

Career Access applicants:

Think about these before your interview!

My career goal?

My work experience record?

My training record?

What days and times can I come to TAFE?

Am I able to do Work Placement?

My transport to TAFE?

Modules I am interested in?

Interviews:

For the Career Access classes on this leaflet, ask for an appointment with Angela Baldwin in Term 4, 2008

Bring your school **Individual Education Plan** and your **resume, reports** and **references**, especially from Work Experience and voluntary work.

If you are supported by DADHC Transition To Work or Community Participation, we will need to know your service's vocational plan for you, and the service will be charged for TAFE disability support services in 2008.

Students will not be charged: Access courses in TAFE are free.



For further information contact:

Carmel Brown FG14 - Teacher/Consultant~ Learning

Chris Collis FG14 - Teacher, mainstream course support

Angela Baldwin FG13 - Teacher, Career Access course

Jamie Arthurs FG11 - Student Support Officer

Newcastle Campus, Maitland Rd Tighes Hill 2297



Email - firstname.surname@tafe.nsw.edu.au

Ph 49237440 or 49237944

Fax 49237263

2009 Term Dates

Term One: Mon 9th February to Thurs 9th April

Term Two: Mon 27th April to Fri 26th June

Term Three: Mon 20th July to Fri 2nd October

Term Four: Mon 19th October to Fri 4th December

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 jobseekers.
You will gain skills to access a
range of jobs.

Newcastle, Hamilton and Belmont Campuses
Learning Disabilities Unit

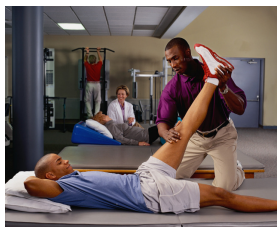
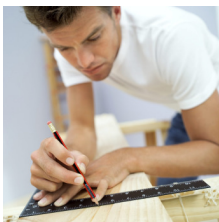
Learner Support 9999

If you are considering a "mainstream" TAFE course in 2007 please find out about 2007 courses from the TAFE Course Information number 131255, the Institute course booklet, or www.hunter.tafensw.edu.au .

For advice and explanation of the support we can provide, please ask us for an appointment now:

Chris Collis, Teacher/Coordinator
Room FG.14
Newcastle campus
Ph 49237952

Chris will organise tutorials, exam Reader/Writers and liaise with your Teachers. You will be enrolled in the Individual Education Plan unit of the 9999 course. Students are not charged for support.



Career Access – Access to Work and Training 9070

Angela Baldwin, Teacher/Coordinator

This is a course with a wide range of entry level modules. Our unit runs this course with separate smaller classes for people with learning or intellectual disabilities. Most classes are for 2 hours per week for one semester.

New classes will start where about 8 to 10 students' skills are similar, and resources are available.

Attendance: For modules you are enrolled in only.

Number of Students: 8 to 10 per class

Gardening/ Landscaping – skills for a nursery, or lawns & gardens maintenance.

Welding – for trade assistant work.

Furniture Making - for trade assistant work.

Aged Care – Assisting and caring for Aged people eg. assisting in a nursing home

Asset Maintenance- equipment & cleaning agents for surfaces, windows, furniture, outdoors.

Accident Response – basic First Aid.

Occupation Health & Safety – safety in the workplace. A one day course with Work Cover.

Customer Communication & Operate Retail Equipment - for shop assisting and stores work.

Reception & Clerical Skills for office work.

Computer Essentials has basic word processing and data entry.

Kitchen Assisting – practical skills in food preparation for the commercial food industry, at Hamilton campus.

Cafeteria – You will work in a full scale cafeteria at Hamilton campus - food preparation, customer service, cleaning, and hygiene.

Preparation for Learner's Permit – rules and safe practices from the RTA handbook; practise the computer knowledge test.

Work Studies, Job Seeking Skills, Individual Education Plan –your training and job goals. Job searching, interview skills, resume preparation.

Work Placement - Arranged individually for you.