



VET
Student Handbook
RTO: 30455

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Vocational Education & Training (VET)

Introduction

This handbook has been written to provide students with important information about the Vocational Education and Training (VET) qualifications offered at William Ross State High School as well as your rights and responsibilities as a VET student. You will be asked to sign that you have read this handbook, so please take the time to study it carefully and ask your VET teachers if you are unsure about anything.

Students should keep this handbook (or note the intranet location of this document) for reference throughout your enrolment. The contents of this handbook in many instances represents the key points of various VET policies and procedures developed by this school. A copy of the VET Quality Manual outlining the school's VET policies and procedures can be obtained via the VET Student Handbook located on G Drive.

What is VET?

Vocational Education and Training (VET) provides students with the opportunity to undertake nationally recognised courses to acquire knowledge and skills directly applicable to workplace situations.

VET Courses and Qualifications at William Ross SHS

William Ross SHS offers three levels of qualifications available under the Australian Qualifications Framework (AQF):

- **Certificate I** – exploration level
- **Certificate II** – education level
- **Certificate III** – employment level

Specific courses and qualifications offered are identified in the table below:

COURSE CODE	COURSE QUALIFICATION TITLE	QCE POINTS ON FULL COMPLETION
AUR10120	<i>Offered by William Ross SHS</i> Certificate I Automotive Vocational Preparation (YR 10 only)	2
FSK20119	Certificate II Skills for Work and Vocational Pathways (compulsory YR 10)	4
BSB20120	Certificate II Workplace Skills	4
ICT20120	Certificate II Applied Digital Technologies	4
SIT20322	Certificate II Hospitality	4
	<i>Offered by External RTOs</i>	
CPC10120	Certificate I Construction PLUS additional qualification	3
CPC20220	Certificate II Construction Pathways (2024 trial) – RTO 31193	1
MEM20422	Certificate II Engineering Pathways – RTO 31193	4
SIS30321	Certificate III Fitness PLUS optional entry qualification	8
*SIS20115	Certificate II Sport and Recreation – RTO 31319	
HLT33115	Certificate III Health Services Assistance PLUS additional qualification	8
HLT23221	Certificate II Health Support Services – RTO 40518	
CHC30121	Certificate III Early Childhood Education and Care Services– RTO 5394	8
BSB30120	Certificate III Business – RTO 31319	8

**Be aware that if you select the combination of Certificate III Fitness/Certificate II Sport and Recreation and the Applied subject Sport and Recreation you are NOT eligible to receive the additional qualification Certificate II Sport and Recreation due to duplication of learning. Please see DP Senior School or HOD VET for more information.*

Reasons to choose VET

- It prepares students for lifelong learning, essential for a productive post school life
- It gives students practical opportunities to explore career paths
- The qualifications are highly regarded by industry
- VET subjects are taught by teachers with relevant industry knowledge, experience and currency to teach VET
- VET supports a seamless transition from school to employment and further education
- It caters for all students - seeking employment specific skills and those at risk of not completing school
- VET options provide **flexible pathways**
- Helps secure student commitment to completing their QCE (Queensland Certificate of Education)
- Certificate programs can articulate into Diplomas (conditions may apply)
- Diplomas can articulate into University studies

The Australian Qualifications Framework outlines the progression of qualifications.

School VET Subjects

These courses are completed at school, as a subject, taught by specialist and trained teachers. Some of these courses are delivered through an agreement with an external training organisation such as Binnacle Training, Blue Dog Training, Blueprint Career Development, Connect 'n' Grow or Kath Dickson Family Centre and therefore attract an additional fee to the set school fees **which MUST be paid for up front**. The Certificate III in Early Childhood Education and Care also requires *160 hours* of unpaid work placement, which students are required to complete outside of school time.

TAFE Pathways and Partnerships

TAFE at school courses will be conducted on **Wednesdays or Thursdays** depending on the course and/or campus. Students are responsible for all associated course and material fees. Students must also arrange their own transport to/from the relevant TAFE campus where the course is completed (either Pimlico or Bohle). There are limited places available for some of the courses, and students must apply through the TAFE website in consultation with the Head of Department – Senior Schooling.

Students are able to access courses specifically designed for high school students through tertiary institutions such as:

- Barrier Reef TAFE
- Skills Tech Australia
- Various other RTO's (Registered Training Organisation)

Enrolling in a course will normally require a commitment of one day a week and the costs for materials. The students are responsible for their own transport to TAFE and enrolment and payment is done directly with the TAFE.

Students have the opportunity to complete a certificate course by the end of Year 12. This is definitely an advantage when finishing school.

These programs are conducted off the school campus and encompass a broad range of Certificate level courses leading to Diplomas.

School Based Apprenticeships/Traineeships (SATs)

- School-based Apprenticeships and Traineeships (SATs) are available in a wide range of industry areas such as telecommunications, fitness, sport and recreation, information technology and wholesale/retail, as well as the traditional areas such as building and construction, engineering and hospitality.
- SATs allow students to train and do paid work in their chosen field while they are still at school studying for their Senior Statement.
- As well as paid work, students will gain extra training to build on the skills learned at work and at school. This training may occur at school, at work or at a TAFE or a private college.
- A SAT can be an attractive option for students who have demonstrated that they have the maturity needed to manage this combination of learning, training and work.
- You may have the opportunity to complete both Year 12 and a school-based traineeship or start a school-based apprenticeship. Be sure that you understand that apprenticeships and traineeships are **legally binding** formal agreements. When you sign these, you are agreeing to particular work and training requirements as is your host employer. Check all documents carefully with a teacher and a trusted adult to ensure that you fully understand what is required of you, the school and the employer in the agreement.
- It is important to realise that a SAT will most likely require you to work during the school holidays and over the Christmas holidays.
- Students interested in SATs should see the Head of Department, Senior Schooling. They need to complete their normal subject selection, choosing six (6) subjects for Year 11 and 12. Any adjustments to a student's program of study will be negotiated as part of the preparation for undertaking a school-based traineeship or apprenticeship.

PLEASE NOTE: VET offerings are dependent on availability of qualified staff and suitable industry resources. If for some reason, William Ross SHS loses the access to these human and physical resources, every attempt will be made to provide students with alternative opportunities to complete the course and related qualifications.

Code of Practice

William Ross State High School

- Recognises the importance of vocational education in providing quality training and experiences to equip our students with relevant work and life skills.
- Has access to the resources and facilities required for the delivery of a broad-range of vocational education areas of study.
- Provides an equitable learning environment for students with processes in place to meet the needs of individual students.

The Australian Qualifications Framework (AQF)

All of the VET courses offered by this RTO lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 14 different types of qualifications that can be obtained. These are shown in the following diagram.

AQF QUALIFICATIONS



Source: Australian Qualifications Framework Second Edition January 2013

Your Trainer and Assessor will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

The following qualification available for completion at this RTO are listed on the Enrolment Agreement that you will be provided with and can also be viewed in the Subject Selection Handbook.

Student selection, enrolment and induction/orientation procedures

Students enrolled in the VET courses at this RTO participate in the same enrolment and selection processes as other students at the RTO. Where numbers are limited for VET subjects, selection will be based on interview and/or on the order in which enrolments were received and fees being paid.

William Ross State High School will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment in the Student Management System (SMS).

The RTO Manager and associated Trainers and Assessors will induct all VET students with this handbook.

Qualification or accredited course information

Information pertaining to your qualification or accredited course can be sourced from course documentation provided by your Trainer and Assessor, subject specific information included in the Senior subject selection handbook (or similar document), through the VET student handbook and on the RTO website or intranet (if applicable).

Information available to students regarding course information will include:

- Qualification or VET accredited course code and title
- Packaging rule information as per the specified Training Package or VET Accredited course
- Units of competency (code and title) to be delivered
- Entry requirements
- Fees and charges
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Third party or off-campus arrangements (where applicable)

Marketing and advertising of course information

The RTO will ensure that its marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its scope of registration. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

The RTO will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration.

William Ross State High School will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the RTO's scope of registration. If the RTO loses access to these resources, the RTO will provide students with alternative opportunities to complete the course and the related qualification.

Legislative requirements

The RTO will observe all Australian, state and territory laws governing Vocational Education and Training. The RTO will also meet all legislative requirements of the:

- [Education \(General Provisions\) Act 2006](#)
- [National Vocational Education and Training Regulator Act 2011](#)
- [Copyright Act 1968 \(2006\)](#)
- [Education \(Work Experience\) Act 1996](#)
- [Child Protection Act 1999](#)
- [Work Health and Safety Act 2011](#)
- [Anti-discrimination Act 1991](#)
- [Privacy Act 1988 \(2014\)](#)
- [Information Privacy Act 2009](#)

If students require any further information, please see the RTO Manager.

Fees and charges, including refund policy

The RTO does not charge students fees for VET services. Levies are only collected for consumable costs or other additional services such as the issuing of a replacement qualification testamur. Any fees and charges that do occur for additional services will be made known to students prior to enrolment.

Students who enrol past the commencement of the calendar year will be charged student levies at a pro-rata basis for the duration of the year. Students who leave a VET course before completion may be able to claim a refund for part of the course consumables (levy).

Fees for VET Courses provided by external training providers will be charged as per the third party arrangements with that provider.

It is important to note that all school fees need to be paid before enrolment with external training providers.

Matters regarding payment of fees or refund of fees will be managed by the Business Manager in accordance with the principles contained in the general fee policy of the school (not specific to VET).

Student services

William Ross State High School will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this RTO will have involvement with some or all of the following processes, designed to establish their educational and support needs:

- SET plans
- subject selection processes
- career guidance services

The provision of educational services will be monitored to ensure the RTO continues to cater for student needs through review of student senior education and training (SET) plans, as needed. The RTO will also ensure that all students receive the services detailed in their agreement with the RTO.

The RTO will continually improve student services by collecting, analysing and acting on any relevant data collection through students providing valuable feedback to the RTO through informal and formal processes i.e. through individual student assessment feedback, course evaluation feedback, quality indicators — student engagement surveys and school-generated surveys (where applicable).

Student support, welfare and guidance services

Students have access to a wide range of support, welfare and guidance services at this RTO, including:

- Deputy Principal
- RTO Manager
- Head of Department
- Trainers and Assessors
- Career Counsellor/Guidance Officer
- Learning Support Teachers

Provision for language, literacy and numeracy assistance

If you are undertaking a VET subject, which has units of competency from a training package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of an industry vocational area of your choice. If you still feel you need additional language, literacy or numeracy support, please seek further advice from the RTO Manager.

Access and equity policy and procedure

The access and equity guidelines at William Ross State High School are designed to remove any barriers so that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects.

This RTO is inclusive of all students regardless of sex, race, impairment or any other factor. Any matter relating to access and equity will be referred to the RTO Manager, as the designated Access and Equity Officer.

William Ross State High School has written access and equity policies documents generally as a school (not specific to VET) and all staff are aware of these. Staff and students may contact the Access and Equity Officer, who is the RTO Manager, for information and/or support about the policy.

Access and equity guidelines will be implemented through the following strategies:

- The curriculum, while limited by the available human and physical resources, will provide for a choice of VET subject/s for all students
- Links with other providers, such as other RTOs will be considered where additional resources are required.
- Access to school-based apprenticeships and traineeships may be available to students
- Where possible, students will be provided with the opportunity to gain a full Certificate at AQF levels I, or II or III (where applicable)
- Access to industry specific VET programs will be available to all students regardless of sex, gender or race.
- If the RTO loses access to either physical and or human resources, the RTO will provide students with alternative opportunities to complete the course and the related qualification.

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc. This RTO strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

For example, the following principles apply:

1. VET curriculum areas will be adequately resourced, with teachers with the appropriate qualifications, in order to ensure students have quality outcomes.
2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn. Students with learning difficulties or impairment will participate with an initial and annual panel meeting with their parent/guardian and relevant RTO staff to ensure that the training and assessment provided meets their needs.
3. All students will be actively encouraged to participate in VET qualifications, irrespective of background/cultural differences.
4. Prior to participating in structured work placement, students will be provided with an induction programme that will equip them with the knowledge to recognise harassment/discrimination should it occur and to ensure they have the strategies to deal with anything like this. Appropriate support will be provided to ensure students are successful in their work placement.
5. Literacy/numeracy is integrated throughout all VET qualifications, as well as being delivered separately through your English/literacy and Maths/numeracy programme.
6. This RTO will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.
7. Any complaints in relation to discrimination/harassment will be treated seriously, in line with the RTO's Complaints and appeals policy.

Flexible learning and assessment procedures

The following represent the basic VET assessment principles of this RTO. They are designed to promote fairness and equity in assessment.

- All VET students at this RTO will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment.
- Information given to students, on the assessment cover sheet, will include:
 - advice about the assessment methods
 - assessment procedures
 - the criteria against which they will be assessed - when and how they will receive feedback.
- Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a two year course.

- The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
- Any special geographic, financial or social needs of students will be considered in the development and conduction of the assessment.
- Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- Opportunities for feedback and review of all aspects of assessment will be provided to students.
- A clearly documented mechanism for appeal against assessment processes and decisions is available to students and is publicly available in this handbook which is stored on the intranet.

Your Trainer and Assessor will provide you with a thorough overview of the assessment requirements for your individual VET course. The following information, however, represents some general information about the VET assessment process adopted at William Ross State High School.

Competency based assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most subject assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or working towards competence. This assists students to become competent as their skills improve.

Final records of assessment of competencies will be awarded as either:

- **C** for Competent
- **NYC** for Not Yet Competent

Assessment methods

Each Trainer and Assessor will maintain a student profile (or similar document) for each student and on completion of the program of study an exit level will be awarded, based on the principles of assessment and rules of evidence.

Elements of competency will be assessed and recorded once the Trainer and Assessor is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, RPL.

A master record detailing students' achievements of the units of competency is maintained at the RTO on the Student Management System (SMS).

This will record all elements and units of competency achieved. This will be held by the RTO and will be issued to the student once they complete the program of study or upon exit (in line with the QCAA SMS data entry timelines).

Student access to accurate records policy and procedures

William Ross State High School is committed to regularly providing students with information regarding their participation and progress.

The Trainers and Assessors must maintain accurate and current records of each student's progress towards and achievement of competencies.

Trainer and Assessors will provide access to a student's own records at least once each semester, or on request by the student. Students will also have access to information regarding any unit achieved through their own online learning account.

Confidentiality procedure

Information about a student, except as required by law or as required under the [VET Quality Framework](#), is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age. The RTO will ensure that have consent from each student.

Employer contributing to learner's training and assessment

Wherever possible the RTO will place students in workplaces that provide experience in the competencies included in their VET qualifications. This RTO does not use assessment by work placement supervisors. Students on work placements may record their activities in a workplace experience logbook (or similar document). The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student's entries in the log. This logbook (or similar document) may be used by the assessor to support judgments of competency. Students at this RTO will be placed in workplaces where it forms a mandatory requirement of the Training Package or Accredited course.

Complaints and appeals procedures

Complaints and appeals are managed by the RTO in a fair, efficient and effective manner. The RTO will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of the RTO's services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the RTO has made. Appeals can relate to assessment decisions, but they can also relate to other decisions. Students with either a complaint or an appeal will have access to an informal complaint process or a formal complaint or appeal process. All formal complaints or appeals will be heard and decided within 60 calendar days of the receipt of the written complaint by the RTO.

The RTO Manager will keep a Register of Complaints which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

Students with a complaint or appeal have access to both informal and formal procedures.

Informal complaint

The initial stage of any complaint shall be for the complainant to communicate directly with the Trainer and Assessor who will make a decision and record the outcome of the complaint.

Learners dissatisfied with the outcome of the complaint to the Trainer and Assessor may then communicate the complaint to the Head of Department, who will make a decision in regards to proceeding with a formal complaint or appeal process.

Learners dissatisfied with the outcome of the informal complaint may initiate a 'formal complaint or appeal' with the RTO Manager.

Formal complaint or appeal

Formal complaints may only proceed after the informal complaint procedure has been finalised and will follow the below procedure:

- All formal complaints or appeals will be in writing addressed to the CEO and submitted to the RTO Manager;
- On receipt of a formal complaint or appeal the RTO Manager shall reply in writing to acknowledge receipt of the complaint, then inform the CEO;
- The RTO Manager and the CEO will meet to discuss the complaint or appeal and either make a decision or convene an independent panel to hear the complaint; this shall be the "Complaint and Appeal Committee" and will consist of members who have not been involved in the issue to this point. It will include the CEO, a member of staff and a representative of the School/College community;
- When a decision is reached this will be communicated in writing to the complainant/appellant within 60 calendar days of the complaint or appeal being received as well as being recorded on the Complaints and Appeals Register;
- If the decision will take longer than 60 calendar days the complainant/appellant will be notified in writing of the reasons why a decision has not been reached and provide regular updates regarding the progress of the matter;
- The complainant/appellant shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation;
- The relevant staff member, third party or other learner shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation;
- The Complaint and Appeal Committee will make a decision on the complaint;
- The Complaint and Appeal Committee will communicate its decision on the complaint to all parties in writing and this will be recorded in the Complaints and Appeals Register;
- If the complainant/appellant is still not satisfied, the CEO will appoint an independent third party (outside the RTO) to mediate with costs being communicated to all parties prior to commencement;
- If the complainant/appellant is still not satisfied, the CEO will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html);
- After the complaint or appeal is finalised the RTO Manager will organise a meeting of relevant parties to review the decision and outcome and evaluate the policies, procedures and strategies of the RTO in order to take appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.

Recognition arrangements for RPL

All VET students have access to a procedure that gives Recognition of Prior Learning. RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

All applications for RPL will be responded to once a written application has been received. The RTO Manager will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the RTO to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

Recognition of prior learning procedure

At the commencement of the school year a Student Induction will be conducted by the RTO Manager and/or Trainer and Assessor and included in this process will be information about Recognition of Prior Learning (RPL) and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager.

Students will be informed about:

- What RPL is;
- All students will have access to, and be offered RPL;
- The application forms used for RPL and the types of evidence that could be presented;
- The process that will be followed for RPL; and
- Appealing assessment decisions for RPL.

A VET student seeking RPL will be provided with a copy of a RPL application form by their relevant Trainer and Assessor along with receiving support and assistance to interpret the documentation and compile the evidence required.

Once the student has submitted the required evidence the Trainer and Assessor will examine the evidence provided and make an assessment judgement. If there are gaps the Trainer and Assessor will inform the student of the gaps and the required training and assessment that will need to be undertaken to address these gaps. The Trainer and Assessor will clearly document the assessment decision using the qualification specific documentation that is to be retained in accordance with the Retention of Student Records Procedure.

The Trainer and Assessor must inform the RTO Manager of the application and result and the RTO Manager will record this in the RPL Application Register.

Recognition of AQF qualifications and statements of attainment issued by another RTO and credit transfer

At the commencement of the school year a Student Induction will be conducted by the RTO Manager and/or Trainer and Assessor and included in this process will be information about credit transfer and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager.

Students will be informed about:

- What credit transfer is;
- What documents need to be provided for credit transfer; and
- The process of obtaining credit transfer.

All students who are entitled to credit transfer from units of competency they have achieved within the RTO (ie. through qualifications completed in year 10 or across qualifications being undertaken at the same time) will be awarded credit transfer automatically by the RTO. These instances will be identified by the RTO Manager and the student and relevant Trainer and Assessor will be informed by the RTO Manager. In order to achieve this, the RTO Manager will identify all units of competency across the RTO that are offered in multiple courses and where students will be awarded credit transfer.

When students transfer in from other schools that are an RTO and the student has undertaken VET at the other school, credit transfer will only be granted upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO. It will be the responsibility of the student to obtain this and credit transfer will not be granted until the documented evidence has been provided. The documentation is to be provided to the RTO Manager directly. A copy of the Statement of Attainment/Record of Results will be provided to the Trainer and Assessor to store a copy with the student profile/portfolio as evidence. The SMS officer will update SMS accordingly.

When students have undertaken qualifications through other non-school RTOs credit transfer will be granted when the student provides the RTO Manager with a copy of the Statement of Attainment or Record of Results. This will be recorded in the SMS by the SMS Operator and a copy of the documentation given to the Trainer and Assessor for storing as evidence on the student profile/portfolio.

Certification and issuing qualifications

The RTO must issue to students whom it has assessed as competent in accordance with the requirements of the Training package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that meets the requirements of the Standards for RTOs 2015.

The RTO will ensure that through the implementation of the AQF Qualifications Issuance Policy:

- Students will receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- A clear distinction can be made between AQF qualifications and non-AQF qualifications
- Certification documentation is used consistently across the RTO, and
- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF
- The RTO will establish anti-fraud mechanisms by including the RTO's own logo on each document issued to ensure there is no fraudulent reproduction or use of credentials.

Replacement of certification documentation

The RTO maintains a Register of Certification Documents Issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. The RTO ensures that this is stored in an accessible format with both electronic and hard copy records kept securely. The process for a learner, or former learner, to request a reissue of their documentation is as follows:

- All requests for a replacement qualification or statement of attainment must be in writing (email is acceptable) from the learner to the RTO Manager;
- The request will be forwarded to the RTO to coordinate who may request the SMS Operator to print the certification documentation;
- The RTO will access the archived records/Register of Certification Documentation Issued to access the required information for the replacement document, or contact QCAA for a reissue;
- The replacement will identify that it is a re-issued version as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the checklist for certification documentation; and
- The replacement will be issued with 30 working days of receipt of the written request.

Qualification and accredited course guarantee

The RTO gives a guarantee to the student that the RTO will complete the training once the student has started in their chosen qualification or accredited course. Students who enter a course after the start date have the opportunity to negotiate a package of units that will lead to a statement of attainment only. This adjustment will be reflected in the Enrolment Agreement form which will be signed by both the student and parent/guardian.

In the event of losing a specialist trainer, and the RTO being unable to obtain a suitable replacement, the RTO will arrange for agreed training and assessment to be completed through another RTO if this is possible (fees may be incurred).

Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and agreement to those arrangements, including any refund of fees will be obtained.

If an external transfer is not possible, the RTO will gain a written agreement for a subject/course transfer within the RTO from the student and parent/guardian.

The Senior Subject Selection Form (or similar document), as well as any Subject Transfer Form (or similar document) used by the RTO will include a disclaimer stating that by 'signing the form, they agree to all of the policies and procedures related to VET that are outlined in all RTO documentation pertaining to VET'.

When an enrolment form is received, the form is checked to ensure it has been signed by both the student and their parent/guardian.

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

Fees

This Certificate Course incurs a cost in addition to the School Resource Scheme (SRS) as it is delivered in partnership with another RTO who has independent fees. All fees, including SRS need to be paid before students are able to enrol in Certificate Courses.

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>

**For further information or any complaints and appeals refer to the HOD of Senior School/VET
Ms Kristy Kirk kkirk65@eq.edu.au**

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 to 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

Fees

This Certificate Course incurs a cost in addition to the School Resource Scheme (SRS) as it is delivered in partnership with another RTO who has independent fees. All fees, including SRS need to be paid before students are able to enrol in Certificate Courses.

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>

**For further information or any complaints and appeals refer to the HOD of Senior School/VET
Ms Kristy Kirk kkirk65@eq.edu.au**

SIT20322 – Certificate II in Hospitality

RTO – William Ross SHS 30455



Certificate II in Hospitality is ideal for students who have an interest in the hospitality industry and in particular the front of house preparation and service of food and beverages. This certificate focuses on developing a deep understanding of knowledge and skills applicable in the service industry of Hospitality. This course will ready students for either full or part time employment in the Hospitality industry and provide them with a nationally recognised qualification upon completion of all practical and theory components of the course.

Students are to successfully complete all theoretical and practical components for each of the twelve competencies. Important: It is essential that students are able to demonstrate safe working practices, hygienic practices for food safety, be punctual, be a team player, take pride in their work and be self-motivated.

Pathways

Possible career pathways include:

- bar attendant
- bottle shop attendant
- catering assistant
- food and beverage attendant
- housekeeping attendant
- porter
- receptionist
- front office assistant
- gaming attendant

After achieving SIT20322 Certificate II in Hospitality, individuals could progress to a wide range of other qualifications in the hospitality and broader service industries.

Upon successful completion, students are certified with a maximum of 4 Queensland Certificate of Education (QCE) Credits.

Nominal Duration: 2 Years.

Entry Requirements

There are no entry requirements or pre-requisites for this qualification.

Qualification Packaging Rules & Core Units

Total units = 12 (6 Core units + 6 Electives)

Assessment

Assessment is competency based and therefore no levels of achievement are awarded. Evidence gathering for this qualification is continuous and units of competency have been clustered into groups and are assessed this way. Evidence gathering methods include observation, portfolios, questioning and feedback from workplace supervisors. Students will be required to participate in café shifts and a variety of functions in order to meet the practical requirements of this course.

Fees

Although this Certificate Course incurs a cost to the school as an RTO provider, it is covered by the school. To enrol in this course, students must have all School Resource Scheme (SRS) fees paid in full.

There are no additional fees for this qualification or material costs. All costs are covered by the school.

SIT20322 - Certificate II in Hospitality

Core	
BSBTWK201	Work effectively with others
SITHIND006	Source and use information on the hospitality industry
SITHIND007	Use hospitality skills effectively
SITXCOM007	Show social and cultural sensitivity
SITXCCS011	Interact with customers
SITXWHS005	Participate in safe work practices
Elective	
SITXFSA005	Use hygienic practices for food safety
SITHFAB024*	Prepare and serve non-alcoholic beverages
SITHFAB027*	Serve food and beverage
SITHIND005	Use hygienic practices for hospitality service
SITXFSA006	Participate in safe food handling practices
SIRRTF001	Balance and secure POS terminal

*Prerequisite Unit: SITXFSA005 Use hygienic practices for food safety

**For further information or any complaints and appeals refer to the HOD of Senior School/VET
Ms Kristy Kirk kkirk65@eq.edu.au**

BSB20120 – Certificate II in Workplace Skills

RTO – William Ross SHS 30455



This course is designed to provide vocational education and training necessary to gain a nationally recognised accreditation whilst developing basic knowledge and skills across a number of business roles. This course encompasses the development of skills and knowledge for effective communication, plan and apply time management, sound teamwork and competent use of business technology. Furthermore, workplace health and safety, environmentally sustainable practices and develop and apply thinking and problem-solving skills underpin all aspects of the course. This course would benefit students who would like to seek post school employment as a clerical or administrative worker across all industries.

Pathways

Possible career pathways include:

- Government roles
- Receptionist
- Clerical Assistant
- Office Assistant
- Call Centre Operator
- Administration Assistant

The BSB20120 Certificate II in Business will predominantly be used by students seeking to enter the business administration in most industries as an office junior or assistant. *Students may also choose to continue their study [e.g. by completing the Certificate III, IV or Diploma in Business/Business Administration at another RTO upon completion of their Certificate II].*

Upon successful completion, students are certified with a maximum of 4 Queensland Certificate of Education (QCE) Credits.

Nominal Duration: 2 Years (can be completed in 1 year).

Entry Requirements

Students should have an interest in pursuing a role as a junior business administrator in any industry. They must have good quality written and spoken communication skills.

Qualification Packaging Rules & Core Units

Total units = 10 (5 Core units + 5 Electives)

Assessment

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. Evidence contributing towards competency will be collected throughout the course. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. A range of teaching/learning strategies will be used to deliver the competencies.

These include:

- Practical tasks
- Hands-on sessions with participants
- Group work
- Guest speakers from related industries

Learning Experiences

A range of teaching and learning strategies will be used to deliver the competencies.

These include:

- Developing creative thinking skills
- Organising personal work schedules
- Using social media tools for collaboration and engagement
- Following health and safety standards in the workplace
- Managing conflict
- Conducting a risk analysis
- Providing quality customer service
- Using business technology
- Managing business operational finance
- Develop awareness of environmentally sustainable practices
- Complete business related tasks
- Developing and updating knowledge of current business practices

Fees

Although this Certificate Course may incur a cost to the school as an RTO provider, it is covered by the school. To enrol in this course, students must have all School Resource Scheme (SRS) fees paid in full.

There are no additional fees for this qualification or material costs. All costs are covered by the school.

BSB20120 - Certificate II in Workplace Skills

Core	
BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of self and others
Elective	
BSBCRT201	Develop and apply thinking and problem solving skills
BSBTEC201	Use business software applications
BSBOPS202	Engage with customers
BSBOPS203	Deliver a service to customers
FNSFLT211	Develop and use personal budgets

**For further information or any complaints and appeals refer to the HOD of Senior School/VET
Ms Kristy Kirk kkirk65@eq.edu.au**

BSB30120 – Certificate III in Business

RTO – Binnacle Training 31319



Binnacle
Training
RTO Code 31319

Delivery Overview

BSB30120 Certificate III in Business is delivered as a senior subject by qualified school staff via a third party arrangement with external Registered Training Organisation (RTO) Binnacle Training. Students successfully achieving all qualification requirements will be provided with the qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment.

Upon successful completion students will achieve a maximum 8 QCE credits.

Entry Requirements

At enrolment, each student will be required to create (or simply supply if previously created) a [Unique Student Identifier \(USI\)](#). A USI creates an online record of all training and qualifications attained in Australia.

Language, Literacy and Numeracy Skills

A Language, Literacy & 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. Please refer to Binnacle Training's [Student Information](#) document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

Course Outline

Students will participate in the delivery of a range of business activities and projects within the school. Graduates will be competent in a range of essential workplace skills – including leadership and organisation, customer service, personal management, teamwork and relationships, business technology and financial literacy. Students will also investigate business opportunities.

Assessment

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Hands-on activities involving customer service
- Group projects
- e-Learning projects

Evidence contributing towards competency will be collected throughout the course.

Course Schedule – year 1

- Introduction to the Business Services Industry
- Personal Wellbeing in the Workplace
- Organise Personal Work Priorities
- Develop and Apply Knowledge of Personal Finances
- Workplace Health and Safety and Sustainable Work Practices
- Inclusive Work Practices and Workplace Communication

Course Schedule – year 2

- Working in a Team
- Critical Thinking Skills
- Creating Electronic Presentations
- Producing Business Documents
- Delivering Customer Service

Finalisation of qualification: BSB30120 Certificate III in Business

Pathways

The Certificate III in Business will predominantly be used by students seeking to enter the Business Services industries. For example:

- Administration Officer
- Customer Service Assistant
- Duty Manager

Students may also choose to continue their study by completing the Certificate IV or Diploma (e.g. Business or Tourism) at another RTO or a Bachelor of Business, or similar, at a University.

Cost

This Certificate Course incurs a cost in addition to the School Resource Scheme (SRS) as it is delivered in partnership with another RTO who has independent fees. All fees, including SRS need to be paid before students are able to enrol in Certificate Courses.

There are costs associated with studying this course as follows (Total = \$370):

\$265.00 - Binnacle Training Fee

\$70.00 - Administration Fee

\$35.00 - Shirt

BSB30120 - Certificate III in Business



Binnacle
Training
RTO Code 31319

Core	
BSBPEF201	Support personal wellbeing in the workplace
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBXCM301	Engage in workplace communication
BSBCRT311	Apply critical thinking skills in a team environment
Elective	
BSBPEF301	Organise personal work priorities
BSBXTW301	Work in a team
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers
FNSFLT311	Develop and apply knowledge of personal finances
<p>E = Imported elective; L = Listed elective. <i>Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices is at its optimum and adequate resources provided by School (as Third Party).</i></p>	
<p>IMPORTANT Program Disclosure Statement (PDS)</p>	<p><i>This document is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement (PDS)</u>. The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</i></p> <p><i>To access Binnacle's PDS, visit: http://www.binnacletraining.com.au/rto.php and select 'RTO Files'.</i></p>
<p>For further information or any complaints and appeals refer to the HOD of Senior School/VET Ms Kristy Kirk kkirk65@eq.edu.au</p>	

SIS30321 – Certificate III in Fitness (Including SIS20115 Certificate II Sport & Recreation)

RTO – Binnacle 31319



Binnacle
Training
RTO Code 31319

Delivery Overview

SIS30321 Certificate III in Fitness (with entry qualification SIS20115 Certificate II in Sport and Recreation) is delivered as a senior subject by qualified school staff via a third-party arrangement with external Registered Training Organisation (RTO) Binnacle Training. Students successfully achieving all qualification requirements will be provided with the qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Upon successful completion students will achieve a maximum 8 QCE credits.

Entry Requirements

At enrolment, each student will be required to create (or simply supply if previously created) a Unique Student Identifier (USI). A USI creates an online record of all training and qualifications attained in Australia.

Language, Literacy and Numeracy Skills

A Language, Literacy & 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. Please refer to Binnacle Training's Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

Course Outline

Students will participate in the delivery of a range of fitness programs and services to clients within their school community. Graduates will be competent in a range of essential skills – such as undertaking client health assessments, planning and delivering fitness programs, and conducting group fitness sessions including with male adult, female adult and older adult clients. This program also includes the following:

- First Aid qualification and CPR certificate

Assessment

Program delivery will combine both class-based tasks and practical components in a real gym environment at the school. This involves the delivery of a range of fitness programs to clients within the school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Hands-on activities involving participants/clients
- Group work
- Practical experience within the school sporting programs and fitness facility

Evidence contributing towards competency will be collected throughout the course.

Course Schedule – Year 1

- The Sport, Fitness and Recreation Industry
- Developing Coaching Practices
- Delivery of Community Fitness Programs
- First Aid and CPR Certificate
- Anatomy and Physiology – Body Systems, Terminology
- Client Screening and Health Assessments
- Plan and Deliver Exercise Programs
- Anatomy and Physiology – Digestive System and Energy Systems
- Nutrition – Providing Healthy Eating Information
- Finalisation of qualification: SIS20115 Certificate II in Sport and Recreation

Course Schedule – Year 2

- Mobility Programs
- Specific Populations – Training Male Adults, Female Adults, Older Clients, Client Conditions
- Training Other Specific Population Clients
- Group Fitness Programs
- Finalisation of qualification: SIS30321 Certificate III in Fitness

** Be aware that if you select the combination of Certificate III Fitness/Certificate II Sport and Recreation and the Applied subject Sport and Recreation you are NOT eligible to receive the additional qualification Certificate II Sport and Recreation due to duplication of learning. Please see DP Senior School or HOD VET for more information.*

Pathways

The Certificate III in Fitness will predominantly be used by students seeking to enter the sport, fitness and recreation industry as a fitness instructor, community coach, sports coach, athlete, or activity assistant.

Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit

<https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar>

Students may also choose to continue their study by completing the Certificate IV in Fitness at another RTO.

Cost

This Certificate Course incurs a cost in addition to the School Resource Scheme (SRS) as it is delivered in partnership with another RTO who has independent fees. All fees, including SRS need to be paid before students are able to enrol in Certificate Courses.

There are costs associated with studying this course as follows:

\$265.00 = Binnacle Training Fee - Certificate II entry qualification

\$55.00 - First Aid Certificate costs

\$100.00 = Binnacle Training Fee - Certificate III Gap Fee

\$40.00 - Uniform Shirt

For further information or for any complaints and appeals refer to the HOD of Senior School/VET

Ms Kristy Kirk kkirk65@eq.edu.au

SIS30321 - Certificate III in Fitness

PLUS entry qualification: SIS20115 Certificate II in Sport and Recreation



Binnacle
Training
RTO Code 31319

UNIT CODE	UNIT TITLE	SIS20115 Certificate II in Sport and Recreation	SIS30321 Certificate III in Fitness
HLTWHS001	Participate in workplace health and safety	CORE	CORE
SISXEMR001	Respond to emergency situations	CORE	ELECTIVE - LISTED
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE	ELECTIVE - IMPORTED
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE - IMPORTED
SISXCAI002	Assist with activity sessions	CORE	
SISXCCS001	Provide quality service	CORE	
BSBWOR202	Organise and complete daily work activities	CORE	
ICTICT203	Operate application software packages	ELECTIVE - GENERAL	
BSBTEC201	Use business software applications	ELECTIVE - IMPORTED	
BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE - IMPORTED	
BSBTEC203	Research using the internet	ELECTIVE - IMPORTED	
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - GENERAL	
BSBSUS211	Participate in sustainable work practices		ELECTIVE - LISTED
HLTAID011	Provide first aid		CORE
BSBPOPS304	Deliver and monitor a service to customers		CORE
BSBPEF301	Organise personal work priorities		CORE
SISFFIT032	Complete pre-exercise screening and service orientation		CORE
SISFFIT033	Complete client fitness assessments		CORE
SISFFIT035	Plan group exercise sessions		CORE
SISFFIT036	Instruct group exercise sessions		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
SISFFIT052	Provide healthy eating information		CORE

NOTE: Units of competency are subject to change prior to the commencement of the program. These may be due to qualification or unit changes on the national training register (training.gov.au), as well as elective unit changes made by Binnacle Training to align with current industry practices or school resourcing requirements.

IMPORTANT	<p><i>This document is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement (PDS)</u>. The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</i></p> <p><i>To access Binnacle's PDS, visit: http://www.binnacletraining.com.au/rto.php and select 'RTO Files'.</i></p>
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HLT33115 – Certificate III in Health Services Assistance (Including HLT23221 – Certificate II Health Support Services)

RTO – Connect ‘n’ Grow



Qualification Description

Health and community services training is linked to the largest growth industry in Australia, estimated to grow by 20% over the next five years. These programs combine to provide students with entry level skills necessary for a career in the health sector and also provide a pathway to pursue further study. Skills acquired in this course include first aid, effective communication, workplace health and safety, infection control, understanding common medical terminology, conducting health checks, recognising healthy body systems and working with diverse people.

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

Entry requirements

There are no entry requirements to commence the first year of this qualification; however successful completion of the Certificate II in Health Support Services is required to continue into the Certificate III coursework.

International students may be able to enrol depending on their visa and/or the school's CRICOS registration. Contact the VET Coordinator for more information.

Duration and location

This is a two-year course delivered on site to senior school students and in partnership with Connect ‘n’ Grow®.

Delivery modes

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

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

Fees

This Certificate Course incurs a cost in addition to the School Resource Scheme (SRS) as it is delivered in partnership with another RTO who has independent fees. All fees, including SRS need to be paid before students are able to enrol in Certificate Courses.

There are costs associated with studying this course as follows:

The total Fee for Service cost of these courses [Cert II and Cert III] is \$998

Students may be able to access VETiS funding to help subsidise the cost of their training. Contact the VET Coordinator or Connect ‘n’ Grow® to explore potential options.

QCE Points

Maximum 8 (up to 4 points for completion of the Certificate II and up to a further 4 points for completion of the Certificate III).

Assessment

Assessment is competency based and techniques include:

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

Work experience

Students are highly encouraged to complete a minimum of 20 hours work experience in a health or community service facility to strengthen their skills, knowledge and employability.

Connect ‘n’ Grow® considers industry experience to be a very important inclusion of the Certificate III qualifications.

Pathways

Potential options may include:

- Various Certificate IV qualifications
- Diploma of Nursing
- Bachelor Degrees (B. Nursing)
- Entry level employment within the health industry

HLT33115 - Certificate III in Health Services Assistance

Including HLT23221 Certificate II Health Support Services



Connect 'n' Grow
REDESIGNING EDUCATIONAL PATHWAYS
RTO 40518

Course units Year 1 (Certificate II units)	
Unit code	Title
CHCCOM005	Communicate and work in health or community services
BSBPEF202	Plan and apply time management
BSBINS201	Process and maintain workplace information
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTHSS009	Perform general cleaning tasks in a clinical setting
HLTWHS005	Conduct manual tasks safely
HLTHSS011	Maintain stock inventory
BSBOPS203	Deliver a service to customers
CHCCCS010	Maintain a high standard of service
CHCPRP005	Engage with health professionals and the health system
Course units Year 2 (Certificate III units)	
Unit code	Title
HLTAAP001	Recognise healthy body systems
BSBMED301	Interpret and apply medical terminology
HLTAID009	Provide cardiopulmonary resuscitation
HLTAID010	Provide basic emergency life support
HLTAID011	Provide first aid
BSBPEF301	Organise personal work priorities
CHCCCS009	Facilitate responsible behaviour
CHCINM002	Meet community information needs
CHCDIV002 OR HLTWHS002	Promote Aboriginal and/or Torres Strait Islander cultural safety OR Follow safe work practices for direct client care
<p><i>Obligation</i> Students will be provided with every opportunity to complete this 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 Connect 'n' Grow®. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.</p>	
<p>For further information or for any complaints and appeals refer to the HOD of Senior School/VET Ms Kristy Kirk kkirk65@eq.edu.au</p>	

CHC30121 – Certificate III in Early Childhood Education & Care

RTO – 5394 Kath Dickson Institute



This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously. Upon successful completion, students are certified with a maximum of 8 Queensland Certificate of Education (QCE) Credits.

Nominal Duration: 2 Years.

Entry Requirements

It is recommended that students have gained at least a "C" achievement in Year 10 English

Learning Experiences

You will have access to a variety of theory and practical learning resources, including **160 hours** of industry placement, which equips you with the necessary skills to secure employment. Course resources are readily available on the RTO website to ensure 24/7 access and portability to students. Throughout the duration of your studies, you will be supported by qualified trainers and assessors in a variety of methods. These may include: email, phone, workplace visits, third party reports by workplace supervisor/s, written workbooks, videoed training presentations and or classroom tutorials.

Assessment

A range and variety of assessment methods are utilised including direct observation, portfolios, workbooks, written responses, third party reports and direct questioning. A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Completion of computer based tasks and assessment
- Group work
- Practical experience within the school playgroup

Evidence contributing towards competency will be collected throughout the course. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. **NOTE: Students are required to undertake 160 hours of structured work placement or receive recognition of prior work placement. These hours must be conducted at a long day care centre. This placement occurs outside of school time and MUST be completed to successfully complete this certificate course.**

Fees

Currently \$920 – this cost will increase in 2024 (TBC)

Pathways

The CHC30121 Certificate III in Early Childhood Education and Care provides a pathway to work in the child care sector in positions such as Early Childhood Educator, School Age Education and Care Provider.

CHC30121 – Certificate III in Early Childhood Education & Care



Unit code	Title
CHCECE030	Support inclusion and diversity
CHCECE031	Support children’s health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children’s play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples’ cultures
CHCECE055	Meet legal and ethical obligations in children’s education and care
CHCECE056	Work effectively in children’s education and care
CHCPRT001	Identify and respond to children and young people at risk
HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
Electives (x 2)	To be confirmed

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 Ms Kristy Kirk kkirk65@eq.edu.au

ICT20120 - Certificate II Applied Digital Technologies

RTO – William Ross SHS 30455



The technology of the 21st century is rapidly evolving. This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry. This subject will provide students with a sophisticated understanding of technology and its uses.

To successfully complete the qualification, students must demonstrate a satisfactory level of the skills and knowledge required for each of the twelve units of competency in this course. Students will be assessed through their written training diary entries, short answer responses, practical assignments and observations carried out whilst they participate in simulated work activities. Work experience placements for this course are highly encouraged however not a requirement to obtain the qualification.

Entry requirements

Students should have an interest in pursuing a role as an ICT administrator in any occupation / industry. They must have good quality written and spoken communication skills.

Qualification Packaging Rules & Core Units

Total units = 12 (6 core units & 6 Electives)

Assessment

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Group work
- Practical tasks
- Customer set tasks
- Hands-on sessions with participants
- Guess speakers from related industries

Evidence contributing towards competency will be collected throughout the course. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies.

Fees

Although this Certificate Course may incur a cost to the school as an RTO provider, it is covered by the school. To enrol in this course, students must have all School Resource Scheme (SRS) fees paid in full.

There are no additional fees for this qualification or material costs. All costs are covered by the school.

Pathways

This subject helps students become ICT enabled for any career path.

Further study options may include:

- Cert III Information Technology
- Cert IV Information Technology
- Cert IV Information Technology Support
- Cert IV Web-Based Technologies

The Certificate II in Applied Digital Technologies will predominantly be used by students who seek to enter an industry as a junior or in a support role.

Upon successful completion, students are certified with a maximum of 4 Queensland Certificate of Education (QCE) Credits.

Nominal Duration: 2 Years (can be completed in 1 year).

Learning Experiences

A range of teaching and learning strategies will be used to deliver the competencies.

These include:

- Developing creative thinking skills
- Organising personal work schedules
- Using social media tools for collaboration and engagement
- Following health and safety standards in the workplace
- Managing conflict
- Conducting a risk analysis
- Providing quality customer service
- Using business technology
- Managing technology to meet customer demands
- Develop awareness of environmentally sustainable practices
- Complete IT industry related tasks
- Developing and updating knowledge of current IT practice



ICT20120 - Certificate II in Applied Digital Technologies

Core	
BSBWHS211	Contribute to the health and safety of self and others
BSBSUS211	Participate in sustainable work practices
ICTICT213	Use computer operating systems and hardware
BSBTEC202	Use digital technologies to communicate in a work environment
ICTICT214	Operate application software packages
ICTICT215	Operate digital media technology packages
Elective	
ICTICT224	Integrate commercial computing packages
BSBTEC303	Create electronic presentations
ICTWEB305	Produce digital images for the web
ICTWEB304	Build simple web pages
ICTSAS214	Protect devices from spam and destructive software
BSBTEC302	Design and produce spreadsheets

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Ms Kristy Kirk kkirk65@eq.edu.au

FSK20119 - Certificate II Skills for Work & Vocational Pathways

RTO – William Ross SHS 30455



This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. Uncover your potential and build your confidence. You will improve your literacy and numeracy skills, communicate effectively in the workplace, and develop study and employment goals in a supportive and nurturing environment.

It is suitable for individuals who require:

- a pathway to employment or further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills and a vocational training and employment plan

Entry requirements

Nil. Students commence this qualification in YR 10.

Upon successful completion, students are certified with a maximum of 4 Queensland Certificate of Education (QCE) Credits.

Qualification Packaging Rules & Core Units

Total units = 14 (1 Core unit & 13 Electives)

Nominal Duration: 1 Year

Fees

There are no additional fees for this qualification or material costs. All costs are covered by the school.

Core	
FSKLRG011	Use routine strategies for work-related learning
Elective	
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
FSKNUM017	Use familiar and routine maps and plans for work
FSKDIG002	Use digital technology for routine and simple workplace tasks
FSKLRG010	Use routine strategies for career planning
FSKLRG009	Use strategies to respond to routine workplace problems
FSKRDG010	Read and respond to routine workplace information
FSKWTG009	Write routine workplace texts
FSKOCM007	Interact effectively with others at work
ICPSUP2810	Use computer systems in the printing and graphic arts sectors
SIRXWHS002	Contribute to workplace health and safety
SIRXHWB001	Maintain personal health and wellbeing
FSKNUM020	Use familiar, routine functions of a calculator for work
*FSKLRG006	<i>Participate in Work Placement (can be substituted for FSKNUM020)</i>

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Ms Kristy Kirk kkirk65@eq.edu.au

AUR10120 - Certificate I Automotive Vocational Preparation

RTO – William Ross SHS 30455



This qualification is an introductory qualification to the automotive retail, service and repair industries and an entry to further training in several sectors. It is designed for application in a highly supervised context, such as VET in Schools (VETiS) or other equivalent introduction or induction to industry environments. The range of technical skills and knowledge is limited.

This course offers entry level training for those seeking to work in any of the automotive sectors such as bicycle, automotive electrical, outdoor power equipment, light vehicle or vehicle body and paint detailing, marine or heavy vehicle. You'll gain experience in service and repair and a strong pathway to further automotive study or an automotive apprenticeship.

Entry requirements

Nil. **This qualification is offered in YR 10 only.**

Upon successful completion, students are certified with 2 Queensland Certificate of Education (QCE) Credits.

Qualification Packaging Rules & Core Units

Total units = 8 (5 Core units & 3 Electives)

Nominal Duration: 1 Year

Fees

To enrol in this course, students must have all School Resource Scheme (SRS) fees paid in full.

There are no additional fees for this qualification or material costs. All costs are covered by the school.

Core	
AURAEA001	Identify environmental and sustainability requirements in an automotive service or repair workplace
AURASA001	Apply automotive workplace safety fundamentals
AURETR103	Identify automotive electrical systems and components
AURLTA101	Identify automotive mechanical systems and components
AURTTK102	Use and maintain tools and equipment in an automotive workplace
Elective	
AURVTN001	Remove and tag vehicle body components
AURTTE003	Remove and tag engine system components
AURETR006	Solder electrical wiring and circuits

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