSP51B	Produce sculpture

*Units are subject to change.*

## Pathways:



# Brisbane North

## **Bracken Ridge**

Norris Road  
Bracken Ridge

## **Caboolture**

Tallon Street  
Caboolture

## **Ithaca (Red Hill)**

Fulcher Road  
Red Hill

## **Redcliffe**

Klingner Road  
Redcliffe

## **Grovely (Keperra)**

Fitzsimmons Street  
Keperra

**131 248**

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