Assisi
Catholic College

Peace through Justice

VOCATIONAL EDUCATION AND TRAINING
2024

Subject
HANDBOOK

Shape Your Tomorrow

Dear Parents/Caregivers and Students

At Assisi Catholic College we value all of our student pathways equally. This program has seen many of our students transition from the school environment to a successful career in the workforce.

This handbook has been written to provide Vocational Education & Training (VET) students with important information about the VET programs offered by Assisi Catholic College as well as your rights and responsibilities as a VET student.

Please take the time to study it carefully and to ask your VET teachers anything which you are unsure about.

Students should keep this handbook for reference throughout your enrolment in the Senior Phase of Learning.

You should also know that the contents of this handbook in many instances represent the key points of various VET Policies and Procedures developed by this College, however at times, they may also be subject to change.

Regards

Jane Foxe

Careers and Vocational Education and Training (VET) Middle Leader

SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (ASBA)*

AIM

Assisi Catholic College is committed to ensuring that students can reach their potential and have success transitioning from school to work. Therefore, the school supports the school-based apprenticeship and traineeship program for students who are looking for work on completion of school, which is aligned with their career aspirations.

SCHOOL EXPECTATIONS

Student will complete negotiated days in the workplace.

Student will attend all training organised.

Student will commit to their apprenticeship or traineeship with a positive attitude and enthusiasm with the purpose of gaining full-time employment on the completion of school.

It is the student's responsibility to catch up on all school work missed.

Students will attend school for all exams, assessments or compulsory school excursions/events if they happen to fall on their traineeship/apprenticeship day.

WORK COMMITMENT

Confirm their day of work with the VET office.

Any changes to the worked day must be approved with the Employer and also the College (VET Office).

If students wish to work additional days, this must be discussed with the VET Office (NB: students should not put pressure on their employer to provide additional work days. If asked, students may work during block exam and holiday periods).

Once signed up, students must:

Give any details of training dates to the school (NB: must get approval from the school if training is to occur in school time).

Provide a copy of results to the VET Office on a Semester basis (NB: if students have not been successful we can assist in assessment re-submissions, and liaising with the training provider).

SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (ASBA) PROCESS

Apprenticeships and Traineeships combine training with work. Students in Years 10 – 12 can apply to commence a school-based apprenticeship/traineeship.

Students at Assisi Catholic College are advised that this opportunity should be aligned to a career pathway and therefore their SETP (Senior Education Training Plan).

Students may find a vacancy in one of the following ways:

- Vacancy listing - through the school or external sources

- A family member, friend or acquaintance

- Structured Work placement/Work experience - employer offers a position

- Cold calling

STEP ONE - Approval from Parent/Caregiver

STEP TWO – Careers Office to Contact Employer to confirm contact details and set up work experience as a trial (if necessary).

STEP THREE – Careers Office to send paperwork via DocuSign to be signed by all parties in the case of a work experience trial.

STEP FOUR - If trial is successful, a signup will go ahead. Signup will occur when the employer, school and student agree that the school-based apprenticeship/traineeship is aligned to the career pathway for the student.

Student, Parent, school representative, employer and Apprenticeship Centre sign up the Student.

STEP FIVE - Paperwork for Student is held on a digital file.

VET SUBJECTS

Assisi Catholic College is proud to offer a wide variety of curriculum options for all students.

Vocational courses offered at the College are selected based on current research into industry trends regarding the workforce of the future, as well as staff skill levels and interests of the students within the College.

Courses that we cannot offer at school may be available to students through other Registered Training Organisations and require students to be disciplined to maintain grades at school while studying externally.

The following pages list all vocational courses on offer in the College for 2024. The vocational subjects are VET courses* (nationally recognised training courses) which are awarded competent or not competent as a grade.

VET certificate courses listed in this handbook are accurate at time of publishing in accordance with the training.gov.au website. Any updates to qualifications will be adjusted to training and assessment strategies as per the transitions process. Enrolled students will be informed of these changes.

VET CERTIFICATE COURSES

- Certificate I in Construction/Certificate II in Construction Pathways
- Certificate II in Creative Industries
- Certificate II in Engineering Pathways
- Certificate II in Hospitality (leading to Certificate III in Hospitality)
- Certificate II in Cookery
- Certificate III in Business
- Certificate III in Fitness
- Certificate III in Hospitality
- Certificate III in School Based Education Support
- Certificate III in Information Technology
- Certificate IV in Crime and Justice

TAFE IN Schools PROGRAM – 2024 – Gold Coast Region

Subject Possibilities for Senior Students

Gold Coast Institute of TAFE is a registered training organization offering training to schools throughout the Gold Coast region. Students from Assisi Catholic College and other local high schools are able to study various courses through the TAFE in Schools model.

What do students study and what does it cost?

Students will have the opportunity to complete a selection of highly regarded, nationally recognized industry certificates, studying core competencies and competencies from a range of training packages.

All certificate courses contribute credits towards a QCE.

What do students do?

Students will study the course **one day a week** at TAFE Gold Coast, completing both theoretical and practical components of this study.

In order for the College to allow students to access these opportunities, both students and parents will be required to complete an Alternate Pathways contract. This contract acknowledges that students accept ALL responsibility for catching up on any missed work at school.

As they will be at TAFE one day a week, it is imperative that they see their teachers either the day before or the day after their absence in order to organize to catch up any missed work. (If the TAFE day is a Friday, then the student must approach the staff member on a Thursday in order to be able to complete work over the weekend). If students find the missed work difficult to understand, they are to speak with their teacher and arrange to meet at an appropriate time, and the teacher will assist where necessary.

How are students assessed?

Competency-based assessment is a process of collecting evidence and making judgements about student ability to **consistently demonstrate knowledge and skills** and **apply these to the standard of performance expected in the workplace.**

Assessment may include:
- Written tests, assignments, reports
- Oral presentations
- Audio-visual presentations

- Online competency assessment
- Practical performance

Who should choose this course?

- You must be fifteen years of age at the commencement of your qualifications
- Students with an **interest** in the certificate areas
- Students who wish to pursue these areas as a **career**
- Students who wish to undertake **further studies** at a tertiary level (TAFE, University)
- Students who wish to receive a **nationally accredited industry recognized** qualification
- Students who wish to secure a **part time job** in the relevant industry while studying other tertiary courses.

How do you apply?

As indicated, the TAFE in Schools programs are highly sought after as they are offered to all Gold Coast High School students and places are limited. Once the 2024 TAFE in Schools course offerings are released, these will be emailed to all students and parents by our Careers offices, with the enrolment instructions (normally August/September).

Places are offered on a merit basis and students must apply via the TAFE website. For more information please visit: https://issuu.com/tafeqldgc/docs/tafe_at_school_guide

Students are usually advised of the outcome by October or November. If a place is offered, TAFE Gold Coast will email enrolment forms directly to your home with advice on the procedure for fee payment.

If you intend to apply for a place in a TAFE at School qualification course, please indicate this on your subject selection form.

CPC10120 CERTIFICATE I IN CONSTRUCTION/ CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

QCE – 4 Points

Blue Dog Training	RTO Number: 31193
Website	www.bluedogtraining.com.au
Phone	(07) 3166 3960

Course details

This qualification provides an introduction to the primary trades in the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential occupational health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.

Student Selection:	Persons with the language, literacy and numeracy skills to fulfil their job role.
Student Intake:	January 2024 – December 2025
Delivery Mode:	Classroom
Course Delivery and Overview:	Access to a variety of theory and practical learning opportunities, which equips students with the necessary skills to secure employment and further career choices. Students are encouraged to undertake some voluntary work placement during the course, once they have obtained their white card.
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is VETiS Funded. Term Fees: Nil NB: If VETiS funding has been used previously a Fee for Service (FFS) will apply. Course cost to be provided by Blue Dog directly or contact the Careers Office today.

CPC10120 Certificate I in Construction / CPC20220 Certificate II in Construction Pathways

Registered training organisation (RTO):
Blue Dog Training (RTO Code: 31193)
www.bluedogtraining.com.au
07 3166 3960

QCE Points: 4

Description

The dual construction qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing.

The units of competency within the dual qualification cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials and have core units of competency requirements that are required in most Certificate III qualifications. The dual qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.

The qualification is suited to vocational education and training (VET) in Schools programs or learners with no previous connection to the construction industry or relevant employment history.

Typically commencing in Year 11 and delivered in the school workshops, during normal school hours as a part of the student's regular school timetable, the course is completed over a period of two (2) years. A student can only participate in a Blue Dog Training VETiS program with the permission of their school.

Application

The learning program should develop trade-like skills but not attempt to develop trade-level skills. The qualification is suited to VET in Schools programs or learners with no previous connection to the construction industry or relevant employment history.

Eligibility - Cost

CPC10120 Certificate I in Construction is eligible for funding through the Department of Employment, Small Business and Training (DESBT) who provide funding for secondary school students to complete one (1) approved VETiS qualification while at school, referred to as 'employment stream' qualifications.

This means that if a student is eligible, the course is provided to them fee-free. To be eligible to enrol in a Blue Dog Training VETiS program, students must:

- be currently enrolled in secondary school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not already completing or have already completed a funded VETiS course with another registered training organisation.

In situations where a student is not eligible for VETiS funding, under the DESBT funding arrangements, fee for service arrangements are available for students through Blue Dog Training. Fee for service cost = $1200.

CPC20220 Certificate II in Construction Pathways is not currently eligible for funding through the Department of Employment, Small Business and Training (DESBT). This portion of the Dual Qualification is being delivered by Blue Dog Training as a pilot program to 2024 enrolments and will **not incur a fee for service cost.**

Please refer to the Blue Dog Training Website for information on their refund policy.
https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Student_Fee_Refund_Policy.pdf

Training and Assessment Delivery

The Blue Dog Training VETiS program is delivered at the student's school as part of their timetabled classes by Blue Dog Trainings qualified trainers and assessors.

Secondary school students are enrolled as a student with Blue Dog Training and their qualification or statement of attainment is issued by Blue Dog Training.

Training and assessment are via Blue Dog Training's blended mode of delivery which comprises both on-line training and face to face classroom-based training at the school workshop.

Blue Dog Training trainers and assessors attend the school on a structured basis throughout the school year. Blue Dog Training are responsible for all training and assessment.

Unit Code	Unit Name	CPC10120	CPC20220
CPCCWHS1001#	Prepare to work safely in the construction industry	✔	
CPCCCM2005*	Use construction tools and equipment	✔	
CPCCOM1014	Conduct workplace communication	✔	
CPCCOM2001*	Read and interpret plans and specifications	✔	
CPCCCM2004*	Handle construction materials	✔	✔
CPCCCM1011	Undertake basic estimation and costing	✔	✔
CPCCOM1012	Work effectively and sustainably in the construction industry	✔	✔
CPCCOM1013	Plan and organise work	✔	✔
CPCCVE1011*	Undertake a basic construction project	✔	✔
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	✔	✔
CPCCOM1015	Carry out measurements and calculations	✔	✔
CPCCCA2002*	Use carpentry tools and equipment		✔
CPCCCM2006	Apply basic levelling procedures		✔
CPCCWF2002*	Use wall and floor tiling tools and equipment		✔

Notes:

➢ *Prerequisite units of competency - An asterisk (*) against a unit of competency code in the list above indicates there is a prerequisite requirement that must be met. Prerequisite unit(s) of competency must be assessed before assessment of any unit of competency with an asterisk.

➢ Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices.

➢ # Mandatory Workplace Health and Safety (WHS) training - The unit CPCCWHS1001 Prepare to work safely in the construction industry is designed to meet WHSQ regulatory authority requirements for General Construction Induction Training (GCIT) and must be achieved before access to any building and construction work site. Successful completion of this unit of competency as part of this Blue Dog Training VETiS program will result in the student being issued with a Workplace Health and Safety Queensland Construction Induction 'White Card'.

More information can be found about each of these individual qualifications at:
https://training.gov.au/Training/Details/CPC10120
https://training.gov.au/Training/Details/CPC20220

MEM20422 CERTIFICATE II IN ENGINEERING PATHWAYS

QCE – 4 Points

Blue Dog Training	RTO Number: 31193
Website	www.bluedogtraining.com.au
Phone	(07) 3166 3960

Course details

This qualification provides an introduction to the engineering industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential occupational health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.

Student Selection:	Persons with the language, literacy and numeracy skills to fulfil their job role.
Student Intake:	January 2024 – December 2025
Delivery Mode:	Classroom
Course Delivery and Overview:	Access to a variety of theory and practical learning opportunities, which equips students with the necessary skills to secure employment and further career choices. Students are encouraged to undertake some voluntary work placement during the course, once they have obtained their white card.
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is VETiS Funded. Term Fees: Nil NB: If VETiS funding has been used previously a Fee for Service (FFS) will apply. Course cost to be provided by Blue Dog directly or contact the Careers Office today.

MEM20422 Certificate II in Engineering Pathways

Registered Training Organisation (RTO):
Blue Dog Training (RTO Code: 31193)
www.bluedogtraining.com.au
07 3166 3960

QCE Points: 4

Description

The qualification MEM20422 provides students with an introduction to an engineering or related working environment.

Students gain skills and knowledge in a range of engineering and manufacturing tasks which will enhance their entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

Typically commencing in Year 11 and delivered in the school workshops, during normal school hours as a part of the student's regular school timetable, the course is completed over a period of two (2) years. A student can only participate in a Blue Dog Training VETiS program with the permission of their school.

Application

The learning program should develop trade-like skills but not attempt to develop trade-level skills. As an example, the outcome level of welding skills from this qualification is not about learning trade-level welding theory and practice; it is about being introduced to welding, how it can be used to join metal and having the opportunity to weld metal together. Similarly with machining, the outcome should be something produced on a lathe etc., not the theory and practice of machining. The focus should be on using engineering tools and equipment to produce or modify objects. This needs be done in a safe manner for each learner and those around them.

Eligibility - Cost

The Department of Employment, Small Business and Training (DESBT) provides funding for secondary school students to complete one (1) approved VETiS qualification while at school, referred to as 'employment stream' qualifications.

This means that if a student is eligible, the course is provided to them fee-free. To be eligible to enrol in a Blue Dog Training VETiS program, students must:

- be currently enrolled in secondary school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not already completing or have already completed a funded VETiS course with another registered training organisation.

In situations where a student is not eligible for VETiS funding, under the DESBT funding arrangements, fee for service arrangements are available for students through Blue Dog Training. Fee for service cost = $1200.

Please refer to the Blue Dog Training Website for information on their refund policy.
https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Student_Fee_Refund_Policy.pdf

Training and Assessment Delivery

The Blue Dog Training VETiS program is delivered at the student's school as part of their timetabled classes by Blue Dog Trainings qualified trainers and assessors.

Secondary school students are enrolled as a student with Blue Dog Training and their qualification or statement of attainment is issued by Blue Dog Training.

Training and assessment are via Blue Dog Training's blended mode of delivery which comprises both on-line training and face to face classroom-based training at the school workshop.

Blue Dog Training trainers and assessors attend the school on a structured basis throughout the school year. Blue Dog Training are responsible for all training and assessment.

Core

MEM13015	Work safely and effectively in manufacturing and engineering
MEMPE005	Develop a career plan for the engineering and manufacturing industries
MEMPE006	Undertake a basic engineering project
MSAENV272	Participate in environmentally sustainable work practices

Elective

MEM11011*	Undertake manual handling
MEM16006*	Organise and communicate information
MEM16008*	Interact with computing technology
MEM18001*	Use hand tools
MEM18002*	Use power tools/hand held operations
MEMPE001	Use engineering workshop machines
MEMPE002	Use electric welding machines
MEMPE007	Pull apart and re-assemble engineering mechanisms

NOTE: Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices.

Notes:
*Prerequisite units of competency - An asterisk (*) against a unit of competency code in the list above indicates there is a prerequisite requirement that must be met. Prerequisite unit(s) of competency must be assessed before assessment of any unit of competency with an asterisk.

More information about this qualification is available at:
https://training.gov.au/Training/Details/MEM20422

SIT20322 CERTIFICATE II IN HOSPITALITY

QCE – 4 Points

Smartskill Pty Ltd	RTO Number 5710
Website	www.smartskill.com.au
Phone	07 3279 0656

Course details

This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

To undertake this course, students will need to be comfortable working with foods and beverages, have good teamwork skills and have the ability to "think on their feet", as well as a good work ethic and commitment to completing work requirements. Students are required to attend Hospitality functions outside of normal school hours.

Student Selection:	Persons with the language, literacy and numeracy skills to fulfil their job role.
Student Intake:	Year 11 2024 (January 2024– November 2024) 4 Terms
Delivery Mode:	Class and Industry Based
Course Delivery and Overview:	Access to a variety of theory and practical learning opportunities, which equips students with the necessary skills to secure employment and further career choices. Classroom and Industry based: 12 service shifts mandatory. Students must be available to complete mandatory industry shifts on weekends and School holidays if required. 6 (3 Hr minimum rostered shifts) La Verna Restaurant 6 (3 Hrs minimum rostered shifts) Industry
Course Duration:	4 Terms over 1 Year (Year 11 2024)

Course Fees:	This course is a Fee for Service (FFS) dependent on VETiS funding eligibility.
	If accessing VETiS Funding:
	Subsidised Fee: $300.00 (4 Terms X $75.00) #
	#The Queensland VET investment budget provides funding for students to complete one qualification listed on the Queensland Training Subsidies List while at school. Please see attached. Students accessing this funding Subsidy to complete this employment stream qualification at a Certificate II level must be interested in obtaining employment in the hospitality industry on a casual basis. Please contact VET Coordinator Jane Foxe at Assisi College to get further information on eligibility for subsidised training.
	If VETiS funding has been used:
	Term: $695.00 – SmartSkills Course fee plus consumables) (4 Terms X $173.75)
	Fees will be charged per term on the school fees account.

SIT20322 Certificate II in Hospitality
Assisi Catholic College

What will I learn?

This qualification provides the basic knowledge and skills to commence a career within in the hospitality industry. You will learn about a variety of topics from working with others, working safely and hygienically, interacting with customers, serving alcohol responsibly, preparing and serving beverages and selected dishes.

This introductory level qualification is the best way to start your journey in the hospitality industry, or act as a starting point to undertake further study in hospitality or tourism sectors.

Where will it lead me?

This nationally recognised qualification is at a **Certificate II level,** which prepares you with the skills and knowledge to undertake positions in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops throughout Australia.

What is involved?

This qualification has 12 units in total (6 core and 6 electives), and there are no pre-requisites to undertake this qualification.

Course Duration

The qualification will take between 12 to 24 months to complete.

Delivery and Assessment

The qualification will be delivered through a mixture of classroom delivery (theory) and industry delivery (practical).

Materials and Resources

All workbooks, assessments, equipment, facilities and resources to complete the qualification will be supplied or provided to participants.

Cost

VETiS funding **
Fee for Service – from **$495.00**

*** If you are a current Queensland School Student, you may be eligible to undertake a VETiS qualification funded by the VET investment budget and delivered by an RTO who is approved as a Skills Assure supplier (SAS). For more information about eligibility and funding, visit https://desbt.qld.gov.au/training/providers/funded/vetis and download the fact sheet.*

Units of Competency delivered

Core units (Mandatory)

BSBTWK201   *Work effectively with others*

SITHIND006   *Source and use information on the hospitality industry*

SITHIND007   *Use hospitality skills effectively*

SITXCCS011   *Interact with customers*

SITXCOM007   *Show social and cultural sensitivity*

SITXWHS005   *Participate in safe work practices*

Elective units

SITXFSA005   *Use hygienic practices for food safety*

SITHKOP009*   *Clean kitchen premises and equipment*

SITHFAB021   *Provide responsible service of alcohol*

SITHFAB024*   *Prepare and service non-alcoholic beverages*

SITHGAM022   *Provide responsible gambling services*

BSBSUS211   *Participate in sustainable work practices*

* Pre-requisite unit is SITXFSA005 Use hygienic practices for food safety

Pathways
After successful completion of this qualification, you may choose to undertake
SIT30622 Certificate III in Hospitality under a Fee for Service arrangement during Year 12 in 2025.

More information?
To enquire about this qualification, please contact Jane Foxe on 07 5656 7100.

NATIONALLY RECOGNISED
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SIT20421 CERTIFICATE II IN COOKERY

QCE – 4 Points

Smartskill Pty Ltd	RTO Number 5710
Website	www.smartskill.com.au
Phone	07 3279 0656

Course details

This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items.

They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification does not provide the skills required by commercial cooks, which are covered in SIT30816 Certificate III in Commercial Cookery.

Students are required to attend Hospitality functions outside of normal school hours as per the roster

Student Selection:	Persons with the language, literacy and numeracy skills to fulfil their job role.
Student Intake:	January 2024 – November 2025
Delivery Mode:	Class based theory, practical cookery in commercial kitchen and 12 services to meet industry requirements.
Course Delivery and Overview:	Access to a variety of theory and practical learning opportunities, which equips students with the necessary skills to secure employment and further career choices. Class based theory, practical cookery in commercial kitchen and 12 services to meet industry requirements.
Course Duration:	4 semesters over 2 Years (Year 11 and 12)
Course Fees:	This course is a Fee for Service (FFS) dependent on VETiS funding eligibility. If accessing VETiS Funding: Subsidised Fee: $320.00 (8 Terms X $40.00) # #The Queensland VET investment budget provides funding for students to complete one qualification listed on the Queensland Training Subsidies List while at school. Please see attached. Students accessing this funding Subsidy to complete this employment stream qualification at a Certificate II level must be interested in obtaining employment in the hospitality industry on a casual basis. Please contact VET Coordinator Jane Foxe at Assisi College to get further information on eligibility for subsidised training. If VETiS funding has been used: Term: $696.00 – SmartSkills Course fee plus consumables (8 Terms X $87.00) Fees will be charged per term on the school fees account.

SIT20421 Certificate II in Cookery
Assisi Catholic College

What will I learn?

This qualification provides the basic knowledge and skills required to start a career within in a kitchen environment. You will learn about a variety of topics from food preparation, using kitchen equipment, developing cookery skills, and being safe and hygienic.

This introductory level qualification is the best way to start your career in kitchen operations or help you on your way to further study in commercial cookery.

Where will it lead me?

This nationally recognised qualification is at a **Certificate II level**, which prepares you with the skills and knowledge to undertake positions in various hospitality within restaurants, hotels, catering operations, clubs, pubs, cafes, and coffee shops; and institutions such as aged care facilities, hospitals, prisons, and schools.

What is involved?

This qualification has 13 units in total (7 core and 6 electives) and there are no pre-requisites for this qualification.

Course Duration

The qualification will take between 12 to 24 months to complete.

Delivery and Assessment

The qualification will be delivered through a mixture of classroom delivery (theory) and industry delivery (practical).

Materials and Resources

All workbooks, assessments, equipment, facilities and resources to complete the qualification will be supplied or provided to participants.

Cost

VETiS funding **
Fee for Service – from **$495.00**

*** If you are a current Queensland School Student, you may be eligible to undertake a VETiS qualification funded by the VET investment budget and delivered by an RTO who is approved as a Skills Assure supplier (SAS). For more information about eligibility and funding, visit https://desbt.qld.gov.au/training/providers/funded/vetis and download the fact sheet.*

Units of Competency delivered

Core units (Mandatory)

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC034*	Work effectively in a commercial kitchen
SITHKOP009*	Clean kitchen premises and equipment
SITXFSA005	Use hygienic practices for food safety
SITXINV006*	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices

Elective units

SITHCCC024*	Prepare and present simple dishes
SITHCCC025*	Prepare and present sandwiches
SITHCCC026*	Package prepared foodstuffs
SITHCCC028*	Prepare appetisers and salads
SITXCOM007	Show social and cultural sensitivity
SITXCCS011	Interact with customers

* Pre-requisite unit is SITXFSA005 Use hygienic practices for food safety

More information?

To enquire about this qualification, please contact Jane Foxe on 07 5656 7100.

Version 1.0 18/01/2023

Smartskill Pty Ltd
RTO Number 5710
PO Box 4208,
FOREST LAKE. QLD. 4078.

NATIONALLY RECOGNISED
TRAINING

SIT30622 CERTIFICATE III IN HOSPITALITY

QCE – 4 Points

Smartskill Pty Ltd	RTO Number 5710
Website	www.smartskill.com.au
Phone	07 3279 0656

Course details

The entry for students into SIT30616 Certificate III in Hospitality requires the student to have current employment or access into an approved hospitality venue that meets the requirements of this level qualification. This qualification can also be completed by entering into a traineeship arrangement with your employer. This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. Students will be required to attend Hospitality functions or work placement outside of normal school hours inclusive of school holiday periods to meet requirements of mandatory industry services.

Student Selection:	Persons with the language, literacy and numeracy skills to fulfil their job role. Students will be enrolled into SIT30616 Certificate III in Hospitality if they have successfully completed the SIT20316 Certificate II in Hospitality.
Student Intake:	October 2024 – September 2025 (Certificate III enrolment will occur in Term 4 of 2024 with 2 units of competency to be completed prior to the completion of Year 11 within School timetable)
Delivery Mode:	Class based theory. Industry based excursions and support
Course Delivery and Overview:	Access to a variety of theory and practical learning opportunities, which equips students with the necessary skills to secure employment and further career choices. Industry placement of 36 Industry services (minimum 108 hours) Mandatory industry services
Course Duration:	4 Terms (Year 12 2025)
Course Fees:	This course is a Fee for Service (FFS). Course Fee: $600.00 (SmartSkills course fee plus consumables) Term: $150.00 per term 2025 Fees will be charged per term on the school fees account.

SIT30622 Certificate III in Hospitality
Assisi Catholic College

What will I learn?

This qualification provides the essential knowledge and skills required to undertake roles within the hospitality industry. You will learn about a variety of topics from working with others, working safely and hygienically, coaching others, serving customers, serving alcohol responsibly, responsible gambling practices and preparing and serving food and beverages.

This qualification is a great way to progress your career within hospitality or help you on your way to further study within hospitality.

Where will it lead me?

This nationally recognised qualification is at a **Certificate III level,** which prepares you with the skills and knowledge to undertake positions in various hospitality settings where you demonstrate discretion and judgement, work with some independence and under limited supervision.

What is involved?

This qualification has 15 units in total (6 core and 9 electives), and there are no pre-requisites to undertake this qualification.

Course Duration

The qualification will take between 12 to 24 months to complete.

Delivery and Assessment

The qualification will be delivered through a mixture of classroom delivery (theory) and industry delivery (practical).

Materials and Resources

All workbooks, assessments, equipment, facilities and resources to complete the qualification will be supplied or provided to participants.

Cost

Fee for Service – from **$495.00 ****

** Some learners may be able to receive a training subsidy from the Queensland Government to undertake this qualification which is delivered by an RTO who is approved as a Skills Assure supplier (SAS). For more information on training subsidies and eligibility criteria please visit https://desbt.qld.gov.au/training/training-careers/incentives/certificate3 or https://desbt.qld.gov.au/training/providers/funded/userchoice .

Units of Competency delivered

Core units (Mandatory)

SITHIND006	Source and use information on the hospitality industry
SITHIND008	Work effectively in hospitality service
SITXCCS014	Provide service to customers
SITXCOM007	Show social and cultural sensitivity
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices

Elective units

SITXFSA005	Use hygienic practices for food safety
SITHFAB021	Provide responsible service of alcohol
SITHFAB022*	Clean and tidy bar areas
SITHFAB023*	Operate a bar
SITHFAB024*	Prepare and serve non-alcoholic beverages
SITHFAB025*	Prepare and serve espresso coffee
SITHFAB027*	Serve food and beverage
SITHGAM022	Provide responsible gambling services
BSBCMM211	Apply communication skills

Pre-requisite unit is SITXFSA005 Use hygienic practices for food safety

More information?

To enquire about this qualification, please contact Jane Foxe on 07 5656 7100.

NATIONALLY RECOGNISED TRAINING

BSB30120 CERTIFICATE III IN BUSINESS

QCE – 8 Points

Binnacle Training	RTO Number 31319
Website	https://www.binnacletraining.com.au
Phone	1300 303 715

Course details

This qualification will provide students with a solid understanding and knowledge of how to work effectively in the workplace. Students will learn how to implement their well-developed office, computer and business skills. In addition to learning WHS processes, financial record keeping, monitoring and maintenance.

Student Selection:	Persons with the language, literacy, and numeracy skills to fulfil their job role
Student Intake:	January 2024 – December 2025
Delivery Mode:	Class and Work placement
Course Delivery and Overview:	Access to a variety of theory and practical learning opportunities which equips students with the necessary skills to secure employment and further career choices. Careers in clerical fields and bookkeeping can lead to jobs as administration assistant, data entry operator, general clerk or receptionist.
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is a Fee for Service (FFS). Term: $60.00 per term (x 8 terms) – Course fee plus consumables. Fees will be charged per term on the school fees account.

2024 EDITION
BSB30120 CERTIFICATE III IN BUSINESS

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification reflects the role of individuals in a variety of Business Services job roles.

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community.

This program also includes the following:

> Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
> Students examine business opportunities and participate in an industry discovery

An excellent work readiness program where students develop a range of essential workplace skills.

SKILLS ACQUIRED

> Leadership, innovation and creative thinking
> Customer service and teamwork
> Inclusivity and effective communication
> WHS and sustainability
> Financial literacy
> Business documentation

CAREER PATHWAYS

BUSINESS IN SCHOOLS
Certificate III in Business

UNIVERSITY DEGREE

CERTIFICATE IV / DIPLOMA
(e.g. Business; Small Business Management)

BUSINESS OWNER

BUSINESS MANAGER

ACCOUNTANT / BUSINESS ADVISOR

CUSTOMER SERVICE MANAGER

MARKETING MANAGER

WHAT DO STUDENTS ACHIEVE?

> BSB30120 Certificate III in Business (max. 8 QCE Credits)
> Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

FLEXIBLE PROGRAMS   **PROJECT-BASED LEARNING**   **RESOURCES PROVIDED**

Binnacle
Training
RTO CODE 31319

1300 303 715
admin@binnacletraining.com.au
binnacletraining.com.au

BSB30120 CERTIFICATE III IN BUSINESS

Registered Training Organisation:
Binnacle Training (RTO 31919)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetable Line

Please consult Binnacle Training to discuss Fast-Track options.

Units of Competency:
13 (6 Core Units, 7 Elective Units)

Suitable Year Level(s):
Year 11 and 12

Study Mode:
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

Cost (Fee-For-Service):
$265.00 per person

QCE Outcome:
Maximum 8 QCE Credits

TERM 1	**TOPICS**
	› Introduction to the Business Services Industry
	› Personal Wellbeing in the Workplace
	› Organise Personal Work Priorities
	PROJECTS
	› Wellbeing in the Workplace

TERM 2	**TOPICS**
	› Develop and Apply Knowledge of Personal Finances
	PROJECTS
	› Knowledge of Personal Finances

TERM 3	**TOPICS**
	› Workplace Health and Safety
	› Sustainable Work Practices
	PROJECTS
	› WHS Processes at the 'Go! Regional' Travel Expo

TERM 4	**TOPICS**
	› Inclusive Work Practices
	› Engage in Workplace Communication
	PROJECTS
	› Inclusivity and Communication in the Workplace

TERM 5	**TOPICS**
	› Work in a Team
	› Critical Thinking Skills
	PROJECTS
	› Critical Thinking at Go! Travel

TERM 6	**TOPICS**
	› Create Electronic Presentations
	› Creating Presentations Using PowerPoint
	› Write Simple Documents
	PROJECTS
	› Binnacle Boss (Part 1) – Business Proposal

TERM 7	**TOPICS**
	› Critical Thinking and Problem Solving
	PROJECTS
	› Binnacle Boss (Part 2) - Market Day / Entrepreneurship Expo

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

UNITS OF COMPETENCY	
BSBPEF201	Support personal wellbeing in the workplace
BSBPEF301	Organise personal work priorities
FNSFLT311	Develop and apply knowledge of personal finances
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBXCM301	Engage in workplace communication
BSBTWK301	Use inclusive work practices
BSBXTW301	Work in a team
BSBCRT311	Apply critical thinking skills in a team environment
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers

SIS30321 CERTIFICATE III IN FITNESS

QCE – 8 Points

AIPT	RTO number 32363
Website	www.aipt.edu.au
Phone	1300 616 197

Course details

This qualification reflects the role of group and gym fitness instructors. These fitness instructors may plan and deliver group exercise sessions and develop gym-based programs for individuals where the level of personalised instruction and ongoing client monitoring is limited. They work in predictable environments under general supervision. When instructing groups or interacting with clients, they use discretion and judgment to solve routine issues within the parameters of clearly defined organisational policies and procedures. This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms and leisure and community centres. The skills in this qualification must be applied in accordance with Commonwealth and State and Territory legislation, Australian standards and industry codes of practice.

Student Selection:	Persons with the language, literacy and numeracy skills to fulfil their job role.
Student Intake:	January 2024 – December 2025
Delivery Mode:	Class and Work placement
Course Delivery and Overview:	Access to a variety of theory and practical learning opportunities, including industry placement, which equips students with the necessary skills to secure employment and further career choices.
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is a Fee for Service (FFS) includes First Aid Certificate. Term: $50.00 per term. First Aid Cost: (approximately $100.00). Fees will be charged per term on the school fees account.

Proposed units (still to be confirmed and nominal hours assigned). HLTAID011 is still to be completed externally to the course.

UNIT CODE	UNIT NAME
Core	
SISFFIT032	Complete pre-exercise screening and service orientation
SISFFIT033	Complete client fitness assessments
SISFFIT052	Provide healthy eating information
SISFFIT035	Plan group exercise sessions
SISFFIT036	Instruct group exercise sessions
BSBOPS304	Deliver and monitor a service to customers
HLTAID011	Provide First Aid
HLTWHS001	Participate in workplace health and safety
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
BSBPEF301	Organise personal work priorities
Electives	
SISXDIS001	Facilitate inclusion for people with disability
SISXFAC002	Maintain sport, fitness and recreation facilities
SISXFAC001 **	Maintain equipment for activities
SISXIND001 **	Work effectively in sport, fitness and recreation environments

Notes:

- ***This course contains the core unit HLTAID011 Provide first aid which must be completed through an external RTO. Please note that the cost of this external training is not included in AIPT's Course fees.**
- ****Two units are a part of the Sport and Recreation Training package and will be transitioned. AIPT will be working on updating these two units to be replaced.**

CHC30221 CERTIFICATE III IN SCHOOL BASED EDUCATION SUPPORT

QCE – 8 Points

Cairns Training Academy	RTO number 30857
Website	www.cta.qld.edu.au
Phone	(07) 4054 5511

Course details

Delivered through a partnership between Assisi Catholic College and Cairns Training Academy. Results will be issued by Cairns Training Academy. This qualification reflects the role of Teacher Aides in a Primary and Secondary school environment. They support children's wellbeing and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge and must apply discretion and judgment to the application of these when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, although in some contexts that guidance may not be on-site. All persons (Employees and Volunteers) will require a Blue Card https://www.bluecard.qld.gov.au/.

To achieve this qualification, the individual must have completed a total of least 100 hours of work in a primary or secondary school in Australia as detailed in the Assessment Requirements of the units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Student Selection:	Persons with the language, literacy & numeracy skills to fulfil their job role & complete course AND students must meet industry vaccination mandates (if applicable).
Student Intake:	January 2024 – December 2025
Delivery Mode:	Class and Work placement
Course Delivery and Overview:	Teachers (School-based trainer/assessors) will deliver the training and assess competence following the RTO (Cairns Training Academy) procedures. Students will access learning resources and assessments on-line to gain the underpinning knowledge in addition to learning and demonstrating the practical skills in a regulated Primary or Secondary school setting during 100 hours of mandatory placement. Teachers (School-based trainer/assessors) will determine competence against each unit by following CTA guidelines which includes through gathering evidence from the workplace supervisor that demonstrates the student is competent in both the underpinning knowledge and the practical skills.
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is a Fee for Service (FFS) includes First Aid Certificate. Term 1: $170.00 (includes enrolment) Term 2 – 8: $90.00 per term First Aid Cost: (approximately $100). CTA does not refund fees paid by students due to heavy discount. Fees will be charged per term on the school fees account.

CHC30221 Certificate III in School Based Education Support

Course Details

This qualification reflects the role of workers who assist teachers and support student learning in a range of classroom settings. They complete general administrative as well as operational tasks to support students with learning under the guidance of a teacher or other educational professional. Work requires use of discretion and judgement within the boundaries of established policies and procedures.

Education support workers work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation. To achieve this qualification, **the individual must have completed a total of least 100 hours of work in a classroom environment catering to primary or secondary school students, within at least one school in Australia as detailed in the Assessment Requirements of units of competency.** The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication. Education setting - Classroom settings in primary or secondary schools, as defined by State/Territory legislation

Student Selection	**Persons with the language, literacy & numeracy skills to fulfil their job role & complete course AND meet industry vaccination mandates**

Job Roles   Course Pathways

Job Roles	Course Pathways
Teacher-aide	Certificate IV in Education Support.

Delivered through a partnership between Assisi Catholic College and Cairns Training Academy. Results will be issued by Cairns Training. This qualification reflects the role of workers in a school environment.

Student selection	Persons with the Language, Literacy and Numeracy skills to fulfill their job role
Student Intake enrolment	Students MUST enrol in the course they are accessing and remain financial their
Delivery Mode	On-line as per school timetable
Course Duration	As per individual school VET timetable during years 10 to 12

Fees

Details of fees are supplied in the course pre-enrolment induction and in the information brochure for each course and are discussed prior to enrolment. Please consult with the course adviser at your school for further information.

Students must pay their fees as requested by their school usually on a term by term basis to ensure enrolment remains open and current. This includes:

- Students pay as they go across a maximum of seven terms.
- Students MUST enrol in the course they are accessing and remain financial throughout their enrolment.
- All fees must be paid before students gain their qualification and /or other results.
- All fees must be paid before student data is submitted into the AVETMISS database.

Funded Training - CTA abides by State and Commonwealth Government contractual requirements relating to any student fee contribution and or full or partial exemption of fees for funded courses and any other conditions relating to funding including any fees paid in advance if this should occur in relevance to VETiS.

Refund Policy - CTA strives at all times to be fair and equitable to students. Our policy does not provide for refunds once a school notifies CTA of your enrolment intentions. This is due to the course already being heavily discounted through the partnership arrangement with your school. However, you can cancel your enrolment at any time however your term fees that have already been paid will not be refunded. Be assured though you do not have to pay any further fees to CTA upon CTA being in receipt of your student cancellation form.

Circumstances where a refund is automatic

- CTA enrols students and accepts their fees, then cancels the course.

Additional Fee Charges:

- School students who are still enrolled after graduating from school will revert to normal course fee status.
- Credit transfer from other RTO providers (First Aid exempted) will incur a $10 fee.
- Reissuing of results and qualifications will incur a $55.00 fee

Resources

On-line delivery – Learning and assessment resources are available 24/7

Outcome

- On successful completion of all units within this qualification, participants:
- May receive a Certificate III in Education School-based Support (dependent on success of competency)
- May be awarded up to 8 QCE points
- Can seek employment as a teacher-aide
- May benefit from enhanced tertiary options as the certificate could contribute to ATAR

Industry Placement

Students enrolling in this program will be required to complete aa minimum of 100 hours of Industry Placement.

How is the Course Delivered & Assessed?

Teachers (School-based trainer/assessors) will deliver the training and assess competence under the guidance of the RTO; Cairns Training Academy. Students will access learning resources on-line to gain the underpinning knowledge in addition to learning and demonstrating the practical skills in a classroom within a school. Teachers will determine competence against each unit by following CTA guidelines which includes gathering evidence that demonstrates the student is competent in both the underpinning knowledge and the practical skills.

Credit Transfer (CT)

If you have completed past studies in areas related to the qualification you plan to enrol in you may be eligible for credit transfer. You will need to provide a Statement of Attainment matching the unit of competency you are seeking credit for.

Units (10 Core units plus 5 Electives units)

Unit Code	Unit Title	
CHCDIV001	Work with diverse people	Core
CHCEDS033	Meet legal and ethical obligations in an education support environment	Core
CHCEDS034	Contribute to the planning and implementation of educational programs	Core
CHCEDS035	Contribute to student education in all developmental domains	Core
CHCEDS036	Support the development of literacy and oral language skills	Core
CHCEDS037	Support the development of numeracy skills	Core
CHCEDS060	Work effectively with students and colleagues	Core
CHCEDS059	Contribute to the health, safety and wellbeing of students	Core

CHCEDS057	Support students with additional needs in the classroom environment	Core
CHCEDS061	Support responsible student behaviour	Core
HLTAID0011	Provide Fist Aid	Elective
CHCPRT001	Identify and respond to children and young people at risk	Elective
HLTWHS001	Participate in workplace health and safety	Elective
CHCEDS048	Work with students in need of additional learning support	Elective
CHCEDS041	Set up and sustain learning areas	Elective

CUA20220 CERTIFICATE II IN CREATIVE INDUSTRIES

QCE – 4 Points

IVET Institute	RTO Number 40548
Website	Ivet.edu.au
Phone	1300 004 838

Course details

This course is offered by IVET and allows students to explore a variety of areas in the arts and creative industries field. The program may be linked to various events such as school productions. Students will develop skills in communication, critical thinking, personal management and multimedia skills.

The pathways post completion of the Certificate II in Creative Industries include the Certificate III in Screen and Media or the Certificate III in Visual Arts.

Student Selection:	Sound comprehension skills and verbal communication skills are required to address the requirements of assessment.
Student Intake:	January 2024 – December 2025
Delivery Mode:	Classroom
Course Delivery and Overview:	IVET delivers great content that is applicable to life, employment, and further study. A nationally recognised and accredited qualification that contributes up to 4 credits towards the QCE. Improves chances of employment post school and/or university
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is a Fee for Service (FFS). Term: $65 per term across 8 Terms. Fees will be charged per term on the school fees account.

Certificate II in Creative Industries
(CUA20220)

Course Structure - 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF101	Plan and prepare for work readiness	Elective	20	2
BSBCRT201	Develop and apply thinking and problem-solving skills	Elective	30	3
CUAIND211	Develop and apply creative arts industry knowledge	Core	20	2
CUAWHS312	Apply work health and safety practices	Core	30	3
BSBTWK201	Work effectively with others	Core	40	4
CUADES201	Follow a design process	Elective	50	5
BSBCRT311	Apply critical thinking skills in a team environment	Elective	40	4
ICTWEB201	Use social media tools for collaboration and engagement	Elective	20	2
CUAACD201	Develop drawing skills to communicate ideas	Elective	60	6
BSBSTR301	Contribute to continuous improvement	Elective	40	4
		TOTAL	**350**	**35**

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 35-week delivery period.

COURSE DURATION	REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)			
1 Year	In-class	8 hrs	Homework	2 hrs

^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

All course information provided in this document is current at the time of print, however, is subject to change based on Training Package updates. In the event of such changes, the actual course composition may vary from the above.

For schools wishing to tailor the course composition (select alternative elective and/or imported units), the options available (permissible substitutes) are detailed on the reverse side of this outline.

Important - As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

CUA20220 - Certificate II in Creative Industries

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased.

The core units (see reverse side) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBCMM211	Apply communication skills	Elective	40
BSBPEF202	Plan and apply time management	Elective	20
BSBTEC201	Use business software applications	Elective	60
CUAFOH211	Undertake routine front of house duties	Elective	60
CUAFOH212	Usher patrons	Elective	30
CUASOU211	Develop basic audio skills and knowledge	Elective	40
CUASOU212	Perform basic sound editing	Elective	30
CUASOU213	Assist with sound recordings	Elective	35
CUADIG211	Maintain interactive content	Elective	30
ICTICT215	Operate digital media technology packages	Elective	40
BSBSUS211	Participate in sustainable work practices	Elective	20
BSBTWK301	Use inclusive work practices	Elective	30
CHCDIV001	Work with diverse people	Elective	40

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.

Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY

QCE – 8 Points

IVET Institute	RTO Number 40548
Website	Ivet.edu.au
Phone	1300 004 838

Course details

This course is offered by IVET and develops a broad set of fundamental skills such as introductory level programming techniques; IP ethics; diagnostic testing and client service. The program is suitable for serious IT enthusiasts and forms the base knowledge and skills to pursue a career or further study in specialist fields such as software engineering, gaming, coding, programming, technical support, data management, network management, information security and more.

Student Selection:	Sound comprehension skills and verbal communication skills are required to address the requirements of assessment.
Student Intake:	January 2024 – December 2025
Delivery Mode:	Classroom
Course Delivery and Overview:	A nationally recognised and accredited qualification that contributes up to 8 credits towards the QCE. It can also contribute to the ATAR. A completed Certificate III can provide direct entry to university. Improves chances of employment post school and/or university
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is a Fee for Service (FFS). Term: $77.00 per term across 8 Terms. Fees will be charged per term on the school fees account.

Certificate III in Information Technology
(ICT30120)

Course Structure - 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBXTW301	Work in a team	Core	35	6
ICTICT213	Use computer operating systems and hardware	Elective	60	10
ICTICT214	Operate application software packages	Elective	60	10
ICTSAS311	Maintain computer hardware (new version of ICTSAS303)	Elective	20	3
ICTSAS308	Run standard diagnostic tests	Elective	15	2
BSBCRT301	Develop and extend critical and creative thinking skills	Core	40	6
ICTWEB306	Develop web presence using social media	Elective	25	4
BSBXCS301	Protect own personal online profile from cyber security threats	Elective	25	4
ICTSAS305	Provide ICT advice to clients	Core	35	6
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	35	6
ICTPRG302	Apply introductory programming techniques	Core	40	6
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	Core	45	7
		TOTAL	**435**	**70**

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 70-week delivery period (over 2 years).

COURSE DURATION	REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)			
2 Years	In-class	5 hrs	Homework	1 hrs

^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

All course information provided in this document is current at the time of print, however, is subject to change based on Training Package updates. In the event of such changes, the actual course composition may vary from the above.

For schools wishing to tailor the course composition (select alternative elective and/or imported units), the options available (permissible substitutes) are detailed on the reverse side of this outline.

Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

ICT30120 - Certificate III in Information Technology

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units, but not added - i.e. the total number of units cannot be increased.

The core units (see reverse side) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBXCS302	Identify and report online security threats	Elective	25
CUAANM301	Create 2D Digital Animation	Elective	60
ICTICT215	Operate digital media technology packages	Elective	40
ICTICT309	Create ICT user documentation	Elective	20
ICTSAS214	Protect devices from spam and destructive software	Elective	10
ICTSAS309	Maintain and repair equipment and software	Elective	25
ICTWEB304	Build simple web pages	Elective	50
ICTWEB305	Produce digital images for the web	Elective	30

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.

Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

10971NAT CERTIFICATE IV IN JUSTICE STUDIES

QCE – 8 Points

Unity College	RTO Number 32123
Website	www.uc.qld.edu.au
Phone	07 5490 5777

Course details

Certificate IV in Justice Studies is an accredited course. The Certificate IV in Justice Studies is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system.

Aims – The Certificate IV in Justice Studies course is designed to:
1. Provide students with a broad understanding of the justice system.
2. Develop the personal skills and knowledge which underpin employment in the justice system.

Student Selection:	Academic – There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to successfully complete all study and assessment requirements. Attitude – students need to demonstrate independent learning skills.
Student Intake:	January 2024 – December 2025
Delivery Mode:	Classroom
Course Delivery and Overview:	Content is delivered in a classroom environment through Legal Studies/Certificate IV Justice Studies classes or via an online plus face-to face option. Course content is provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory after school workshops with industry professionals. Technology required: access to the internet.
Course Duration:	2 years (2024 – 2025)
Course Fees:	This course is a Fee for Service (FFS). $750.00 up front fee. Refund Policy: Refund for students exiting a certificate course is on prorata basis related to the unit/s of competency covered (less a $50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or show extreme personal hardship). Applications for refund are made to the Unity College Principal and are at the discretion of the Principal. This information is correct as at the time of printing.

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unitycollege

QCE
Credit
Points - 8

NATIONALLY RECOGNISED
TRAINING

CERTIFICATE IV in Justice Studies (10971NAT)

(RTO – Unity College - 32123)

Certificate IV in Justice Studies		Duration:	2 years
Qualification description:	Certificate IV in Justice Studies is an accredited course. The Certificate IV in Justice Studies is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system. Aims: The Certificate IV in Justice Studies course is designed to • provide students with a broad understanding of the justice system • develop the personal skills and knowledge which underpin employment in the justice system.		
Entry requirements:	Academic - There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to successfully complete all study and assessment requirements. Attitude – students need to demonstrate independent learning skills		
Qualification packaging rules:	To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.		
Units of Competency delivered:	1. NAT10971001 Provide information and referral advice on justice-related issues 2. NAT10971002 Prepare documentation for court proceedings 3. NAT1097003 Analyse social justice issues 4. BSBXCM401 Apply communication strategies in the workplace 5. PSPREG003 Apply Regulatory Powers 6. BSBLEG421 Apply understanding of the Australian Legal System 7. BSBPEF402 Develop personal work priorities 8. BSBLEG523 Apply legal principles in tort law matters 9. PSPREG010 Prepare a brief of evidence 10. BSBLDR414 Lead team effectiveness. or PSPREG012 Gather Information through interviews		
Learning experiences:	Content is delivered in a classroom environment through Legal Studies/Certificate IV in Justice Studies classes or via an online plus face-to face option. Course content provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory workshops with industry professionals **Technology required: access to the internet**		
Assessment:	Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. Evidence is gathered through the following; Written projects, Online quizzes, Observation of skills, Oral and written questions.		
Pathways:	The Certificate IV in Justice Studies is reccommended for students looking to gain employment or further study opportunites in justice and law related fields such as the police service, justice related occupations, corrective services, courts, legal offices, customs service, security industry and private investigations.		
Course Costs:	$750 up-front fee (current at 30ᵗʰ September 2022)		
Further information	Refund Policy: Refund for students exiting a certificate course is on prorate basis related to the unit/s of competency covered (less a $50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or show extreme personal hardship). Applications for refund are made to the Unity College Principal and are at the discretion of the Principal.		

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