



**Central
Regional**



Course **Pre-Enrolment Guide**

Training Area:
Business and Finance

Training Product:
**BSBTEC302 Design and
produce spreadsheets (Excel
Course) Local Classroom
Geraldton**



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

BSBTEC302 Design and produce spreadsheets

Release number	1
Required number of units for course completion	One unit only. To access the unit, click on the link. https://training.gov.au/Training/Details/BSBTEC302/unitdetails
Duration	Offered as a two day course. (Learning activities and assessments must be completed and submitted within two weeks of the last face to face class)
Location	Geraldton
Delivery mode	Face to Face – Onsite at Local Classroom (LC)

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.

Information you need to know about the course

These are the essential skills and knowledge that you would need to study and work in this field. Consider if you might face any challenges in meeting the course expectations and requirements.

Reading skills

- Be able to read and follow written instructions and step-by-step procedures
- Understand basic workplace documents such as tables, budgets, simple policies
- Be familiar with basic spreadsheet terms ((e.g., rows, columns, cells, worksheet)
- Have basic skills in navigating menus, toolbars, and on-screen prompts in spreadsheet software

Writing skills

- Be able to enter clear and accurate information into spreadsheet cells
- Write simple notes or comments to explain spreadsheet content.
- Be able to name and save files correctly

Numeracy skills

- Use basic math (addition, subtraction, multiplication and division)
- Understand whole numbers, decimals and percentages
- Read and interpret basic numerical information (e.g. basic financial data, invoices etc.)
- Be able to develop skills to work with formula

Technology skills

- Use a computer confidently, including mouse, keyboard, and basic navigation
- Open, save, and manage files and folders
- Use Microsoft Excel at a basic level (e.g., enter data, move around a worksheet).

Study commitment

- You MUST be able to attend the two day workshop on campus
- Be able to complete prescribed structured learning activities off campus in your own time

Review of knowledge and skills

If you feel you may experience significant challenges in meeting the requirements listed above this may indicate that the course is not the best fit for you at this time and another learning pathway could better support your learning needs.

The Student Business Systems team can discuss alternative options to help you choose the most suitable pathway.

Course Description and Pathways

Course Description

This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet applications.

The unit applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision. These individuals are generally required to have intermediate knowledge and understanding of a number of spreadsheet applications.

Licensing, legislative, regulatory or certification considerations

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Further details can be found on our website [here](#).

Course Pathways

On successful completion of the course, you may:

- Be eligible for credit for this unit in FNS40222 Certificate IV in Accounting and Bookkeeping
- Wish to undertake further study in FNS40222 Certificate IV in Accounting and Bookkeeping

National Course Entry Requirements

Nil

Central Regional TAFE (CR TAFE) Pre-enrolment 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.

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.

Review of language, literacy, numeracy and digital literacy (LLND)

You are required to complete and submit a short form that helps us understand your current language, literacy, numeracy and digital (LLND) skills. The course lecturer will review the information you provide to determine whether you have the LLND skills needed for this course.

What happens after your LLND review

After the LLND review, you will be informed of the result and the best way forward which may include:

- Proceeding to enrolment
- Possible alternative learning options
- Any support that can be provided

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR 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 has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

- Learning and assessment materials are available on Blackboard
- For on campus classes, you will have access to classroom with relevant hardware and software

Central Regional TAFE will also provide the following resources for you to participate in this program:

- Microsoft 365 suite for the duration of your enrolment (Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive)
- Adobe
- Industry specific software
- Blackboard Learn
- Access to the library facilities (on site and online)
- Access to free Wi-Fi (on site)
- Access to onsite Cyber Centre (computers and printer)

Note: *Students are given access to CRTAFE resources once they enrol in the course and for the duration of their enrolment.*

Students must provide:

You will need access to the following for completing learning activities off campus

- A computer/laptop
- Reliable internet connection

CR TAFE online library resources

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

Delivery Mode

This course is offered face to face, over 2 days.

By attending classes, you will be able to get support as required from the lecturer. It also gives you the opportunity to ask questions and get timely feedback to progress with your study.

You will be given log in access to the online learning management (Blackboard) on enrolment. In self-paced external study, you can log in anytime and work through the course materials online at a speed that suits you. The Blackboard system gives you access to everything you need. You are responsible for planning your study time and staying on track. You must ensure that you complete all tasks and assessments by the required dates.

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](#). 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
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

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. 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: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR 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 CR TAFE 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 CR TAFE. 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

CR 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. CR TAFE 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

Wellbeing Support:

CR 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. CR TAFE 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)
- Support for international students (internal)

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

Lecturer Contact Details

Margaret Devine
Lecturer Accounting and Bookkeeping
Central Regional TAFE
175 Fitzgerald Street, GERALDTON, WA 6530
T: 08 99562866
E: Margaret.Devine@crtafe.wa.edu.au

Availability: Thursday 9:00am to 3:30pm, Friday 9:00pm to 3:30pm
Building: B Block Room B004

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

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 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to a Statement of Attainment for the individual unit for which you have been assessed as competent.

Further Resources and Information

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

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. 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 which days and times you need to attend training. It helps you plan ahead and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am- 12:15 pm				Room TBA	Room TBA
12:15 pm - 12:45 pm LUNCH BREAK					
12:45 pm- 3:30 pm				Room TBA	Room TBA

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should 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	Pre-Requisites National Code/s
	BSBTEC302	Design and produce spreadsheets [OCE02]	12.00			15.00		27.00	15.00	Face To Face	Core	

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.

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.



RTO: 52789

 1800 672 700

 enquiries@crtafe.wa.edu.au

 centralregionaltafe.wa.edu.au



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