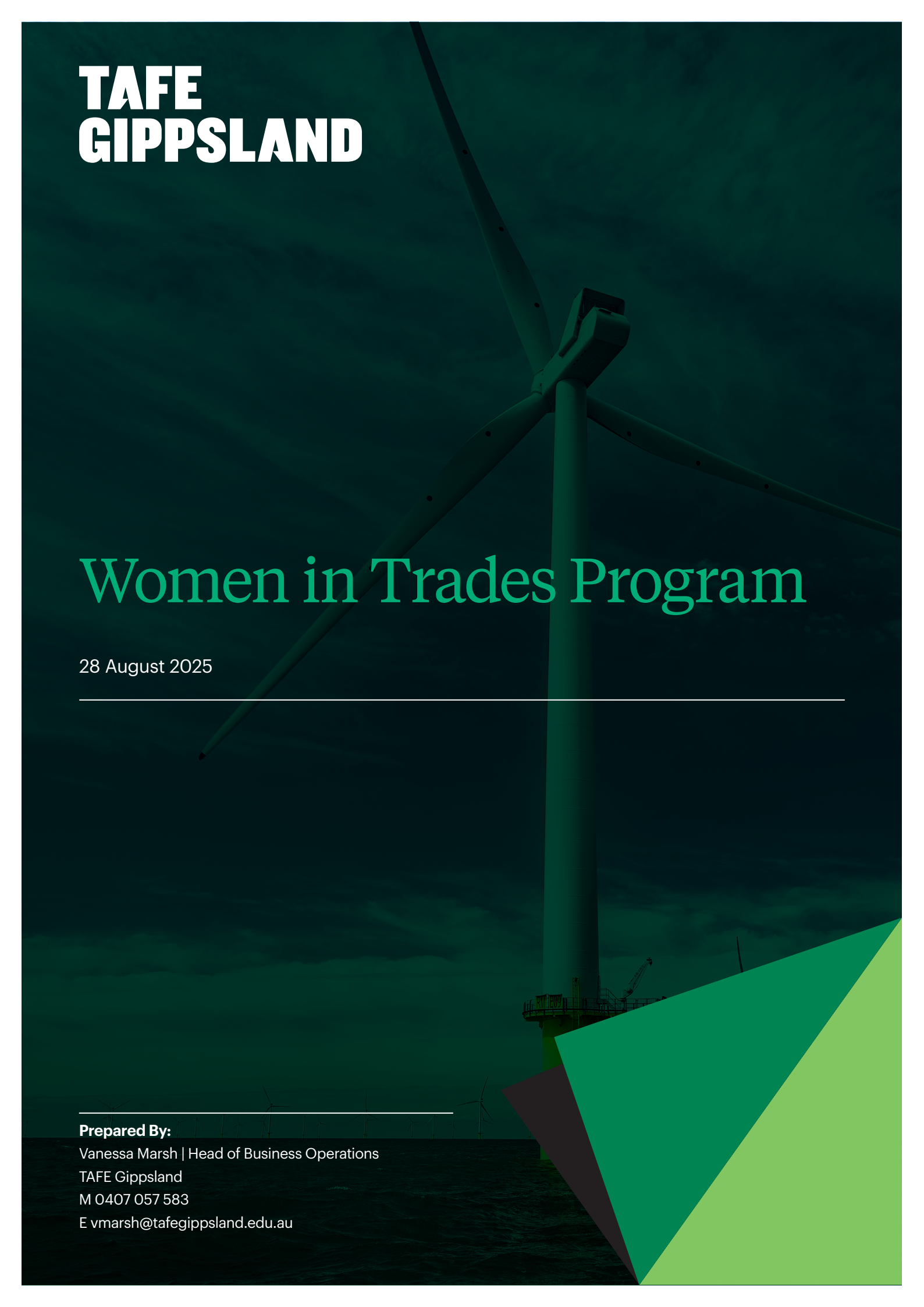




TAFE GIPPSLAND

Women in Trades Program

28 August 2025

Prepared By:

Vanessa Marsh | Head of Business Operations
TAFE Gippsland
M 0407 057 583
E vmarsh@tafegippsland.edu.au

We're proud to have been named 2023 Large Training Provider of the Year at the Victorian Training Awards.

For more than 90 years, we have been helping Gippsland communities thrive by empowering local students and supporting local businesses.

We will continue to set the benchmark in the region by providing high-quality and leading practice in vocational education and training; how we meet student and industry needs; our business management; and how we deliver outcomes through innovation and excellence in design and delivery of our training.



Winner

Large Training Provider
of the Year 2023



Silver

Large Training Provider
of the Year 2023

We are...

Local

Gippsland is at the heart of our course design and we are accountable for having a positive impact on the region and increasing economic sustainability and growth.

Established

Our relationships with local industry ensure our courses meet the requirements of the workplace. With 13 campuses throughout the region and a wealth of experienced teaching staff, we are well embedded in the community and trusted as the 'go-to' for quality vocational training and education.

Approachable

We work with you to tailor the best education solutions for your organisation or industry. Our lines of communication are always open for you to be able to receive the information you need, when you need it.

Dedicated

From diplomas to short courses, our qualifications are designed to both empower local students and support local industry. We provide the best customised training solutions to enhance the social and economic futures of individuals, industry and the Gippsland community.



Program Delivery:

Week 1

Engineering

Non-accredited | Yallourn | 9.15am – 2.45pm

- Day 1 – Basic and safe handling of power tools
- Day 2 – Folding, cutting and bending
- Day 3 – Basic welding techniques

Week 2

Electrical

Non-accredited | Morwell | 9.15am – 2.45pm

- Day 1 – Safe use of electrical equipment
- Day 2 – Basic soldering techniques
- Day 3 – Basic electrical principles

Week 3

High Risk & Civil

Yallourn

- Day 1 – Construction Induction Card (accredited program) – 8am – 3pm
- Day 2 – Introduction to Program/Power Industry Card (non-accredited program)
 - 2 hours – 9.15am – 11.15am
 - Pre-requisites: it is a requirement that students have the Construction Induction Card (day 1) prior to day 2 of High Risk & Civil
 - Manual Handling – 3.5 hours
- Day 3 – Working Safely at Heights (accredited program) – 8am – 3pm

Week 4

First Aid, Employability Skills

Accredited Program | Morwell | 9.15am – 2.45pm

- Day 1 & 2 – First Aid
- Day 3 – Employability Skills Workshop (non-accredited)

Week 5

Licence to operate boom type elevated work platform (boom length 11m or more)

Accredited Training | Yallourn | 9.15am – 2.45pm

- Day 1 – Theory Training
- Day 2 – Practical Training
- Day 3 – Practical Assessment
- Day 4 – Theory Assessment

Week 6

Licence to Operate a Forklift Truck

Accredited Training | Yallourn | 9.15am – 2.45pm

- Day 1 – Theory Training
- Day 2 – Practical Training
- Day 3 – Practical Assessment
- Day 4 – Theory Assessment



Program delivery details:

Delivery Times

(vary between)

- 9.15am to 2.45pm – 5 hours delivery, 30-minute break

Delivery Timetable

- 3 days per week – Tuesday, Thursday, Friday
- 4 days per week for Weeks 5 and 6 – Tuesday, Wednesday, Thursday, Friday

Campuses

- Morwell and Yallourn

Course Sizes

- Min. 8 – Max 12, Max 6 for Weeks 5 and 6 (due to WorkSafe Regulations)

Student Support

- Mentoring / wrap-around support including pastoral care and mentorship for wellbeing and retention is available

Entry Requirements

Mandatory:

- Must be a minimum of 18 years of age

Recommended:

- Applicants will be required to undertake pre-course reading and an activity book to ensure an understanding of the learning content that will be reviewed in the class contact time. These materials will be supplied to the students.
- Students must provide valid identification documents to the WorkSafe Victoria standards, such as a current Victorian driver's licence or other photographic ID to the trainer.
- Have literacy and numeracy skills at sufficient level to be able to undertake training and assessment in English.
- To participate in this short-course, participants need to have adequate English language skills to be able to comprehend, write, and provide written and verbal responses to questions.

Topics to be covered:

Engineering

Awareness on safety in the engineering sector.

- Basic use of hand and power tools.
- Cutting, bending, folding and basic welding techniques on light gauge material.

Electrical

Awareness on safety in the electrical industry.

- Basic use of electrical hand and power tools as well as basic soldering techniques and electrical principles.

Prepare to work safely in the construction industry

CPCCWHS1001

The Construction Induction Card or more commonly known as 'White Card' is an essential feature of construction work in Australia, providing general induction safety training for workers. This includes managers, supervisors, surveyors, labourers and tradespeople, as well as other with less regular need to access construction sites.

The unit meets the requirements of General Induction Training as outlined by The National Code of Practice for Induction for Construction Work (2007). The unit equips candidates with the necessary knowledge and skills to safely enter construction sites.

High Risk & Civil

POWERIND – Power Industry Induction Card

if you're interested in working with any of the thermal generators in the Latrobe Valley, you'll need your Power Industry Induction Card. This specific course has been designed to give you the necessary knowledge, skills, and safety advice to work in the power industry with thermal generators.

Manual Handling

This practical, hands-on session introduces students to the fundamentals of safe manual handling in the workplace. The session focuses on identifying manual handling risks, applying correct lifting techniques, and understanding the importance of posture, ergonomics, and injury prevention.

Work Safely at Heights

This course is designed to equip workers with the knowledge and skills to safely work in any height situation. Primarily aimed at general construction, maintenance, mining, large factories – anywhere that work is conducted in a situation where there is risk of falling from one level to another.

First Aid

HLTAID011 – Provide First Aid

In this course applicants will learn about Life Support, Casualty Management, Incident Management, and First Aid Management.

Licence to operate a boom-type elevating work platform

TLILIC0005 – Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

This course will teach you the skills required to operate a boom-type elevating work platform (EWP) with a boom length of 11 metres or more. You will learn how to operate, set-up, position and work safely from a boom-type elevated work platform. In this instance, a boom-type elevating work platform can refer to a hinged device, an articulated device, a telescoping device, or a combination of any of these, which are then used to support a platform for elevated materials and personnel.

Licence to Operate a Forklift Truck

TLILIC0003 – Licence to Operate a Forklift Truck

A forklift licence will allow you to operate all types of forklifts, and our training covers all the functions you need to understand and master how to operate a forklift and obtain a high-risk work licence from WorkSafe Victoria. This course will provide you with the skills and knowledge required to drive forklifts effectively and safely. Our experienced teachers and instructors use the most up-to-date learning methods and practices to ensure you walk away from your forklift course equipped to begin working effectively and safely.

Employability Skills Workshop

Topics to be covered:

Resume Writing:

- Hints and tips
- What should be included
- What shouldn't be included
- How to write a career goal
- What makes up a resume – contact details, career goal, skills and attributes, training and education, career history and referee

Presence and Appearance:

- Learn about your social media presence
- Review your social media accounts
- Professional email address
- Answering your phone
- Voicemail messages
- Preparing for an interview
- Dressing appropriately

Interview Skills:

- How to prepare for a job interview
- What to expect in an interview
- How to answer interview questions
- STAR technique
- Communication
- What to wear to an interview
- Interview types
- Interview stages
- What not to do in an interview
- Continuous improvement

**TAFE
GIPPSLAND**



National Provider Number 0417