

Statement of Attainment in Introduction to Word Processing and Spreadsheets

TAFE NSW Course Number: 900-81122V01 (19OTE-020)

Course description

This course provides training in the use of office applications in word processing and spreadsheet software at a beginner level. Learners will learn correct keyboarding techniques to create a range of workplace documents which may include letters, reports, flyers, budgets, basic formulas and charts.

We highly recommend you complete a personalised career and study profile to confirm this course is right for you, you will find the Career Voyage link below.

To ensure you leave us with the most up to date qualification...

If during or after your enrolment, the course in which you are enrolled is updated in line with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

What are the entry requirements? (including Recognition of Prior Learning)

There are no entry requirements for this course.

Credit (or recognition) for modules/units may be granted based on previous learning, studies, work and/or life experiences. For more information on Credit visit the [Credit Pathways](#) page on TAFE Digital website.

<https://www.tafensw.edu.au/digital/getting-started/credit-pathways>

Please note: Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

Under 17 and wanting to leave school?

If you are under 17 and want to leave school, your options have been affected by a recent change in NSW law. From January 2010 you must complete Year 10 and then continue in either full-time education, training, paid employment or a combination of these options until you're at least 17 years of age. More information about options for school students under 17 is available from our website:

oten.tafensw.edu.au/under17

What kind of work could I do?





On completion of this statement the learner is able to work in administrative roles across a broad range of industries.

What further study is available once I finish this course?

Pathway to full qualification in: BSB20115 Certificate II in Business Certificate III in Business Administration.

Pathway to university or higher education

Thinking of studying next year? Not sure if you should go to TAFE or uni? Let us help you decide. At TAFE NSW we offer you the flexibility to fast-forward your career with Pathways.

Choosing to study at TAFE before going on to uni can see you graduating and entering a competitive workforce sooner — and not with one, but two, nationally recognised qualifications! For more information visit oten.tafensw.edu.au/uni

What units will I study?

- BSBITU211 – Produce digital text documents
- BSBITU212 – Create and use spreadsheets
- BSBITU307 – Develop keyboarding speed and accuracy

The above list includes units being offered by TAFE Digital. If licensing in another state other than NSW is required, please check requirements with the relevant state.

How much is the course?

Smart and Skilled Student Fees

The cost of this course will vary based on your eligibility for a Smart and Skilled Student Fee. Eligibility criteria can be found on the [Smart and Skilled website](#) or you can call us on 131 241 for further information and advice.

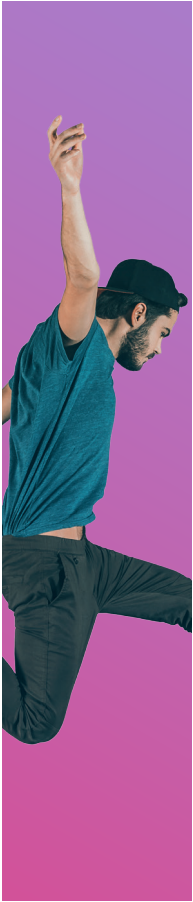
First qualification	\$0
Second qualification	\$0
Exemption	\$0
Non-government subsidised fee	\$1,250

Trainees: From 2016 if you are starting a traineeship that is on the NSW Skills List, your Smart and Skilled fee for the whole qualification will not be more than \$1,000.

This training is subsidised by the NSW government under Smart and Skilled. The student fee you will need to pay, will be determined according to your personal circumstances and eligibility for a subsidised place, you may also be eligible for a concession fee, fee exemption or fee free scholarship.

You may continue with an enrolment into this course if you are not eligible for subsidised training, however the full training fee will be applicable. There are

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conditions to enrolment if you are a Temporary Visa Holder. To discuss your visa status and eligibility to enrol please phone 131 241.

For further information on fees and charges please see <https://www.tafensw.edu.au/get-started-at-tafe-nsw/fees-information>

Please ensure you also read and understand the associated fee policies and conditions related to withdrawal from a course, applying for a refund of fees, applying for a deferral to your studies and if you are behind in payment of instalments.

For full details on TAFE NSW fees and money matters please visit our website: www.tafensw.edu.au/fees

I would like to talk to someone before I enrol

Please contact TAFE Digital Customer Service on 131 601.

We are committed to enhancing all students' prospects to reach their potential and achieve a positive future. We recognise that for some students additional support services are fundamental to ensure success. We have the following expert support services available which you may access by calling (02) 9715 8446 or 1300 655 993 to make an appointment: Counselling and Career Development, Disability, Aboriginal, Multicultural, Outreach, Adult Basic Education and Open Learning Centre Support Services.

Need help deciding?

Our free online career and study planning tool can help.

You will receive a personalised career and study profile based on your responses. If you would like to discuss your results in person, please contact our Counselling and Career Development Unit by calling 1300 655 993 or 02 9715 8446. To get started click the link below:

www.careervoyage.com.au/oten

Unique Student Identifier (USI)

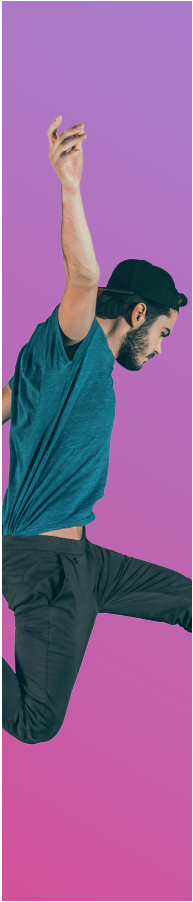
From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

This includes students completing an apprenticeship, skill set, certificate or diploma course.

A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

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How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFE NSW.

How do I enrol?

To enrol in this course please click on the Enrol Now button. You may also enrol over the phone by calling TAFE Digital on 131 601

Enrol now (click below)

oten.tafensw.edu.au/mdhnuk

Current as at 25/7/2019



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