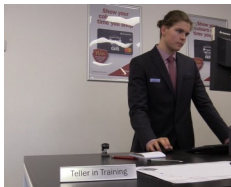# bulletin

## Visit One Of Our Industry Partners

Next Tuesday afternoon July 30th all Year 9 students will have the opportunity to visit one of our

P-TECH industry partners. Students will get to tour an organisation and see it in full operation and

learn about the types of job roles they may be interested in for their future employment.
Selecting P-TECH as an optional subject in 2020 will give students the opportunity to study a 2 year certificate in IT, Business, Laboratory Skills or Automotive (Motor Mechanics). It is likely that Engineering (Mechanical) and Engineering (Fabrication) will be available also. Unique to the P-TECH Program for students is they work regularly (fortnightly) in the workplace with their very own mentor on current workplace projects, gaining valuable soft skills for work such as critical thinking, team work and communication skills.



### Certificate III in Business



### Certificate III in Laboratory Skills

*Units studied in Business include:*

- Apply knowledge of WHS legislation in the workplace
- Write simple documents
- Design and produce text documents
- Produce spreadsheets
- Deliver and monitor a service to customers
- Work effectively with diversity
- Organise workplace information
- Process customer complaints
- Promote innovation in a team environment
- Maintain business resources
- Purchase goods and services
- Recommend produce and services

*Units studied in Laboratory Skills include:*

- Communicate with other people
- Participate in environmentally sustainable work practices
- Plan and conduct laboratory/field work
- Record and present data
- Contribute to the achievement of quality objectives
- Participate in laboratory/field workplace safety
- Maintain the laboratory/field workplace fit for purpose
- Receive and prepare samples for testing
- Perform basic tests
- Prepare working solutions
- Prepare culture media
- Perform aseptic techniques

## As part of the P-TECH program you will be matched with local mentors in local organisations to undertake real world experiences