



**Central
Regional**



Course **Pre-Enrolment Guide**

Training Area:
General Education

Training Product:
**52877WA
Certificate I New
Opportunities for Women**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

52877WA Certificate I in New Opportunities for Women (NOW)

Release number	1	Release date	13/05/2021
Required number of units for course completion	Total Units = 9 Core = 4 Elective = 5		
Duration	6 months / 1 semester		
Location	Geraldton		
Delivery mode	Self-Paced External		

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support

To make an informed choice about the suitability of this course, please consider the essential skills and knowledge below. You must :

- Ability to use a computer and
- Have access to computer and reliable internet
- Ask for help when you need it
- Wishing to build your confidence
- Be able to work independently
- Have digital skills to:
 - operate a computer
 - navigate online
 - email
 - save documents
 - understand safe practices online
 - for basic troubleshooting

Information you need to know about the course

This course serves as a bridging program specifically for women who want to regain self-confidence/competence and make a smooth transition into further vocational education and training to enter the workforce.

Students will refresh current skills and knowledge and learn new ones. The learning is informative, engaging with small class numbers and great student support.

You will develop skills in:

- **Grow your confidence and feel strong in yourself** build skills for everyday life and work, with support from your community.
- **Explore job and study choices that fit your goals and culture** plan for your future that respects your values.
- **Improve how you talk, listen, and write** for family, community, and workplaces, using yarning and

sharing stories as part of learning.

- **Learn basic computer and phone skills** to stay connected with family, community, and services.
- **Use simple maths for daily life** like shopping, budgeting, and planning for community events.
- **Learn ways to keep healthy and safe** and make learning easier, including looking after your wellbeing and respecting cultural practices.

Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. Further details can be found on our website or visit Jobs and Skills WA.

This course serves as a bridging program for women who have typically had a break from the workforce and are looking to embark on a new career direction.

We offer a range of further study opportunities, view our course list.

[English, Languages and Foundation Studies | Central Regional Tafe](#)

National Course Entry Requirements

There are no entry requirements for this qualification.

Central Regional TAFE Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process. On campus students do not require any other equipment or resources but should arrive ready to participate in class. Personal devices(laptops) may be used but a class set is available

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

You are required to participate in an informal interview/chat with your lecturer. This is to gather information about your background and to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at Central Regional TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which will also have details about the course fees.

Key payment terms and conditions, availability of any relevant government training entitlements and subsidies and our withdrawal and refund requirements are available under the *Fees and Payment Options* section in the Student Handbook on our website [here](#).

Student Services can help if you are unsure about any fee information.

Learning Resources

You will need the following learning resources for your course:

All Self-paced external students will have six (6) months from their enrolment date to complete their assessments.

Microsoft Teams is the platform all students will use to access online classwork and assessments.

Classwork documents may be downloaded to your personal device/ OneDrive folder, and the assessments will be completed/ submitted/ returned on Teams.

Resources and equipment you need to bring

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the Central Regional TAFE website [here](#). Library staff are available to assist you as required.

As a student, you have access to download the Microsoft suite including Word, Excel and PowerPoint if you don't have them already. You will need these applications to be able to read and edit documents efficiently when not in class.

Other Study Options

This course offers other study options (listed below) so you can choose the approach that best suits your needs. Please contact our Student Services for information on the alternate delivery modes.

Delivery options:

Face to face – onsite classroom: Wednesday, Thursday, Friday 9.00am -2.45pm per day.

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE

Recognition of Prior Learning

This is a short-duration course in this context; Recognition of Prior Learning (RPL) would not be a suitable option.

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit transfers. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: The College will not issue an Award or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

Appeals and Feedback

Central Regional TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and the College while making sure the process is fair for everyone.

Students are supported to provide feedback and make complaints. Students have the right to appeal decisions made by the lecturer/assessor and the College. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

Central Regional TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. The College will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Lecturer contact details:

EAL Coordinator

Name: Lizi Newman

Phone number: (08) 9956 2714

Email: elizabeth.newman@crtafe.wa.edu.au

Availability: Monday to Wednesday, 8.30am-4.30 pm

Wellbeing Support:

Central Regional TAFE is dedicated to supporting students—and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. The College recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:

To speak to our Student Support Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact us below:

1800 672 700

enquiries@crtafe.wa.edu.au

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64

www.jobsandskills.wa.gov.au

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Notification of Changes to the Course

You will be informed by your lecturer of any changes that affect your course. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows the days and times our face-to-face students need to attend training.

The timetable below may help you plan and manage your self-paced participation online.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am-10:30 am	NOWMGT102 Personal Management	NOWCDV102 Develop a career plan	NOWNUM102 Practical Maths		
10.50 am-12.00pm	NOWPHS102 Personal Health and safety	NOWEMP102 Prepare for employment	NOWFIN102 Personal Finances		
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm-2:45 pm	NOWTEC102 Technology	CUAPPR101 Developing a creative work	NOWCOM102 Communication		

Overview of Training Hours and Assessment Methods

Assessment Methods:

For this course, assessments may include the following:

- **Knowledge questions:** This involves answering questions, either orally or in writing relating to the unit of competency.
- **Observations:** This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- **Project:** This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- **Portfolio:** This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.
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Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

The table on the next page outlines the units you need to complete. It shows the types of training activities you are required to do, how much time each one is expected to take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective
Ongoing Enrolment	NOWCDV102	Research and develop a career plan [AZ057]	0.00			30.00		30.00	3.00	Flexible/Online	Core
	NOWCOM102	Undertake basic communication in personal or workplace settings [AZ073]	0.00			40.00		40.00	3.00	Flexible/Online	Core
	NOWMGT102	Investigate personal management strategies [AZ080]	0.00			30.00		30.00	3.00	Flexible/Online	Core
	NOWTEC102	Use a computer in personal or workplace settings [AZ050]	0.00			40.00		40.00	3.00	Flexible/Online	Core
	CUAPPR101	Use ideas and techniques to develop creative work [AWH38]	0.00			30.00		30.00	3.00	Flexible/Online	Elective
	NOWEMP102	Prepare for employment [AZ071]	0.00			20.00		20.00	3.00	Flexible/Online	Elective
	NOWFIN102	Handle personal finances [AZ075]	0.00			30.00		30.00	3.00	Flexible/Online	Elective
	NOWNUM102	Use practical maths [AZ060]	0.00			40.00		40.00	3.00	Flexible/Online	Elective
	NOWPHS102	Contribute to personal health and safety [AZ083]	0.00			30.00		30.00	3.00	Flexible/Online	Elective
		Total	0.00	0.00	0.00	290.00	0.00	290.00	27.00		



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