

Think about these *before* your interview!

**My career goal?**

**My work experience record?**

**My training record?**

**My plan with other services?**

**Modules I am interested in?**

- 1
- 2
- 3
- 4
- 5

**Times I can come to TAFE or Work Placement:**

**Monday**  
**Tuesday**  
**Wednesday**  
**Thursday**  
**Friday**

**My transport to TAFE?**



**Enrolment and Interviews:**

For the Access courses on this leaflet, or any TAFE course, call for an appointment at Wyong or Gosford.

Bring your **Individual Transition Plan**, this form completed, your **resume, reports** and **references**, especially from Work Experience and voluntary work.

If you are supported by DADHC *Community Participation* or *Transition To Work*, we need to know your service's vocational plan for you, and note that the service will be charged for TAFE services in 2009.

TAFE does not charge students for the Career Access 9070 course! Access courses in TAFE are fee-exempt.

**For further information contact:**

**Gosford:**

Carmel Brown – Teacher/Consultant  
Ann Isaac - Teacher/Coordinator  
**Ph: 43482202**  
Room G.G .5 Gosford Campus, Margin St., Gosford

**Wyong:**

Carmel Brown – Teacher/Consultant  
Ann Isaac – Teacher/Coordinator  
Darla Daniel – Student Support Officer  
**Ph: 43502245 or 43502228**  
Room D.G.4  
Wyong Campus, Porter St., Wyong

**Ourimbah**

Carmel Brown – Teacher/Consultant  
Ann Isaac – Teacher/Coordinator  
Gail Palmer – Student Support Officer  
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NEW SOUTH WALES  
DEPARTMENT  
OF EDUCATION  
AND TRAINING



**TAFE** NSW

HUNTER INSTITUTE

**2009**

**Career Access**

*Access to Work and Training*  
9070

**Training with learning support for  
your vocational pathway.**

You will gain the skills to access  
further training and a range of jobs.

**Wyong, Gosford and Ourimbah Campuses  
Disability Services - Learning**

## **Learner Support 9999**

If you are considering a “mainstream” TAFE course, check the Institute course booklet or [www.hunter.tafensw.edu.au](http://www.hunter.tafensw.edu.au) or call 131225. Call the campus about information sessions.

Call us for an appointment to discuss support such as tutorials, Reader/Writers for tests, reduced workload, liaison with your Teachers and work placement support. Also, some of these courses require a fee and we may be able to provide you with an exemption. We will enrol you Learner Support 9999 (no fee).

**You can do our Access class/es and/or Work Placement with our support, as well as a “mainstream” TAFE course.**

## **Career Access 9070**

### ***Access to Work and Training***

This course has a wide range of entry level modules. Our Unit runs this course as separate smaller classes for people with a learning or an intellectual disability. Most classes are for 2 hours.

We will run a new class where about 8 to 10 students' skills are similar, and resources are available.

### **Attendance:**

You only attend for modules you are enrolled in, ie 2 to 12 hours per week of classes, and Work Placement if chosen.

You can start with as few modules as you are ready for, and increase each semester. You will start Job Search Skills and Work Placement when you are ready for work.

## **Reception and Clerical Skills**

Office skills for working in an office (Gosford and Wyong)



## **Computer Essentials**

Basic word processing and data entry.

## **Welding (Gosford)**

Skills and OH&S; work on small projects, eg barbecue tools.

## **Hand & Power Tool Operations Modules (Wyong)**

For trade assistant work; work on small projects, eg CD tower.



## **Preparation for Learner's Permit**

Rules and safe practices in the RTA handbook. Practice the computer knowledge test. (Gosford and Wyong)

## **Job Seeking Skills**

Learn how to look for and apply for jobs. Update your resume. Identify your career goals. Practise interviews and link to employment agencies. (Gosford and Wyong)

## **.Accident Response**

Introduction to First Aid (Gosford and Wyong)

## **Communication at Work**

These modules teach you skills to be an effective team member in the workplace. You will also learn how to manage conflict using positive methods. (Wyong)

## **Introduction to Retail**

Skills for shop assisting and storeroom work. Industry visits. (Gosford and Wyong)

## **Gardening/Nurseries and Lawn Maintenance**

For parks and gardens, greenkeeping or outdoor trade assisting. (Gosford and Wyong)



***Off campus:***

## **Work Placement**

Experience work tasks and routines, and test your job choices. These work placements are arranged individually for you. (Central Coast businesses)