

## Running a Trade Readiness Course in your school — answers to FAQs

- Just when a TRC can be run at your school depends on TAFE and its ability to deliver a course in different regions of the state.
- Funding for these courses is administered through the Apprenticeship Engagement Forum. There is no charge to schools. All courses are conducted at your school.
- The courses complements the Mathematics in Trades Pathway.
- Courses on offer include: carpentry; painting & decorating; brick & block laying; wall & floor tiling; signs & graphics; plumbing; wall & ceiling lining; shopfitting & joinery; and civil construction. Not all courses are available in every region of the state.
- Each course takes five days to complete. The first four days are given over to learning practical skills and are mainly hands-on with limited theory. On the fifth day, students are individually interviewed by the TAFE teacher who provides feedback on how each student has done. An industry rep will also be present to provide information on the trade and what opportunity exists for students in regards to employment. Day 5 does tend to be a shorter day. Each participating student will be presented with a 'Summary of Skills Report' and 'Certificate of Participation'.
- An Industrial Arts room is best for carpentry; wall & floor tiling; plumbing; wall & ceiling lining; and shopfitting & joinery with some work being conducted in an outside area.
- Brick & block laying is mainly outside with a classroom available if needed. There should also be a covered area in case of rain. The bricks are not permanent unless a small project is agreed upon.
- Painting & decorating is project-based. A toilet area/change rooms/classroom can be upgraded, but your school must pay for and supply the paint.
- Signs & graphics is best conducted in an Art Room with water and sink availability.
- 15 students is the maximum class size. They can be Stage 5 or Stage 6 students or combination.
- All students will require a USI (Unique Student Identification) before they begin the course.
- It is best if a SLSO or teacher is available for the week, particularly if junior students are involved. The TAFE teachers will ensure that students know their expectations from a TAFE point of view. Students are expected to work at that level.
- The courses do not follow the normal 'bell' times of the rest of the school. They should have different break times so there is very little interaction with the rest of the school population. Start and finish times can be similar to school times or negotiated with the TAFE teacher. One of the purposes of the course is to deliver a realistic work experience.
- The Apprenticeship Engagement Forum actively encourages the participation of female students.
- Schools that wish to run a course should nominate three dates (calendar dates) to accommodate a window for the TAFE to fit in with. A lot of schools look at Term 4 as Year 12 have left and it frees up some of the practical classrooms. However, we do need to spread the courses across the year. End of semester is often a better time for TAFE.

**To apply for a TRC, please complete the Trade Readiness Course Expression of Interest that you can download from this website.**

**If you require further information, please contact our Schools Co-ordinator:  
[Allan.f.johnson@det.nsw.edu.au](mailto:Allan.f.johnson@det.nsw.edu.au)**