



IEA College of TAFE

National Training Council Registration 002

YOUR PATHWAY TO EMPLOYMENT
is an IEA College of TAFE qualification.

BUSINESS

PGIBSB20115

Certificate 2 in Business

Entry level qualification for students without Grade 12. Graduates will be employed in a variety of junior administrative positions generally under direct supervision

- PGIBSBWHS201** Contribute to health and safety of self and others
- PGIBSBCUS201** Deliver a service to customers
- PGIBSBINM201** Process and maintain workplace information
- PGIBSBINM301** Organise workplace information
- PGIBSBINN201** Contribute to workplace innovation
- PGIBSBITU202** Create and use spreadsheets
- PGIBSBITU304** Produce spreadsheets
- PGIBSBWOR204** Use business technology
- PGIBSBWOR202** Organise and complete daily work activities
- PGIBSBSUS201** Participate in environmentally sustainable work practices
- PGIBSBITU201** Produce simple word processed documents
- PGIBSBITU203** Communicate electronically

PGIBSB30415

Certificate 3 in Business Administration

Graduates will be employed in a range of administrative roles in varied contexts, and will be expected to exercise some discretion and judgment and support to their work team.

- PGIBSBITU307** Develop keyboarding speed and accuracy
- PGIBSBWHS201** Contribute to health and safety of self and others
- PGIBSBITU313** Design and produce digital text documents
- PGIBSBFIA304** Maintain a general ledger
- PGIBSBADM307** Organise schedules
- PGIBSBITU312** Create electronic presentations
- PGIBSBITU304** Produce spreadsheets
- PGIBSBITU306** Design and produce business documents
- PGIBSBWRT301** Write simple documents
- PGIBSBWOR204** Use business technology
- PGIBSBCUS301** Deliver and monitor a service to customers
- PGIBSBSUS201** Participate in environmentally sustainable work practices
- PGIBSBINM301** Organise workplace information

PGIBSB40515

Certificate 4 in Business Administration

Graduates will have well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They will have skills to deal with unpredictable problems, and may provide leadership and guidance to others in their workplace.

- PGIBSBFIA401** Prepare financial reports
- PGIBSBADM405** Organise meetings
- PGIBSBADM406** Organise business travel
- PGIBSBITU401** Design and develop complex text documents
- PGIBSBITA401** Design databases
- PGIBSBWRT401** Write complex documents
- PGIBSBADM407** Administer projects
- PGIBSBITU402** Develop and use complex spreadsheets
- PGIBSBADM409** Coordinate business resources
- PGIBSBCUS401** Coordinate implementation of customer service strategies

PGIBSB50415

Diploma of Business Administration

Graduates are suited to positions as administration managers and general office managers. Individuals in these roles have a sound theoretical knowledge base and use a range of managerial competencies to plan and evaluate their own work and/or the work of a team

- PGIBSBADM502** Manage meetings
- PGIBSBADM504** Plan and implement administrative systems
- PGIBSBADM506** Manage business document design and development
- PGIBSBFIM502** Manage payroll
- PGIBSBPMG522** Undertake project work
- PGIBSBWOR501** Manage personal work priorities and professional development
- PGIBSBCUS501** Manage quality customer service
- PGIBSBITU401** Design and develop complex text documents



ACCOUNTING

PGIFNS30317

Certificate 3 in Accounts Administration

Graduates are suited for job roles that include financial data entry, processing accounts and payrolls, providing customer service in financial transactions, and producing financial reports. Individuals in these roles are employed under general supervision.

PGIBSBITU306	Design and produce business documents
PGIFNSACC304	Conduct business activities using a computerised accounting system
PGIBSBWRT301	Write simple documents
PGIFNSACC311	Process financial transactions and extract interim reports
PGIFNSACC312	Administer subsidiary accounts and ledgers
PGIFNSACC313	Perform financial calculations
PGIFNSINC301	Work effectively in the financial services industry
PGIBSBITU304	Produce Spreadsheets
PGIBSBFIA301	Process payroll
PGIBSBCUS301	Deliver and monitor a service to customers
PGIBSBWHS201	Contribute to health and safety of self and others

PGIFNS40217

Certificate 4 in Accounting and Bookkeeping

Graduates will be employed in the accounting industry, and perform bookkeeping tasks for organisations in a range of industries. Graduates will apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgment in completing tasks.

PGIBSBFIA401	Prepare financial reports
PGIBSBMSB412	Introduce cloud computing into business operations
PGIFNSACC311	Process financial transactions and extract interim reports
PGIFNSACC312	Administer subsidiary accounts and ledgers
PGIFNSACC408	Work effectively in the accounting and bookkeeping industry
PGIFNSACC416	Set up and operate a computerised accounting system
PGIFNSTPB401	Complete business activity and instalment activity statements
PGIFNSTPB402	Establish and maintain payroll systems
PGIBSBITU306	Design and produce business documents
PGIBSBWRT301	Write simple documents
PGIFNSACC313	Perform Financial Calculations
PGIBSBCUS301	Deliver and monitor a service to customers
PGIBSBITU304	Produce spreadsheets

PGIFNS50217

Diploma of Accounting

Graduates will be employed in professional accounting roles as accounts payable and accounts receivable officers, payroll service providers, and undertake a range of related accounting tasks. Graduates apply solutions to a range of complex problems, and plan and evaluate their own work and provide guidance to others.

PGIFNSACC511	Provide financial and business performance information
PGIFNSACC512	Prepare tax documentation for individuals
PGIFNSACC513	Manage budgets and forecasts
PGIFNSACC514	Prepare financial reports for corporate entities
PGIFNSACC516	Implement and maintain internal control procedures
PGIFNSACC517	Provide management accounting information
PGIFNSACC505	Establish and maintain accounting information systems
PGIFNSACC408	Work effectively in the accounting and book-keeping industry
PGIBSBITU402	Develop and use complex spreadsheets
PGIFNSACC404	Prepare financial statements for non-reporting entities
PGIFNSACC402	Prepare operational budgets

IPGFNS60215

Advanced Diploma of Accounting

03 | Core units *plus*

11 | Units from the Diploma Accounting

Enrolment in this qualification requires students to have completed the Diploma of Accounting.

This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification with the CPA of PNG. Graduates are expected to apply theoretical and technical skills and to display initiative and judgment in planning activities.

IPGFNSACC624	Monitor corporate governance activities
IPGFNSINC601	Apply economic principles to work in the financial services industry
IPGFNSINC602	Interpret and use financial statistics and tools



INFORMATION TECHNOLOGY

PGIICT20115

Certificate 2 in Information Digital Media and Technology

This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry

PGIBSBSUS201	Participate in environmentally sustainable work practices
PGIBSBWHS201	Contribute to health and safety of self and others
PGIICTICT202	Work and communicate effectively in an ICT environment
PGIICTICT203	Operate application software packages
PGIICTICT204	Operate a digital media technology package
PGIICTICT201	Use computer operating systems and hardware
PGIICTWEB201	Use social media tools for collaboration and engagement
PGIICTICT205	Design basic organisational documents using computing packages
PGIICTICT308	Use advanced features of computer applications
PGIICTSAS202	Apply problem solving techniques to routine ICT malfunctions
PGIICTSAS203	Connect hardware peripherals
PGIICTSAS205	Maintain ICT system integrity
PGIICTSAS208	Maintain ICT equipment and consumables
PGIICPDMT321	Capture a digital image

PGIICT30118

Certificate 3 in Information, Digital Media and Technology

Graduates will be competent in a wide range of information and communications technology (ICT) technical functions. They will work in jobs providing support across a wide range of ICT areas, including network administration, web technologies, software applications and digital media technologies.

PGIBSBWHS304	Participate effectively in WHS communication and consultation processes
PGIBSBSUS401	Implement and monitor Environmentally sustainable work practices
PGIICTICT202	Work and communicate effectively in an ICT environment
PGIICTICT301	Create user documentation
PGIICTICT302	Install and optimise operating system software
PGIICTSAS308	Run standard diagnostic test
PGIICTICT303	Connect internal hardware components
PGIICTSAS303	Care for computer hardware
PGIICTSAS304	Provide basic system administration
PGIICTSAS305	Provide ICT advice to clients
PGIICTSAS306	Maintain equipment and software
PGIICTNWK302	Determine and action network problems
PGIICTNWK304	Administer network peripherals
PGIICTICT203	Operate application software packages
PGIICTICT308	Use advanced features of computer applications
PGIICTNWK301	Provide network system administration
PGIICTWEB201	Use social media tools for collaboration and engagement

PGIICT40418

Certificate 4 in Information Technology Networking

Graduates will have the skills and knowledge to install and manage small scale networks, either as an independent network support technician or as part of a team.

PGIBSBWHS304	Participate effectively in WHS communication and consultation processes
PGIICTICT401	Determine and confirm client business requirements
PGIICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
PGIICTNWK401	Install and manage a server
PGIICTNWK420	Install and configure virtual machines
PGIICTNWK403	Manage network and data integrity
PGIICTNWK404	Install, operate and troubleshoot a small enterprise branch network
PGIICTTEN416	Install, configure and test an internet protocol network
PGIICTNWK408	Configure a desktop environment
PGIICTSAS426	Locate and troubleshoot ICT equipment, system and software faults
PGIICTNWK302	Determine and action network problems*
PGIICTNWK411	Deploy software to networked computers
PGIICTNWK304	Administer network peripherals*
ICTNWK405	Build a small wireless local area network
ICTNWK301	Provide network systems administration
ICTNWK406	Install, configure and test network security
ICTTEN417	Install, configure and test a router

PGIICT50418

Diploma of Information Technology Networking

Graduates can work as an independent ICT specialist or as part of an organisational team managing the installation of a range of networks, including internet, security and e-business.

PGIICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
PGIICTICT517	Match IT needs with the strategic direction of the organisation
PGIICTNWK529	Install and manage complex ICT networks
PGIICTSUS501	Implement server virtualisation for a sustainable ICT system
PGIICTTEN611	Produce an ICT network architecture design
PGIICTNWK505	Design, build and test a network server
PGIICTSAS522	Manage the testing process
PGIICTNWK513	Manage system security
PGIICTNWK535	Install an enterprise virtual computing environment
PGIICTNWK525	Configure an enterprise virtual computing environment
PGIICTSAS512	Review and manage delivery of maintenance services
PGIICTNWK509	Design and implement a security perimeter for ICT networks
PGIICTNWK506	Configure, verify and troubleshoot WAN links and IP services in a medium enterprise network
PGIICTNWK511	Manage network security
PGIICTNWK531	Configure an internet gateway
PGIICTTEN514	Install and manage a server

TOURISM AND HOSPITALITY

PGISIT20416

Certificate 2 in Kitchen Operations

Graduates will work in kitchen operations in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops, and undertake a limited range of food preparation and cookery tasks. This qualification does not provide the skills required by commercial cooks, which are covered in PGISIT30816 Certificate 3 in Commercial Cookery.

PGIBSBWOR203	Work effectively with others
PGISITHCCC001	Use food preparation equipment
PGISITHCCC005	Produce dishes using basic methods of cookery
PGISITHCCC011	Use cookery skills effectively
PGISITXWHS001	Participate in safe work practices
PGISITXINV002	Maintain the quality of perishable supplies
PGISITXFSA001	Use hygienic practices for food safety
PGISITHKOP001	Clean kitchen premises and equipment
PGISITHCCC003	Prepare and present sandwiches
PGISITHCCC006	Prepare appetisers and salads
PGISITHCCC008	Prepare vegetable, fruits, egg and farinaceous dishes
PGISITHFAB007	Serve food and beverage
PGISITXCCS003	Interact with customers

PGISIT30816

Certificate 3 in Commercial Cookery

This qualification provides a pathway to work as a commercial cook. Graduates will use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items.

PGIBSBSUS201	Participate in environmentally sustainable work practices
PGIBSBWOR203	Work effectively with others
PGISITHCCC001	Use food preparation equipment
PGISITHCCC005	Prepare dishes using basic methods of cookery
PGISITHCCC006	Prepare appetisers and salads
PGISITHCCC007	Prepare stocks, sauces and soups
PGISITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
PGISITHCCC012	Prepare poultry dishes
PGISITHCCC013	Prepare seafood dishes
PGISITHCCC014	Prepare meat dishes
PGISITHCCC018	Prepare food to meet special dietary requirements
PGISITHCCC019	Produce cakes, pastries and breads
PGISITHCCC020	Work effectively as a cook
PGISITHKOP001	Clean kitchen premises and equipment
PGISITHKOP002	Plan and cost basic menus
PGISITHPAT006	Produce desserts
PGISITXFSA001	Use hygienic practices for food safety
PGISITXFSA002	Participate in safe food handling practices
PGISITXHRM001	Coach others in job skills
PGISITXINV002	Maintain the quality of perishable items
PGISITXWHS001	Participate in safe work practices
PGISITHCCC015	Produce and serve food for buffets
PGISITHCCC003	Prepare and present sandwiches
PGISITHASC001	Produce dishes using basic methods of Asian cookery
PGISITXINV002	Maintain the quality of perishable supplies

PGISIT30116

Certificate 3 in Tourism

Graduates work in many tourism industry sectors including tour operators, inbound tour operators, visitor information centres, attractions, cultural and heritage sites, and tourism business. Graduates undertake office-based roles involving the planning and coordination of tourism services, or roles in the field where products are delivered.

PGISITTIND001	Source and use information on the tourism and travel industry
PGISITXCCS006	Provide service to customers
PGISITXCOM002	Show social and cultural sensitivity
PGISITXWHS001	Participate in safe work practices
PGISITTTSL002	Access and interpret product information
PGISITXCCS002	Provide visitor information
PGISITTTSL005	Sell tourism products and services
PGISITXCCS001	Provide customer information and assistance
PGISITTTSL008	Book supplier products and services
PGIHLTAID003	Provide first aid
PGIBSBWOR203	Work effectively with others
PGISITXCCS003	Interact with customers
PGIBSBCMM201	Communicate in the workplace
PGISITXFSA001	Use hygienic practices for food safety
PGISITHFAB007	Serve food and beverage

PGISIT30616

Certificate 3 in Hospitality

Graduates will have well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Graduates will work in jobs including food and beverage attendant, waiter, front desk receptionist, function host, and housekeeper. Progression to the PGISIT40416 Certificate 4 in Hospitality is available through on-line enrolment.

PGIBSBWOR203	Work effectively with others
PGISITHIND002	Source and use information on the hospitality industry
PGISITXHRM001	Coach others in job skills
PGISITHIND004	Work effectively in hospitality service
PGISITXWHS001	Participate in safe work practices
PGISITXCOM002	Show social and cultural sensitivity
PGISITXCCS006	Provide service to customers
PGISITXFSA001	Use hygienic practices for food safety
PGISITHACS001	Clean premises and equipment
PGISITHACS002	Provide housekeeping services to guests
PGIBSBCMM201	Communicate in the workplace
PGISITHFAB005	Prepare and serve espresso coffee
PGISITHFAB007	Serve food and beverage
PGISITXCCS003	Interact with customers
PGIHLTAID003	Provide first aid

EARLY CHILDHOOD EDUCATION

IPGCHC20113

Certificate 2 in Early Childhood Care

Graduates provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Workers operate under supervision. Graduates are employed as assistants to childhood educators in early learning centres, in playgroups, and as nannies.

The qualification is a pre-requisite to enrolment in the IPGCHC30113 Certificate 3 in Early Childhood Education and Care

- IPGCHCECE002** Ensure the health and safety of children
- IPGCHCECE003** Provide care for children
- IPGCHCECE004** Promote and provide healthy food and drinks
- IPGCHCECE005** Provide care for babies and toddlers
- IPGCHCECE007** Develop positive and respectful relationships with children
- IPGCHCECE011** Provide experiences to support children's play and learning
- IPGHLTAID004** Provide an emergency first aid response in an education and care setting
- IPGHLTWS001** Participate in work health and safety
- IPGCHCECE012** Support children to connect with their world

IPGCHC30113

Certificate 3 in Early Childhood Education and Care

Possession of the IPGCHC20113 Certificate 2 in Early Childhood Care is a pre-requisite for enrolment in the Certificate 3.

Graduates work in a range of early childhood education settings and support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Graduates use organisation policies, procedures and individual children's profiles to plan activities and may work under direct supervision or autonomously.

- IPGCHCLEG001** Work legally and ethically
- IPGCHCECE001** Develop cultural competence
- IPGCHCECE009** Use an approved learning framework to guide practice
- IPGCHCECE010** Support the holistic development of children in early childhood
- IPGCHCECE013** Use information about children to inform practice
- IPGCHCPRT001** Identify and respond to children and young people at risk
- IPGCHCECE023** Analyse information to inform learning
- IPGCHCECE017** Foster the holistic development and wellbeing of the child in early childhood
- IPGCHCDIV001** Work with diverse people



APPLICATION FOR STUDENT ENROLMENT in 2020

ELA BEACH
 LAE CORONATION
 KIMBE
 MT HAGEN
 SEMESTER ONE
 SEMESTER TWO

1st PREFERENCE COURSE CODE COURSE TITLE

2nd PREFERENCE COURSE CODE COURSE TITLE

Note the student name provided on this Application for Enrolment will be the name used to issue the certificate of graduation

FAMILY NAME FIRST NAME Male Female

MOBILE EMAIL DOB / /

STUDENT RESIDENTIAL AND POSTAL ADDRESS

EMERGENCY CONTACT DETAILS

CONTACT PERSON

MOBILE

WORK PHONE

EMAIL

PREFERRED DOCTOR

MOBILE

SURGERY

SPONSOR DETAILS

SPONSOR NAME

CONTACT PERSON

POSITION

MOBILE

WORK PHONE

EMAIL

SPONSOR POSTAL ADDRESS

It is the responsibility of the student to discuss any health problems and agree on a medical support plan with the TAFE Manager before enrolling,

ACADEMIC AND EMPLOYMENT HISTORY TO SUPPORT APPLICATION

SCHOOL YEAR GRADUATED FINAL GRADE

ADDITIONAL WORK OR STUDY (INCLUDE POST SCHOOL QUALIFICATIONS AND PAID WORK AS WELL AS WORK EXPERIENCE)

In completing and submitting this Application for Enrolment I understand that the IEA College of TAFE will make every endeavor to enrol me in my first preference qualification providing I meet the minimum entry requirements.

A non refundable enrolment application fee of K120 is to accompany this Application for Enrolment. This application form and fee can be submitted at any IEA College of TAFE campus office, or emailed to enquiries@tafe.iea.ac.pg. Emailed forms must include a scanned copy of a deposit receipt showing a K120 payment to **IEA COLLEGE OF TAFE BSB ACCOUNT 1000145268**

Successful applicants will then receive a letter of offer outlining tuition fee payment requirements. Students/sponsors who do not pay 75% of the total tuition fee prior to course commencement will not be enrolled.

K120 APPLICATION FEE PAID


STUDENT SIGNATURE: _____ DATE: ____ / ____ / ____

SPONSOR SIGNATURE: _____ DATE: ____ / ____ / ____




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