



Assisi
Catholic College

VOCATIONAL EDUCATION AND TRAINING 2026

Subject
HANDBOOK

**Sh*A*pe Your
Tomorrow**

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Introduction

Dear Parents/Caregivers and Students

At Assisi Catholic College we value all 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 programs offered by Assisi Catholic College as well as your rights and responsibilities as a VET student.

Please take the time to read it carefully and to ask your VET teachers if you have any questions.

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

The Queensland Department of Trade, Employment and Training (DTET) is also in the process of finalising the transition from the VET in Schools (VETiS) funding model to the new **Career Ready Career Taster** funding frameworks, scheduled for implementation from **1 January 2026**.

Please note that not all information regarding Career Ready programs and funding is currently finalised or publicly available. While every effort has been made to ensure the accuracy of the information presented in this guide, changes may still occur, including updates to eligibility rules, program availability, and funding arrangements. Key elements, such as the **Career Ready Provisional Qualification List**, are subject to change pending ministerial approval and ongoing contractual negotiations between the Department and Registered Training Organisations (RTOs).

Schools, students, and families are encouraged to refer directly to the **Queensland Government's Career Ready website** (qld.gov.au/education/training/subsidies/career-ready) and the latest **Career Ready Provisional Qualification List** ([PDF link](#)) for the most up-to-date information.

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

Students will:

- complete negotiated days in the workplace.
- attend all training organised.
- 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.
- attend school for all exams, assessments or compulsory school excursions/events if they happen to fall on their traineeship/apprenticeship day.

It is the student's responsibility to catch up on all schoolwork missed

Work commitment

Students will 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 (Career Development Centre).

Students should not put pressure on their employer to provide additional work days. If asked, students may work during block exam and holiday periods.

If students wish to work additional days, this must be discussed with the Career Development Centre (CDC)

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 Career Development Centre 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 SET Plan (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 - Career Development Centre to contact employer to confirm contact details and set up work experience as a trial (if necessary).

STEP THREE - Career Development Centre 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 all will attend the sign up.

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.

VET 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 (RTO's) 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 2026. 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

- CPC20220 Certificate II in Construction Pathways
- SIT20322 Certificate II in Hospitality (leading to Certificate III in Hospitality)
- SIT20421 Certificate II in Cookery
- BSB30120 Certificate III in Business
- SIS30321 Certificate III in Fitness
- SIT30622 Certificate III in Hospitality
- ICT30120 Certificate III in Information Technology
- 10971NAT Certificate IV in Crime and Justice
- BSB50120 Diploma of Business

TAFE In Schools and other Programs offered by outside providers (2026 Gold Coast Region)

Subject Possibilities for Senior Students

Gold Coast Institute of TAFE, GeSS Education, Foundation Education, Gold Coast Trade College and Major Training are registered training organizations offering training to schools throughout the Gold Coast region.

Students from Assisi Catholic College and other local high schools can study various courses through the model of attending the RTO one day a week.

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 the campus of the relevant training provider, completing both theoretical and practical components of this study.

For the College to allow students to access these opportunities, both students and parents will be required to complete an Alternate Pathways contract (APC). This contract acknowledges that students accept ALL responsibility for catching up on any missed work at school and that their participation off campus will uphold the ethos of Assisi Catholic College.

As students will be absent from school 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 Alternate Pathways 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, GeSS Education, Major Training, Gold Coast Trade College and Foundation Education programs are highly sought after as they are offered to all Gold Coast High School students and places are limited. Once the 2026 course offerings are released, these will be emailed to all students and parents by our Career Development Centre (CDC), with the enrolment instructions (normally August/September).

Places are offered on a merit basis, and students must apply via the relevant RTO website.

Students are usually advised of the outcome by October or November. If a place is offered, the RTO 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 course or a course from another RTO, please indicate this on your subject selection form.



CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

VET

QCE – 4 Points

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

Course details

This qualification introduces 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 2026 – December 2027
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.

CPC20220 Certificate II in Construction Pathways

Registered training organisation (RTO):
Blue Dog Training (RTO Code: 31193)
www.bluedogtraining.com.au
07 3331 6004



QCE Credits: 4 Core Credits

Description

The qualification CPC20220 is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship with the exception of plumbing.

The units of competency within this qualification cover essential work health and safety requirements, 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 qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.

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 aim to deliver trade-level expertise. For example, the expected outcome in tiling is not to master trade-level techniques and theory, but to gain an introduction to tiling—understanding how tiles are laid, aligned, and adhered, and having the opportunity to tile a basic surface. Similarly, in general construction, the focus should be on learning how to safely use hand and power tools to construct or modify simple timber projects, rather than teaching advanced joinery or structural framing. The emphasis should be on using construction tools and equipment to complete practical tasks safely, ensuring the well-being of each learner and those around them.

Eligibility - Cost

This qualification may be funded by the Department of Trade, Employment and Training (DTET) through the Career Ready VET in Schools (VETiS) program. Funded enrolments will depend on the DTET's final publication of the 2026 Career Ready VETiS funded qualifications list. Our school will confirm delivery arrangements with the approved SAS provider before finalising Career Ready VET-funded enrolments for 2026.

Enrolment in this qualification is being offered to students under a fee for service arrangement by Blue Dog Training in 2026. 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 Training's 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 is responsible for all training and assessment.

Core

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

Elective

CPCWHS1001#	Prepare to work safely in the construction industry
CPCCCM2004*	Handle construction materials
CPCCCM1011	Undertake basic estimation and costing
CPCCCA2002*	Use carpentry tools and equipment
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 may be subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices.
- # The unit CPCWHS1001 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 about this qualification is available at: <https://training.gov.au/Training/Details/CPC20220>

SIT20322 CERTIFICATE II IN HOSPITALITY

VET

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 can “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 2026 (January 2026– November 2026) 4 Terms
Delivery Mode:	Class and Industry Based
Course Delivery and Overview:	<p>Access to a variety of theory and practical learning opportunities, which equips students with the necessary skills to secure employment and further career choices.</p> <p>Classroom and Industry based: 12 service shifts mandatory. Students must be available to complete mandatory industry shifts on weekends and School holidays if required.</p> <p>6 (3 Hr minimum rostered shifts) La Verna Restaurant</p> <p>6 (3 Hrs minimum rostered shifts) Industry</p>
Course Duration:	4 Terms over 1 Year (Year 11 2026)

Course Fees:	<p>This course is a Fee for Service (FFS) dependent on VETiS funding eligibility.</p> <p>If accessing VETiS Funding:</p> <p>Subsidised Fee: \$340.00 (4 Terms X \$85.00) #</p> <p>#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.</p> <p>If VETiS funding has been used:</p> <p>Term: \$695.00 (4 Terms X \$173.75)</p> <p>Fees will be charged per term on the school fees account.</p>
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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 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 up to 12 months to complete.

Delivery and Assessment

The qualification will be delivered through a mixture of classroom delivery (theory) and industry delivery (practical). Work placement consisting of 12 service shifts is mandatory for this qualification.

Materials and Resources

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

Cost

VETiS funding **

Fee for Service – from **\$695.00**

**** 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)

<i>BSBTWK201</i>	<i>Work effectively with others</i>
<i>SITHIND006</i>	<i>Source and use information on the hospitality industry</i>
<i>SITHIND007</i>	<i>Use hospitality skills effectively</i>
<i>SITXCCS011</i>	<i>Interact with customers</i>
<i>SITXCOM007</i>	<i>Show social and cultural sensitivity</i>
<i>SITXWHS005</i>	<i>Participate in safe work practices</i>

Elective units

<i>SITXFSA005</i>	<i>Use hygienic practices for food safety</i>
<i>SITHFAB021</i>	<i>Provide responsible service of alcohol</i>
<i>SITHFAB024*</i>	<i>Prepare and service non-alcoholic beverages</i>
<i>SITHGAM022</i>	<i>Provide responsible gambling services</i>
<i>SITHKOP009*</i>	<i>Clean kitchen premises and equipment</i>
<i>BSBSUS211</i>	<i>Participate in sustainable work practices</i>

** 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 in Year 12 (2027).

More information?

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



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PO Box 4208,
FOREST LAKE, QLD. 4078.



SIT20421 CERTIFICATE II IN COOKERY

VET

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 SIT30821 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 2026 – November 2027
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: \$400.00 (8 Terms X \$50.00) # #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 (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 up to 24 months to complete.

Delivery and Assessment

The qualification will be delivered through a mixture of classroom delivery (theory) and industry delivery (practical). Work placement consisting of 12 service shifts is mandatory for this qualification.

Materials and Resources

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

Cost

VETiS funding **

Fee for Service – from **\$695.00**

**** 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)

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

Elective units

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

** 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 in Year 12 (2027).

More information?

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



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SIT30622 CERTIFICATE III IN HOSPITALITY

VET

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 SIT30622 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 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 SIT30622 Certificate III in Hospitality if they have successfully completed the SIT20322 Certificate II in Hospitality in 2026
Student Intake:	October 2026 – September 2027 (Certificate III enrolment will occur in Term 4 of 2026 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 24 Industry services (minimum 108 hours) Mandatory industry services
Course Duration:	4 Terms (Year 12 2027)
Course Fees:	This course is a Fee for Service (FFS). Course Fee: \$695.00 Term: \$173.75 per term 2027 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.

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.

Previous qualifications

Any units of competency achieved in other qualifications can be applied to this qualification. Sufficient evidence must be supplied and assessed before a credit transfer is applied.

Course Duration

The qualification will take up to 12 months to complete.

Delivery and Assessment

The qualification will be delivered through a mixture of classroom delivery (theory) and industry delivery (practical). Work placement consisting of 36 service shifts is mandatory for this qualification.

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 **\$695.00** **

** 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)

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

Elective units

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

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

A credit transfer would apply to any units previously completed in SIT20322 Certificate II in Hospitality or SIT20421 Certificate II in Cookery.

More information?

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



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FOREST LAKE, QLD. 4078.



BSB30120 CERTIFICATE III IN BUSINESS

VET

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 2026 – December 2027
Delivery Mode:	Class and Work placement
Course Delivery and Overview:	<p>Access to a variety of theory and practical learning opportunities which equips students with the necessary skills to secure employment and further career choices.</p> <p>Careers in clerical fields and bookkeeping can lead to jobs as administration assistant, data entry operator, general clerk or receptionist.</p>
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	<p>This course is a Fee for Service (FFS).</p> <p>Term: \$70.00 per term.</p> <p>Fees will be charged per term on the school fees account.</p>

2026 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:

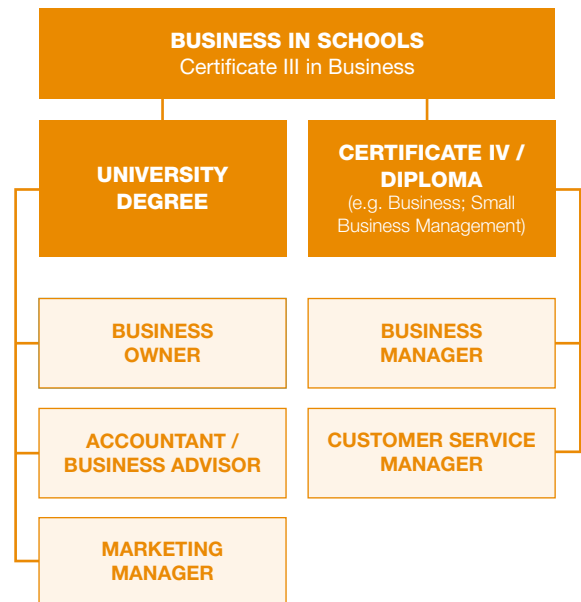
- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- › Students examine business opportunities and participate in an Industry discovery

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



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 31319)

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) plus 2
Optional Additional 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):
\$395.00 per person

QCE Outcome:
Maximum 8 QCE Credits

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.

TERM 1	TOPICS
	<ul style="list-style-type: none"> Introduction to the Business Services Industry Introduction to Entrepreneurship and Business Introduction to Personal Finances
TERM 2	PROJECTS
	<ul style="list-style-type: none"> Research Business Topics
TERM 3	TOPICS
	<ul style="list-style-type: none"> Research Topics and Create a Group Presentation
TERM 4	PROJECTS
	<ul style="list-style-type: none"> Group Presentation
TERM 5	TOPICS
	<ul style="list-style-type: none"> Workplace Health and Safety Sustainable Work Practices
TERM 6	PROJECTS
	<ul style="list-style-type: none"> WHS Processes at the 'Go! Regional' Travel Expo
TERM 7	TOPICS
	<ul style="list-style-type: none"> Inclusive Work Practices Engage in Workplace Communication
TERM 8	PROJECTS
	<ul style="list-style-type: none"> Inclusivity and Communication in the Workplace
TERM 9	TOPICS
	<ul style="list-style-type: none"> Develop and Apply Knowledge of Personal Finances
TERM 10	PROJECTS
	<ul style="list-style-type: none"> Personal Budget for the Future
TERM 11	TOPICS
	<ul style="list-style-type: none"> Work in a Team Critical Thinking Skills
TERM 12	PROJECTS
	<ul style="list-style-type: none"> Critical Thinking at Go! Travel
TERM 13	TOPICS
	<ul style="list-style-type: none"> Producing Simple Documents
TERM 14	PROJECTS
	<ul style="list-style-type: none"> Binnacle Boss - Business Proposal
TERM 15	TOPICS
	<ul style="list-style-type: none"> Designing and Producing Presentations
TERM 16	PROJECTS
	<ul style="list-style-type: none"> Deliver a Focus Group Presentation

UNITS OF COMPETENCY

BSBPEF201	Support personal wellbeing in the workplace	BSBXTW301	Work in a team
BSBPEF301	Organise personal work priorities	BSBCRT311	Apply critical thinking skills in a team environment
FNSFLT311	Develop and apply knowledge of personal finances	BSBTEC301	Design and produce business documents
BSBWHS311	Assist with maintaining workplace safety	BSBWRT311	Write simple documents
BSBSUS211	Participate in sustainable work practices	BSBTEC201	Use business software applications
BSBXCM301	Engage in workplace communication	BSBTEC203	Research using the internet
BSBTWK301	Use inclusive work practices		
OPTIONAL ADDITIONAL UNITS OF COMPETENCY			
BSBCMM411	Make presentations*	BSBPEF402	Develop personal work priorities*

SIS30321 CERTIFICATE III IN FITNESS

VET

QCE – 8 Points

Foundation Education	RTO number 22557
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 2026 – December 2027
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: \$70.00 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	TGA Status
HLTAID011	Provide First Aid	Core
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients	Core
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise	Core
SISFFIT032	Complete pre-exercise screening and service orientation	Core
SISFFIT033	Complete client fitness assessments	Core
SISFFIT052	Provide healthy eating information	Core
SISFFIT035	Plan group exercise sessions	Core
BSBOPS304	Deliver and monitor a service to customers	Core
HLTWHS001	Participate in workplace health and safety	Core
SISFFIT036	Instruct group exercise sessions	Core
SISXFAC002	Maintain sport, fitness and recreation facilities	Elective - Listed
BSBWHS332X	Apply infection prevention and control procedures to own work activities	Elective - Listed
BSBPEF301	Organise personal work priorities	Core
SISXDIS001	Facilitate inclusion for people with a disability	Elective - Listed
CHCDIV001	Work with Diverse People	Elective - Listed

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.**

Be aware of the considerable leadership skills required to manage group exercise participation, cohesion, operational logistics, risk, and problems as they arise. Group exercise instructors use discretion and judgement and work with some independence and under limited supervision when instructing groups. It is strongly advised by industry that the student should understand that employers in the fitness industry expect their employees to be at least 18 years old to hold a position that assumes duty of care for participants.

ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY

VET

QCE – 8 Points

IVET Institute	RTO Number 40548
Website	lvet.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 2026 – December 2027
Delivery Mode:	Classroom
Course Delivery and Overview:	A nationally recognised and accredited qualification that contributes up to 8 credits towards the QCE. 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: \$95.00 per term across 8 Terms. Fees will be charged per term on the school fees account.



IVET Institute Pty Ltd

RTO No: 40548



NATIONALLY RECOGNISED
TRAINING

ICT30120 Certificate III in Information Technology

Qualification description

The Certificate III in Information Technology program develops a broad set of fundamental skills as such as introductory-level programming techniques, IP ethics and privacy of information, diagnostic testing and client service.

The program is suitable for serious IT enthusiasts and affords meaningful insights into some of the more common specialisations so that participants can either use this base knowledge and skills to pursue a career or further study in specialist fields; software engineering, gaming, coding, programming, technical support, data management, network management, information security and more.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification. At enrolment students will need to provide their Unique Student Identifier (usi.gov.au) and complete an LLN test to determine suitability and any support needs.

Duration and location

This is a 2 year course delivered in years 11 and 12 on site with qualified school staff via a third party arrangement with IVET Institute.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification.

These include:

- face-to-face instruction
- practicals and scenarios
- online training

Fees

The total Fee for Service cost is \$605. \$345 for first year and \$260 for 2nd year.

Subject Type

VET Qualification

QCE Points

Maximum of 8 credits.
May contribute towards ATAR.

Course Units

Students must successfully complete all 12 units of competency (6 core units plus 6 elective* units) to attain this qualification.

Unit code	Title
BSBXTW301	Work in a team
BSBCRT301	Develop and extend critical and creative thinking skills
ICTSAS305	Provide ICT advice to clients
BSBXCS303	Securely manage personally identifiable information and workplace information
ICTPRG302	Apply introductory programming techniques
ICTICT313	Identify IP, ethics and privacy policies in ICT environments
ICTICT213	Use computer operating systems and hardware*
ICTICT214	Operate application software packages*
ICTSAS311	Maintain computer hardware*
ICTSAS308	Run standard diagnostic tests*
ICTWEB306	Develop web presence using social media*
BSBXCS301	Protect own personal online profile from cyber security threats*

Assessment

Assessment is competency based. Assessment techniques include but not limited to:

- observations
- folios of work
- questionnaires
- written and practical tasks

Pathways

Potential options may include:

- entry level employment within the IT and Support Service industries
- Certificate IV Information Technology; Certificate IV in Cyber Security
- Diploma qualifications (Information Technology)
- Bachelor Degrees (Information Technology)

Obligation

Students will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion. Students deemed competent in all units of competency will be awarded the qualification and a record of results by IVET Institute Pty Ltd. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

ivet.edu.au

1300 004 838

admin@ivet.edu.au

10971NAT CERTIFICATE IV IN JUSTICE STUDIES

VET

QCE – 8 Points

Professional Investigators College of Australasia (PICA)	RTO Number 40789
Website	https://pica.edu.au
Phone	1300 649 967

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 2026 – December 2027
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 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 (2026 – 2027)
Course Fees:	This course is a Fee for Service (FFS). \$750.00 up front fee.



CERTIFICATE IV in Justice Studies (10971NAT)

(RTO – Professional Investigators College of Australasia (PICA) - 40789)

Certificate IV in Justice Studies		Duration:	2 years
Qualification description:	<p>Certificate IV in Justice Studies is a nationally 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.</p> <p>Aims: The Certificate IV in Justice Studies course is designed to</p> <ul style="list-style-type: none"> Provide students with a broad understanding of the justice system Develop the personal skills and knowledge that underpin employment in the justice system. 		
Entry requirements:	<p>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.</p> <p>Attitude – students need to demonstrate independent learning skills</p> <p>Students may be required to undertake an LLN test to determine suitability and any support needs.</p>		
Qualification packaging rules:	To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.		
Units of Competency delivered:	<p>NAT10971001 Provide information and referral advice on justice-related issues</p> <p>NAT10971002 Prepare documentation for court proceedings</p> <p>NAT10971003 Analyse social justice issues</p> <p>BSBXCM401 Apply communication strategies in the workplace</p> <p>PSPREG033 Apply Regulatory Powers</p> <p>BSBLEG421 Apply understanding of the Australian Legal System</p> <p>PSPREG006 Produce formal record of interview</p> <p>PSPREG010 Prepare a brief of evidence</p> <p>PSPLEG002 Encourage compliance with legislation in public sector</p> <p>PSPETH007 Uphold and support the values and principles of public service</p>		
Learning experiences:	<p>Content is delivered in a classroom environment through Legal Studies/Certificate IV in Justice Studies classes or via independent study in Study Lines at school. Course content is provided by the trainer and assessor. This can be in the format of online reading and activities, video/face-to-face workshops.</p> <p>Technology required: access to the internet</p>		
Assessment:	<p>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.</p>		
Pathways:	<p>The Certificate IV in Justice Studies is recommended for students looking to gain employment or further study opportunities 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.</p>		
Course Costs:	\$750 up-front fee (current at 30 th April 2025)		
Further information	<p>Refund Policy: Please refer to the Student Handbook on the PICA website for the refund policy. Please note: Partial refunds will only be issued for extenuating circumstances at the discretion of the PICA CEO. A refund fee will be applied as an administration fee for requests for refund that are approved by PICA.</p>		

BSB50120 DIPLOMA OF BUSINESS

VET

QCE – 8 Points

Barrington College	RTO Number 45030
Website	https://www.barringtoncollege.edu.au
Phone	07 5562 5700

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 2026 – December 2027
Delivery Mode:	Class
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 a range of business disciplines is possible upon completion of the Diploma of Business.
Course Duration:	Minimum of 4 semesters (Year 11 – 12)
Course Fees:	This course is a Fee for Service (FFS). Full fee: \$2,600 (Payment plans are available) Fees will be paid directly to Barrington College.

BARRINGTON COLLEGE AUSTRALIA

Course Overview

Our program enables students to achieve a nationally-accredited qualification while still at secondary school.

The BSB50120 Diploma of Business provides students with a sound overview of the business sector, and prepares them for employment opportunities across a range of business disciplines.




The Diploma can also be used as a pathway into university, and may provide academic credit towards undergraduate study.

Course delivery is flexible and students can choose to attend Diploma of Business classes at their school, at the College's Gold Coast or Brisbane campuses or online.


Course Structure | 12 units

Core	5 units
BSBCRT511	Develop Critical Thinking in Others
BSBFIN501	Manage Budgets and Financial Plans
BSBOPS501	Manage Business Resources
BSBXCM501	Lead Communication in the Workplace
BSBSUS511	Develop Workplace Policies and Procedures for Sustainability
Elective	7 units
BSBHRM525	Manage Recruitment and Onboarding
BSBOPS504	Manage Business Risk
BSBPMG430	Undertake Project Work
BSBTWK503	Manage Meetings
BSBPFE502	Develop and Use Emotional Intelligence
BSBCMM411	Make Presentations
BSBMKG541	Identify and Evaluate Marketing Opportunities

Delivery Options

-  In-school workshop delivery
-  Face-to-face at a Barrington College campus
-  Online classes after school

Course Duration

-  Duration: 18 months

Course Eligibility

Students in Years 10 and 11 are eligible to apply for admission into this course with studies generally commencing in Year 11.

Course fees

Domestic students

Tuition fees: \$2,350

Enrolment fee (Non-refundable): \$250

Total: \$2,600

A monthly instalment plan is available at an additional charge of \$100.

About Us

Barrington College Australia is a leading boutique provider of vocational education, and we have been proudly delivering in-school programs since 2014.

We have a business campus in Brisbane and a purpose-built hospitality and business campus on the Gold Coast.

We currently partner with over 40 private, independent and public schools predominantly in South East Queensland, however we have students enrolled with us from throughout the State.

Why Study With Barrington College Australia?

- ✓ A recognised leader in the delivery of in-school vocational programs
- ✓ Established university pathways
- ✓ Potential academic credit towards university undergraduate degrees
- ✓ Flexible study through a cloud-based learning management system
- ✓ Qualification provides ATAR-equivalency and up to eight QCE points
- ✓ CRICOS-registered for international students
- ✓ Students can achieve a nationally-accredited vocational qualification while still at secondary school
- ✓ Personalised study experience and strong student support that includes holiday workshops

University Pathways

We have established university pathways that may provide potential academic credit towards undergraduate degrees.



Your Next Step

For further information on the Diploma of Business In-School Program, please contact your school's designated representative.

Alternatively, you can contact our Future Students Team by telephone on 07 5562 5700 or by email at schools@barringtoncollege.edu.au

CLICK HERE
To access the
application form

Connect with us



Email: schools@barringtoncollege.edu.au | Phone: 07 5562 5700 | www.barringtoncollege.edu.au | RTO 45030 | CRICOS 03552K
Gold Coast campus: 9 Seabank Ln, Southport, QLD 4215 | Brisbane campus: Level 13, 288 Edward St, Brisbane City, QLD 4000

The information in this brochure was accurate at the time of printing and is intended to be used as a guide only. Barrington College Australia reserves the right to amend or delete any information contained in this brochure without notice. Students should refer to barringtoncollege.edu.au for the most up-to-date information. Terms and conditions apply.

Version 1.2, Edited on 7 April 2025

Sh^Δape Your Tomorrow