



**Southbank**  
Institute of Technology  
Education for aspiring minds

# Apprenticeships and Traineeships

Program Guide 2012



**Queensland** Government



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## Key

- WB** **Workplace Based**  
This course is delivered in your place of work
- OL** **Online**  
The course is offered online
- FD** **Flexible Delivery**  
A course delivered through a range of methods
- FT** **Full-time**  
The course is offered on a full-time basis
- PT** **Part-time**  
The course is offered on a part-time basis

Information and courses contained within this booklet are correct as at February 2011 and are subject to change at any time without notice. For up to date information call 13 72 48 or visit [southbank.edu.au](http://southbank.edu.au)

## Why you should study with us.

Here's why more than 28,000 students from over 90 countries chose to study with us in 2010.

### 1 We will help shape your career

- we provide quality education for a range of careers
- our courses give you the practical skills so you are job ready
- we offer 140 formal pathways to university
- 88.2% of graduates go on to further study or get a job after\*.

### 2 We are a leading training provider with highly skilled teachers

- our respected industry focused teachers strive to deliver you the best teaching
- we work with industry to deliver up-to-date training packages endorsed by the Australian Quality Training Framework.

### 3 We offer a world-class learning environment

- we recently completed a major redevelopment of our Southbank campus to create a world-class facility designed to inspire interactive and student-focused teaching and learning
- our campus offers open and flexible learning spaces so you can work at your own pace and be your best
- study modes available including full-time, part-time, short courses, online, flexible delivery and on-the-job training.

### 4 We are centrally located

- our Southbank Campus is located in the heart of Brisbane's cultural precinct and right next to the city centre. It is easily accessible to buses, trains and the City Cat
- newly opened student accommodation is available next door to our main campus.

### 5 We provide an international perspective

- we currently have 3,500 international students studying with us from more than 90 countries
- we can provide international students an excellent pathway into university or further training
- international students can access a first class support network, including a dedicated International Student Support team, an International Student Social Club and English Language Intensive Courses for Overseas Students (ELICOS)
- we can point you in the right direction to help you find accommodation.

### 6 We will support you

We offer a wide range of services to help you when you need it most, including:

- scholarships and bursaries
- career counselling
- AccessAbility services
- library
- literacy and Learning Centre
- Indigenous Australian student support
- student employment opportunities
- a 24 hour security team.

### 7 We offer a wide variety of courses of highly sought after disciplines

Choose from a range of courses in the following areas:

- Health Services
- Biotechnology
- Engineering
- Multimedia
- Hospitality and tourism
- Creative industries
- Business services.

*Where to from here?*

*Visit our website [southbank.edu.au](http://southbank.edu.au) for information on courses available and study options or contact us on 13 72 48.*



Check us out on **facebook**/SBITBrisbane



Follow us on **Twitter** @SBITBrisbane

\*Source: National Centre for Vocational Education Research (NCVER), 2009 Summary of Graduate Outcomes.



## Why choose to gain your trade qualification at Southbank Institute?

A Southbank Institute of Technology trade qualification can make all the difference to your future, giving you the competitive edge you need to excel in your chosen field.

At Southbank Institute you will enjoy access to real world teachers, up-to-the-minute industry relevant courses, on-the-job and/or off-the-job training courses and hands-on, practical tuition.

Flexibility is the key at Southbank Institute, with block release training periods tailored to suit your work schedule. We will liaise closely with your employer to ensure you gain all the support you need to complete your studies, whilst at the same time meeting all of your job commitments.

Southbank Institute offers leading training in:

- binding and finishing
- children's services
- commercial cookery
- dental assisting
- hairdressing
- jewellery and watchmaking
- meat retailing
- printing and graphic pre-press
- retail baking
- screenprinting and signwriting .

Your talent, passion and dedication – combined with Southbank Institute's flexible training delivery, comprehensive courses and practical, hands-on teaching – will give you exactly what you need to fast-track a successful career in your chosen trade.

## Already working?

Have your existing skills recognised and reduce your study time!

### Recognition of Prior Learning (RPL)

Recognition of Prior Learning may be applicable to courses in this brochure subject to assessment of previous experience. Visit [southbank.edu.au](http://southbank.edu.au) for details.





# Children's services

## Diploma of Children's Services (Early Childhood Education and Care) (Apprenticeship)

WB FT

Course No	Duration	Entry criteria
CHC50908-2	Dependant on your Apprenticeship contract	Employed within the Australian Apprenticeship system for a min. of 15hrs per week. Completed Certificate III in Children's Services. Must be 17 years or older.

**Career opportunities** Centre based care group leader, school age care coordinator, family day care coordinator.

**Description** This course will provide you with the skills, knowledge and understanding to work as a fully qualified child care professional. A wide range of areas are covered as part of this diploma including:

- supporting emotional and psychological development of children
- establishing and maintaining a safe and healthy environment for children
- designing, implementing and evaluating care routines for children
- working in partnership with families.

**Further study options** Advanced Diploma of Children's Services



### How do you keep at the top of your field?

"Keeping up-to-date with changes in children's services is a key priority for me and the team I work with. We regularly meet and network with a number of agencies to ensure we have the latest information to share with our students. I love learning about Early Childhood and enjoy networking and joining in at workshops and seminars, as well as continuing formal study."

Deborah Minterm-Lane, Children's Services,  
Early Childhood Education Teacher

## Certificate III in Children's Services (Traineeship)

WB FD FT PT

Course No	Duration	Entry criteria
CHC30708-2	Dependant on your Apprenticeship contract 1 year (full-time) 2 years (flexible)	Completion of Year 10 or equivalent is desirable but not required. You must be employed in an appropriate position for a minimum of 15hrs per week.

**Career opportunities** Child care assistant, playgroup supervisor, family day care worker, child care worker, nanny, preschool assistant, kindergarten assistant.

**Description** An entry-level qualification for the child care industry. As a trainee you will undertake training in the workplace (employers must undergo a resource assessment) combined with workshops delivered by Southbank Institute staff.

This course will provide you with the essential knowledge to work in a variety of child care roles and environments. A broad range of areas are covered including:

- caring and interacting with children
- supporting development of children
- contributing to workplace health and safety
- applying first aid.

Units covered in the Certificate III are pre-requisites for further study and development in the Diploma of Children's Services.

**Further study options** Diploma of Children's Services





# Commercial cookery

## Certificate III in Hospitality (Commercial Cookery) Apprenticeship

WB

Course No	Duration	Entry criteria
SIT30807	Completed within apprenticeship period (negotiable between employer and apprentice)	You must be registered as an apprentice with an employer before commencing training.

**Career opportunities** Qualified chef in hotels, restaurants, hospitals or any commercial catering establishment.

**Description** This comprehensive course has been designed in direct consultation with industry and provides the basis of training to a trade level in the professional cookery industry. The course covers everything from cookery techniques to food service and preparation, menu planning, food hygiene, health and safety procedures and more.

**Recognition of prior learning** may be applicable subject to assessment of previous experience.

## Certificate IV in Hospitality (Patisserie) DE PT

Course No	Duration	Entry criteria
SIT40707	dependent on units selected (part-time)	There are no entry requirements for this program, however SITXOHS002A 'Follow workplace hygiene procedures' is desirable.

**Career opportunities** Second in charge to a chef patissier.

**Description** This course will provide you with the necessary higher technical expertise to advance towards becoming a chef patissier. You will develop the ability to work efficiently in a wide variety of commercial food outlets across the hospitality industry, and learn additional skills to enable you to specialise in commercial patisserie.

**Recognition of prior learning** may be applicable subject to assessment of previous experience.

*Apprentice Chef of the Year offers a fantastic career boost for a rising chef. The 2010 winner received a life-changing opportunity to spend time overseas working at the Pullman Bangkok King Power Hotel, part of Accor Group Australia, alongside a three hat chef to experience the operations of a large, high profile hotel.*

*Up-skilling the next generation of industry leaders.*





## Hairdressing



# Dental assisting

## Certificate III in Dental Assisting (Traineeship)

DE WB PT FT

Course No	Duration	Entry criteria
HLT31807	1 year (full-time) 2 years (part-time)	Employed as a trainee in the Australian Traineeship System for a minimum of 16 hours per week. You must demonstrate literacy and numeracy skills at a level consistent with essential requirements for workplace performance.

**Career opportunities** Dental assistant.

**Description** If you are employed as a dental assisting trainee this could be the right course for you to gain your first industry recognised qualification. Using theoretical knowledge and practical workplace skills training you will become efficient in areas such as:

- preparing for and assisting with oral health procedures
- assisting with dental radiography
- processing reusable instruments and equipment
- administration and patient management
- infection control procedures.

**Further study options** Certificate IV in Dental Assisting

*How do you keep at the top of your field?*

*"By being involved in communities of practice. By maintaining and expanding personal and professional development. By keeping an open mind".*

*The best thing about teaching is...*

*"Giving others the opportunities to develop personally and professionally".*

*Lee-Ann Pollard, Dental Assisting Teacher*



## Certificate III in Hairdressing (Apprenticeship)

AP WB FT

Course No	Duration	Entry criteria
WRH30109	3 years (workplace-based)	Employed as a full-time apprentice with Stefan Hair Fashions in the Australian Apprenticeship system.

**Career opportunities** Hairdresser.

**Description** This course will provide you with the skills you need to work in a hairdressing salon as a hairdresser apprentice. Basic units such as how to maintain a clean and safe workplace along with effective communication are important elements of this course. Advanced skills of cutting, treating, colouring and styling hair are also covered. As a graduate of this course you will receive a nationally recognised Certificate III qualification.

**Venue** Stefan Hair Fashions Hairdressing Academy.





*Southbank Institute is the only trade based provider of jewellery and watchmaking training in Queensland!*

# Jewellery and Watchmaking

## Certificate III in Jewellery Apprenticeship

FD

Course No	Duration	Entry criteria
MEM30605	Convenient block release training periods scheduled throughout the year	You must be registered as an apprentice with an employer before commencing training. Sign up is accepted any time throughout the year.

**Career opportunities** Jewellery manufacturer, designer or instructor.

**Description** This unique, specialised off-the-job apprentice training will allow you to develop proficiencies in jewellery manufacturing including traditional fabrication techniques, stone setting, jewellery design, counter sketching, colour rendering and jewellery repairs. You will also gain basic hands-on knowledge of gemmology, wax modelling, precious metals and metal casting.

## Pre-apprenticeship short course for jewellery manufacturing

FD

Course No	Duration	Entry criteria
FFS497	5 days for one week from 9am - 5pm. Several intakes throughout the year.	There are no entry requirements. You will need to provide your own safety glasses and dust masks. Closed footwear is required.

**Career opportunities** Pathway to jewellery apprenticeship.

**Description** This course will provide you with an insight into jewellery manufacturing and allow you to explore your own aptitude and abilities in this specialised field. The course covers general knowledge about jewellery, an introduction to gemstones, basic drawing and jewellery making techniques and how to apply for an apprenticeship.

**Further study options** Jewellery apprenticeship.

## Certificate III in Engineering (watchmaking) Apprenticeship

FD

Course No	Duration	Entry criteria
MEM30205	Block release training periods scheduled throughout the year	You must be registered as an apprentice with an employer before commencing training. Sign up is accepted any time throughout the year.

**Career opportunities** Watchmaking, watch and clock repairer.

**Description** This unique, specialised off-the-job apprentice training covers all aspects of watchmaking including tools, repair techniques and disassembly and reassembly procedures for watches and clocks. You will also develop your lathe work skills for turning stems and staffs.

*Congratulations to Southbank Institute apprentice Ashley Naumann, silver medallist at World Skills Australia 2010.*





# Meat retailing

## Certificate III in Meat Processing (meat retailing) Apprenticeship

WB FD

Course No	Duration	Entry Requirements
MTM30807	Flexible delivery	You must be registered as an apprentice with an employer before commencing training. Sign up is accepted any time throughout the year.

**Career opportunities** Trade qualification as a butcher.

**Description** Enhance your apprenticeship with this comprehensive formal qualification and add value to yourself and your employer. Training includes all aspects of health and safety, quality and productivity. Our convenient on-the-job training programs are designed to easily fit around your work duties.

**Recognition of prior learning** may be applicable subject to assessment of previous experience.



*"Great location, excellent facilities".  
Apprentice, Sumner Park*



# Printing and Graphic pre-press

## Certificate III in Printing and Graphic Arts (graphic pre-press) Apprenticeship

WB FD

Course No	Duration	Entry criteria
ICP30210	Flexible delivery	You must have completed Year 10 or equivalent and be registered as a pre-press apprentice in the printing and graphic arts industry.

**Career opportunities** Pre-press operator, pre-press technician

**Description** You will receive thorough training in the design and preparation of layouts and artwork, and the manipulation of images and text to meet production and design requirements.

**Further study options** Certificate IV in Printing and Graphic Arts (graphic pre-press), Certificate IV in Printing and Graphic Arts (management/sales).

## Certificate III in Printing and Graphic Arts (printing) Apprenticeship

WB FD

Course No	Duration	Entry criteria
ICP30510	Flexible delivery	You must have completed Year 10 or equivalent and be registered as a print machinist apprentice in the printing and graphic arts industry.

**Career opportunities** Print machinist.

**Description** This program will equip you with skills to set up and operate letterpress, lithographic, flexographic and gravure printing presses and digital printers, and to work on a range of printed products. You will learn to prepare material, monitor and run equipment and machinery.

**Further study options** Certificate IV in Printing and Graphic Arts (printing), Certificate IV in Printing and Graphic Arts (management/sales), Certificate IV in Printing and Graphic Arts (process leadership).

## Certificate III in Printing and Graphic Arts (print finishing) Apprenticeship

WB FD

Course No	Duration	Entry criteria
ICP30710	Flexible delivery	You must have completed Year 10 or equivalent and be registered as a binder and finisher apprentice in the printing and graphic arts industry.

**Career opportunities** Binder and finisher.

**Description** You will learn how to assemble, bind and cover books, other publications and printed products by hand or machine. You will develop skills in the post-press and finishing stages of the print process.

**Further study options** Certificate IV in Printing and Graphic Arts (print finishing), Certificate IV in Printing and Graphic Arts (management/sales), Certificate IV in Printing and Graphic Arts (process leadership)

## Certificate II in Printing and Graphic Arts (desktop publishing) Traineeship

WB FD

Course No	Duration	Entry criteria
ICP20210	Flexible delivery	Employment as a trainee in the Australian Traineeship system either full time or part time (minimum 15 hours per week). School leavers must have completed Year 10 or equivalent.

**Career opportunities** Graphic designer, graphic pre-press trade worker, desktop publisher.

**Description** This course will teach you the full range of technical skills required for a successful career in desktop publishing, enabling you to seek employment in one of Australia's most dynamic and challenging industries. The course covers all aspects of the graphic design process.

## Certificate II in Printing and Graphic Arts (general) Traineeship

WB FD

Course No	Duration	Entry criteria
ICP20110	Flexible delivery. Full-time trainees: 1 year Part-time trainees: 2 years School-based trainees: 2 years	Employment as a trainee in the Australian Traineeship system either full-time or part-time (minimum 15 hours per week). School leavers must have completed Year 10 or equivalent.

**Career opportunities** Successful completion may enable you to gain an apprenticeship in graphic pre-press, print machining, binding and finishing or screen printing trade areas.

**Description** The Queensland Printing Industry acknowledges the need to provide a course of study focused on introducing learners to the printing and graphic arts industry. This course will enable you to study at a Certificate II level, exploring the various sectors within the industry and providing an understanding of career opportunities through the acquisition of skills across all sectors. You will develop core generic workplace skills, along with an understanding of a range of areas relevant to the printing industry. Areas covered include:

- Graphic Pre-Press
- Printing
- Screenprinting
- Signwriting
- Binding and Finishing.



# Retail baking

## Certificate III in Food Processing (retail baking – bread) Apprenticeship

WB FD

Course No	Duration	Entry criteria
FDF30603	Block release training periods scheduled throughout the year.	You must be registered as an apprentice with an employer before commencing training. Sign up is accepted any time throughout the year.

**Career opportunities** Trade qualification as a bread baker.

**Description** This comprehensive course includes thorough training in all aspects of bread baking. Practical, hands-on and industry relevant, this training takes place through convenient block release combined with on-the-job programs scheduled to fit easily around your work duties.

## Certificate III in Food Processing (retail baking – cakes and pastry) Apprenticeship

WB FD

Course No	Duration	Entry criteria
FDF30503	Block release training periods scheduled throughout the year.	You must be registered as an apprentice with an employer before commencing training. Sign up is accepted any time throughout the year.

**Career opportunities** Trade qualification as a pastry cook.

**Description** This course combines the two interrelated fields of pastry and cake-making. Southbank Institute's unique course includes a course that will develop and extend your practical skills in the research and development of recipes. You will acquire the skills and knowledge to evaluate bakery products and modify or create new recipes according to trends and market developments. As part of this process you will also conduct product tastings and evaluate results. These skills will give you a competitive edge when seeking employment as a qualified pastry cook.

## Certificate III in Food Processing (retail baking – combined) Apprenticeship

WB FD

Course No	Duration	Entry criteria
FDF30703	Block release training periods scheduled throughout the year.	You must be registered as an apprentice with an employer before commencing training. Sign up is accepted any time throughout the year.

**Career opportunities** Trade qualification as a baker and pastry cook.

**Description** This course combines the two interrelated fields of pastry and cake-making. Southbank Institute's unique course includes a course that will develop and extend your practical skills in the research and development of recipes. You will acquire the skills and knowledge to evaluate bakery products and modify or create new recipes according to trends and market developments. As part of this process you will also conduct product tastings and evaluate results. These skills will give you a competitive edge when seeking employment as a qualified pastry cook.





# Signwriting and screen printing

## Certificate III in Signage (sign making) Apprenticeship

WB FD

Course No	Duration	Entry criteria
CPC32108	Four training blocks, between two and four weeks in length.	You must be indentured as an Australian Apprentice and have passed CPCCOHS2001A - Apply OHS Requirements Policies and Procedures in the Construction Industry.

**Career opportunities** Sign manufacturer, signwriter, body artist, engraver, graphic designer, industrial spray painter, painter and decorator, screen printer/stencil preparer, vehicle wrapper.

**Description** This course will provide you with the broad spectrum of skills and technical knowledge you require to gain employment in the creative and progressive signwriting industry. This practical, hands-on course covers the design, manufacture and installation of paint and print signs for internal and external advertising on displays, buildings, billboards, boats, vehicles and structures. Vital training in the computerised print manufacture of signs is also included in the course. The block release training is designed to easily fit around your work duties, so you will be able to effectively add value to yourself and your employer with this most comprehensive formal qualification

## Certificate III in Printing and Graphic Arts (screen printing) Apprenticeship

WB FD

Course No	Duration	Entry criteria
ICP30610	Flexible delivery	You must have completed Year 10 or equivalent and be registered as a screen printing apprentice in the printing and graphic arts industry.

**Career opportunities** Screen printer and stencil preparer.

**Description** This course will teach you how to set up and operate power driven or hand-operated screen printing machines to create visual images.

**Further study options** Certificate IV in Printing and Graphic Arts (management/sales), Certificate IV in Printing and Graphic Arts (process leadership)

*Industry workshops such as the ones held at Southbank Institute by Graphic Art Mart and Avery Graphics provide students with an authentic experience and the opportunity to work with, and learn from, a variety of industry experts.*



### Pathways to university

Southbank Institute of Technology is a recognised centre of excellence for its pathways to universities. We have partnered with major Queensland universities to give diploma, advanced diploma and associate degree graduates recognition for the quality of education and training they receive at Southbank Institute.

Many Southbank Institute diplomas and advanced diplomas articulate into degree courses with our partner universities.

If you didn't get the right OP it's not the end of the world. By completing a diploma or advanced diploma at Southbank Institute, you can improve your OP score and heighten your chances of securing a place to university.

For more information about pathways visit [southbank.edu.au](http://southbank.edu.au) or check out our 2010 Pathways to your future brochure.

### Need more information?

We have a range of brochures designed to help you to make the right decision and include:

- The Southbank Experience
- Parents Guide
- Support for Students
- Pathways to your Future
- Post-Degree Study

Our brochures are the perfect way to assist you with what Southbank Institute has to offer. Alternatively, if you would like to speak to us you can call 13 72 48.



## How to apply

You must be employed as an apprentice or trainee in the Australian Traineeship system to apply for the courses listed in this brochure.

Traineeship and apprenticeship positions are offered by both public and private organisations.

You can also find an employer by:

- contacting the Job Network information line on 13 62 68 or visiting [www.jobnetwork.gov.au](http://www.jobnetwork.gov.au)
- approaching employers directly
- applying for jobs advertised in the newspaper.

You may commence block release courses at Southbank Institute of Technology at various times throughout the year depending on vacancies.

Students and employers may obtain further details about apprenticeships and traineeships at:

- [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)
- [www.trainandemploy.qld.gov.au](http://www.trainandemploy.qld.gov.au)
- phone 13 38 73 or 1800 210 210.



*Don't forget to 'like' our Facebook page and follow what's happening on Twitter!*

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