



Pre-Apprenticeship Courses

2018 - 2019



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Real experience.

Real outcomes.



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**AUSTRALIAN
TRAINING
AWARDS**

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Pre-Apprenticeship Courses

Improve your chances of gaining an apprenticeship by completing a pre-apprenticeship program at The Gordon. Our pre-apprenticeship courses are delivered on-campus and provide introductory skills and knowledge in your chosen trade area, before you secure a full apprenticeship with an employer.

Why choose a pre-apprenticeship?

- Try out a trade before committing to a full apprenticeship.
- Gain some hands-on skills to prepare you for the workplace.
- Improve your chances of securing an apprenticeship.
- Reduce the duration of a full apprenticeship once you secure an employer.

Why choose The Gordon?

- Leaders in trade training in regional Victoria.
- Broad range of pre-apprenticeships to choose from.
- World-class training facilities and industry experienced teachers.
- Preferred training provider for thousands of employers around Victoria.



I enjoy working on cars of any sort, and the pre-apprenticeship at The Gordon gave me the starting blocks to fulfil my passion. I learnt so many things I never knew, the teachers and students were great, and I really enjoyed all the new skills. Just before I finished my pre-apprenticeship, I was offered a job at Geelong Mazda. It was a bit nerve racking, but the course gave me the confidence to take on anything. I'm now a full-time apprentice mechanic and love going to a job that I enjoy every day. I was the only female mechanic when I started, but they made me feel really welcome and part of the team. I spend one week at The Gordon every 1-2 months for on-campus training, which is a nice change from the workplace. I can work at my own pace and the teachers are really helpful and knowledgeable."

TAYLA STEPHENS

CERTIFICATE II IN AUTOMOTIVE
STUDIES (PRE-VOCATIONAL)

"MOTOR MECHANICS"



AUR20716 Certificate II in Automotive Vocational Preparation “Mechanical”

This pre-apprenticeship course is designed to give you broad automotive knowledge as well as specialised skills in motor mechanics. It may also increase your opportunities to gain an apprenticeship.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong	On-campus	FT: 12 wks	Feb, May, Aug	Direct application

What will I learn?

Core units of study include:

- Dismantle and assemble engine, four-stroke multi cylinder petrol
- Dismantle and assemble transmission, manual (conventional)
- Remove and replace brake assemblies
- Remove and replace radiator
- Remove and replace suspension, front springs
- Remove and replace suspension, rear springs
- Remove and replace wheel and tyre assemblies.

What can I do when I finish?

Once you secure an apprenticeship contract with an employer, you can continue your training as an automotive apprentice.

You may be eligible to receive credits towards your apprenticeship.

Attendance

You can expect approximately 30 hours of class attendance each week over 5 days.

Possible Career Outcomes

- Apprentice Motor Mechanic

Entrance Requirements/Prerequisites

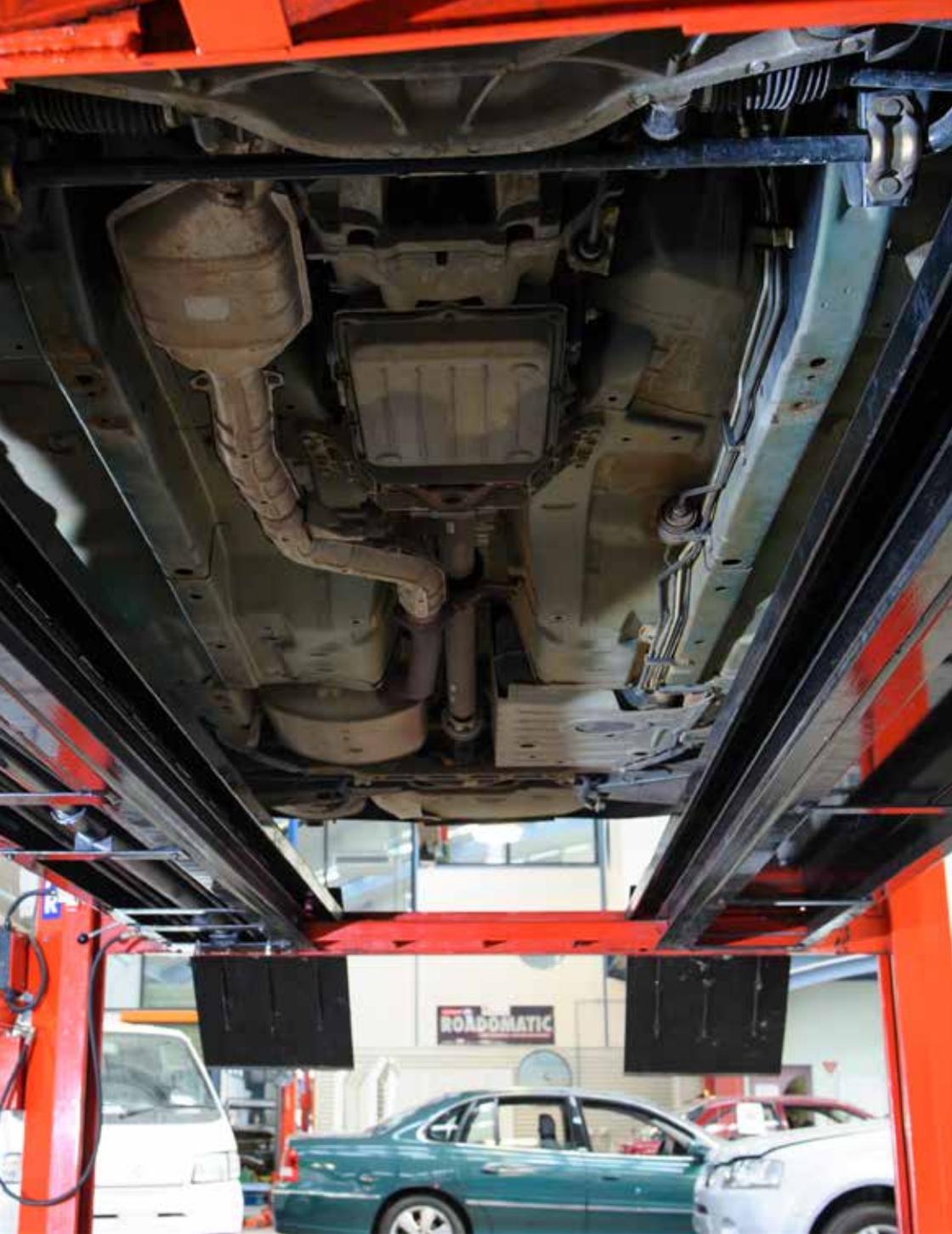
- Applicants are expected to have an appropriate level of language, literacy and numeracy skills, which will be evaluated prior to course intake.

Selection Mode

- Interview
- Demonstrated interest.

Further Study Options

Automotive mechanical apprenticeship at Certificate III level. You can choose from a range of specialities including light vehicle or diesel.



22338VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship

This pre-apprenticeship course is designed to give you the core skills and knowledge for the construction industry, and increase your opportunities to gain an apprenticeship.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong Hoppers Crossing	On-campus	FT: 16 wks	Apr	Direct application

What will I learn?

If you are looking to enter the construction industry, or get a taste for the carpentry trade before undertaking an apprenticeship, then this pre-apprenticeship course is designed for you. You will learn hands-on fundamental skills that you'll need in the building and construction industry, along with specific training for carpentry. When finished, you'll increase your potential to gain an apprenticeship, and once you secure an apprenticeship contract with an employer, you can continue your training as an apprentice in carpentry.

What can I do when I finish?

Once you secure an apprenticeship contract with an employer, you can continue your training as an apprentice in your chosen industry.

Intakes and Attendance

You can expect three days per week of attendance.

Possible Career Outcomes

- Apprentice carpenter
- Trades assistant in the building industry

Entrance Requirements/Prerequisites

- Applicants must be aged 16 or over
- Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 10 level.

Selection Mode

- Literacy and numeracy assessment

Further Study Options

CPC30211 Certificate III in Carpentry

CPC20211 Certificate II in Construction Pathways

This course is designed to introduce you to the range of recognised trades in the construction industry and provides credit into a construction industry Australian Apprenticeship. It includes core units of competency that are required in most Certificate III trade qualifications, along with elective options that provide an introduction to a trade occupation of your choice such as carpentry, joinery, shopfitting, bricklaying, concreting and plastering.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong	On-campus	FT: 14 Weeks	Feb, Jul	Direct application
Workplace	On-campus	FT: 1 yr, PT: 2 yrs	Ongoing	Employer

What will I learn?

- Apply OHS Requirements Policies And Procedures In The Construction Industry
- Carry Out Measurements And Calculations
- Conduct Workplace Communication
- Plan And Organise Work
- Read And Interpret Plans And Specifications
- Work Effectively And Sustainably In The Construction Industry.

Attendance

Full time students will attend four days per week, 9am to 3pm for 14 weeks.

Trainees attendance will be established with the employer, but may be up to 2 days per week on campus for a one year, full-time traineeship and one day per week for a two year, part-time traineeship.

Possible Career Outcomes

- Apprentice in the construction industry: Bricklaying, Carpentry or Painting and Decorating.
- Labourer in the construction industry.

Entrance Requirements/Prerequisites

- Applicants must be aged 16 or over
- Any student under the age of 17 must provide a Transition from School form prior to undertaking the course.
- Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 10 level.

Selection Mode

- Employer referral through an Australian Apprenticeship Support Network Provider (apprenticeship and traineeship applicants only).

Further Study Options

Certificate III trade apprenticeship (bricklaying, carpentry, joinery, shopfitting, concreting, plastering)

MSF20516 Certificate II in Furniture Making Pathways

Are you looking to enter the construction industry, or get a taste for the cabinetry trade before undertaking an apprenticeship?

This pre-apprenticeship course is designed to give you the core skills and knowledge for the industry, and increase your opportunities to gain an apprenticeship.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong	On-campus	Self-paced	Ongoing	Direct application

What will I learn?

This qualification covers the skills and knowledge required to manufacture and assist with the installation of free-standing furniture or built-in cabinets.

You will also learn to assist in the installation or renovation of kitchens and bathrooms and other fitted cabinets, which involves collaboration with others and working in a team.

Cabinets include free-standing and built-in furniture or fitted cabinets, such as those used in kitchens and bathrooms.

What can I do when I finish?

Once you secure an apprenticeship contract with an employer, you can continue your training as an apprentice in cabinet making, specialising in furniture, or kitchens and bathrooms.

Attendance

Attendance is self-paced, with on-campus attendance determined on an individual basis.

Possible Career Outcomes

- Apprentice cabinet maker or joiner
- Sales representative in kitchen/bathroom industry
- Production operator in a cabinet making enterprise.

Entrance Requirements/Prerequisites

- Applicants must be aged 16 or over
- Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 10 level.

Selection Mode

- Literacy and numeracy assessment

Further Study Options

MSF31113 Certificate III in Cabinet Making

CPC31912 Certificate III in Joinery

22261VIC Certificate II in Electrotechnology Studies (Pre-vocational)

This pre-apprenticeship course is designed to give you the core skills and knowledge for the electrical industry, and increase your opportunities to gain an apprenticeship.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong	On-campus	FT: 19 wks	Feb, Jul	Direct application

What will I learn?

The major areas of study include:

- Work health and safety
- Electrical concepts and applications
- Parts and components
- Communication
- Mathematics
- Electrical wiring and equipment
- Drawings and diagrams
- Introduction to welding.

What can I do when I finish?

Once you secure an apprenticeship contract with an employer, you can continue your training as an electrical apprentice.

Attendance

You can expect approximately 24 hours of class attendance each week over three days. Note: This course runs for 19 weeks consecutively and continues over term breaks when they occur

Possible Career Outcomes

- Electrical apprentice.

Entrance Requirements/Prerequisites

- Applicants must be aged 16 or over
- Applicants are expected to have an appropriate level of language, literacy and numeracy skills. Skills will be evaluated prior to course intake.

Selection Mode

- Applicants may be required to attend an information session and your skills may be evaluated at this time.

Further Study Options

UEE30811 Certificate III in Electrotechnology Electrician

22304VIC Certificate II in Plumbing (Pre-apprenticeship)

Are you looking to enter the plumbing industry, or get a taste for the trade before undertaking an apprenticeship? This pre-apprenticeship course will increase your opportunities to gain a plumbing apprenticeship. You will learn about plumbing materials, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong	On-campus	FT: 14 wks	Feb	Direct application
Hoppers Crossing	On-campus	FT: 14 wks	Aug	Direct application

What will I learn?

- Apply basic sheet metal practices
- Apply OHS Requirements Policies And Procedures In The Construction Industry
- Carry out interactive workplace communication
- Carry Out Measurements And Calculations
- Cut and penetrate building materials and structures
- Fabricate simple plumbing pipe systems
- Identify career pathways in the plumbing industry
- Perform basic oxy-acetylene welding and cutting
- Prepare to work in the plumbing industry
- Prepare to work safely in the construction industry
- Produce Technical Drawings
- Provide basic emergency life support
- Read And Interpret Plans And Specifications
- Use and apply basic levelling equipment for plumbing
- Use basic electric welding equipment and techniques
- Use basic plumbing hand tools
- Use basic power tools
- Use plumbing pipes fittings and fixtures to simulate plumbing installations
- Write simple documents.

Attendance

Full time students will attend four days per week.

Possible Career Outcomes

- Apprentice in plumbing or building industry

Entrance Requirements/Prerequisites

- Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 10 level.
- Any student under the age of 17 must provide a Transition from School form prior to undertaking this course. Note: If you cannot read and write documents and complete maths work to the level required you may be accepted to the course, but you may be enrolled in additional subjects to help you build the skills needed to successfully complete the program.

Selection Mode

- Applicants are required to undertake a basic calculation and comprehension assessment prior to attending their interview.

Further Study Options

CPC32413 Certificate III in Plumbing

22209VIC Certificate II in Engineering Studies “Mechanical and Fabrication”

Are you hoping to secure an apprenticeship and develop an engineering career in the metal fabrication, manufacturing or mechanical field? This course will give you the entry-level skills and knowledge to work in the engineering industry and increase your opportunities to gain an apprenticeship.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong	On-campus	FT: 13 wks	Ongoing	Direct application

What will I learn?

The course covers skills in:

- Using hand and power tools
- Engineering science
- Fabrication techniques
- Machining
- Technical drawing
- Quality concepts.

What can I do when I finish?

Once you secure an apprenticeship contract with an employer, you can continue your training as an apprentice in a metal fabrication or mechanical engineering field.

Intakes and Attendance

The main intake is in February/March, however further courses may run throughout the year based on demand. Call Customer Service to register your interest for later intakes.

You can expect around 2.5 days of class attendance per week.

Possible Career Outcomes

- Apprentice in metal or mechanical trade.

Entrance Requirements/Prerequisites

- Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 10 level.

Selection Mode

- Demonstrated interest.

Further Study Options

MEM30205 Certificate III in Engineering - Mechanical Trade

MEM30305 Certificate III in Engineering - Fabrication Trade

AHC20416 Certificate II in Horticulture

Are you looking to enter the horticulture industry, or perhaps get a taste for the trade before undertaking an apprenticeship? This entry-level course is designed to give you the core skills and knowledge for the industry, and introduce you to various horticulture specialisations.

Campus	Mode	Duration/Attendance	Intakes	Apply via
East Geelong	On-campus	PT: 6-12 mths	Ongoing	Direct application
Werribee	On-campus	PT: 6 mths	On demand	Direct application

What will I learn?

This is a hands-on course where you'll learn to:

- Recognise plants
- Undertake planting tasks
- Use correct pruning techniques
- Collect plant specimens
- Develop retail skills relevant to a garden centre environment.

What can I do when I finish?

Upon successful completion, you will be prepared for entry-level roles in the industry, or may choose to further your skills and knowledge in AHC30710 Certificate III in Horticulture.

You may also go on to undertake an apprenticeship in a specialist field such as landscaping, turf management, retail or wholesale nursery, or parks and gardens.

Attendance

At our East Geelong Campus, you can choose to attend one day a week over six months, or one half-day per week over 12 months.

Based on demand, this course can also be delivered two days per week over six months. In this format, the course is based in the surrounds of Werribee Park including Halifax Winery, Werribee Zoo and the gardens of Werribee Mansion. Minimum numbers are required.

Possible Career Outcomes

- Nursery assistant
- Assistant to groundskeeper
- Assistant to horticulturalist

Entrance Requirements/Prerequisites

- Applicants are expected to have an appropriate level of language, literacy and numeracy skills, which will be evaluated prior to course intake.

Selection Mode

- Interview
- Demonstrated interest
- Literacy and numeracy assessment.

Further Study Options

AHC30716 Certificate III in Horticulture, or specialist horticulture stream.

Quality Training Guarantee

The Gordon's Vision

The Gordon's vision is to be the first choice in our markets and the leader in our field.

We are committed to complying with all our regulatory requirements as a Registered Training Organisation (RTO) in the vocational education and training (VET) sector.

The VET Quality Framework

As a quality assured RTO The Gordon has a regulatory obligation to comply with the requirements of the VET Quality Framework. The framework includes the

- Standards for Registered Training Organisations (RTOs) 2015
- Australian Qualifications Framework
- Fit and Proper Person Requirements
- Financial Viability Requirements
- Data Provisions

A complete version of the VET Quality Framework is available at asqa.gov.au

The VTG Quality Charter

As a quality RTO The Gordon has contractual obligations via its Victorian Training Guarantee (VTG) funding contract and the five key principles of the government's Quality Charter:

Principle 1: Essential awareness of training entitlement

Principle 2: Informed choice of course and provider

Principle 3: Deliberate planning of training program

Principle 4: High quality delivery of training and assessment

Principle 5: Responsive feedback systems

A complete version of the Quality Charter is available at our website thegordon.edu.au

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The Gordon's training is delivered with Victorian and Commonwealth Government Funding for which eligibility criteria apply.

Geelong

Geelong City Campus

2 Fenwick St, Geelong
Victoria, 3220

East Geelong Campus

Boundary Road, East Geelong
Victoria, 3219

Wyndham

Werribee Campus

24 Watton Street, Werribee
Victoria, 3030

Hoppers Crossing Trades Campus

195 Old Geelong Rd,
Hoppers Crossing
Victoria, 3029

Colac

Colac Trade Training Centre

173 Queen St, Colac
Victoria, 3250

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Victoria, Australia 3221

Accessibility enquiries phone (03) 5225 0835 or email
disabilitysupportservices@gordontafe.edu.au

 Hearing or speech impaired?

Call us via the National Relay Service

TTY/Voice 133677, Speak & Listen (SSR) 1300 555 727