

Does your child have a clear career in mind?

No

Yes

Is your child younger than Year 10?

What grade is your child in now?

Yes

No

Check out 'TAFE Career Tasters' eligible from Year 10 or if aged 15+

Do they have one full year or more left of school?

Yes

No

Browse the 'TAFE at School' options to narrow down possibilities for Year 10, 11 or 12.

Your child can start a SAT and transfer to a standard apprenticeship upon finishing Year 12.

Year 9:

Explore options for Year 10: TAFE at School's 'Career Taster' program or 'School-based Apprenticeships or Traineeships' (SATs) - usually for Years 11 or 12 only. Eligibility for no-fee courses is for ages 15+.

Year 10:

Options: No-fee Career Taster program from age 15+ or in some cases, School-based Apprenticeship or Traineeship (SAT) from Semester 2, as long as they are aged 15+.

Year 11:

Year 12:

Eligible for VETiS funded 'TAFE at School' program (runs calendar year) or SAT, which can commence at any time from Year 10/Semester 2 and should be completed within 12 months.



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TAFE FACT SHEET FOR HOME EDUCATED STUDENTS

WHEN CAN MY CHILD START STUDYING AT TAFE?

TAFE expects students to be a **minimum of 14 years 9 months** when they commence. There is a small degree of flexibility around this, so if you wish to enrol your child in a program and they will be younger than this at the time of commencement, contact the relevant TAFE office with your case to see what may be possible.

WHERE CAN MY CHILD STUDY?

Whilst there are designated limits to each TAFE region, there are no hard and fast borders when it comes to students. They can attend programs in whichever region suits them. So, for instance, a student based at Logan could attend programs in Brisbane or the Gold Coast, since either may be easily accessible to them. However, they would need to make enquiries of the TAFE team that offers the program, which may not be the TAFE team for where they reside.

WHAT CAN MY CHILD STUDY?

There are 3 main options:

Taster Program – see page 3. These programs are **ONLY** available for students in Year 10, as the government funding is tied to the school year level, with the **only exception** being for Community Services and Health Tasters, which can be done in Year 11.

TAFE at School – see page 4

School-Based Apprenticeships and Traineeships (SATs) – see page 6

Note, these programs are listed in what is essentially a developmental order but your student does not need to do them all. Whilst they are mostly progressive in terms of time commitment and qualification level, participating in one option does not require your child to have done a previous option. It is not necessary to do a Taster Program to do either of the others, nor does a Traineeship or Apprenticeship require doing a TAFE at School program first. Additionally, it is possible to do a Traineeship or Apprenticeship whilst simultaneously doing a TAFE at School program.

WHAT IS REQUIRED OF THE PARENT?

For Taster Programs and TAFE at School, parents will be expected to be a part of the application process (or complete it all themselves). The parent may also need to assist their student to access the TAFE portal once they are enrolled. Parents do **NOT** need specialist skills or expertise in the field of study.



Also, parents will be required to provide or source learning support if their child has a disability or learning needs as TAFE does not supply this for students at the Taster or TAFE at School programs. Learning support is provided for student completing an SAT.

For SATS, the parent will need to help their student source an employer in the relevant industry.

REGIONS

Below, you can find the contact information for the TAFE at School Teams.

GREATER BRISBANE FAMILIES, PLEASE NOTE: Brisbane is divided into two teams – TAFE Qld Brisbane for all non-trade industries and TAFE Qld SkillsTech for trade industries only.

TRADES VS NON-TRADES

Trade industries are automotive, building and construction, electrotechnology, engineering, manufacturing and design, resources and mining, transport, and utilities. Non-trades are everything else (community services, hairdressing, agriculture and much more).

Contact Details for all TAFE at School Teams

TAFE Queensland Brisbane (Brisbane geographical area for all non-trade industries. The TAFE website says the **Greater Brisbane region** spans from Caboolture in the north to Loganlea in the south and to the westernmost suburbs of Brisbane. *[N.B. See TAFE Queensland SkillsTech for all trade industries. See above for what constitutes a trade industry.]*

Phone: 07 3244 6123

Email: schools.brisbane@tafeqld.edu.au

TAFE Queensland East Coast (Wide Bay and Sunshine Coast area)

Phone: 07 5457 1100

Email: schools.eastcoast@tafeqld.edu.au

TAFE Queensland Gold Coast

Phone: 07 5581 8810

Email: schools.goldcoast@tafeqld.edu.au

TAFE Queensland North

Phone: 07 4750 5216 (Townsville and surrounds) and 07 4078 0251 (Cairns and surrounds)

Email: north.schools@tafeqld.edu.au

TAFE Queensland SkillsTech (Brisbane geographical area – trade industries only. The TAFE website says the **Greater Brisbane region** spans from Caboolture in the north to Loganlea in the south and as far west as Ipswich.) *[N.B. See TAFE Queensland Brisbane for all non-trade industries.]*

Phone: 07 3244 0341

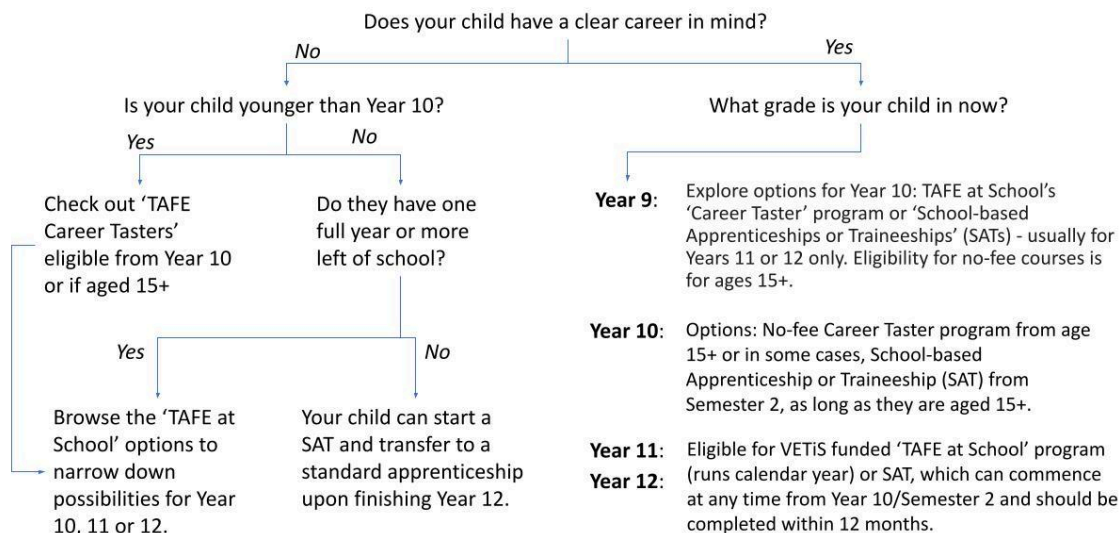
Email: schools.skillstech@tafeqld.edu.au

TAFE Queensland South West (Ipswich, Gatton, Toowoomba & Southern Downs)

Phone: 07 4694 1324

Email: gotafe.southwest@tafeqld.edu.au





TRADE TASTER PROGRAMS For more information, go to [Trade Tasters](#)

WHAT

Trade Taster Programs allow eligible high school students to try a course without committing to a full qualification or apprenticeship. This lets them find out if a course is the right option for them or test out a potential career path they are considering following in the future.

The most common format is that students attend TAFE for 1 day/week for 7-9 weeks. (Some Tasters are shorter.) As an example, the seven-week programs usually have an introductory week and then 2 weeks for each of 3 trades. Students can state their preferences for trades and then are allocated to a group that most closely matches that.

The programs will offer exposure across a variety of study areas, including agriculture, hairdressing, light automotive, engineering, plumbing, carpentry, flooring technology, heavy automotive, health care, community services, cookery. Students achieve units of competency. (Think of these like subjects in a full course.) The Taster program does not result in a full certificate qualification nor does it provide QCE points. However, the student gets credit for the units of competency they have achieved if they come back to do the rest of the certificate i.e. as part of a TAFE at School program or SAT.

WHO

This program is for **Queensland students in Year 10**, as the government funding is tied to the school year level. The **only exception** is for Community Services and Health Tasters, which can be done in Year 11. (Students can do a different sort of Taster in Year 10 and then the Community Services or Health Taster in Year 11. Alternatively, they can double up and do both kinds (Community Services OR Health PLUS another type of Taster in Year 10.)

Students cannot participate in a Taster Program after or concurrently with any TAFE at School program. If a student chooses a Taster program, they must do it prior to completing a TAFE at School program. It is possible for a student to do a Taster and SAT concurrently but this would not be

common, as students generally do a Taster to discover an industry in which they would be interested to gain qualifications via a TAFE at School program or SAT.

TAFE is unable to provide learning support for Taster programs. If a student requires a teacher aide, this needs to be provided by the school – or the parent or their delegate, in the case of home educated students. At the time of application, it is required that any support needs are disclosed. The TAFE Student Support Team then reaches out to the parent (and school, if applicable) to discuss further how the student will be supported. Such learning support can be provided by the parent, an adult relative or friend, or a paid carer.

WHEN

TAFE Queensland Brisbane and TAFE Queensland Skills Tech are the regions with the greatest competition for places in the Taster courses. Applications are only open for about 48 hours, usually in late February or early March. There is only one round of applications and from this, three cohorts of students are selected. The first cohort usually starts in term 2, with subsequent cohorts starting in terms 3 and 4. Students can only apply in February/March if they are in Year 10 that year.

Other regions have their own timing, with applications opening sometime between February and May period, and are generally not as competitive.

Parents interested in their child applying for a Taster should contact the relevant region and ask to be advised of the timing for applications. The HEA also seeks to advertise application dates through our communication channels.

HOW

To apply for any program, go to tafeapply.com at the date published by that region. Every region operates on a “first in, best dressed” policy, so it is safest to apply ASAP.

You will have to answer what school they attend. Choose your D.E. or the Home Education Unit. (HEA members who are not home educating with either a D.E. or the HEU can choose Home Education Association.) An email then goes to the school or the HEU to approve the application. If your D.E. provider says that the parent has to approve the application (some D.E.'s do this), then the parent can call the relevant TAFE region to do so. The same will be the case for HEA families who are not with a D.E. or the HEU.

WHERE

All regions except for Central Qld offer Taster programs. For enquiries, contact the region which best suits for your child to attend. (See the note on page 1 - WHERE CAN MY CHILD STUDY - and the list of Regional Contacts on page 2.)

COST

Trade Taster programs are free but only to Year 10 students.

TAFE AT SCHOOL

WHAT

TAFE at School provides year 10, 11 and 12 students the opportunity to complete a TAFE Queensland qualification while still at school. Students can choose from a variety of certificate I to certificate III courses in a range of study areas.



Successfully completing a TAFE at School course gives students a nationally-recognised qualification, QCE credit points and direct entry into any TAFE Queensland diploma course. For the Certificate I in Building, the student earns 3 QCE if the entire course is completed. For Certificate II and above, students earn 1-4 QCE points depending on how much of the course has been completed.

WHO

Students in Year 10, 11 and 12, who are a minimum of 14 years 9 months are eligible. TAFE generally prefers students to be in year 11 or 12. Three reasons to consider delaying until year 11 or 12:

- 1) There is only one guaranteed VETiS funding. If it is used in Year 10 when the student may have less of a clear idea of their future path, it is not available for them in Year 11 or 12 when they may have more of an idea of their preferred career path. If a student sought to do another TAFE at School program, they would most likely have to pay full price.
- 2) Qualifications do have a lifespan AND many trades require a driver's license. If the student achieves their qualification too long before they have their license, they may find that their qualification is not looked on as favourably by the time they have their license and are able to apply for jobs.
- 3) For a number of trades, completing year 10 maths is definitely beneficial.

TAFE is unable to provide learning support for TAFE at School programs. If a student requires a teacher aide, this needs to be provided by the school – or the parent or their delegate, in the case of home educated students. At the time of application, it is required that any support needs are disclosed. The TAFE Student Support Team then reaches out to the parent (and school, if applicable) to discuss further how the student will be supported. Such learning support can be provided by the parent, an adult relative or friend, or a paid carer.

A student can do a TAFE at School program and a traineeship or apprenticeship simultaneously as long as they are not in the same industry or they are not two trades.

WHEN

TAFE at School programs run during the school terms for one school year. They involve one full day of attendance per week (school terms) at the relevant TAFE campus. The majority of theory and practical work is completed as part of that day, for most programs. There is no additional work experience. Students can apply throughout the year for entry into the program the following year.

HOW

To apply for any TAFE at School course, go to tafeapply.com at any time throughout the year.

You'll need

- the application code for the course in the location you want to apply for. These can be found at the back of each region's TAFE at School Guide.
- the student's Unique Student Identifier (USI). If they don't have a USI yet, go to www.usi.gov.au to obtain one at no cost.
- to answer what school they attend. Choose your D.E. school or Home Education Unit. (HEA members who are not home educating with either a D.E. or the HEU can choose Home Education Association.) An email then goes to the school or HEU to approve the application. If your D.E. provider says that the parent has to approve the application (some D.E.'s do this), then the parent can call the relevant TAFE region to do so. The same will be the case for HEA families who are not with a D.E. or the HEU.



WHERE

Check the TAFE at School guide for your region to find out what's available in your area by going to the [TAFE at School page](#) and scrolling down to find the link to the relevant guide.

COST

Costs vary depending on the course and qualification level. Students undertaking a nationally-recognised qualification at TAFE Queensland as part of their senior studies may be eligible for substantially reduced or, in some cases, no tuition fees at all. Courses that have been identified as being on the Priority Skills List are free for the student. (Students are entitled to one free program only.) Courses which are not on the Priority Skills List are not VETiS funded and attract a fee. Payment plans are available. For more information, go to [VETiS](#) or contact your relevant TAFE at School team.

To find the list of programs that are funded by the Queensland Government, for students in their Senior Phase of Learning (Years 10 to 12), go to [Priority Skills List](#). If the program is funded there is a dollar amount in the VET in Schools column. Remember, free courses are only applicable if you have not accessed any VETiS funding before. If you're unsure whether the program the student wants to do is VETiS funded, contact the relevant TAFE region for more information.

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SATs)

WHAT

School-based apprenticeships and traineeships (SATs) enable students to work and train towards a recognised qualification, while they complete their Queensland Certificate of Education (QCE) or equivalent.

SATs are designed to fit around high school studies and they earn while they're working and learning. (Note, students need to be paid to be trained as well as to work. Training is instruction by the Training Provider whether theory or practical. Beware of situations where students are not paid for the instructional portion of their SAT.)

The employer who has signed up the student as a trainee or apprentice chooses the training provider. The following information assumes that the employer has chosen TAFE.

Successful completion of a SAT can lead to direct entry to a related TAFE Queensland course (additional entry requirements may apply). It can also contribute to your Australian Tertiary Admissions Rank (ATAR) or add credits to your Queensland Certificate of Education (for eligible courses). Your SAT may also lead directly to full-time employment once you have graduated from high school.

For more info, check out the [SAT page on the TAFE website](#).

WHO

Students must be enrolled (or registered with the HEU as being) in Years 10, 11 or 12 and there may be other entry requirements depending on your chosen course.

A student can do an SAT and a TAFE at School program simultaneously as long as they are not in the same industry or they are not two trades.

WHEN



School-based Traineeships take 1 year to complete. The student must complete a minimum of 375 hours (50 days) of paid employment (80 days for electrotechnology) over each 12-month period from date of commencement. They will complete their theory concurrently with the paid employment. e.g. a student may work for 7.5 hours every Friday and attend theory classes for several hours every Monday

WHERE

Students can complete an SAT anywhere that they can source an employer to take them on as a trainee or apprentice.

HOW

Before you can get started, there are four key stakeholders involved in your school-based apprenticeship or traineeship: your school, your employer, the Queensland government (DESBT) and your supervising registered training organisation (TAFE Queensland).

1. "School": If with the HEU, you'll need to complete an [Education, Training and Employment Schedule \(ETES\) form](#) and submit it to the HEU to show how this course will impact on your child's regular curriculum. The HEU will give approval for your child to participate in the SAT. If you're with a D.E., they will work with your employer (or GTO) and TAFE Queensland to create your training schedule. In order to fit the SAT around their school studies, some of their paid employment and/or training will become part of their school timetable.
2. Employer: Once your child has chosen their course, you will need to find an employer they can complete their apprenticeship or traineeship through. An employer can be found through your family or friends, by contacting businesses directly, using internet job search engines, or going through a Group Training Organisation (GTO). A GTO will help you arrange the training and place the student with a number of different host employers (instead of just one) where they will gain their on-the-job skills. The employer chooses the training provider to use (stakeholder 4). This document assumes that the employer chooses TAFE.
3. [Queensland Government](#): They oversee the funding and compliance of the SAT.
4. TAFE Queensland: TAFE Queensland is the Supervising Registered Training Organisation and will help provide the knowledge, skills and training to drive your child towards their career destination.

COST

SATs are funded separately to TAFE at School. This is what allows students to complete both an SAT and TAFE at School program simultaneously, if they so choose. SAT funding is through the User Choice program. See [here](#) and [here](#) for more information on User Choice funding if you want to learn more.

