



## Training and Development Provider

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### Semester 2, 2011 Overview of Courses

INAP Training and Development Provider works to develop the relationship between industry and secondary schools, enabling student access to high quality relevant Vocational Training during **after school hours**. VET courses offered through INAP involve students from member and non-member schools, giving students opportunities that an individual school may be unable to support in isolation

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**Architectural Drafting – CPC10108** (part Certificate I In General Construction)

**Blackfriars Priory School** - 17 Prospect Road, Prospect

**Accreditation:** 10 SACE credits **STAGE 1**

**Course Outline:** The Architectural Drafting course introduces the student to four aspects of the Architectural Drafting Profession, starting with technical manual drafting of buildings in orthographic projection. Followed by a component of sketching, design and Computer Aided Design (CAD).

There will be an introduction to basic domestic building construction as well as develop a sectional view. Students will prepare a plan, section and elevations of a typical house.

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**Automotive – AUR10105** (Introduction to Automotive – Short Course – 5 days)

**VTECH Automotive**, 14 Bishopstone Road, Davoren Park

**Accreditation:** 10 hours **STAGE 1**

**Course Outline:** This course is designed as an introduction into the Automotive Industry. Students proficient in completing the initial program and interested in continuing, could then apply for a full Certificate 1 VET Automotive or Transport and Logistics (Pathway) program.

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**Automotive - AUR10105** (Pre Apprenticeship course - Certificate I Automotive) 13, 17 or 19 days

**VTECH Automotive**, 14 Bishopstone Road, Davoren Park

**Accreditation:** 20, 25 or 30 SACE Credits **STAGE 1**

**Course Outline:** Carry out servicing operations. Test, service and maintain battery storage systems – **13 days**

Plus Service Engines and associated engine components – outdoor power equipment – **17 days**.

Plus Repair engines and associated engine components - outdoor power equipment - **19 days**.

Completion of Certificate I Auto provides entry-level studies for the Automotive Industry. Apprenticeships can be applied for at this stage.

All students must complete 10 days of compulsory Structured Workplace Learning in the automotive industry.

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**Barista – SITE Academy – 4 hours only** (Statement of Attainment Certificate 1 Hospitality) - SIT20207

**SITE Academy**, Hindmarsh Stadium

**Accreditation:** 4 hours **STAGE 1**

**Course Outline:** Don't know a macchiato from an affogato? Find out through the Barista course designed by a 3 year finalist of the National Barista Championships. This course provides participants with the skills and knowledge to extract and serve espresso coffee using a commercial espresso machine, including storage of coffee and cleaning and care and preventative maintenance of machinery.

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**Bar and Cocktail Short Course – SITE Academy – 5 x 4 hour sessions** (Statement of Attainment Certificate 1 Hospitality) - SIT20207

**SITE Academy**, Hindmarsh Stadium

**Accreditation:** 15 SACE credits **STAGE 1**

**Course Outline:** This course is designed to give the student a general knowledge of the products and techniques used in the bar industry. This Bar and Cocktail course provides an insight into the operational role of a beverage attendant in venues such as pubs, nightclubs, hotels and restaurants.

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**Business - Virtual Enterprise – BSB20107** (partial Certificate II Business) (1 semester or Full year course)

**Marden Senior College**, Marden Road, Marden

**Accreditation:** 10-15 SACE Credits (semester 1) **STAGE 1**

**Course Outline:** The Virtual Enterprise is a simulated business. With the support of their trainer the students set up and run the simulated business.

The students conduct business by buying and selling products and services from other Virtual Enterprises (140 in Australia).

Students learn about various business procedures and protocols in departments such as Reception, Purchasing, Marketing and Sales and Finance. Students use virtual money to buy and sell virtual goods and services.

This course is designed for students with a general interest in developing skills in Business.

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**Children's Services - CHC20108** (part of Certificate II in Community Services)

**TAFESA; Held at: Our Lady of the Sacred Heart College**, 496 Regency Road, Enfield

**Accreditation:** 20 SACE credits **STAGE 1**

**Course Outline:** Students must be prepared to, and be physically able, to perform tasks at the childcare Centre. Students are required to have, as a minimum, the level of literacy necessary to cope with and the ability to manage the Certificate II subjects.  
**Prior knowledge of this is required before the student will be accepted.**

If you enjoy children, this course is the first step towards working in a career in Children's Services. A National Police clearance is required before the course commences, so that students can attend on the job training at a childcare centre every fortnight for half a day. The placement allows the experience of caring and educating young children from 0 – 5 years of age.

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**Driver Education – 30787QLD** (Certificate II in Driver Competence)

**Allan Miller Driving School**

**Held at Annesley College**, 89 Greenhill Road, Wayville

**Accreditation:** 20 SACE credits **STAGE 1**

**Course Outline:** This engaging and interactive course integrates the normal in-vehicle training, practice and assessment a learner would go through to get their P's with a course of study designed to increase awareness of road safety issues, instil a culture of safe driving and equip the young learner with useful knowledge and skills as they start out as novice drivers. The course will be facilitated by an accredited and experienced trainer/assessor.

Professional, accredited driving instructors will provide up to 24 hours of driver training on a 2-to-1 basis in safely maintained, dual controlled, driving school vehicles. A choice of manual or automatic vehicles offered. Because vehicle training is competency based, additional training hours and support required to achieve competency will be discussed on a case-by-case basis. Learner drivers will need to practice the skills learnt with the instructor in their own time with a Qualified Supervising Driver.

Note: training and practice hours must meet the minimum specified by DTEI in the 'Driving Companion'. Practical vehicle training will be supplemented with a program of learning and assessment activities delivered on a group basis.

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**Event Management (Function / Events) – SIT30707** (part of Certificate II & Certificate III in Hospitality)

**TIME Pty Ltd (Training Innovation- Management & Enterprise)**

**Held at Wilderness School**, 30 Hawkers Road, Medindie

**Accreditation:** 35 SACE credits **STAGE 1**

**Course Outline:** Organising an event is not as simple as it seems. There are all the logistical issues to consider like venue hire, catering, safety, transport, council and government regulations, audio visual requirements, crowd control, just to name a few.

What happens when something goes wrong (which very often is the case)? You must have a contingency plan. How do you get people to come to the event, how do you market the event? And then there are the

invitations, media involvement and dealing with celebrities. There are lots of varied and exciting parts to this profession.

Planning, coordinating, meetings, functions, conventions, exhibitions, official or social functions, launches or sports events, festivals, concerts or celebrations are all part of Event Management and this course will give you an insight into the Event Management Industry.

Course pathway are areas such as; Function coordinator, Wedding Planner, Special event management, Business operations – public relations, Airline careers and many others.

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**Fibre Fashion & Colour / Texture - CUV20103** (part Certificate II Visual Arts & Contemporary Craft) (Full Year or 1 Semester Course)

**Marden Senior College**, Marden Road, Marden

**Accreditation:** 15 SACE Credits per Semester **STAGE 1**

**Course Outline:** This course is for those interested in a very creative approach to textiles, art and its application to fashion.

Areas covered will include inspiration sources, machine and hand embroidery, appliqué and beading, introduction to fashion terminology and beginning garment construction skills. The course will be adapted to meet students' interests and skill level.

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**Fitness Pathway – SRC20206** (Part Certificate II in Community Recreation)

**TAFESA Regency**

**Held at St Dominic's Priory College**, 139 Molesworth St, North Adelaide

**Accreditation:** 15 SACE credits **STAGE 1**

**Course Outline:** This course has been specifically designed for Senior School Students with the consideration of delivering a practical and enjoyable fitness program. For students who wish to enter into further fitness study, this course will give them a good head start to entering into the Certificate III in Fitness.

This course offers a gateway to many areas within the fitness industry. It provides a very broad base of knowledge and practical skills that are relevant to and useable across the Resort, Leisure, Fitness, Aquatic, Outdoor and Recreation Industries.

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**2D Digital Animation – CUF30107** (part Certificate III in Media)

**Marden Senior College**, 1 – 37 Marden Road, Marden

**Accreditation:** 10 SACE credits **STAGE 2**

**Course Outline:** Animation artists' work with 2D animation techniques to create computer-generated 2D animations using current industry software. Animation is a growing field and is part of daily life. From TV advertisements to 2D movies, children's cartoons, interactive training sequences, short standalone animated sequences, gaming and learning objects, 2D animation informs and attracts attention. 2D animation is a creative process that combines art and technology to communicate ideas. The animator

works with a variety of communication tools in order to convey a message from a client to a particular audience. The main tools are storyboards and artwork.

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**Look at Hair & Beauty- TAFESA – 40625SA**

**TAFESA – Tea Tree Gully**, 100 Smart Road, Modbury

**Accreditation:** 10 SACE credits      **Stage 1**

**Course Outline:** You will gain valuable insight to the extensive career pathways available while learning practical skills and knowledge in the simulated Hairdressing Salons and Beauty Clinics. The action packed program will help you realise your potential as a Hairdresser or Beauty Therapist. You will learn shampooing, styling, braiding, skin care and makeup techniques, manicuring and develop skills in personal image and presentation for all occasions.

A key focus of the course will be the exploration of career opportunities in the creative industries surrounding the Hairdressing and Beauty Therapy.

Employability skills are embedded in this course to ensure you are ready for the world of work.

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**Certificate 1 Hospitality – AHTS & SITE Academy – SIT10207 (Certificate I Hospitality (Operations) Food & Beverage)**

**Adelaide Hospitality & Tourism School**, 97 Pirie Street, Adelaide

**Accreditation:** 30 SACE credits      **STAGE 1**

**SITE Academy Modbury and Hindmarsh**

**Accreditation:** 35 SACE Credits      **STAGE 1**

**Course Outline:** This course allows students to gain an understanding of the hospitality industry, front of house. Students will be required to participate in work placement and learn skills in restaurant set-up and service.

Following are some of the units:

- Work with colleagues and customers
- Work in a socially diverse environment
- Follow Health, safety and security procedures
- Develop and update hospitality industry knowledge
- Follow workplace hygiene procedures
- Prove a link between kitchen & service areas
- Prepare and serve non-alcoholic beverages
- Provide food and beverage service
- Prepare and service espresso coffee

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**Certificate II Hospitality TOP UP – SITE Academy – SIT20207 (Certificate II ADVANCED Food & Beverage) - (Pre-requisite – Certificate I Hospitality)**

**Pre-requisite:** Certificate II in Hospitality

**SITE Academy Modbury and Hindmarsh** (during school holidays)

**Accreditation:** 15 SACE Credits      **STAGE 1**

**Course Outline:** The advanced food and beverage course provides practical and current skills in the food and beverage area. The course comprises

both practical and theoretical aspects pertaining to food, beverage and customer service. Students will learn cocktail making and mixing drinks, beer pouring, tray service, cash handling, presenting, opening and serving wine, developing product knowledge, take reservations, greet, seat and farewell guests, order taking, operating espresso coffee machine, apply skills in an industry setting.

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**Certificate III Hospitality – SITE – SIT30707 (Certificate III Food & Beverage TOP UP)**

**Pre-requisite:** Certificate I and II in Hospitality

**SITE Academy - Hindmarsh Stadium**, Holden Street, Hindmarsh

**Accreditation:** 50 SACE Credits      **STAGE 2**

**Course Outline:** The Certificate III in Hospitality is designed to reflect the role of hospitality food and beverage employees who perform a range of skilled operations with the need to apply discretion and judgement.

This course is run as a scholarship program for VET in Schools student who intend to further their hospitality studies upon completion of school.

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**Certificate II in Hospitality – SIT20207 (Incorporates Certificate I in Hospitality) – (part of Certificate II & Certificate III in Hospitality)**

**TIME Pty Ltd (Training Innovation Management & Enterprise) – 162 Richmond Road, Marleston**

**Accreditation:** 55 SACE credits      **STAGE 2**

**Course Outline:** The Certificate II in Hospitality is designed to reflect the role of hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills within a hospitality food and beverage operation. This course provides basic skills training in the bar sector. A combination of generic hospitality units, course specific units provide the student with a complete training package. Learn and develop the skills and knowledge pertaining to: bar operations, cocktail making and espresso coffee machine operation.

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**Certificate III in Hospitality – SIT30707 (Partial completion of Certificate III in Hospitality)**

**Pre-requisite:** Certificate II in Hospitality

**TIME Pty Ltd (Training Innovation- Management & Enterprise) – 162 Richmond Road, Marleston**

**Accreditation:** 55 SACE credits      **STAGE 2**

**Course Outline:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

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**Interior Decorating & Design – LMF31908** (part Certificate IV in Arts – Interior Design)

**TAFESA Marleston**

**Held at Annesley College**, 89 Greenhill Road, Wayville

**Accreditation:** 5 SACE credits                      **STAGE 2**

**Course Outline:** Decorating can be exhausting if you don't have the skills and ability. This course will provide students with an insight into this exciting career. There is a world of opportunity for trained interior designers.

This course will provide you with a basic understanding of the approach to decoration and design. You will learn about how to use colour, how to follow a concept based on your inspiration for your decoration and about how to plan and represent your ideas on paper.

The course will look at the interior decoration industry and understand how to advise customers on colour coordination. Students will look at a range of materials, how to understand what the customer's requirements are and to communication ideas. Use measurements to calculate an area and estimate material requirements, apply analytical techniques to many customer requirements with preferred options and use technology related to locating and analysing options for the client.

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**Certificate I Hospitality (Kitchen Operations) – SITE Academy – SIT10307**

**SITE Academy - Hindmarsh Stadium**, Holden Street, Hindmarsh

**Nazareth Catholic College**, Flinders Park

**Accreditation:** 20 SACE Credits                      **STAGE 1**

**Course Outline:** The Certificate I in Hospitality (Kitchen Operations) reflects the role of entry level employees who perform routine tasks in the kitchen under direct supervision.

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**Certificate II Hospitality (Kitchen Operations TOP UP) – SITE Academy – SIT20307**

**Pre-requisite:** Certificate I Hospitality - Kitchen Ops)

**Adelaide High School**, West Terrace, Adelaide

**SITE Academy - Hindmarsh Stadium**, Holden Street, Hindmarsh

**Nazareth Catholic College**, Flinders Park

**Accreditation:** 40 SACE Credits                      **STAGE 1**

**Course Outline:** The Certificate II in Hospitality (Kitchen Operations) reflect the role of employees who undertake a range of kitchen functions and activities which require the application of a limited range of practical skills in a defined context. Students who successfully complete the course will be able to confidently apply for the following positions, knowing that they have the skills, knowledge and experience to

meet the necessary requirements: Apprenticeship – Kitchen-hand, Short order cook in a café.

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**Makeup Services Statement of Attainment - WRB20204** (Certificate II in Makeup) – (Statement of Attainment in Certificate II Makeup Services)

**Media Makeup Academy and Agency**, Renaissance Arcade, Adelaide

**Accreditation:** 10 SACE credits                      **STAGE 1**

**Course Outline:** This is a fun practical short course that will give the participant a better understanding of the cosmetics industry and how to apply skin products and a basic makeup application to industry standards.

Students learn and are assessed on how to cleanse skin, how to choose and advise on products, contra indications, how to apply and remove skincare products. A basic "day makeup" application is a component of the course and an additional 2 sessions have been applied for applying makeup.

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**Massage for Health & Sport – HLT50307** (part of the Diploma of Remedial Massage)

**Natural Health Academy of Australia**, 47 South Terrace, Adelaide

**Accreditation:** 25 SACE credits                      **STAGE 2**

**Course Outline:** A practical course to introduce students to the massage industry, using techniques to deal with stress management, health maintenance and to aid sporting activities. The techniques are performed through clothes and are suitable for all age groups and genders. Students learn the professional skills that allow them to enjoy their vocation whilst creating their own lifestyle working with and helping people.

Massage Therapy subjects are best learnt as a 'hands-on' subject. There is a considerable learning and correction of practical techniques, personal postural assessment and adjustment for performing of the techniques, and detailing of personal information and feedback from class teachers. All this adds to the knowledge and quality of touch that must be developed for successful professional practice. This course is designed as an 80% "hands-on" approach.

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**Certificate I Creative Industries – Live Sound & Lighting (Music)** (Certificate I in Creative Industries) – CUF10107 – (Full year course)

**Music House**, Level 1 Cnr North Tce & Morphett St, Adelaide

**Accreditation:** 10 SACE Credits                      **STAGE 1**

**Course Outline:** This course aims to introduce the principals and equipment behind sound engineering and stage lighting for live modern music. Participants will be taken from the absolute basics to where they can specify, construct and operate a small sound and lighting system. The course focus is on sound and lighting in a musical setting.

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As such students do not need to be musicians themselves, but have an interest in music technology as a career.

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### **A Nursing Introduction – CHC30208**

**SMP (Skilled Motivated People)**, Level 9, 170 North Terrace, ADELAIDE

**Accreditation:** 10 SACE credits      **STAGE 2**

**Course Outline:** Nursing is interesting challenging and diverse work. Work locations include hospitals, aged care facilities, community settings, schools and holiday resorts as well as rural and remote areas. Nurses work with people throughout their lifespan, from newborn babies to the elderly. A nursing career provides opportunities for fulltime, part time and casual employment, and offering flexibility to allow choice of when to work. This practical **hand-on** course offers an introduction into the nursing and Health Care industry.

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**Community Pharmacy – SIT20107** (part Certificate II in Community Pharmacy) (**term 3 only**)

**Annesley College**, 89 Greenhill Road, Wayville

**Accreditation:** 15 SACE credits      **STAGE 1**

**Course Outline:** A realistic, fun look at the everyday operations of a community pharmacy. The topics covered will be transferable to various industries, but will be flavoured with product knowledge and experience from the industry of retail community pharmacy. The trainers and guest presenters will provide relevant information and scenarios relating to the daily workings of a pharmacy.

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**Digital Photography – CUV20103** (part Certificate II in Photoimaging)

**Marden Senior College**, 1 – 37 Marden Road, Marden

**Accreditation:** 20 to 25 SACE credits      **STAGE 1**

**Course Outline:** This course in digital photography aims to provide skills and knowledge in the use of a digital single lens reflex camera, file management and basic colour management using Photoshop and digital inkjet printing techniques.

Students will be provided with an opportunity to prepare prints for exhibition.

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**Responsible Service of Alcohol Short – SITE Academy – 4 hours** (Statement of Attainment Certificate 1 Hospitality) - SIT20207

**SITE Academy**, Hindmarsh Stadium

**Accreditation:** 4 hours

**Course Outline:** This course provides participants with the skills and knowledge to satisfy the requirements for responsible service of alcohol under state/territory legislation.

All elements are undertaken in accordance with legal provisions of the relevant liquor legislation and gives

accreditation to be a responsible person in a licensed venue.

Students must be turning 18 within the year.

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### **Certificate I Retail Services – SIR10107**

**St Dominic's Priory College**, 139 Molesworth Street, North Adelaide

**Accreditation:** 25 SACE credits      **STAGE 1**

**Course Outline:** More Australians work in retail than in any other industry. The retail environment is dynamic and constantly evolving and there are many exciting opportunities in the retail sector. For those looking to find a career in the retail industry, manage or own your own retail enterprise, or just looking at gaining some part-time work while studying, this course gives an insight into various sectors of the retail industry.

This course aims to develop skills, knowledge and personal attributes for work at an entry level in the various sectors of the retail industry.

Areas for focus are customer services, communication, operate retail equipment and apply safe work practices. The students will be required to complete a week's work placement.

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**Certificate II & III Tourism Operations – Events – SIT20107 – Certificate II & SIT30607 - Certificate III**

**SITE Academy**, Hindmarsh Stadium

Students who successfully complete the Certificate II Tourism Events course will be able to study the **Certificate III in Meetings & Events in Semester 2**.

**Accreditation:** Certificate II - 35 SACE credits (Sem 1)  
**STAGE 1**  
Certificate III – 30 SACE credits (Sem 2)  
**STAGE 2**

**Course Outline:** This course is designed to reflect the role of individuals who work in an events operation, who perform a range of mainly routine tasks and who work under direct supervision.

Students who complete this course will achieve the skills and knowledge to meet the requirement of an Office Assistant in a function centre, Event Sales Assistant, Office Assistant in a Conference Centre and Function Sales Assistant.